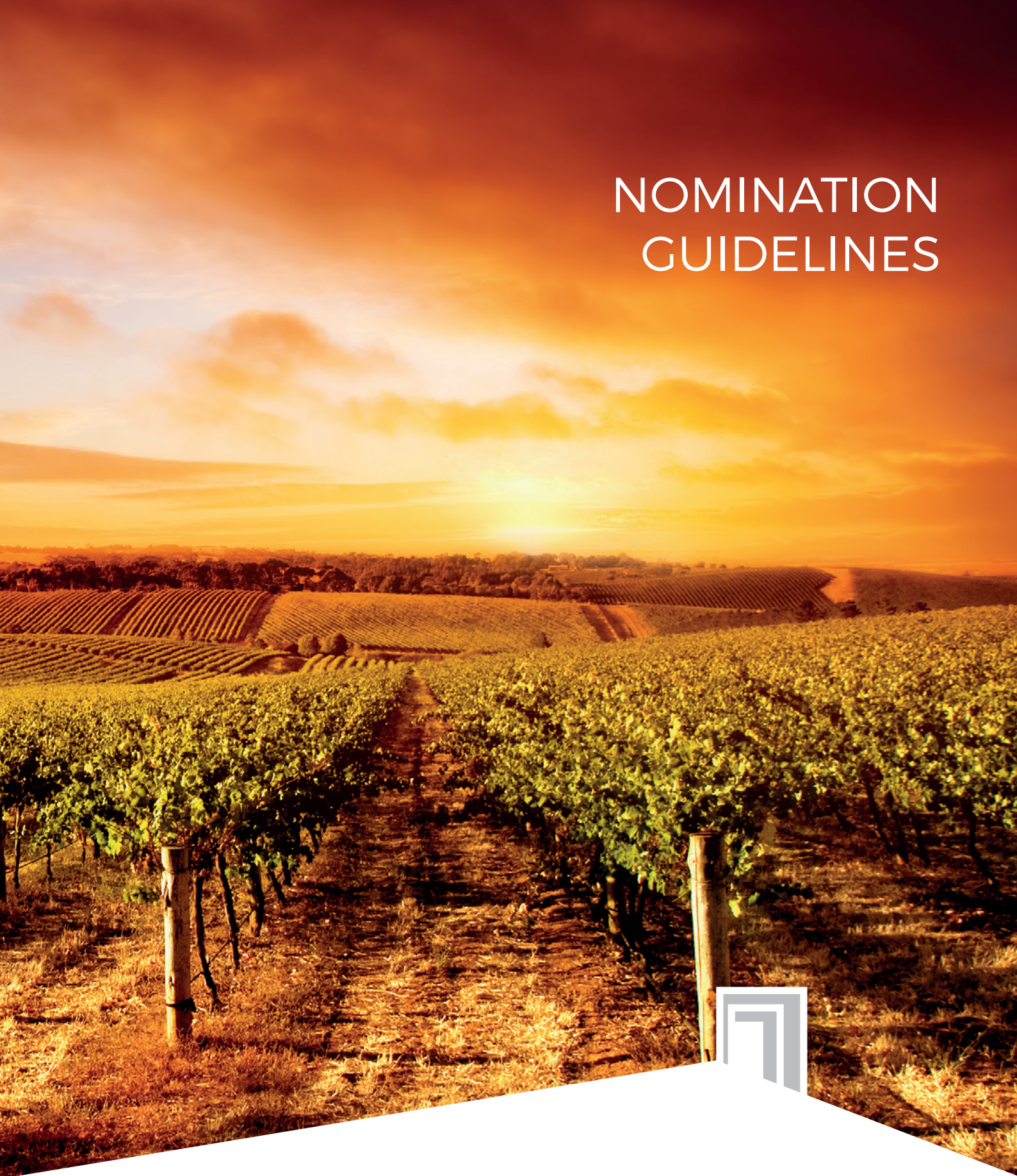


NOMINATION GUIDELINES



THE PUBLIC SERVICE MEDAL

Formal recognition of outstanding service

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Nomination Guidelines

The Public Service Medal, established in 1989, is awarded twice a year by the Governor-General.

It recognises those people who have consistently performed demanding jobs to the highest standards and have made a major contribution to the Australian community. The Public Service Medal is part of the official Australian system of honours and awards, and was established to recognise employees of the Australian Government and state, territory and local governments who have given outstanding service.

Outstanding service could be shown through:

- » *service excellence to the public, or to external or internal clients;*
- » *innovation in program, project or policy development;*
- » *leadership, including as a member of a team; or*
- » *the achievement of more efficient processes, improved productivity or better service delivery.*

The guidelines provide details on how to nominate someone for the Medal.



The Award

Only 100 awards of the Public Service Medal can be made in any calendar year. Of these, up to 30 can be awarded to employees of Australian Government agencies and the remainder are awarded by the states and territories as follows: NSW (22); VIC (17); QLD (11); WA (6); SA (6); TAS (3); ACT (3); and NT (2). Recipients of the Public Service Medal are entitled to use the letters 'PSM' after their names to show that their outstanding service has been formally recognised.

What is the medal awarded for?

The sole criterion for the award of the Public Service Medal is outstanding public service. "Outstanding service" includes service above and beyond the normal requirements of the position, a special achievement or success in the performance of duty in difficult or unusual circumstances, or sustained high level performance by an individual with a focus on outcomes and recognisable benefits to clients and the workplace. Long service should not be used as a basis for making nominations.

Who is eligible?

All employees of the Australian Government and state, territory and local governments are eligible for the medal, except for members of the Defence Force and other uniformed services (police, fire services, ambulance services and emergency services) who are eligible for comparable awards*. The Public Service Medal is not reserved for senior officers – it is open to all levels of the public service. Past awards have been made across a broad range of government services and locations. The Public Service Medal may be awarded only once to each recipient. A person who has received a Public Service Medal and gives further distinguished service may be nominated subsequently for an award in the Order of Australia. Similarly, a person who has received an award in the Order of Australia is not excluded from receiving a Public Service Medal although at least five years should elapse between the announcement of awards, in accordance with established honours convention.

**With regard to the suite of meritorious awards (Australian Police Medal, Australian Fire Services Medal, Public Service Medal, Emergency Services Medal, Ambulance Service Medal and the Australian Antarctic Medal) those eligible for one type of meritorious award would not be eligible for consideration for other comparable meritorious awards. Advice can be sought from the Australian Government Public Service Medal Secretariat (see contact details on next page).*

Citizenship

A person does not have to be an Australian citizen to be awarded the Public Service Medal. However, if the nominated person is not an Australian citizen, the Australian Government, in accordance with honours convention, must seek the agreement of the government of the country of citizenship before the award can be made. If the nominee is not an Australian citizen, the nomination should clearly indicate this, and if the nomination is recommended to the Governor-General, the Governor-General's office will arrange for the Australian Government to seek the appropriate agreement.

Retired officers

Awards of the Public Service Medal may be made to former public servants.

Posthumous awards

The Public Service Medal is not awarded posthumously.

How should nominations be prepared?

The nomination form

As the Public Service Medal is part of the official national honours system, it is important to provide full personal details of the nominee, including the full name and home address. All information provided is treated as confidential, and if the nomination is successful the nominee will have the opportunity to advise whether they wish their address details to be published. Full position details are required so that the Public Service Medal Committee can assess the nomination relative to the duties that would normally be expected of a person at a particular level. This is very important for the committee when comparing nominations. The nomination statement must contain comprehensive information on the services or achievement for which the nomination is being made. A list of positions held over a number of years is not sufficient. Because the nomination will be considered alongside other nominations in what is essentially a competitive process, the committee needs to be given a clear idea of what the nominee has done to fulfill the criteria of outstanding service. It should not be assumed that the committee has a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements. These services should be put into context in the nomination statement.

Referee support

To be properly considered by the committee, referee statements commenting on the services of the nominee must accompany all nominations. It is also often appropriate to obtain referee statements from outside the agency, especially if the nominee is being nominated for outstanding services to a particular community or industry. If the nominee's services relate to the work of another agency, a referee statement from that agency may also help the committee in their consideration of the nomination. Three to four referee statements would be sufficient.

Endorsement

Nominations will be forwarded to the relevant departmental Secretary or Chief Executive Officer by the Public Service Medal Committee, who will be requested to endorse the nomination.

How are nominations considered?

The various Public Service Medal Committees consider nominations for eligible employees. Committees meet twice a year to consider nominations for the Australia Day and Queen's Birthday honours lists. Closing dates for nominations **should be checked with individual Committee Secretariats** but are generally 1 February and 1 August each year. After considering the nominations, the Committee recommends a list of proposed recipients to the responsible Minister or Premier, who then makes a recommendation to the Governor-General who has the authority to approve the awards. Responsibility for contacting the proposed recipients rests with the Honours Secretariat at Government House, which arranges for the announcement of the awards to appear in the Commonwealth of Australia Gazette. Proposed recipients may decline an award if they wish. Some time after gazettal the recipient will be notified by Government House of the arrangements for them to receive their medal at an official investiture.



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