The Public Service Medal

Formal recognition of outstanding service

Nomination Form

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

The Public Service Medal is part of the Australian Honours and Awards system. It recognises 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.

For more information on the Public Service Medal, please refer to the [Public Service Medal Nomination Guide](https://www.qld.gov.au/__data/assets/pdf_file/0033/305988/Queensland-Public-Service-Medal-Guidelines.PDF).

## Contact information

|  |
| --- |
| Details of person submitting the nomination  |
| **Full Name**  |  |
| **Occupation/APS Position**  |  |
| **Division/ Department** |  |
| **Business Address**  |  |
| **Telephone (Business)** |  | **Email**  |  |
| **Date** |  |

|  |
| --- |
| Details of the nominee |
| **Surname** |  | **Given Name(s)** |  | **Title** |  |
| **Home** **Address** |  |
| **Telephone (Home)** |  | **Mobile** |  |
| **Job Title** |  | **APS Classification** |  | **Service/ID Number** |  |
| **Division/ Department** |  |
| **Business Address** |  |
| **Telephone (Business)** |  | **Email** |  |
| **Awards and/or Degrees** |  |
| **Date of Birth** |  | **Place of Birth**  |  |
| *If born outside Australia* **Naturalisation Certificate details** |  | **OR****Country of Citizenship** |  |

*Note: Nominee should not be approached directly for naturalisation details.*

## Referee Statements

**Please list details for referees. At least three referees should be provided (in addition to the nominator – if provided) including, if appropriate, referees from outside the public service.** Referee reports are limited to two pages each.

|  |
| --- |
| Referee details  |
| **Referee 1** |
| **Full Name**  |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 2** |
| **Full Name**  |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 3** |  |
| **Full Name**  |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 4** |  |
| **Full Name**  |  |
| **Position** |  |
| **Organisation** |  |

## Nomination

1. **Nomination statement**

**Please provide details of the nominee’s service which are considered particularly worthy of recognition.** Nominations are limited to two pages. You can use the space below or you may attach a separate document. You should, however, cover the following questions in the nomination:

**<Insert nomination statement here>**

1. **Service**

**In what role(s) has the nominee excelled?** You should give positive details and describe comprehensively the nature of the occupation(s) (i.e. policy, customer service, administration), and the length of service.

**<Insert service statement here>**

1. **Achievement**

**How has the nominee demonstrated ‘outstanding service’? Has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; or achieved more efficient processes, improved productivity or better service delivery?** You should give details of key achievements that have resulted from the nominee’s involvement.

**<Insert achievement statement here>**

1. **Impact**

**How has the nominee’s contribution impacted upon their organisation and its clients? What are the broader outcomes of the nominee’s work?** This is an opportunity to describe in terms of the ‘big picture’ the significance of the nominee’s efforts.

**<Insert impact statement here>**

**Other comments**

**<Insert other comments here>**

**Departmental ranking (if more than one nomination is being submitted)**

**<Insert ranking (Example: 3 of 4)>**

## Checklist:

[ ]  All sections of the nomination form completed

[ ]  At least three signed referee statements included

[ ]  Media Notes included (maximum 300 words) – review [Media Notes Guide](https://www.qld.gov.au/__data/assets/pdf_file/0036/371898/Queensland-Public-Service-Medal-Media-Notes-Guide.pdf) for assistance

[ ]  Endorsement obtained from relevant Director-General or CEO (if a Director-General or CEO is being nominated, relevant Ministerial or Mayoral endorsement is requested)

[ ]  Ranking provided (where more than one nominee is being put forward by a portfolio/department)

## Declaration:

Director-General, CEO or agency head:

[ ]  I have reviewed the nomination form and attachments; and

[ ]  I endorse the nomination

|  |  |
| --- | --- |
| Full Name |  |
| **Position** |  |
| **Department** |  |
| **Date** |  |
| **Signature** |  |
| **Nominee’s Name** |  |

## Applications should be forwarded to:

Engagement and Partnerships

Governance and Engagement

Department of the Premier and Cabinet

PO Box 15185  CITY EAST  QLD  4002

Tel: (07) 3003 9200

Email: honours@premiers.qld.gov.au

**Privacy information**
The State of Queensland through the Department of the Premier and Cabinet (‘the State’) is collecting personal information in order to coordinate and administer the Queensland Public Service Medal (‘the Awards”). Personal information collected from the nomination form will be used by the State’s authorised employees and officers to administer the Awards.

Personal information contained in the nomination will be provided to a judging panel for the purpose of judging the Awards. Successful nominee information will also be provided to the Award Secretariat, Office of the Official Secretary to the Governor-General, for the purpose of administrating the awards.

You should be aware that material provided by you may be subject to disclosure under the *Right to Information Act 2009* subject to the exemptions under that Act. Your personal information will not be otherwise used or disclosed without your consent unless authorised or required by law.

If at any time you would like your personal information removed from our database, please email honours@premiers.qld.gov.au with your request.

Further information about the State’s treatment of, and your right to access your personal information, can be viewed at [www.premiers.qld.gov.au/tools/privacy.aspx](http://www.premiers.qld.gov.au/tools/privacy.aspx).