Public Service Medal guidelines

Recognising outstanding service

The Public Service Medal recognises outstanding public service of Australian, state, territory and local government employees. It is part of the official Australian system of honours and awards and is awarded by the Governor-General on Australia Day and the Queen’s Birthday.

Up to 100 Public Service Medals are awarded each calendar year. Of these, 6 can be awarded in Western Australia. Recipients are entitled to use the post‑nominal ‘PSM’.

**Award criterion**

The single award criterion is ‘outstanding public service’ which includes:

* service above and beyond the normal requirements of a position
* special achievement or success in the performance of duty in difficult or unusual circumstances
* sustained performance with a focus on outcomes and recognisable benefits to clients, the workplace or community.

Length of service should not be used as a basis for nominations.

**Eligibility**

The Public Service Medal:

* is open to current employees of the Australian, state, territory and local governments at any level, except for members of the defence force, police, fire, ambulance and emergency services who are eligible for comparable awards
* can be awarded to former public servants within 12 months of their retirement
* can only be awarded once to each recipient
* can be awarded to non-Australian citizens with agreement of the government of the country of citizenship (agreement sought by Governor-General’s office)
* can be awarded to recipients of the Order of Australia although at least 5 years should elapse between awards
* is not awarded posthumously.

**Preparing a nomination**

Anyone can make a nomination to the WA Public Service Medal Committee for Western Australian state and local government employees.

Nominations must include the **completed nomination form** and **at least 3 referee statements**

The form needs to be prepared and signed by the nominator and be no longer than 2 pages. The nomination summary should give a clear idea of how the nominee meets the criterion of outstanding public service under the headings in the form.

The nomination summary should explain everything clearly and contain enough information to put the nominee’s contribution into context so the committee can assess it relative to the duties normally expected of a person at a particular level.

It may be helpful to assume that the committee does not know anything about the area the nominee is working in or has worked in, or understand the significance of their achievements and impact.

In addition to the summary, nominations require at least 3 signed referee statements providing comments on the nominee’s service.

Each statement must:

* detail specific examples of outstanding service by the nominee
* be no longer than 2 pages
* be signed by the referee
* be on official letterhead if possible.

Referee statements can be sourced from outside the public sector (for example, if the person is being nominated for outstanding service to a particular community or industry). There is no limit to the number of referee statements.

**Endorsement by the nominee’s Director General or Chief Executive Officer**

Nominations must be accompanied by written proof of endorsement by the nominee’s director general or chief executive officer.

Notes:

* If the director general or chief executive officer is the person submitting the nomination, further endorsement is not required.
* If the director general or chief executive officer is the person being nominated, endorsement must be sought from another director general or chief executive officer.

All information in a nomination is kept confidential.

**Submitting a nomination**

Compile the necessary nomination documents and email WA Public Service Medal Committee Secretariat at [psm@psc.wa.gov.au](mailto:psm@psc.wa.gov.au).

**Nomination deadlines**

Nominations must be submitted to the WA Public Service Medal Committee Secretariat by:

* 13 January (or following Monday if this falls on a weekend) for the King’s Birthday honours list
* 1 June for the Australia Day honours list (26 January).

Late nominations are not considered.

**Consideration of nominations**

Nominations are considered by the WA Public Service Medal Committee which comprises:

* Public Sector Commissioner (chair, core member)
* Director General, Department of the Premier and Cabinet (core member)
* Director General/CEO (agency rotated annually)
* Director General/CEO (agency rotated annually).

Rotating members of the committee are invited by the chair. Tenure of rotating members is for a period of one year with all members eligible for a second term.

The committee meets twice a year to assess nominations and recommend proposed recipients to the Premier. The Premier makes recommendations to the Governor-General who approves the awards.

The Honours Secretariat of Government House contacts proposed recipients to confirm acceptance of the award and arranges for announcement of the awards to appear in the Commonwealth of Australia Gazette. Proposed recipients may decline the medal if they wish. After gazettal, the recipient is notified by Government House of the arrangements for them to receive their medal at an official ceremony.

Nomination Form

The information in this document is held in confidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details of person submitting nomination** | | | | |
| **Given name/s** |  | **Surname** |  | |
| **Occupation/position** |  | | | |
| **Relationship to nominee** |  | | | |
| **Organisation** |  | | | |
| **Address** |  | | | |
| **Suburb** |  | **Postcode** |  | |
| **Telephone number** |  | **Mobile number** |  | |
| **Email** |  | | | |
|  |  | | | |
| **Details of person being nominated – contact details** | | | | |
| **Given name/s** |  | **Surname** |  | |
| **Home address** |  | | | |
| **Suburb** |  | **Postcode** |  | |
| **Telephone number** |  | **Mobile number** |  | |
| **Email** |  | | | |
| **Date of birth** |  | **Place of birth** | |  |
|  |  |  | |  |
| **Details of person being nominated – employment details** | | | | |
| **Occupation/position** |  | **Salary level** |  | |
| **Division/department** |  |  |  | |
| **Organisation** |  | | | |
| **Date commenced** | | | | |
| **Length of service** | | | | |
| **Business address** |  | | | |
| **Suburb** |  | **Postcode** |  | |
| **Business telephone number** |  | | | |
| **Awards and/or qualifications** |  | | | |

|  |  |
| --- | --- |
| **Details of person being nominated** | |
| **If born outside Australia:**   1. **Naturalisation Certificate details or** 2. **Country of Citizenship** |  |

Note: Nominees should not be approached directly for naturalisation details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of referees** | | | | | |
| **1** | **Name** |  | **2** | **Name** |  |
| **Position** |  | **Position** |  |
| **Organisation** |  | **Organisation** |  |
| **Contact** |  | **Contact** |  |
| **3** | **Name** |  | **4** | **Name** |  |
| **Position** |  | **Position** |  |
| **Organisation** |  | **Organisation** |  |
| **Contact** |  | **Contact** |  |

|  |
| --- |
| **Nomination summary – Use space below or attach separate statement. Nominations limited to 2 pages.** |
| **1.** **Provide details of the nominee’s service which are considered**  **particularly worthy of recognition.**  Enter response here |
| **2.** **Describe the role where the nominee has excelled.** Detail the area of service (i.e. policy, customer service, administration) and how long they performed this role.  Enter response here  **3.** **Explain how the nominee has demonstrated ‘outstanding service’.** For example, has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; achieved more efficient processes, improved productivity or better service delivery? Give details of key achievements that have resulted from the nominee’s involvement.  Enter response here  **4.** **Outline how the nominee’s contribution has impacted the organisation and its clients; and the broader outcomes of the nominee’s work.** This is an opportunity to describe the ‘big picture’ of the significance of thenominee’sefforts.  Enter response here  **5. Other comments**  Enter response here |