



PUBLIC SERVICE MEDAL NOMINATION FORM

Formal Recognition
of Outstanding Service



Premier
and Cabinet

The information contained in this document will be held in confidence and is subject to the provisions of the Privacy Act.

Details of person submitting nomination

Given Name/s:	Surname:
Relationship to Nominee:	
Occupation/Position:	
Organisation:	
Address:	
	Postcode:
Telephone Number:	Mobile Number:
Email:	

Details of person being recommended for an award

Please complete the section below, answer the specific questions in the form and provide a nomination statement either on the page overleaf or separately, taking the Public Service Medal Nomination Guidelines into account.

Given Name/s:	Surname:
Home Address:	
	Postcode:
Home Telephone:	Mobile Number:
Email:	
Occupation/Position:	
Salary Level:	
Organisation:	
Business Address:	
	Postcode:
Business Telephone Number:	
Awards and/or Degrees:	
Date of Birth:	Place of Birth:
If born outside Australia:	
(a) Naturalisation Certificate details:	
or (b) Country of citizenship:	

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

Nomination statement

Please set out below or in an endorsed attachment the services of the nominee which are considered worthy of recognition for outstanding service in the Victorian Public Sector. The statement should provide some background on the nominee's career and should address the criteria of outstanding service for which the nomination is being made (as referenced in the PSM Nomination Guidelines). In particular, outstanding service could be shown through:

- Service excellence to the public, or to external or internal clients;
 - Innovation in developing a program, project or policy;
 - Leadership, including as a member of a team; and/or
 - The achievement of more efficient processes, cost savings, improved products or better service delivery.
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The following questions about the nominee must be completed

Why do you consider this person's service to be outstanding and how have they exceeded the expectations of their role? Please provide examples of this.

What personal qualities and skills has the nominee demonstrated in their exceptional service?

What is the difference this person has made and to whom/what?



Questions cont.

Please provide a summary sentence, followed by no more than two explanatory paragraphs, about why this person is being nominated for the award. If this nomination is successful, this wording will be used as the formal citation and potentially be used in promotional material or media about the Public Service Medal:

Referees

Please list the names of people who have provided a referee statement to support the nomination. At least three to four should be provided, including, if appropriate, referees from outside the public service. Referees should refer to examples of outstanding service using the PSM Nomination Guidelines.

Name: _____

Position: _____

1 Organisation: _____

Telephone Number: _____

Email: _____

Name: _____

Position: _____

2 Organisation: _____

Telephone Number: _____

Email: _____

Name: _____

Position: _____

3 Organisation: _____

Telephone Number: _____

Email: _____

Name: _____

Position: _____

4 Organisation: _____

Telephone Number: _____

Email: _____

Checklist and declaration

Have you, as the nominator:

- Completed all sections of the nomination form (including the provision of at least three referees);
- Provided original signed referee statements from each of the listed referees; and
- Requested a letter of endorsement from the relevant Departmental Secretary and Chief Executive Officer (for nominations from government authorities and agencies).

Declaration

Nominator

I have completed/provided all of the above and I understand that information I have provided may be used in promotional material or media about the Public Service Medal.

Signature: _____

Full name: _____

Position: _____

Organisation: _____

Date: _____

Have you, as a Departmental Secretary or Chief Executive Officer:

- Reviewed the nomination form and attachments; and
- Provided an original signed letter of endorsement.

Declaration

Departmental Secretary

I am not aware of any other issues affecting the suitability of this nominee for the award of which the Public Service Medal Committee needs to be made aware of.

I have completed/provided all of the above and I understand that information I have provided may be used in promotional material or media about the Public Service Medal.

Signature: _____

Full name: _____

Position: _____

Organisation: _____

Date: _____

Declaration

Chief Executive Officer

(for nominations from government authorities and agencies)

I am not aware of any other issues affecting the suitability of this nominee for the award of which the Public Service Medal Committee needs to be made aware of.

I have completed/provided all of the above and I understand that information I have provided may be used in promotional material or media about the Public Service Medal.

Signature: _____

Full name: _____

Position: _____

Organisation: _____

Date: _____

Applications can be forwarded to:

Public Service Medal
Committee Secretariat
Strategic Communication,
Engagement and Protocol

Department of Premier
and Cabinet
1 Treasury Place
Melbourne Victoria 3000

Phone: 1300 366 356 (Victorian
Government Contact Centre -
General enquiries)

Email: psm@dpc.vic.gov.au

*If you require assistance
with obtaining contact details
for endorsement of nomination
forms by Departmental
Secretaries and CEOs, please
contact the PSM Committee
Secretariat.*