



Public Service Medal (PSM) Nomination Form

Recognising Outstanding Service in the Public Sector

The PSM is part of the official Australian system of honours and awards, and was established to recognise employees at local, state and federal levels of government who have given outstanding service. The PSM is awarded by the Governor-General of the Commonwealth of Australia with nominations requested twice a year for announcement on Australia Day and the Queen's Birthday.

Guidelines for preparing nominations and FAQs are available online.

www.dpc.nsw.gov.au/publicservicemedal



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 from below or as a member of a team
- » the achievement of more efficient processes, improved productivity or better service delivery.

Details of person being nominated for the PSM

Title Last name

Given name/s

Home address

Postcode

Phone (home) Mobile

Occupation/Position

Salary level

Organisation (If NSW Government, please also list the department or agency – for example, Transport, Health)

Business address

Postcode

Phone (business) Email

Awards and/or degrees

DOB Place of Birth

If nominee was born outside Australia, and if known:
Naturalisation certificate details OR, country of citizenship

Nomination statement (2-3 pages)

Referring to the PSM Nomination Guidelines, please complete all the sections below OR address the questions in an endorsed attachment.

Executive Summary

This brief statement should summarise your submission and highlight what compelled you to nominate this person for a PSM.

Service

In what role(s) has the nominee excelled? Describe in detail the nature of the occupation, the length of service and how the nominee's contribution exceeded expectations.

Achievements

How has the nominee demonstrated 'outstanding service' as set out in PSM Nomination Guidelines?
Please give details about the key achievements that have resulted from the nominee's involvement.

Impact

How has the nominee's contribution impacted on colleagues, clients and the organisation as a whole?
Please explain the significance of the nominee's efforts on the 'big picture'.

Referee statements (at least three)

Please attach at least three signed referee statements to support this nomination, including referees from outside the public service if appropriate. The statements should detail specific examples of outstanding service by the nominee as outlined in the PSM Nomination Guidelines, be on official letterhead, be signed by the referee, and be no more than two pages long.

Please list the names of persons who have provided referee statements to support the nomination.

Referee 1

Title	Last name	
Given name/s		
Position		Organisation

Referee 2

Title	Last name	
Given name/s		
Position		Organisation

Referee 3

Title	Last name	
Given name/s		
Position		Organisation

Details of person submitting the nomination

Title Last name
Given name/s
Relationship to nominee
Occupation
Organisation (If NSW Government, please also list the department or agency – for example, Transport, Health)

Business address

Phone (business) Postcode
Email Mobile

Checklist and Declaration

As the nominator, I have:

- taken into account the PSM Nomination Guidelines in completing all sections
- attached a signed referee statement from each of the listed referees (at least three)
- attached proof of endorsement by the relevant NSW Department of Education Director, Executive Director, General Manager or Deputy Secretary.

Please enter your name and the date of submission as your electronic signature.

Name

Date

Contact for nominations from NSW Department of Education:

Leah Warrior

Lead Correspondence, Human Resources Directorate

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