

NOMINATION FORM



THE PUBLIC SERVICE MEDAL

Formal recognition of outstanding service

Public Service Medal Committee
Australia Day Council of South Australia
Office 18, 240 Currie Street, Adelaide SA 5000

THE PUBLIC SERVICE MEDAL

Nomination form for Public Sector employees.

The Information contained in this document will be held in confidence and is subject to the provisions of the *Privacy Act 1988*.

> DETAILS OF PERSON SUBMITTING NOMINATION

Title:		Given names:		Surname:	
Occupation/APS Position:					
Relationship to Nominee:					
Preferred Contact Address:					
				Postcode:	
Preferred Contact Number:					
Email Address:					

> DETAILS OF PERSON BEING NOMINATED

Please provide as much information as possible.

Title:		Given names:		Surname:	
Home Address:					
				Postcode:	
Home Phone Number:					
Mobile Number:					
Occupation/APS Position:					
Classification:					
Business Address:					
				Postcode:	
Work Phone Number:					
Email Address:					
Date of Birth:		/		/	
Place of Birth:					

IF BORN OUTSIDE AUSTRALIA

Please provide only if you have this information

Naturalisation Certificate details:					
OR	Country of Citizenship:				

Note: Nominee should not be approached direct for naturalisation details

THE PUBLIC SERVICE MEDAL

Nomination form for Public Sector employees.

The Information contained in this document will be held in confidence and is subject to the provisions of the *Privacy Act 1988*.

> REFEREES

Please provide referee statements (up to three) to support the nomination, including referees from outside the public service (if appropriate). Referee reports should be no more than two pages and should refer to examples of outstanding service using the Guidelines.

All referee statements should include the referee's name, contact details, position and relationship to the nominee.

> NOMINATION STATEMENT

Please set out below (or in an endorsed attachment) the services that are considered worthy of recognition for outstanding service in the South Australian Public Sector. The statement should be no more than two pages, providing some background on the nominee's career and highlighting the outstanding service for which the nomination is being made. Reference to the broader elements referred to in the Guidelines may assist the preparation of the nomination.

In particular, outstanding service could be shown through:

- » *Service excellence to the public, or to external or internal clients;*
- » *Initiative or innovation in program, project or policy development;*
- » *Leadership from below or as a member of a team;*
- » *Achievements of more efficient processes, cost savings, improved products or services.*

Note: The information in the nomination statement may be used in preparing promotional or printed media in relation to the Public Service Medal.

> BACKGROUND/SERVICE

In what role(s) has the nominee excelled?

- ✓ Give positive details and describe comprehensively the nature of the occupation(s) (i.e. policy, customer service, administration), and the length of service.

THE PUBLIC SERVICE MEDAL

Nomination form for Public Sector employees.

The Information contained in this document will be held in confidence and is subject to the provisions of the *Privacy Act 1988*.

> 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.

> 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.

THE PUBLIC SERVICE MEDAL

Nomination form for Public Sector employees.

The Information contained in this document will be held in confidence and is subject to the provisions of the *Privacy Act 1988*.

> OTHER COMMENTS

▼ Do you have anything else to add?

> CHECKLIST AND DECLARATION

Have you, as **the nominator**:

- Completed all sections of the nomination form
- Provided a referee statement from each of the listed referees

Declaration:

I have completed/provided all of the above and I understand information that I have provided may be used in preparing promotional or printed media in regards to the Public Service Medal

Signature:

Full Name:		Date of Birth:	/	/
------------	--	----------------	---	---

Applications can be forwarded to:

- > Public Service Medal Committee
Australia Day Council of South Australia
Office 18, 240 Currie Street, Adelaide SA 5000
adcsa@adcsa.com.au