

FREQUENTLY ASKED QUESTIONS

THE PUBLIC SERVICE MEDAL

Formal recognition of outstanding service

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Frequently Asked Questions



The Public Service Medal is a prestigious, internationally recognised award within the national system of Australian Honours and Awards.

It is awarded twice-yearly by the Governor-General.

The Medal is designed to recognise 'outstanding public service' – whether through leadership, service excellence, improved productivity and efficiency, or innovation in program, project or policy development. 'Outstanding service' includes service above and beyond the normal requirements of the position. Long service should not be used as a basis for making nominations. All public sector employees can be nominated unless they are eligible for other comparable awards, such as the Australian Police Service Medal or the Australian Fire Service Medal.

<http://dpc.sa.gov.au/what-we-do/services-for-business-and-the-community/australian-honours-and-awards>.

How do I nominate in SA?

Nominations for employees of SA state and local governments should be made to the SA Public Service Medal Committee. For more information visit <http://dpc.sa.gov.au/what-we-do/services-for-business-and-the-community/australian-honours-and-awards>.

What are the nomination deadlines?

Queen's Birthday Honours List (June)

Closing date for nominations is 1 February. If that date falls on a weekend, then nominations close on the Monday immediately following

Australia Day Honours List (26 January)

Closing date for nominations is 1 August. If that date falls on a weekend, then nominations close on the Monday immediately following.

Do I have to get references in writing?

Yes, to be eligible for consideration by the SA Public Service Medal Committee, nominations must be accompanied by up to three referee statements which comment on

the services of the nominee. Statements should be on official letterhead (where appropriate) and signed by the referee. The SA Public Service Medal Committee does not contact the referees to obtain statements on the nominator's behalf.

How do I request endorsement of the nomination by the Departmental Secretary or Chief Executive Officer?

Please contact the nominee's agency to find out more about the deadlines for seeking endorsement of nominations by the relevant Departmental Secretary or Chief Executive Officer.

How will I know if the nomination is successful?

Nominators can find out the outcome of a nomination only when the Australian Honours are announced on either Australia Day (26 January) or the Queen's Birthday (June) each year. Prior to the announcement, the Honours Secretariat speaks with the nominee to make sure they accept the Award. The nominee is then asked not to discuss it until they are actually made a recipient upon announcement on Australia Day or the Queen's Birthday.

Are there any tips for writing the nomination statement and referee statements?

Explain how the nominee went 'above and beyond' what would normally be expected of someone in the role; write about what they have done, not just the offices they have held and for how long; describe how their contribution has impacted on a particular field or community.

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