



Te Rā Ratonga Tūmatanui | The Public Service Day Awards

Since 2018, Te Rā Ratonga Tūmatanui | The Public Service Day Awards have been recognising public servants who exemplify the spirit of service and are making a real difference through their everyday work for New Zealand or New Zealanders.

Award Categories

Te Tohu Ratonga Tūmatanui | The New Zealand Public Service Medal

The medal is awarded to public servants who have given service that's worthy of merit.

Medal recipients are people who:

- Demonstrate an outstanding commitment to New Zealand and New Zealanders
- Are exemplary, or a model for other Public Service employees
- Bring significant benefit to New Zealand or the Public Service
- Are exceptional and otherwise worthy of recognition

The New Zealand Public Service Medal was established by **Royal Warrant** in 2018 and is part of the New Zealand Royal Honours system.

Te Tohu Amorangi a Te Kawa Mataaho | The Public Service Commissioner's Commendation for Excellence

The commendation is awarded for outstanding spirit of service shown by a public servant.

Commendation recipients are people who:

- Demonstrate exceptional care and commitment to New Zealanders, and a higher purpose motivation
- Demonstrate the highest standard of integrity, kaitiakitanga, and the right attitude
- Generate pride in the Public Service

Please note that this form is for nominees of both award categories. The Selection Panel will decide which category is suitable for successful recipients.

Who can make a nomination?

Public Service chief executives (including chief executives of Crown agents) and Crown agent board chairs can submit nominations.

Eligibility

Any public servant employed in the New Zealand Public Service, regardless of their role or stage in career, is eligible to be nominated.

The Public Service includes departments and departmental agencies listed in Schedule 2 of the Public Service Act 2020 and the Crown agents listed in Part 1 of Schedule 1 of the Crown Entities Act 2004.

Posthumous nominations will be accepted. Non-New Zealand citizens are eligible for nomination. Further information regarding the selection process can be found on our [website](#).

Confidentiality

Nominee consent is not required. This nomination should be kept confidential, including from the nominee, as it is not fair to raise expectations in case they are not met. When requesting letters of support, please emphasise the need for discretion. Nominees who are selected for an award will be contacted and asked whether they wish to accept the award.

All nominations are treated in the strictest confidence. No information regarding the nominee or the details of the nomination is divulged during the selection process except to the team managing the process and the Public Service Day Awards Selection Panel.

Enquiries

If you have further questions or require guidance, please contact the Awards and Recognition Team at awards@publicservice.govt.nz.

Section 1 – Agency contact details

This is the person we will contact if we have any questions about the nomination form. This is not usually the nominee’s manager.

First Name	Surname
Role	Agency
Work Phone	Mobile Phone
Email Address	

Section 2 – Information about nominee

Please provide the following details about the nominee.

Title	First Name	Surname
Role & Agency		
Current Royal Honours		
Work Phone	Mobile Phone	
Email Address		

Section 3 - Nominee - Positions Held

Please list the nominee’s three most recent positions.

Agency	Position	From (date)	To (date)

Section 4 - Letters of Support

Please attach two to three letters of support that endorse this nomination.

Section 5 – Nomination details

Please complete the following prompts regarding your nominee

1. What does the nominee do that makes them worthy of a Public Service Day Award?
(*300 words maximum*). Refer to category criteria in the guidelines above for guidance.

2. How does the nominee demonstrate spirit of service? This could include involvement or contribution to New Zealand communities. (300 words maximum)

We define spirit of service as:

- Opening hearts and minds to the needs of others
- An attitude of humility
- Being motivated by something bigger than ourselves

Section 6 – Chief Executive or Board Chair Endorsement

Recipients should exemplify the highest standards of integrity.

It is important that nominating chief executives or board chairs are satisfied that there are no integrity issues in relation to the nominee that could bring the Public Service into disrepute (e.g. criminal convictions or upheld employment relations issues). Integrity checks should only include information held by the agency.

If the nominee is successful, Te Kawa Mataaho | Public Service Commission will ask consent for a criminal conviction check to be undertaken.

I support this nomination and confirm that I am not aware of any integrity issues that could bring the public service into disrepute should this nomination be successful:

Chief executive
signature

Date

Section 7 – Submitting nomination

Please submit your nomination by email to awards@publicservice.govt.nz.