

# NOMINATION FORM

The New Zealand Public Service Medal  
Te Tohu Ratonga Tūmatanui (2019 consideration round)



Please read the accompanying nomination guidelines before completing this form.

## Section 1 – Agency contact details

Agency

Phone number

Postal Address

## Contact details – person completing nomination form

Title

First Name

Surname

Role

Work Phone

Mobile Phone

Email Address

## Section 2 – Information about nominee

### Personal details

Title

First Name

Surname

Role

Current Royal Honours  
(if any)

### Contact details

Agency

Street Address

Postal Address (if different)

Work Phone

Mobile Phone

Email Address

## Section 3 – Nomination details

Please tell us why the person being nominated deserves a New Zealand Public Service Medal?

Please give examples of how they have stood out above and beyond their peers by:

- demonstrating an outstanding commitment to New Zealand or New Zealanders; or
- being exemplary, or a model for other employees of the New Zealand Public Service; or
- bringing significant benefit to New Zealand or the Public Service; and
- exemplifying a spirit of service to New Zealand and New Zealanders.

### Positions held by the nominee

Outline the positions held by the nominee in the Public Service, and length of service.

| Agency | Position | From (date) | To (date) |
|--------|----------|-------------|-----------|
|        |          |             |           |
|        |          |             |           |
|        |          |             |           |

### Letters of Support

Please provide at least two, and no more than three, letters of support that endorse the nominee's application. Letters of support can be from colleagues who have worked with the nominee and/or members of the public who have benefited directly from the nominee's meritorious service. Please attach the letters of support to this form and list the names of the support persons below.

| Name of person | Organisation (if applicable) | Tick if letter is attached |
|----------------|------------------------------|----------------------------|
|                |                              |                            |
|                |                              |                            |
|                |                              |                            |

### Considerations

Please review the relevant information you hold about the nominee, including their HR file, and confirm there are no matters which need to be considered as part of their application. If you would like to discuss this further please indicate below:

Yes

No

### Section 4 – Sending application

Please return this form and enclosures to:

State Services Commission  
Level 10, Reserve Bank of New Zealand  
(RBNZ) Building  
2 The Terrace  
PO Box 329  
Wellington 6140

OR

Email: [awards@ssc.govt.nz](mailto:awards@ssc.govt.nz)

Nominator signature

Date

# NOMINATION GUIDELINES

The New Zealand Public Service Medal  
Te Tohu Ratonga Tūmatanui (2019 consideration round)

STATE SERVICES COMMISSION  
TE KAWA MATAAHO



This guide is designed to help you nominate a person for The New Zealand Public Service Medal – Te Tohu Ratonga Tūmatanui.

## Who can make a nomination

Only **Public Service Chief Executives** including **State Services Commission Chief Executive** can submit nominations for The New Zealand Public Service Medal - Te Tohu Ratonga Tūmatanui. Each agency may nominate one person each year unless exceptional circumstances warrant more than one nomination. Additional nominations will be accepted at the discretion of the State Services Commissioner.

The Public Service includes departments and departmental agencies listed under Schedule 1 and Schedule 1A of the State Sector Act 1988.

## Completing the nomination form

When completing the nomination form please provide as much relevant information as possible about your nominee, and the reasons for which recognition is being sought.

Please provide specific examples of your nominee's meritorious service and what they have done to warrant the awarding of The New Zealand Public Service Medal - Te Tohu Ratonga Tūmatanui.

- Support letters add depth to the nomination and validate your nominee's meritorious service to the New Zealand Public Service.
- Providing an outline of your nominee's positions held within the Public Service helps validate the contribution they have made.
- Nominations should be made while the nominee is still employed by your agency (unless a posthumous nomination) and, if possible, at least six months before the nominee is expected to retire or stand down.

## Eligibility and criteria

The New Zealand Public Service Medal - Te Tohu Ratonga Tūmatanui will be awarded to employees of the New Zealand Public Service for meritorious service.

Posthumous nominations will be accepted.

Meritorious service includes service by a person in their capacity as a Public Service employee that:

- demonstrates an outstanding commitment to New Zealand and New Zealanders; or
- is exemplary, or a model for other employees of the Public Service; or

- brings significant benefit to New Zealand or the Public Service; or
- is exceptional and otherwise worthy of recognition.

## Submitting the nomination

Nominations are to be submitted to SSC by post or email before the deadline specified by the State Service Commissioner.

SSC will confirm receipt of your nomination.

Please advise SSC if there are any changes to the nominee's personal details or any of the information supplied.

## Confidentiality

The consent of the person being nominated is not required. We ask that the nominee not be informed that they have been nominated.

When seeking letters of support, please emphasise the need for discretion.

All nominations are treated in confidence and no information regarding the nominee or the details of the nomination are disclosed, unless subject to a requirement to disclose by law.

## Notification of outcome

If your nomination is successful, the proposed recipient will be contacted by SSC and asked whether they wish to accept or decline the offer of the Medal. On acceptance, they will be advised that final approval for the Medal is subject to a satisfactory criminal conviction check. Proposed recipients will be asked to consent to this process.

Chief Executives who have submitted nominations will be advised of the outcome of the consideration process once the awards of the Medal have been approved and before the awards are publicly announced.

The State Services Commissioner will advise the Minister of State Services of the recipients of the awards before they are publicly announced. Agencies with recipients of the Medal will need to advise their responsible Minister before the awards are publicly announced.

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## Re-nominations

Where nominations are unsuccessful, Chief Executives may wish to re-nominate the same person for consideration for a future nomination round. For your nominee to be reconsidered please email [awards@ssc.govt.nz](mailto:awards@ssc.govt.nz) and request your nominee be reconsidered. All nominations will be kept on file. If seeking reconsideration, you may wish to add further information to your nomination.

## Number of New Zealand Public Service Medals Awarded

It is anticipated that five Medals will be awarded each year.

## The Public Service Awards Panel

The Panel comprises six members, all of whom are invited by the State Services Commissioner. The Panel is chaired by the Chief Executive of the SSC, and is made up of three public service chief executives, a representative from the Cabinet Office, and an external representative.

## Non-New Zealand Citizens

Non-New Zealanders are eligible for the New Zealand Public Service Medal. Should a Non-New Zealander be eligible for the New Zealand Public Service Medal, SSC will seek that Government's permission before the Medal is awarded.

## Enquiries

If you have any further questions or require guidance please contact SSC at [awards@ssc.govt.nz](mailto:awards@ssc.govt.nz).