

NOMINATION FORM

State Services Commissioner's Commendation for Frontline Excellence
Te Tohu Amorangi a Te Kawa Mataaho (2019 consideration round)



State Services Commissioner's Commendation for Frontline Excellence for spirit of service, which includes service by a person in their capacity as a State Services employee that demonstrates:

- exceptional care and commitment to New Zealanders, and a 'higher purpose' motivation; or
- the highest standard of integrity, kaitiakitanga, and the right attitude; or
- generates pride in the Public Sector.

Eligibility

The person you are nominating for this Commendation must be:

- in a customer-facing role, interacting with New Zealanders on a daily basis; and
- a current employee of the Public Service (excluding contractors).

Please read the accompanying nomination guidelines before completing this form

Section 1 – Information about the person making the nomination

Personal details

Title	First Name	Surname
Role		

Contact details

Agency		
Street Address	Postal Address (If different)	
Work Phone	Mobile Phone	Email Address

Section 2 – Information about nominee

Personal details

Title	First Name	Surname
Role		

Contact details

Agency		
Street Address	Postal Address (If different)	
Work Phone	Mobile Phone	Email Address

Section 3 – Nomination details

Please complete the section below to describe why this person is being nominated.

Please tell us why the person being nominated deserves a State Services Commissioner's Commendation for Frontline Excellence?

Please give examples of how they:

- have demonstrated exceptional care and commitment to New Zealanders, and a 'higher purpose' motivation, or
- demonstrate the highest standard of integrity, kaitiakitanga, and the right attitude in their role, or
- have generated pride in the Public Service, and
- have stood out above and beyond their peers.

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 – Finalising nomination

Sending application

Please return this form 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

Nominator signature

Date

NOMINATION GUIDELINES

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STATE SERVICES COMMISSION
TE KAWA MATAAHO



This guide is designed to help you nominate a person for the State Services Commissioner's Commendation for Frontline Excellence.

Who can make a nomination

Only Public Chief Executives will be able to submit nominations for the Commendation. As a general rule, each Chief Executive will be able to submit one nomination from their agency per year.

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 why your nominee deserves this Commendation.

Please note:

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.

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.

All nominations are treated in confidence and no information regarding the nominee or the details of the nomination are disclosed, unless subject to 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 proposed offer of the Commendation. On acceptance, they will be advised that final approval for the Commendation 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 Commendations have been approved and before the awards are publicly announced.

Number of State Services Commissioner's Commendation for Frontline Excellence Awarded

The SSC will administer the Commendations. It is anticipated that 10 Commendations will be awarded each year.

The Public Service Awards Panel

The Panel is comprised of six members, all of whom are invited by the State Services Commissioner. The Panel is chaired by the Chief Executive of State Services Commission, and is made up of three Public Service Chief Executives, a representative of the Cabinet Office, and an external representative.

New Zealand Citizens

Non-New Zealanders are eligible for the Commendation.

Enquiries

If you have any further questions or require guidance please contact SSC at awards@ssc.govt.nz.