



## Read the guidelines carefully before completing the nomination form.

### What is Te Tohu Ratonga Tūmatanui | The New Zealand Public Service Medal?

The medal is part of the New Zealand Royal Honours system and is conferred for meritorious service by employees in the New Zealand Public Service. The Royal Warrant that created the medal can be found [here](#).

The medal is presented annually at the Public Service Day Awards ceremony in early November.

The number of medals conferred each year is strictly limited.

### Who can make a nomination?

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

### Who is eligible?

Any public servant currently employed in the New Zealand Public Service who performs meritorious service, regardless of their role or stage in career, is eligible.

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.

If the nominee is close to retirement, we ask that the nomination is made at least six months prior to the nominee's expected retirement.

In exceptional circumstances, the medal may be conferred posthumously.

A non-New Zealand citizen can be conferred with the medal in recognition of their meritorious service to the New Zealand Public Service. There are extra steps in the process for these nominees.

### Who considers the nominations?

Nominations are considered by a Selection Panel comprising at least six members. The Panel is chaired by a Deputy Public Service Commissioner and includes a representative from the Cabinet Office. The other members may be public service chief executives, Crown agent board chairs, other senior public servants or external members.

### Confidentiality

The consent of the person being nominated is not required for the initial nomination, and we ask that you do not inform the person that they have been nominated. This is to avoid raising expectations as not all nominees can be conferred with a medal. When requesting letters of support, please emphasize the need for discretion. Nominees who are selected to receive the medal will be contacted and asked whether they wish to accept.

All nominations for Public Service Medals 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 Te Kawa Mataaho team managing the process and the Public Service Day Awards Selection Panel.

If possible, please use SEEMail when submitting the form, by typing [SEEMail] using square brackets in the subject line or body of the email. If you are not sure if your agency is subscribed to the SEEMail service, please speak to your IT support team.

If the nominee consents to accepting the award, Te Kawa Mataaho will ask their permission to profile them on social media and our website, which they have the option of declining.

### Notification of outcome

Chief executives or board chairs who have submitted nominations will be advised of the outcome.

The Public Service Commissioner will advise the Minister for the Public Service of the names of Medal recipients in confidence before the recipients are publicly announced.

Agencies whose nominees will be awarded the medal are asked to advise their responsible Minister in confidence before the recipients are publicly announced.

### Re-nomination requests

Where nominations are unsuccessful, chief executives or board chairs may wish to re-nominate the person for consideration for a future Award round. Please email [awards@publicservice.govt.nz](mailto:awards@publicservice.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.

### Enquiries

If you have any further questions or require guidance, please contact Te Kawa Mataaho Public Service Commission at [awards@publicservice.govt.nz](mailto:awards@publicservice.govt.nz)

#### Section 1 – Agency contact details

This is the person we will contact if we have questions about the nomination form and to arrange logistics, including attending the Public Service Day Awards ceremony. This is usually not the nominee's manager.

Title	First Name	Surname
Role/Agency		
Work Phone	Mobile Phone	
Email Address		

#### Section 2 – Information about nominee

Please provide the following details about the nominee. If your nomination is successful, we will check the name provided, which will be engraved on the medal and used in the citation.

Title	First Name	Surname
Role/Agency		
Current Royal Honours (if any)		
Work Phone	Mobile Phone	
Email Address		

### Section 3 – Nomination details

The selection panel look for people who exemplify a spirit of service, who reflect the diverse composition of the Public Service and the communities we serve, and who are making a real difference for New Zealand or New Zealanders through their work.

If your nomination is successful, we will use your response in this section as input to their citation.

The New Zealand Public Service Medal recipients demonstrate meritorious service. They are people who:

- demonstrate an outstanding commitment to New Zealand and New Zealanders; or
- are exemplary, or a model for other employees of the public service; or
- bring significant benefit to New Zealand or the public service; or
- are exceptional and otherwise worthy of recognition.

How does the nominee demonstrate meritorious service (300 words maximum)?

### Section 3 – Nomination details continued

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

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

**Positions held**

Outline the most recent positions held by the nominee in the public service, and length of service.

Agency	Position	From (date)	To (date)

**Letters of support**

Letters of support can be from colleagues, stakeholders and/or members of the public. They should be from people who are familiar with the nominee’s service.

Please attach at least two, and no more than three, letters of support that endorse the nomination.

Name of person	Organisation (if applicable)	Tick if letter is attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

### Chief executive or board chair endorsement

Public Service Medal recipients should exemplify the highest standards of integrity.

It is important that nominating chief executives and 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
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### Section 4 – Submitting nomination

Nominations should be submitted by email to [awards@publicservice.govt.nz](mailto:awards@publicservice.govt.nz) by 12 noon, 5 August 2022.

We will confirm receipt of your nomination within two working days.

Please advise Te Kawa Mataaho | Public Service Commission if there are any changes to the nominee's personal details or any of the information supplied.

#### Next Steps

Nominees who are selected to receive the medal will be contacted, advised they have been nominated and selected, and asked whether they wish to move forward to the final stages. If yes, they will be asked to complete a sounding form to confirm their acceptance and consent to further integrity checks, including of their HR file and a Ministry of Justice criminal history check.

Chief executives or board chairs who have submitted nominations will be advised of the outcome after the recipient has confirmed whether or not they would like to move their nomination forward.

If the nominee does not wish to accept the medal, the information collected in relation to the entry will be held securely, and managed in line with Te Kawa Mataaho's Disposal Schedule.

The purpose of the integrity checks is to ensure the recipients demonstrate the highest standards of integrity and kaitiakitanga.