



Read the guidelines carefully before completing the nomination form.

What is Te Tohu Amorangi a Te Kawa Mataaho | Public Service Commissioner's Commendation for Excellence?

The commendation was established in 2018 to recognise public servants who exemplify a spirit of service to the community.

The number of commendations awarded 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 demonstrates outstanding spirit of service 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 commendation may be awarded posthumously.

A non-New Zealand citizen may be awarded the commendation in recognition of their outstanding spirit of service and contribution 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 awarded a commendation. Nominees who are selected to receive the commendation will be contacted and asked whether they wish to accept.

All nominations for commendations 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 who have submitted nominations will be advised of the outcome.

The Public Service Commissioner will advise the Minister for Public Service of the names of commendation recipients in confidence before they are publicly announced. Agencies whose nominees will be awarded the commendation are asked to advise their responsible Minister in confidence before the recipients are publicly announced.

Re-nomination requests

Where nominations are unsuccessful, chief executives may wish to re-nominate the person for consideration for a future Award round. Please email 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

Section 1 – Agency contact details

This is the person we will contact if we have questions about the nomination form and to arrange logistics for presenting Commendations. 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 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.

Nominees for this commendation will be those in public service delivery roles, such as frontline, operational, policy, corporate, technical or specialist. These people are responsible for the delivery of work, rather than its management. In most cases, this will be people who do not have direct reports.

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

The Public Service Commissioner’s Commendation for Excellence 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

How does the nominee demonstrate the above attributes in their work (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)?

Chief executive or board chair endorsement

Commendation 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
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Section 4 – Submitting nomination

Nominations should be submitted by email to 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 commendation 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.

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 commendation, 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.