NSW SERVICE MEDALLION
FREQUENTLY ASKED QUESTIONS

Is Commonwealth Service eligible?
Service with a Commonwealth or interstate agency is not counted as eligible service. Service which is acceptable for the purpose of extended leave may be classed as eligible service for an award only where it was with a NSW Government department.

Is service with a State Owned Corporation eligible?
Yes, service with a State Owned Corporation, as listed in Schedule 5 of the State Owned Corporations Act 1989 may be counted as eligible service.

Is the Medallion awarded on the basis of long service only?
To be awarded the Medallion both the length of an employee’s service and their honourable conduct throughout their service must be demonstrated. A detailed employment history or summary of service must be provided, including titles, dates of commencement and any breaks in service.

What breaks in service are allowed?
An employee’s NSW Government Service need not be continuous to be eligible for the Award. Where a nominee’s extended leave balance does not provide evidence of the total length of NSW Service, the Nominator must demonstrate that a total of forty or more years of service have been completed by providing details and dates of positions held since commencement of service.

Nomination cut off dates
The cut off date for accepting nominations will be approximately 6 weeks prior to the presentation.

When will the Award be presented?
Processing of nominations and presentation of awards are made in received-date order. As the NSW Service Medallion is a popular award within the Public Service, processing may take up to 12 months.

A person to whom an award has been approved will be presented with the Medallion by the Premier, or a Minister of State for New South Wales, or by such other person as the Premier may authorise.

The Premier endeavours to make two presentations a year. Information regarding the next ceremony may be obtained from the Office of Protocol & Special events on (02) 9228 5206 or awards@dpc.nsw.gov.au.

Does receipt of other awards affect eligibility?
An award in the Australian or Imperial Honour system, or Departmental recognition of Long Service does not affect an employee’s eligibility for a NSW Service Medallion. The NSW Service Medallion may be awarded only once to each recipient.

What additional information is required?
Brief letters of support and recommendation for the award from managers or colleagues may be attached as evidence of the nominee’s honourable conduct during their service.

How is a Departmental Head or CEO nominated?
Departmental Heads, Persons exercising functions of Departmental Head and in relation to Departmental Heads and persons exercising function of Departmental Head, may submit to the Director General, Premier’s Department, nominations of eligible persons for consideration by the Premier, for an award of the medallion.

The person submitting the nomination will be required to make a recommendation regarding the merit of the service. The nomination is to be accompanied by a statement of service.

Does the nominee have to be an Australian Citizen?
A person does not have to be an Australian citizen to be awarded the NSW Service Medallion.

Are self nominations accepted?
Self-nominations will only be considered if they are endorsed by the relevant HR Manager or Department Head.