NSW SERVICE MEDALLION
CRITERIA AND GUIDELINES

The New South Wales Service Medallion (‘The Medallion’) is awarded to employees (both waged and salaried staff) who have completed forty or more years of meritorious service for the New South Wales Government.

Who is eligible?

To be eligible to be nominated for the Medallion, the Nominee must:

- be a current or former employee of the NSW Government;
- be employed on a permanent or temporary basis;
- have completed forty years of service with the NSW Government; and
- have served meritoriously.

What service is eligible?

NSW Government service includes service with NSW Public Sector Service Agencies, State Owned Corporations, or full time members of an Administrative Tribunal:

- In accordance with section 3 of the Public Sector Employment and Management Act 2002 (PSEM Act), the NSW Public Sector Service includes:
  - The Government Service (as listed in Parts 1, 2 and 3 of Schedule 1 to the PSEM Act);
  - The Teaching Service;
  - NSW Police;
  - The NSW Health Service;
  - The service of either House of Parliament, or the President Speaker, or the President and the Speaker jointly;
  - Any other service of the Crown;
  - The service of any other person or body constituted by or under an Act or exercising public functions (such as a State owned corporation), being a person or body that is prescribed, or that is of a class prescribed, for the purposes of this definition.

- State Owned Corporations are listed in Schedule 5 of the State Owned Corporations Act 1989.

- Administrative Tribunals are listed in the Table appearing in Schedule 3A to the PSEM Act.

How is service counted?

NSW Government Service need not be continuous.

Service which is acceptable for the purpose of extended leave may be classed as eligible service for an award. However, service with a Commonwealth or interstate agency is not counted as eligible service.

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.

Conduct deemed unbecoming to the NSW Government may lead to a long-serving employee becoming ineligible for the award.
Nominations

Nominations should be completed and endorsed by Human Resources of the nominee’s current employer and be signed by the Departmental Head or Chief Executive Officer.

Where possible, nominees should not be made aware that they are being nominated for the Medallion.

Nominations are accepted year round and should be forwarded to:

The Office of Protocol & Special Events
GPO Box 5341
Sydney NSW 2000

awards@dpc.nsw.gov.au
Fax: (02) 9228 4555

For enquiries, please call (02) 9228 5206

Presentation

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

Recipients will be recognised at a presentation ceremony on a date to be determined. Presentations are generally held at Government House, Sydney twice a year, usually in April and September.