

Referees

Perhaps one of the most difficult, yet most important, tasks is to choose strong referees, who have agreed, in confidence, to support your nominee in this process.

It is suggested that you find five or six referees. The 'quality' of your referees helps enormously in the process. As well as personal referees, well known people and community leaders are good referees.

Ensure that these referees can contribute to the story of your nominee and support all aspects of their outstanding life.

It is suggested that you build a personal dialogue with the referees to enjoin with you in your nomination procedure. Regular email contact is helpful with this.

Once the referees are in place it is suggested that you ask them for their reference to ensure that they do commit fully to what has been promised. Do not hesitate to question any area you have concerns about or if the information is not sufficient.

It is considered a more effective way to present the completed nomination by attaching the references to your nomination form. This way it is more likely that important information will be kept together and not mislaid in the assessment process.

You will be required to list the referees and their contact details on your nomination form, but to have the actual references attached to your nomination is the suggested way to gather this information.

Do not overlook examining the Order of Australia website for their guidelines <http://www.dpmc.gov.au/government/its-honour>

Your local Branch Chair of the Order of Australia Association will be always ready to assist you.

Whilst all nominations are important it is recognised that there is a need to see more young people, women, people with disabilities, Aboriginal and Torres Strait Islander people and people of ethnic origin nominated, so

KEEP NOMINATING!!!!

Order of Australia Association



PREPARING NOMINATION DOCUMENTATION FOR AN AWARD WITHIN THE ORDER OF AUSTRALIA – A SHORT INFORMAL GUIDE

Please note:

This is not an official document and has no legal status, but one which may assist in successfully nominating a person for an award.

This Association is not involved in the selection process of Honours awarded nor does it nominate people for awards.

Getting Started

Visit the official website of the Order of Australia at <http://www.dpmc.gov.au/government/its-honour> where you will be able to download an official Nomination Form and find some helpful hints on the preparation of the nomination.

A Nomination Form for the Order of Australia is also available on the Order of Australia Association's website at www.theorderofaustralia.asn.au

Awards within the Order of Australia are made from applications from Australian citizens and awarded by an independent 'Council for the Order of Australia', Government House, Canberra. This process is apolitical.

All Australian citizens are:

- Eligible to nominate another Australian citizen for an award.
- Eligible to receive an award if nominated and meet the criteria set down by the 'Council for the Order of Australia'.

The Nomination Process

Acquire the official Nomination prescribed forms either by downloading them from the website or requesting one from the Order of Australia, Government House, Canberra. Initially, fill in as much as you are able.

This is a *confidential* process and the nominee must not know of the proposed nomination.

For some information you may need the assistance of a close friend/colleague of the nominee. This information must be acquired in the strictest confidence.

Once the nomination form is complete and sent to Government House in Canberra the Council of the Order of Australia, an independent body, reviews the nomination and decides on the level of membership if the application warrants nomination.

The nomination may take up to two years consideration by the Council. There are two Honours announcements each year being Australia Day and the Queen's Birthday (official).

Some helpful hints

If the nominee was born overseas check to ensure that they are naturalised Australians.

An 'attention-getting' beginning to the building of a broad based story of your nominee, which embraces all that they have done to contribute to society and that which has been done beyond the call of duty. Look for the 'exceptional' qualities of your nominee which have contributed to, and impacted on, the community, and helps make Australia a better place.

Structure the document, if necessary with headings, to take the reader through the chronology of contribution. As far as possible write in 'lay terms' which will be readily understood by the panel. A one page assessment may not be enough, you need tell the whole story of achievement. Detail any previous awards and recognitions and emphasise the period of time of their contribution.

Provide a concise summary at the beginning and an attention-getting conclusion.