



## 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

**A Nomination Form for the Order of Australia is available on the Order of Australia Association's website at:**

**[www.theorderofaustralia.asn.au](http://www.theorderofaustralia.asn.au)**

**You have the option of an electronic format or a paper copy of the form.**

Awards within the Order of Australia are made from applications from any Australian and recommended to the Governor-General by an independent 'Council for the Order of Australia', Government House, Canberra.

This process is apolitical.

- All Australians are eligible to nominate another Australian citizen or permanent Australian resident for an award.
- All Australian citizens or permanent residents are 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 or The National office of the Order of Australia Association.**

*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.

This recommendation is then forwarded to the Governor General.

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

## **SOME HELPFUL HINTS**

**If the nominee was born overseas check to ensure that they are a permanent Australian resident or citizen.**

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.**

## **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 nominate four or five 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 as long as they are genuinely well known to the nominee. A person with an award in the Order of Australia is also appropriate.

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.

**You will be required to list the referees and their contact details on your nomination form.**

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

Your local Branch Chair of The Order of Australia Association will always be 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!**



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