



THE ORDER OF AUSTRALIA ASSOCIATION

WESTERN AUSTRALIAN BRANCH

ABN 40 008 612 664

An advisory guide to assist in the making of a nomination of a person for an award within the Order of Australia.

PLEASE NOTE:

1. This is not an official document and has no legal standing or status. Using this advice may help give a nomination a better chance of success. The following suggestions come from the experience of those who have made successful nominations.
2. The person you are nominating should never know that they have been nominated until they receive an official letter asking if they will accept the award. The nominee should also not know who nominated or supported the nomination, although many good guesses are made.
3. Awards within the Order of Australia are made by an independent “Council for the Order of Australia” operating out of Government House, Canberra. The process is not politically directed. The Order of Australia Association does not make awards or nominations for awards.
4. All Australians are: Eligible to nominate another Australian for an award. And, eligible to receive an award if nominated and judged to be worthy.
5. Volunteers in this Association are willing to assist with advice on the process of making a nomination. Please contact us by email on wabranch@theorderofaustralia.asn.au

HINTS: Getting started

6. Nominations are submitted through the online portal. The user guide is linked below and this gives step by step instructions on how to access the Portal.

If the person has already set up a portal account by making a nomination since 2025, they would follow pages 4–7. If they are a new user to the portal, they would follow pages 8-14.

<https://www.gg.gov.au/sites/default/files/2025-12/Portal%20User%20Guide%20-%20November%202025.pdf>

7. Trying to do it all on your own can be a massive task. Work with one or two trusted others who are sworn to secrecy. Ideally they should have known the nominee in other work or volunteer capacities.

8. Finding the required information is often a challenge. Trustworthy internet sites may provide some factual information that is in the public domain (e.g. Australian Dictionary of Biography, professional or volunteer organisation websites). Do not rely on social media sites (e.g. Facebook).

9. Along with structuring and formatting the nomination document, ensure grammar and spelling is correct. Get someone else to proof read the nomination.

10. If the nominee was born overseas check that they are naturalized Australians.

A suggested approach

11. The Australian Honours and Awards Secretariat implemented changes to the way nominations for the Order of Australia are submitted. These changes have been designed to increase efficiency.

The revised nomination form requires the nominator to include the name and email address of three referees who can comment on the nomination they have prepared.

Referees will receive an email generated by the portal, seeking their comments. Nominators will not have access to the comments provided by referees.

The nominator will be alerted by email when each referee has responded and, once all referees have responded, the nominator is required to log back into the portal to submit their nomination.

Further information and guidance is available on the Office of the Official Secretary to the Governor-General website

To submit your nomination 'tell the story' as to why the nominee, should be recognised within the Order. A general, 'one pager' will not get up! (a) What is important apart from the factual story is what the nominee has done outside and beyond the call of duty in his or her job. Doing a job for which the nominee was paid, however well it has been done, rarely qualifies a person to be honoured. What catches the eye is what the nominee did or does which is exceptional, additional to his or her work, contributes to the community and helps make Australia a better place. (b) Concentrate on actual achievements rather than a future 'promise'. (c) Emphasise the period of contribution. (d) Feature the impact on the community of the nominees' actions. (e) Write in 'lay' terms that will be readily understood by the panel. '