THE ORDER OF AUSTRALIA NOMINATION FORM

The Australian honours system

The Australian honours system celebrates the outstanding achievements and contributions of extraordinary Australians in a diverse range of fields and areas of endeavour. It is about recognising those people in the community whose service and contributions have had the effect of making a significant difference to Australian life or, more broadly, to humanity at large.

The Australian honours system recognises the actions and achievements of people who go above and beyond what could be reasonably expected, and in doing so, encourages national aspirations and ideals of the highest community standards and values.

Recipients are people from all spheres of the community. Any individual, community organisation, professional body or similar group can nominate an Australian citizen for an award.

In the Australian honours system the Order of Australia is the pre-eminent means of recognising outstanding achievement and contribution by Australians. It rewards people who have made a significant difference to their community, their country or at an international level.

The Order of Australia has four levels:

- Companion of the Order (AC)
  - for eminent achievement and merit of the highest degree in service to Australia or to humanity at large;
- Officer of the Order (AO)
  - for distinguished service of a high degree to Australia or to humanity at large;
- Member of the Order (AM)
  - for service in a particular locality or field of activity or to a particular group; and
- Medal of the Order (OAM)
  - for service worthy of particular recognition.

Nominations of Australian citizens for an award within the Order of Australia may be made by completing the attached nomination form.

THE ORDER OF AUSTRALIA

Who can be nominated?

Any Australian citizen can be nominated for an award within the Order of Australia. Any individual, community organisation, professional body or similar group can nominate someone for an award.

Appointments in the Order of Australia are not made posthumously. However, a nomination will be considered if the person is alive when the nomination form is received by the Australian Honours and Awards Secretariat (Honours Secretariat) at Government House in Canberra.

How do you prepare a nomination?

When filling out the nomination form, it is important to provide specific examples of how the nominee's contribution(s) has been outstanding.

In addition to providing a list of appointments or positions held by the nominee, it is helpful to include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position. In preparing the nomination, time should be devoted to considering why you think the nominee's service and achievements are outstanding and worthy of recognition through the Australian honours system.

How are nominations assessed?

The Council for the Order of Australia is an independent advisory body that meets twice yearly to consider all nominations and make recommendations to the Governor-General on who should receive awards in the Order of Australia. The Council also recommends the level of award.

The Council consists of 19 members from across Australia. These include a number of public office holders, representatives from each state and territory, and a range of community representatives who are appointed by the Governor-General on the recommendation of the Prime Minister. Its diversity means that the Council has a national perspective.

In considering nominations, the Council seeks to satisfy itself that the person concerned has:

- demonstrated achievement at a high level;
- made a contribution over and above what might be reasonably expected through paid employment; or
- whose voluntary contribution to the community stands out from others who may have also made a valuable contribution.

The degree and value of the contribution, rather than merely length of service, is the primary focus of the Council's consideration. After assessing the nominations, the Council recommends a list of recipients to the Governor-General for approval.

Is it necessary to provide referees?

Yes, the names and address of individuals who would be in a position to comment directly on the nominee's service should be provided. As a general guide, about four referees are required for each nomination.

Are nominations confidential?

All nominations are strictly confidential and the information provided will be used only to assist the Council in considering the merits of the nomination.

The person being nominated should not be approached for information or advised of his or her nomination at any stage.

How long does it take for nominations to be considered?

All nominations are processed in order of receipt by the Honours Secretariat at Government House.

Following receipt, each nomination is thoroughly researched and referees are contacted. When all relevant information has been obtained, the nomination is submitted to the Council for consideration. This process can take 18 months to 2 years.

How are recipients told of their award?

Recipients are advised in writing of the offer of an award. The names of successful nominees are published twice a year, on Australia Day (26 January) and the day set aside in June to officially commemorate The Queen's Birthday.

Are nominators advised?

Nominators are advised of the outcome of their nomination approximately one week prior to the official publication of the Honours List for which the nomination was considered.

More information or help

If you have any further questions, or require guidance in the preparation of the nomination, please call the Honours Secretariat, Government House, Canberra on telephone (02)6283 3604.

The above information is available in Italian, Polish, Greek, Vietnamese, Traditional Chinese and Croatian. You must, however, complete the nomination form in English.

To receive a copy of this information in any of the above languages, or additional nomination forms, you may leave your name and postal address on the Honours Secretariat's 24 hour toll free number 1800 552 275. You may also visit the website at www.itsanhonour.gov.au to obtain a nomination form.

TELL US ABOUT THE PERSON YOU ARE NOMINATING FOR AN AWARD

NOTE: Nominations are confidential and under no circumstances should the nominee be contacted for any information.

Please ensure that all sections marked with Asterisks (*) are completed.

* Title (e.g. Prof, Ms, etc) * Surname

* Given Names

* Postal Address

State Postcode

Position/Title

Organisation/
Business Address

State Postcode

Home No. (including area code) ( ) Mobile No.

Business No. ( ) E-mail Address

* Date of Birth (e.g. 16/02/1967)

* Place of Birth State Postcode

*** Was the person born outside Australia?**

No ☐ Yes ☐ If yes, please complete the following section.

* Date of Arrival * Date of Naturalisation (e.g. 23/06/1993)

* Place of Naturalisation

* Certificate No.

Details of previous honours and awards

Has the nominee previously received an award in either the Australian honours system or the British Imperial awards system?

No ☐ Yes ☐ If yes, please provide date and details of the award.

Office Use Only

SECTION 2

DETAILS OF PERSON SUBMITTING NOMINATION

Please provide your contact details to enable officers of the Honours Secretariat, Government House, Canberra, to seek further information, if required.

* Title (e.g. Prof, Ms, etc) _____ * Surname _____

* Given Names _____

* Postal Address _____

State _____ Postcode _____

Position/Title _____

Organisation/
Business Address _____

State _____ Postcode _____

Home No. (including area code) ( ) _____ Mobile No. _____

Business No. ( ) _____ E-mail Address _____

Signature _____ **Date** _____

Upon completion of this nomination form, please sign and forward **by mail** to:

The Secretary
Order of Australia
Government House
CANBERRA ACT 2600

SECTION 3

ACTIVITIES UNDERTAKEN BY THE PERSON YOU ARE NOMINATING FOR AN AWARD

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution to the community, including any positions held/activities undertaken, together with relevant dates of service. Also, please include a statement in your own words about why you think the person should be singled out and recognised by a national award.

- As a guide, you may wish to consider some of the following questions:
- In what role(s) or area(s) has the nominee excelled?
- How has the nominee demonstrated service worthy of recognition?
- How has the nominee's contribution impacted on either a particular field, locality, group, community or humanity at large?
- Over what period of time has the nominee made a major commitment?
- Has the nominee's contribution been recognised elsewhere (e.g. in the media, by other awards, professional/interest groups or through local government)?
- What makes this person stand out from others?

SECTION 3 CONTINUED

ACTIVITIES UNDERTAKEN BY THE PERSON YOU ARE NOMINATING FOR AN AWARD

SECTION 4

DETAILS OF REFEREES WHO ARE ABLE TO MAKE DIRECT COMMENT ON THE CONTRIBUTION/SERVICE OF THE PERSON YOU ARE NOMINATING

* Title (e.g. Prof, Ms, etc) * Surname

* Given Names

* Postal Address

State Postcode

Position/Title

Organisation/
Business Address

State Postcode

Home No. (including area code) ( ) Mobile No.

Business No. ( ) E-mail Address

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SECTION 4 CONTINUED

DETAILS OF REFEREES WHO ARE ABLE TO MAKE DIRECT COMMENT ON THE CONTRIBUTION/SERVICE OF THE PERSON YOU ARE NOMINATING

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State Postcode

Position/Title

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Business Address

State Postcode

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Business No. ( ) E-mail Address

NOTE: If there is insufficient space, provide additional information on a separate page and attach it to this nomination form.