



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 wabbranch@theorderofaustralia.asn.au

HINTS:

Getting started

6. The starting point for nominating a person for an honour is to visit the official website -- <https://www.itsanhonour.gov.au/>

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. Either open the on-line nomination form which you can save as you go or, download a copy of the nomination form from:
<https://www.gg.gov.au/australian-honours-and-awards/nominate-someone-award>
Using a downloaded copy for an initial draft is a good idea. Whatever your choice, fill it in 'telling 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.**

- (f) Structure the document, if necessary with headings, to take the reader through the chronology of contribution.**
 - (g) Mention previous awards and recognition, if any.**
 - (h) Provide a concise summary at the beginning and an attention-getting conclusion.**
12. When the nomination form is completed, send it by mail, email or on-line to the Honours Secretariat in Canberra with a list of referees who have agreed to support the nomination. The referees are important to your chances of making a successful nomination.
- (a) Be sure to have a range of referees from all walks of life who will vouch for the nominee. If you are nominating a school teacher do not just have other school teachers as the supporting referees.**
 - (b) Avoid having less than 5 referees and no more than 10.**
 - (c) Identify supportive referees who have worked with and/or know the nominee very well.**
 - (d) Well known people and community leaders are good referees.**
 - (e) Do not include any person who you have not personally approached and who has agreed to be a referee.**
 - (f) Talk to the referees in person or by telephone to help build a “holistic picture” of the nominee.**
 - (g) Be sure each referee understands that he, or she, will be approached by the Honours Secretariat, and if the nomination is to succeed they must then submit their written reference.**
 - (h) Put all the referees in an email group and send them reminders by telling them when the nomination has gone in and that they will soon receive a request for input.**
13. Don't despair when it is slow! Nominations often take 18 months/two years or more to be processed, and for the announcement of an award to appear on Australia Day or the Queen's Birthday.
14. Many Australians who have not yet been recognised deserve support. So please do nominate!
15. Best wishes from The Order of Australia Association, WA.