



THE
ORDER OF AUSTRALIA
ASSOCIATION

National Conference Sydney 2025



Celebrating 50 years of The Order of Australia



1-4 May



Sofitel Sydney Wentworth

The New South Wales Branch Committee look forward to welcoming you to Sydney for The Order of Australia Association's 2025 National Conference, held at the iconic Sofitel Sydney Wentworth. The theme of our 2025 Conference is:

CELEBRATE | MOTIVATE | NOMINATE

"Inspiring Australian Achievers"

This captures three sub themes:

CELEBRATE the achievements of our Awardees

MOTIVATE others, especially our youth, to serve and inspire and also drive people to

NOMINATE others for the Order of Australia Awards

These will be expanded on in the sessions with prominent speakers addressing all three areas. The 2025 Conference celebrates 50 years since the establishment of The Order of Australia Awards as well as the 45th Anniversary of our Association.

We welcome you to join us for an amazing few days celebrating our Australian Achievers!

Dr John Gullotta AM

NSW Chair & Convenor, OAA National Conference Sydney 2025



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Conference Program

THURSDAY 1ST MAY

- ✓ ARRIVAL AND REGISTRATION AT SOFITEL SYDNEY WENTWORTH
- ✓ BOARD/BRANCH CHAIRS MEETING
- ✓ WELCOME RECEPTION AT NSW GOVERNMENT HOUSE SYDNEY TBC

FRIDAY 2nd MAY

- ✓ ARRIVAL & REGISTRATION FOR CONFERENCE
- ✓ WELCOME TO COUNTRY & OFFICIAL OPENING
- ✓ ORATION & KEYNOTE SPEAKERS
- ✓ PANEL DISCUSSIONS
- ✓ EVENING EVENT TBC

SATURDAY 3rd MAY

- ✓ ASSOCIATION ANNUAL GENERAL MEETING AND MEMBERS' FORUM
- ✓ AFTERNOON AT LEISURE / OPTIONAL TOURS
- ✓ CONFERENCE DINNER & FOUNDATION SCHOLARSHIP PRESENTATIONS

SUNDAY 4th MAY

- ✓ WREATH LAYING CEREMONY
- ✓ FAREWELL LUNCH AND HANDOVER TO DARWIN

Accommodation

Special discounted rates have been negotiated for delegates at the iconic Sofitel Sydney Wentworth. Additional accommodation options nearby are also offered to suit all budgets. Please scan the QR Code below to view these affordable options.



Places of Interest

Sydney and the regional areas of NSW have a lot to offer; from the iconic city landmarks and spectacular beaches, to stunning wildlife and scenic landscapes. Tours around Sydney and NSW are being offered and can be checked out by scanning the QR code below.



REGISTER NOW!



For More Information
www.theorderofaustralia.asn.au



**ORDER OF AUSTRALIA ASSOCIATION
NEW SOUTH WALES BRANCH**

OAA NSW Branch Regional Group Committee Position Guidelines

The NSW Branch of the Order of Australia Association was officially formed on 22 July 1980. The NSW Branch now has over 2400 members throughout NSW in 14 regional groups throughout the State. The aim of the Order of Australia Association is "To celebrate and promote outstanding Australian citizenship".

Over the years the New South Wales Branch has steadily grown, both in terms of its membership and the scope of its activities. Fifteen regional groups have been established to take the Association's message of national pride and civic responsibility to every corner of New South Wales.

Meetings

Normally the regional groups throughout NSW meet at least twice a year, for either a meeting or a local function, within their various localities. To celebrate the Australia Day and King's Birthday Award recipients' achievements.

REGIONAL GROUP COMMITTEE ROLES

Chair

The key responsibility of the Chair is as the spokesperson and leader of the Committee and the Regional Group of the Order of Australia Association, and has a strategic role to play in representing the vision and purpose of the Order of Australia Association.

Attend if possible the NSW Branch AGM in Sydney.

Approve all input for the NSW Branch website, and The Order magazine, for submission to the Regional Coordinator. Forward letters to Australia Day and Queen's Birthday Order of Australia Honours recipients as advised by the NSW Branch.

Deputy Chair Role

The key role of the Deputy Chair shadows that of the Chair. The Deputy Chair should be able to stand in for the Chair at short notice. In the absence of both the Chair and Deputy Chair, the Committee may temporarily appoint another of its members as the substitute Chair.

Treasurer Role

The key role of the Treasurer is to be responsible for keeping the Committee's financial records; this includes banking cheques, reconciling direct deposits for events and paying creditors. Preparing a current financial statement for each meeting; also monitor and follow up unfinancial members. The NSW Branch and National Office use the Xero Accounting package.

Secretary Role

The key role of the Secretary is to be responsible for the documentation and communication of the activities of the Committee including agenda preparation and minutes, event invitations and reminders, maintenance of the Regional group database and liaising with Treasurer regarding unfinancial members.

Committee Members (who are not Office Bearers)

The key role of Committee members is to be responsible for the affairs of the organisation, noting members may also be involved with assisting one of the other office bearers, or taking responsibility as the 'champion' for a particular event or function.

WEARING OF INSIGNIA

Recipients of awards are granted insignia as a visual expression of the honour conferred on them.

For Australian awards, the presentation box generally contains a range of pieces:

- the full-size medal
- a miniature with ribbon
- for some awards, a ribbon bar
- for some awards, a lapel badge or brooch

For certain awards, women receive a full-size and miniature bow set and men are given a neck badge.

Recipients of Imperial awards receive the full-size insignia and can choose to purchase miniatures and ribbon bars.

Most Australian awards are pinned above the left breast.

If the main insignia is in the form of a neck badge it is worn around the neck accordingly.

Multiple awards

When a person holds more than one award, the main insignia are mounted on a medal bar in the order set out in the Australian Order of Wearing.

Day functions

The full-size insignia is generally worn at day functions where decorations have been prescribed by the event, for example Anzac Day ceremonies. On such occasions, male recipients of more than one medal would wear their decorations, full size, suspended from a medal bar.

Female recipients with more than one award may prefer to mount the miniatures on a bar and to wear on such occasions only one full-sized piece of insignia on its bow immediately below their miniatures. The full-size piece would normally be that of the highest award.

Evening functions

At events such as evening receptions and dinners where decorations have been prescribed, the miniature insignia is generally worn. The main exception to this is neck badges, which are worn in full-size.

Everyday wear

A lapel badge or brooch may be worn on civilian clothes at any time. Only one badge or brooch should be worn at a given time and not when other insignia pieces are worn.

There is an established order of precedence for the wearing of Australian decorations.

You can download a copy of the Order Of Wearing Australian Honours and Awards document.

- [The Order Of Wearing Australian Honours And Awards PDF 61KB](#)

Post-nominal entitlements

Many awards carry an entitlement for recipients to use indicative letters after their name - for example, 'OAM' for the [Medal of the Order of Australia](#). If a recipient is entitled to post-nominals for more than one award, the sequence of letters is indicated by the Order of Wearing for Australian honours and awards.

Post-nominals may be used from the date on which the award is gazetted.

Awards made to next-of-kin

A custom has evolved for people to wear the awards of deceased family members when marching in their place at commemorative events such as Anzac Day and Remembrance Day. The Returned and Services League (RSL) encourages people to wear their forebears medals on the right breast, which indicates the awards are not their own. Further guidance is available at the [RSL website](#).

Unofficial medals

Ex-service organisations sometimes commission their own unofficial medals to mark participation in particular military campaigns, periods of service or types of service that have not been recognised through the Australian honours system. Awards made by foreign governments which have not been approved by the Governor-General for acceptance and wear are also "unofficial". There is no impediment to wearing such medals in appropriate private settings, such as a meeting of the relevant ex-service association, or a reception hosted by the relevant foreign government. Ideally, unofficial medals should not be worn at public ceremonial and commemorative events, but if they are worn as the occasion demands, the convention is that they are worn on the right breast.



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Order of Australia Association Ode Guidelines

The 'Ode' has been scripted as a parting tribute on behalf of members and colleagues of The Order on the passing of a citizen who has;

- Received an award within the Order of Australia and;
- May or may not be a member of the Order of Australia Association.

The Ode may only be conducted at a funeral or memorial service at the request of a member of the deceased's family. This request can be relayed through a trusted family friend, member of the clergy or civil celebrant who will be engaged in the service.

Wherever possible the reciting of the Ode should follow a standard order of service, usually after tributes and just prior to the committal prayers.

The Ode can only be recited by a person who has received an award within the Order of Australia and should be read, not recited from memory.

Prior to reading The Ode, mourners who also have awards within the Order of Australia should be invited to stand after which a brief summary of the deceased's service to our Nation can be presented.

Reciting of The Ode is a final acknowledgement and celebration of significant achievement and service so there should be no allowance for any period of silence. If an acknowledgment by the entire congregation is required it would be more appropriate to conclude The Ode with a period of applause (30 secs).

Also at the request of the family the Australian National Flag can be used to cover the coffin at a funeral service, consistent with the appropriate protocol for such use:

- *The upper left quarter or canton should be draped over the 'left shoulder' of the* coffin to represent the heart
- The flag should be removed before the coffin is lowered into the ground or after the service at a crematorium.

Australia's National Flag can be obtained from many outlets or by request from your Federal Member of Parliament.

WEARING AND/OR REPLACEMENT OF YOUR INSIGNIA

We are pleased to provide this useful information for our members.

Members of the Association are sometimes confused as to the appropriate wearing of the insignia of the Order. Guidelines have been set down but the advice from the Honours secretariat is that they are 'guidelines'.

The full-size medal is worn in the daytime on ceremonial occasions such as Australia Day, ANZAC day, church services, Investitures and the like or as indicated on an invitation. For evening wear (after 5pm), the miniature is worn, except for Companions and Officers who wear the full-size insignia on all occasions.

The lapel badge or brooch should be worn by Members whenever possible to mark their membership of the Order. The insignia is worn either on a ribbon around the neck or on the left breast, depending on the Award, and when worn with other decorations must be displayed in its proper Precedence.

In writing post nominals after a surname, the Order of Australia awards are placed in front of most other awards. Further advice on the order of wearing insignia, eg for those who have received more than one award, is available from: Honours Secretariat, Government House, Canberra ACT 2600 – phone 1800 552 275 or 02 6283 3533.

Replacement - Lapel pins and Ladies Brooches are available for purchase by contacting the Honours Secretariat, Government House, Canberra. The prices for these can vary so it would be advisable to phone for current prices prior to requesting purchase. **The Phone Number to ring is 02 6283 3659.** Payment for these can be made by cheque/money order to 'the Collector of public monies' or over the phone by quoting your credit card details.

Should your insignia be lost or stolen, you may request the purchase of a replacement from the Honours Secretariat. The request is to be accompanied by a statutory declaration and, if possible, a copy of the police report.



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Order of Australia Association Ode

In Honour of _____ (Post nominal)

Members of the congregation who have received awards within the Order of Australia may be invited to stand.

As members of the Order of Australia, we are assembled here to pay a last tribute to our departed colleague, _____ who was awarded _____ in the _____ Honours

For exceptional achievements as a citizen of Australia, and in recognition of (His/Her) contribution to the advancement of the community in which (He/She) served, we cherish _____ memory.

We are also here to extend our deepest sympathy to those who mourn, and to offer them our friendship and support.

Holding the sprig of Golden Wattle

(A member of the Mimosa family):

A single wattle flower is the emblem of the Order of Australia.

When in flower, the Golden Wattle displays the Australian national colours, green and gold.

As one species of a large genus of flora growing across Australia, the Golden Wattle is a symbol of unity.



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Wattle is ideally suited to withstand Australia's droughts, winds and bushfires. The resilience of wattle represents the spirit of the Australian people.

As we say our final farewell to _____, may any regrets we feel be turned into gratitude for the common bond that unites us.

And may the sense of grief that we feel today, give way to the memory of the influence and inspiration of the legacy that _____ has left for those who will follow.

Our colleague has gone to (His/Her) last resting place.

Vale _____, _____ (Post Nominal)
and Member of the Order of Australia Association (If applicable)