

# ORDER OF AUSTRALIA NOMINATION FORM

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 any living Australian citizen or permanent resident 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.

## **Privacy Statement**

Your privacy is important to us. We will only collect, use or disclose your personal information in accordance with the Privacy Act 1988. We want to ensure that personal information collected, used and stored is accurate and complete. We ask that you carefully check the information throughout the form for accuracy. The Australian Honours and Awards Privacy Statement can be found here (<https://www.gg.gov.au/privacy-statement-australian-honours-and-awards-secretariat>).

**Note:** Nominations are confidential. It is preferable that the nominee or listed referees are not be made aware of this nomination.

2024/1

## Who can be nominated?

Any living Australian citizen or permanent resident can be nominated for an award within the Order of Australia. Any individual, community organisation, business, 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.

## 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.

Mandatory fields are marked with an asterisk (\*). You need to complete these fields

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 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 and achievements should be provided. As a general guide, you may provide up to four referees 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?

Nominations are processed by the Australian Honours and Awards Secretariat at Government House.

Following receipt, nominations are thoroughly researched and referees are contacted. When all relevant information has been obtained, the nomination is submitted to the Council for consideration. Current processing time is between 18 months to 2 years, but this process can take up to 2.5 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 King's Birthday.

## Are nominators advised?

At the end of the process the nominator is advised that the process has been completed prior to the official publication of the Honours List for which the nomination was considered. If the nomination is successful it may appear in the next honours list.

## More information or help

If you have any further questions, or require guidance in the preparation of the nomination, please call the Australian Honours and Awards Secretariat, Government House, Canberra on telephone (02) 6283 3604 or email [honours@gg.gov.au](mailto:honours@gg.gov.au).

## TELL US ABOUT YOURSELF

Title\* (Mr, Mrs, Ms, Dr, Prof, etc.)

Given name(s)\*

Family name\*

Gender

☐ Male☐ Female☐ Unspecified

Date of Birth\*

Mobile phone number

Business phone number

Email address

Position

Business / Organisation name

Postal address\*

Suburb

State

Postcode

Cultural Background

The Australian Honours and Awards Secretariat collects the following information for the purpose of understanding access to the honours system by First Nations Australian and people who identify with a culturally and linguistically diverse background or ancestry. Providing this information is optional.

Are you of Aboriginal or Torres Strait Islander origin?

☐ No☐ Yes, Aboriginal☐ Yes, Torres Strait Islander☐ Yes, both☐ Prefer not to say

Do you use a language other than English at home? Include use of sign language (for example, ASLAN) in 'Yes'?

☐ No, English only☐ Yes, other (please specify)☐ Prefer not to say/don't know

Do you identify with a culturally and linguistically diverse background?

☐ No☐ Yes,(please specify)

## TELL US ABOUT THE PERSON YOU ARE NOMINATING

*NOTE: It is preferable that the nominee not be made aware of this nomination.*

Title\* (Mr, Mrs, Ms, Dr, Prof, etc.)

Given name(s)\*

Family name\*

Gender\*

☐ Male

☐ Female

☐ Unspecified

Date of birth or age range\*

Primary phone number

Secondary phone number

Email address

Postal address

Suburb

State

Postcode

Position/Title

Business / Organisation name

Business address

Suburb

State

Postcode

### Citizenship\*

Is this person an Australian Citizen or Permanent Resident?

☐

Australian Citizen

☐

Permanent Resident

*If unsure, please provide any information that may assist in identifying the nominee's Citizenship status, for example where they were born*

### Cultural Background

The Australian Honours and Awards Secretariat collects the following information for the purpose of understanding access to the honours system by First Nations Australian and people who identify with a culturally and linguistically diverse background or ancestry. Providing this information is optional. Responses regarding citizenship status and cultural background are not released. They do not have an impact on the success of your nomination

Are you of Aboriginal or Torres Strait Islander origin?

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ Yes, both

☐ Prefer not to say

Do you use a language other than English at home? Include use of sign language (for example, ASLAN) in 'Yes'?

☐ No, English only

☐ Yes, other (please specify)

☐ Prefer not to say/don't know

Do you identify with a culturally and linguistically diverse background?

☐ No

☐ Yes, (please specify)

**Previous honours and awards**

If you know that the nominee holds any Australian or International honours or awards or any qualifications from a professional body or tertiary institution please provide details here.

### WHY SHOULD THEY BE RECOGNISED

In this section please set out what the nominee has done and why you think they should be recognised. The response boxes are meant to help you do this, but every nomination is different so there is no single way to approach this. Just tell us what you know and what you think is particularly noteworthy about your nominee's service and achievements.

*You can include:*

- *Examples of how they have demonstrated outstanding qualities*
- *What they have done to make things better for others*
- *The role(s) or area(s) in which they have excelled*
- *The period of time, or dates of service (if known)*
- *Evidence of other awards or recognition received by the nominee*

How do you know the person you are nominating?\*

In a couple of sentences please explain why your nominee should be recognised with an award

Please outline your nominee's service. What roles have they undertaken, paid or unpaid that contribute to their achievements, and when did they undertake this service (if known)\*

Please provide any additional comments on your nominee's suitability for an award.

## WHO CAN COMMENT ON THEIR SERVICE?

- Please provide details of up to four suggested referees.
- You do not need to contact the referees to obtain comment or support letter for the nomination, we may contact them.
- To assist in processing your nomination, please complete as many contact details as possible, at least one field.  
Please note: The ideal referee is someone that has had close involvement with the nominee in the course of their service or is able to comment directly on the nature and impact of their achievements.

Title* (Mr, Mrs, Ms, Dr, Prof, etc.)					
Given name(s)*					
Family name*					
Connection to the nominee*					
Position/Title*					
Business / Organisation name*					
Mobile phone number					
Business phone number					
Email address					
Postal Address					
	Suburb		State		Postcode

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Title* (Mr, Mrs, Ms, Dr, Prof, etc.)					
Given name(s)*					
Family name*					
Connection to the nominee*					
Position/Title*					
Business / Organisation name*					
Mobile phone number					
Business phone number					
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Postal Address					
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## WHO CAN COMMENT ON THEIR SERVICE?

Title\* (Mr, Mrs, Ms, Dr, Prof, etc.)

Given name(s)\*

Family name\*

Connection to the nominee\*

Position/Title\*

Business / Organisation name\*

Mobile phone number

Business phone number

Email address

Postal Address

Suburb

State

Postcode

Title\* (Mr, Mrs, Ms, Dr, Prof, etc.)

Given name(s)\*

Family name\*

Connection to the nominee\*

Position/Title\*

Business / Organisation name\*

Mobile phone number

Business phone number

Email address

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### FEEDBACK

What prompted you to nominate?

<input type="checkbox"/> Event or public forum
<input type="checkbox"/> Website
<input type="checkbox"/> News media
<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Social media
<input type="checkbox"/> Other

Please elaborate:

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### DECLARATION\*

☐ Checking this box forms your signature and confirms that all information provided on this form is accurate and true to the best of your knowledge.

**Upon completion of this form, please sign and forward**

- by mail to:                      The Secretary  
    Order of Australia  
    Government House  
    CANBERRA ACT 2600
- or by email to:                [honours@gg.gov.au](mailto:honours@gg.gov.au)