

# Start here: Your guide to nominating

Tips for nominators and a sample of the online form

## Who can I nominate?

- You can nominate any living Australian citizen or permanent resident who has made an outstanding contribution to Australia.
- You can read about inspiring Australian Honours recipients at [vic.gov.au/recognitionmatters](https://vic.gov.au/recognitionmatters), or research recipients at <https://honours.pmc.gov.au/honours/search> – you can search by industry, organisation or type of service in the 'Citation' field (e.g 'nursing.')
- You can nominate someone who has already received an Australian Honour for the contributions they have made since the honour was awarded – they may be recognised with a higher-level honour such as AC or AO.

## What makes a strong nomination?

- The Council of the Order of Australia (who we'll refer to as 'the Council') look for someone who has **gone above and beyond** in their contributions to Australian society. Your nominee may have:
  - made an outstanding contribution to society within their field, whether it is professionally, in sports, the arts, service or community work,
  - contributed to their community as a volunteer in a way that is over and above the contributions of other volunteers.
- Take time to reflect on the ways your nominee has been truly exceptional – think about the impact your nominee has made and how their contributions have had an effect in their community and Australian society.

(For example, if your nominee works or volunteers in aged care, think about the importance of aged care in our society and what it means to look after the elderly.)
- Include any previous awards and recognitions your nominee has received.
- Include the dates and time period of their contributions.
- Do not worry if you're not a creative writer: using simple language will make it easy for the Council to understand your nomination. You can even use bullet points to tell your story.

## Can I tell someone I'm nominating them?

- All nominations are confidential – **you should not inform your Nominee** that you've nominated her.
- You may choose to contact your nominee's friends, family or colleagues to find out information for the nomination. Please make it clear to anyone you contact that they should not tell the nominee about the nomination.
- If your nomination is successful, the Council will contact the nominee, to confirm that they are happy to accept the award. They will have the option to decline the award.

## Can I nominate? How?

- Any individual, community organisation, business, or professional body can nominate someone for an award. Nominations by an organisation carry the same weight as nominations by an individual – the information in your nomination is what matters.
- Nominating as a group may help with research and finding referees – you may wish to get together in person or you can collaborate via email. If you nominate as a group, you will need to choose one person to list on the nomination form as the nominator – they will be the single point of contact.
- You can download a Word template from [vic.gov.au/recognitionmatters](http://vic.gov.au/recognitionmatters) to draft your nomination.
- You will need to use the online form at [www.gg.gov.au](http://www.gg.gov.au) to submit your nomination. If you are using the Word template, you will need to copy and paste the information from the Word document into the form.
- The online form will only allow you to save a nomination for 14 days before submitting, so keeping a Word draft ensures you won't lose your work.
- After you have submitted the nomination **it may take 1-2 years** for the Council to decide whether or not to award an Honour to the nominee. You will be notified either way.

## How can I find out the information I need?

- Not being able to talk to your nominee about the information you need may seem daunting, but there are other ways you can find out the information you need for a strong nomination.
- LinkedIn is a great way to research your nominee's past achievements and connect with potential referees.
- If you do not know your nominee personally, you may want to contact their friends, family or colleagues to help with your research.
- Your nominee may have already received awards or recognition from their company, industry, community or another organisation. You could ask the organisers of these awards to share information that you need for your nomination or help find referees.
- If you are nominating your nominee for an Australian Honour, why not nominate them for another award at the same time? Many awards, such as the **Victorian Women's Honour Roll**, do not require confidentiality, so you can talk to your nominee about the information you require, without discussing the Australian Honours.

## Referees

- Referees help the Council to understand and research your nominee's achievements and contributions. You can list up to four referees in the nomination. If you can only find two or three referees, the Council may contact another referee from their networks.
- Referees need to be able to offer insight into the nominee's service – they do not need to be Honours recipients or public figures, it is more important that they know the nominee and can speak about their achievements.
- Referees can be specific people, or you can nominate the person in a position (e.g 'State Manager') in a company or organisation, who you think would be able to comment on your nominee, even if you do not know their name.
- Referees do not need to write anything in advance – the Council will contact them after they have reviewed the nomination.
- You should check that each referee is willing to support the nomination. You can do this any way you choose – you can use the email template below as a starting point.
- It is helpful to send referees a copy of the nomination, as well – this may help them to understand the nomination and think of relevant information.

## Sample referee letter

Dear [Referee],

I am nominating [Nominee] for an Australian Honour, in recognition of [her achievements or contribution]. I am getting in touch to ask if you would be willing to be a referee for [Nominee].

Please don't tell [Nominee] about the nomination, it is a confidential process and she will only be contacted by the Australian Honours and Awards Secretariat if the nomination is successful.

You do not have to write anything at this stage and it may take up to 2 years for the Secretariat to contact you about the nomination. When they do, they will ask about:

- your connection with the nominee;
- details of the nominee's service, including dates (if known);
- your opinion on the level of service the nominee has contributed and examples; and
- a statement of whether or not you, or your organisation, support the nomination and why.

### [If the Referee does not know the Nominee]

You do not have to know [Nominee] personally, if you believe that you are able to speak to their contributions or achievements.


Please let me know if you are willing to be part of this nomination. I am happy to answer any questions you have about why I am nominating [Nominee].

You can find out more about the Australian Honours at [www.gg.gov.au/australian-honours-and-awards/order-australia](http://www.gg.gov.au/australian-honours-and-awards/order-australia)

Sincerely,  
[Your name and contact details]

# What to expect to see on the form

[Need Help ?](#)



## Order of Australia Nomination Form

Tracking Code: AD6MTFK5

Introduction

Tell us about yourself

Tell us about the person you are nominating

Why should they be recognised?

Who can comment on their service?

Declaration

[Save For Later](#)

### Tell us about yourself

Order of Australia Nomination Form

Fields marked with \* are required

#### Your details

Title

Given name(s) \*

Family name \*

Post-nominals

Gender

Male

Female

Unspecified

Email address

A receipt of the application will be sent to this address. \*

Primary phone number

Mobile preferred. \*

Secondary phone number

Business/Organisation name

Position

You may enter an Australian or International address.

Australian

International

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Did you know?  
You can save and return to your form up to 14 days

All the fields with stars are mandatory.

If you have an Australian Honour, e.g OAM, list it here. You do not have to include degrees or professional associations.

If you don't have an e-mail account, you can provide somebody else's e.g. your co-worker or family member.

If you are nominating as an organisation, you can list the business name and address.

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## Tell us about the person you are nominating

Order of Australia Nomination Form

Fields marked with \* are required

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

All nominations are confidential – you should not inform your Nominee that you've nominated her. If your nomination is successful, the Council will contact the nominee, to confirm that she is happy to accept the award. She will have the option to decline the award.

You can nominate someone who has already received an Australian Honour for the contributions they have made since the honour was awarded – they may be recognised with a higher-level honour such as AC or AO.

It's helpful to know whether the Nominee is an Australian Citizen or a Permanent Resident, but if you don't know, just choose 'Unsure.'

### Who are you nominating?

Title

Given name(s) \*

Family name \*

Post-nominals if known

To assist in processing your nomination, please complete as many fields as possible.

### Personal details

Gender

Male

Female

Unspecified

Date of birth

Day  Month  Year  - OR - Age Range

### Contact details

Primary phone number *Mobile preferred.*

Secondary phone number

Email address

### Postal address

You may enter an Australian or International postal address.

Australian

International

### Position

Business/Organisation name

Position

You may enter an Australian or International business address.

Australian

International

### Citizenship

Is this person an Australian Citizen or Permanent Resident? \*

Australian Citizen

Permanent Resident

Unsure

### 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. (Max: 1000 characters)

## Why should they be recognised?

Order of Australia Nomination Form

Fields marked with \* are required

### Activities undertaken by the nominee

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

You can attach documents or other records to support your nominee's service or achievements if you have them.

How do you know the person you are nominating? *(Max. 1000 characters)*

In a couple of sentences please explain why your nominee should be recognised with an award *(Max. 1000 characters)* \*

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). *(Max. 8000 characters)*

You can attach documents or other records to support your nominee's service or achievements if you have them.

Click to Upload

Please provide any additional comments on your nominee's suitability for an award. *(Max. 8000 characters)*

You can attach documents or other records to support your nominee's service or achievements if you have them.

Click to Upload

If you do not know the nominee personally, but have contacted their friends or family in your research, it can help to say that here.

You do not have to write an essay.

Bullet points are a great way to list your nominee's achievements.

Note: 'Characters' are letters, punctuation and spaces.

1000 characters is about 250 words, though this will depend on the length of the words you are using.

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## Who can comment on their service?

Order of Australia Nomination Form

Fields marked with \* are required

- Please provide details of up to four suggested referees.
- We may contact the referees to obtain comment.
- To assist in processing your nomination, please complete as many fields as possible.

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.

Referees need to be able to offer insight into the nominee's service.

They do not need to be Honours recipients or public figures, it is more important that they know the nominee and can speak about their achievements.

You don't need to ask referees for anything in advance – the Council will contact them after they have reviewed your nomination.

You should check that referees are happy to be part of the nomination.

You can include up to four referees for a nomination.

### Referee

You can nominate an individual as a referee if you believe they have particular personal insight into the nominee's achievements and their impact. You can also nominate someone who holds a particular role in an organisation, say the "Chief Executive" or the "State Manager", without needing to know the person's name, where you believe that organisation is best placed to comment on some or all of the things the nominee has achieved.

#### Referee 1

Is this an individual person or organisation? \*

Individual

Organisation

Title

Given name(s) \*

Family name \*

Post-nominals if known

To help us progress your nomination, please provide as much of this information as you can.

Business/Organisation name

Position

Primary phone number

Secondary phone number

Email address

You may enter an Australian or International address.

Australian

International

Connection to nominee (Max. 1000 characters)

Other comments (Max. 1000 characters)

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## Declaration

Order of Australia Nomination Form

Fields marked with \* are required

### Feedback

What prompted you to nominate

Event or public forum

Website

News media

Word of mouth

Social media

Other

Please elaborate (Max. 1000 characters)

If Recognition Matters was the reason you decided to nominate, please let the Council know – this will help to measure how well the campaign and toolkit is working.

### Form Feedback

Please rate the ease of use of this form for this nomination  
1-Unusable to 5-Excellent



Please tell us what you think about this nomination form (Max. 1000 characters)

### Declaration

Checking this box forms your signature and confirms that all information provided on this form is correct and true to the best of your knowledge \*