



**NSW BRANCH
AUSTRALIAN HONOURS ADVISORY
COMMITTEE**



**A GUIDE FOR THE PREPARATION OF AN AWARD
NOMINATION WITHIN THE ORDER OF AUSTRALIA**

*The nomination must be kept **confidential** so the nominee does not become aware that a nomination is being made.
This way if their nomination isn't successful they will not be disappointed or discouraged.*

The following is a guide and shouldn't restrict you in preparing a nomination. It is simply provided to point out what was found to be the more effective and time-saving way of preparing a nomination. The Scout's '**Australian Honours Advisory Committee**' (AHAC) does not prepare nominations but will help with any questions you might have and finally have a look at your finished or proposed nomination so that your efforts and the candidate have the best chance of successful outcome. The AHAC does not approve or disapprove of your effort but is prepared to offer constructive comments on the final nomination presentation.

The following must be kept in mind if you want a nomination to progress to an award.

*The Order of Australia is only for recognising the **ACTIONS AND ACHIEVEMENTS OF PEOPLE who go ABOVE AND BEYOND WHAT COULD BE REASONABLY EXPECTED** of an ordinary member in a similar position.*

*The purpose of the Order of Australia is to recognise outstanding contributions that benefit their communities, and ultimately our country and **NOT FOR LONG SERVICE**.
(Their long service should be recognised by the particular organisation they belong to.)*

1. **WHO TO NOMINATE:** Anyone connected with the Movement men, women, leaders or layside. The person you are looking for has given **exceptional sustained service for many years above that is normally expected of an ordinary member in a similar position**. In the case of uniform members the person you are looking for has often, but not always, been recognised by other awards such as a Silver Kangaroo; Silver Emu or a Silver Koala, in the case of layside it could be the equivalents including the President's award. They will have a list of heavy involvement in a number of things within Scouting. Some will also be involved in other Community work and achievements outside of Scouting this is also very helpful to include in a final nomination.
 - i. *The Order of Australia Secretariat, when reporting awards, divides them into about 30 classifications. The 'community' heading, since 1975, has attracted about 55% of the OAMs granted.*
 - ii. *Scouting falls within the 'community' heading and of those the people listed as being involved with 'youth' with Scouts" throughout Australia gaining around 7% of the OAM's with some 33% of these youth OAM's going to people whose official citations indicate their involvement in 'scouting' was a major consideration in making the decision.*
 - iii. *In official citations Australian 'scouting' averages between 2 and 5 OAM's twice a year, with 5 appearing to be the maximum awarded. There are a number of other awardees where 'scouting' was not mentioned in their official citation but whose membership in scouts might be mentioned in their media release.*
 - iv. *The great majority of those involved with scouts having attended several Jamborees or Cuborees etc.*
 - v. *List them firstly by their noticeable achievements and then the length of time they have been engaged in the activity.*

1. **FORM A SMALL LOCAL FACT-GATHERING GROUP, TOGETHER WITH THE PERSON'S PEERS.**

People that can respect the confidentiality aspect of the task and make it more effective and quicker, people who can cover the various aspects of the selected person's service, both inside and outside of scouting with a description of the nominee's activities.

(State and Regions Groups cannot hope to access all the details and background that would maximise the nominee's chances of a successful decision by the Order of Australia's Selection Committee. It should be done at a more local level, to ensure the nomination is as complete as possible.).

- I. The most time consuming and difficult task is the gathering of the person's details and achievements. Actual examples are essential. Using local contacts and with the person's peers has been shown to be the most effective way to collect these. Remind them of the need for confidentiality
 - II. The preparation time can run into several months, as people are slow to provide background details. Once you lodge the nomination with Government House it can take 18 months to 2 years before the decision is made. Timing usually starts from the next award date in June or January.
 - III. Ask his friends and contacts. Sometimes just sitting around over coffee listing the things the person has/is involved in doing. To ensure you don't build up peoples hopes, and encourage gossip, don't mention it's for an Order of Australia nomination instead suggest its fact-finding for possible award's should they come up.
 - IV. Occasionally you need to confide in the person's partner, usually toward the end of your fact-finding. Remember the need for confidentiality until an award is made.
 - V. Set three weekly time frames for getting information back to you and the group, otherwise, it can drag on. Regular contact by email is excellent as you will have it all in writing.
2. **CHECKLIST TO GUIDE YOU.** *(The things that the Order of Australia's Committee look at when assessing)*
- a) It is ESSENTIAL to prepare a preliminary list, together with a brief description, of the person's actions and achievements that could be considered above that normally expected of an ordinary member in a similar position. *(Description enough so the Order's committee can understand the amount of effort: Eg. Planning/ organising attending Jamboree's; Cuboree's; Rally's; Gang Show etc. This should include their work with Lions/Rotary; church; RFS; SES; Meals on Wheels, etc).*
 - b) How long has the person been actively engaged in each of these activities? *(Approximate dates in years?).*
 - c) There are four to six referees you can name in the nomination that, together, can give the best overall description of the candidate's actions and achievements. Ideally, these referees can give accurate detail and need not be prestigious persons. You can always ask them to send in their own less specific private reference after the nomination is lodged. Those referees you name in your nomination will be contacted, for their input, direct by the Secretariat to ensure authenticity.
 - d) Has the person been recognised by *Scouts* with an Award?
 - e) Has the person's service and/or contribution been recognised by the local Council/Shire, Service Club or other organisation in some special way?
 - f) Ensure the Scouts 'Australian Honours Advisory Committee' have a copy of your final draft of your nomination form. The Secretariat writes to Scouts asking for any additional comment. It helps our committee to strengthen and support the nomination and possibly inquire from the person who submitted the nomination to assist with any questions the Secretariat. Access to a draft and nominator is essential for a speedy response to the Secretariat so remember

**BEFORE SENDING YOUR COMPLETED NOMINATION TO GOVERNMENT HOUSE,
SEND A COPY OF YOUR DRAFT FORM FOR ANY HELPFUL TIPS TO**

Scouts NSW Australian Honours Advisory Committee

Attn: Mr R Butler OAM

PO Box 419. Moree NSW 2400

Email: jaw@colebutler.com.au

This is important because if your nomination isn't successful it is 3 to 5 years before the person can be nominated again. Hence the need to get it right the first time.

*The easiest and quickest way to nominate is through the electronic nomination form on the web.
A paper version is also available at*

<https://www.gg.gov.au/australian-honours-and-awards/nominate-someone-award>.

**GUIDE FOR REFEREES FOR A PERSON NOMINATED FOR CONSIDERATION
BY THE SELECTION PANEL OF THE ORDER OF AUSTRALIA**

- 1) Where appropriate use a letterhead that helps qualify your input as a referee.
- 2) If the nominee was born overseas check to ensure that they are naturalised Australians.
- 3) Show your full name, address, and occupation. In signing also ensure you show any postnominal you may have and appropriate titles. (Regional Commissioner; Past President; Executive Officer; Parish Priest; etc)
- 4) State the capacity and circumstances of which you knew or know the proposed nominee;
- 5) Formulate the nomination preferably under headings and in chronological order using language that will be readily understood by the members of the Order of Australia Council who make the decision. Whilst brevity is admirable, the nomination and the references need to clearly identify the nominee's achievements. Details of previous awards and other recognition of the nominee and the period of time given by the nominee to each area of achievement is important;
- 6) State the number of years you, or your informants, have been aware of the **exceptional sustained service** and involvement of the person. (*Most successful awardees have given special service and whose achievements are above that normally expected of an ordinary member in similar positions for a combined total of 12 to 15 years service in one or more organizations*).
- 7) **Actual examples are a vital part of your reference.** This, more than years of service, is the main factor in determining eligibility for an award. It is important that anything you care to contribute should focus on these specific requirements for the award under consideration. It's the details and examples referees provide that carry most of the weight in the Committee's decision making.
- 8) Ensure that you provide adequate details using language that the various members of the Council can readily understand. Explain concepts that may not be common knowledge, such as jamboree, cuboree

A statement such as:

'He has as attended 4 Jamborees including helping on activities.'

would not be as revealing and valuable in highlighting the person's contribution as sentences such as:

'He gave outstanding dedicated voluntary service for over 12 years at Australian Jamborees. These are 10-day camps held every three years for more than 11,000 scouts and their leaders from Australia and the South Pacific. He does this using his annual leave and at his own expense.'

John has not only been involved in the time-consuming tasks of planning the execution of some of the onsite and offsite activities but on other occasions has been the Leader of a Troop where he is responsible for the support, care and discipline within the group of 30 young scouts all living together for an extended time.'

- 9) Use an 'attention-getting' beginning to the building of a broadly based story of your nominee, which embraces all that they have done to contribute to society and that which has been done beyond the call of duty. Look for the 'exceptional' qualities of your nominee which have contributed to and impacted the community and helps make Australia a better place.
- 10) Give details of their contributions, with examples where possible especially the activities of the nominee which is evidence of **"exceptional sustained service for many years above that normally expected of an ordinary member in a similar position."**
- 11) In particular state those in which the nominee has made:
 - a. In the field of human activity;
 - b. To society;
 - c. To the community as an individual or with other community organisations.
 - d. To friends, family or colleagues;
 - e. Through other community work
- 12) Any other comments which you believe would indicate that the proposed nominee is worthy of an award within the Order of Australia.

Government House will contact you asking for your reference.

**The Secretary
Order of Australia.
Government House
CANBERRA ACT 2600.**