



ORDER OF AUSTRALIA

GUIDELINES FOR PREPARING YOUR RESPONSE

The letter you have received asks for your confidential comments about someone who has been nominated for an award in the Order of Australia. These awards recognise **outstanding and meritorious service**.

The nomination process is confidential, including your comments. It is important that the nominee does not become aware of the nomination.

The Council for the Order of Australia is an independent body that meets twice a year to assess nominations and make recommendations for awards to the Governor-General. The names of successful nominees are published on Australia Day and on the day set aside in June to commemorate The Queen's Birthday. The process from the time a nomination is received to its final determination can take 18 months or more.

On behalf of the Council, The Australian Honours and Awards Secretariat writes to referees suggested by the nominator and also to independently sourced referees, seeking their views on the nominee's service. To make an informed decision about the nomination, the Council for the Order relies on comment from all referees. With this in mind, the Secretariat welcomes your comments, whether they are positive, negative or merely informative.

The Council will consider your comments and those of the other referees as part of its assessment of the impact and significance of the nominee's service.

When writing your response it is helpful to include, where possible:

- Your connection with the nominee;
- Details of the nominee's service, including dates (if known);
- Your opinion regarding the level of service the nominee has contributed
 - If their service has been exceptional please give examples; and,
- A statement of whether or not you, or your organisation, support the nomination and why.

If you are unable to comment about this nomination, it would assist the Council to know the reason.

In some instances you may not know the nominee personally and so may need to confer with other people in order to respond. If so, please ensure that confidentiality is maintained.

Please note that your response does not need to be lengthy and may be typed or handwritten.

Thank you for your assistance.

**DO YOU KNOW SOMEONE WHO SHOULD BE
CONSIDERED FOR AN AWARD IN THE ORDER OF AUSTRALIA?**

Why not nominate them?

Nomination forms and additional information about the awards are available on the Internet at www.itsanhonour.gov.au and on the Governor-General's website - www.gg.gov.au. Alternatively, you may ring the Australian Honours and Awards Secretariat's 24-hour toll free number 1800 552 275 and ask for nomination forms to be posted to you.