



Referee Guidelines

The Order of Australia is the principal and most prestigious means of recognising outstanding members of our community at a national level. The letter you have received seeks your comment regarding someone who has been nominated for an award.

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

The nomination process can take between 18 months and two years.

The Council for the Order of Australia is an independent body that considers nominations for appointments and awards in the General Division of the Order and makes recommendations to the Governor-General.

On behalf of the Council, the Australian Honours and Awards Secretariat writes to referees suggested by the nominator and others sourced directly by the Secretariat. The purpose of the research is to confirm information provided by the nominator and provide additional information that may be relevant to the Council when making a recommendation.

The Council meets twice a year, usually in February and August, to consider whether person nominated for an award or appointment has:

- demonstrated achievement at a high level;
- made a contribution over and above what might be reasonably expected through paid employment; or
- made a voluntary contribution to the community which stands out from that of other volunteers.

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

It is possible that 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 the Secretariat welcomes all or any comment. Your response does not need to be lengthy, may be typed or handwritten, and sent via post, fax or email.

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

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