















The Order of Australia

CELEBRATING AUSTRALIANS WHO MAKE AN EXTRAORDINARY CONTRIBUTION.

Information and guidance on how to nominate.

OFFICE *of the* OFFICIAL SECRETARY *to the* GOVERNOR-GENERAL



THE ORDER OF AUSTRALIA

OVERVIEW

The Order of Australia recognises Australians whose service, achievements or contributions are exceptional. They are inspirational people from across our nation who typically go above and beyond to make a positive difference in their communities, professions or fields.

Nominations from the community determine who is recognised.

Women are recognised at the same rate as men when they are put forward, but fewer women are being nominated each year. Across Australia, women make extraordinary contributions every day. By nominating more women, we can help ensure the honours system reflects the diversity of the Australian community and recognises the people who are strengthening our communities, professions and our nation.

Anyone can nominate, anyone can be nominated and, following an independent and thorough process, anyone can be recognised.

You can nominate someone you work with, someone you know, or someone you look up to, whether or not you know them personally.

YOUR ACTIONS MATTER

HELP SHAPE WHO IS RECOGNISED

Recognition begins with a nomination.

Too often, women, including First Nations women and those from culturally and linguistically diverse backgrounds, are overlooked when nominations for the Order of Australia are made.

These women make extraordinary contributions to Australian communities every day. Nominating and recognising them helps celebrate their achievements, challenge stereotypes, broaden perceptions of leadership and contribution, and builds a more inclusive Australia.

The good news is women and men who are nominated are recognised at the same rate. The challenge is around 1,000 fewer women are nominated each year.

Until more women are nominated, honours lists are likely to continue reflecting a gender imbalance of around 65 per cent men and 35 per cent women.

Nominate someone today and help shape who is recognised.











HOW TO NOMINATE

ELIGIBILITY

Nominees must:

- Have demonstrated outstanding service or exceptional achievement.
- Be alive at the time of their nomination.
- Be an Australian citizen or permanent resident.

HOW TO NOMINATE

1. Nominate online – visit www.gg.gov.au and create an account via the secure nominations portal.
2. Provide your contact details and some details about the person you are nominating.
3. Tell us why you are nominating them. Consider:
    a. the difference the person has made
    b. who has benefited from their work, service or leadership
    c. how their contribution has gone above and beyond what would normally be expected
    d. what impact they have had on their community, profession, or Australia more broadly.
4. Provide details of 3 referees who can attest to their impact. They will receive an email inviting them to submit a confidential referee report.
5. Once all referee reports have been received, you will be sent an email advising it is time to submit your nomination.

Help is available if you need it: honours@gg.gov.au.

THE NOMINATION PROCESS

IN FIVE STEPS

1



Nominate online.

2



Provide your details and tell us who you are nominating.

3



Explain the person's impact and how their service or achievement has gone above and beyond what would normally be expected of them.

4



Provide 3 referees.

5



An email will tell you when it's time to submit.










WHAT HAPPENS NEXT?

Once you submit your nomination, it will be researched by the Australian Honours and Awards Secretariat.

The independent Council for the Order of Australia will then review your nomination and make their recommendation to the Governor-General.

If a nominee is recommended for an award, they will be contacted confidentially and asked whether they wish to accept or decline the award. They are not told who nominated them.

Recipients are announced by the Governor-General twice a year in either the Australia Day Honours List or The King's Birthday Honours List.

Each recipient may be invested with their award in their relevant state or territory by their State Governor, Territory Administrator or the Governor-General.







THE COUNCIL BEHIND THE ORDER

THE INDEPENDENT COUNCIL FOR THE ORDER OF AUSTRALIA

The Council for the Order of Australia is an independent and diverse group of 19 members. It includes a chair, community representatives, state and territory representatives and ex-officio members who hold public office.

The Council meets to consider whether each nominee has:

- demonstrated high-level achievement or made significant impact across community at a local, national, or international level
- made a contribution that goes above and beyond what might be reasonably expected through paid employment
- made a voluntary contribution to the community which stands out from others.

The Council then makes recommendations to the Governor-General.



"It's important for us all to understand what it means to go 'above and beyond' and proactively nominate those who excel ... I look forward to a day when, through the honours system, every young Australian regardless of their gender, social or cultural characteristics can look at the Honours list and see themselves."

Shelley Reys AO, Chair of the Council for the Order of Australia

A copy of the original insignia design by artist Stuart Devlin AO, bearing the approval and signature of the late Queen Elizabeth II.



CONTACT US

NEED HELP?

The Australian Honours and Awards Secretariat administers the Order of Australia and provides support to the Council for the Order of Australia.

If you need help, please contact:

honours@gg.gov.au
02 6283 3604

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