



**SCOUTS NSW**  
**AUSTRALIAN HONOURS ADVISORY COMMITTEE**

**THE 10 STEPS THAT CAN HELP YOU PREPARE A PERSON'S  
NOMINATION TO THE ORDER OF AUSTRALIA**

**N.B.** The Scout's NSW 'Australian Honours Advisory Committee' (AHAC) does not prepare nominations but will help with any questions you might have as you prepare a nomination and finally to have a review of your finished work so that your efforts and the candidate have the best chance of a successful outcome. The AHAC does not approve or reject your nomination but is prepared to offer constructive comment on the final nomination presentation.

**STEP**

- 1) DOES THE PERSON CHOSEN FOR NOMINATION ("nominee")** (irrespective of whether male or female) hold a uniformed appointment or is he or she non-uniformed (i.e. layside). The nominee should be a person who you feel has given **exceptional sustained service for many years above that normally expected of a scouting member in a similar position.**
- 2) IS THE PERSON AN AUSTRALIAN CITIZEN?**  
*Only Australian Citizens can be nominated. They must have been born an Australian Citizen or been Naturalized. (Permanent Resident visas holders etc are ineligible)*
- 3) LIST ALL THE ACTIONS AND ACHIEVEMENTS OF THE NOMINEE** that could be considered as helping the community or members of it. *You should ensure you enlist others, who can be trusted to keep all this confidential, to help you gather information.*
- 4) HIGHLIGHT THOSE ACTIONS AND ACHIEVEMENTS FROM THE LIST ABOVE,** that could be considered as making a significant difference to their community, Australia generally or at an international level,
- 5) PRIORITISE THOSE ACTIONS AND ACHIEVEMENTS YOU HAVE ALREADY MARKED TO PROVIDE SOME GUIDE AS TO THE ORDER TO FEATURE THEM IN YOUR NOMINATION.** *Remember first impressions are the most important and often determine the way the readers of it (Case Managers of the Order of Australia Secretariat) would perceive the rest of the nomination.*
- 6) NOW START TO DRAFT YOUR NOMINATION.**
  - a) **Ensure your nomination has an opening and closing statement that gives the reader of the nomination a quick overview of the nomination.**

**(Sample opening, but be original)** *"For more than 30 years, JOHN BLOGGS has freely given of his personal time and skills to Scouting and his community.*

    - *For over 30 years as a volunteer leader with the Scout Association, providing exceptional, committed and dedicated service above that normally expected of members of the Scout Movement.*
    - *For some 30 years service through other community service organisations such as. Legacy & Rotary.*
    - *'It is believed that John is truly someone who should be considered for inclusion in the Australian Honours Awards.'*

**(Sample closing, but again be original)** *"Our belief is that John Bloggs is indeed worthy of consideration by the Order of Australia Committee for the making of an Award of the Order of Australia."*
  - b) **List the actions and achievements prioritising them in order of importance and including brief descriptions of each so people who don't understand scouting (or the achievement) can gain an understanding of what is involved.**

**As an example:**  
*"A leader of a Jamboree AJ2001 troop—Responsible for a Troop of 20+, 12 to 14-year-old male and female youth members. Whilst living together in camp and dealing with all types of interpersonal conflicts and homesickness and acting as their counsellor and personal support person. The Jamboree is 10 days of onsite and offsite adventure activities and interaction with other cultures with over 14,000 participants from Australia and the Pacific in a tent city. In addition over 6 month's pre-jamboree preparation honing the member's skills as well as raising funds and team building"*  
**Is more informative to the Secretariat than a simple:**  
*"Attended the Jamboree AJ2001 as a leader."*

- c) **List dates by years OR number of years of involvement in each activity.**
- d) **List any awards the person has received from within or outside of scouting.**

With dates of award and a brief description if not self-evident.

**As an example:**

2005 - Awarded the **Silver Kangaroo for Eminent Achievement and Meritorious Service**.  
This is the highest scouting award and is awarded by the Chief Commissioner of Australia and approved by the Chief Scout (The Governor General).

**7) ADD AS AN ATTACHMENT, THE NOMINEE'S SCOUT'S 'MEMBERS DETAIL SHEET' and any other important supportive documentation.**

**8) LIST POTENTIAL REFEREES WHO, BETWEEN THEM, CAN GIVE GREATER DETAIL OF THE NOMINEE'S ACTIONS AND ACHIEVEMENTS AND CAN ADD VALUE TO WHAT IS FEATURED IN THE NOMINATION:**

- a) In the nomination, you should name at least 4 referees who can support the various aspects of the nominee's achievements and provide a reference outlining, in greater detail the person's actions and achievements (see 8 c) below).
- b) In selecting from your list prioritise the referees in the order that they can add value and greater detail to the points raised in your nomination
- c) Your listed referees will be asked, by The Order's Secretariat, to write a reference outlining, in greater detail the person's actions and achievements. The referees when responding should include not only the activities listed in the nomination but might also include other worthy activities of which they have firsthand knowledge.
- d) Once you have an acknowledgement from the Secretariat of the receipt of the nomination, ask other referees (that you have not named in the actual nomination) to submit references in support direct to the Secretariat.
- e) You can also ask as many others as you can to submit quality 'meaningful' and detailed references outlining the nominee's activities that are **above and beyond that normally expected of an ordinary member**, direct to the Secretariat, or you can forward them on if they ask you.

**NOW SEND A DRAFT OF YOUR NOMINATION TO THE 'SCOUTS AUSTRALIAN HONOURS ADVISORY COMMITTEE', (AHAC) NOT FOR THEIR APPROVAL, BUT FOR CONSTRUCTIVE COMMENT AND ANY FINAL ADVICE AND SUPPORTING ACTION.**

**Scouts NSW Australian Honours Advisory Committee (AHAC)**

**Attn: Mr R Butler OAM**

**PO Box 419. Moree NSW 2400**

**Email: law@colebutler.com.au**

The AHAC, together with the Chief Commissioner, reviews the nominations when The Order of Australia Secretariat sends a request to Scouts for its support and checking before its final decision.

**9) AFTER CONSIDERING THE AHAC'S COMMENTS, IF ANY, TOGETHER WITH ANY OTHER COMMENTS WHICH YOU BELIEVE WOULD INDICATE THAT THE PROPOSED NOMINEE IS WORTHY OF AN AWARD WITHIN THE ORDER OF AUSTRALIA. YOU CAN SEND IT DIRECT TO:**

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

*(The original references from the referees can be attached to the nomination or, if the referees wish, they can send them direct.)*

**10) REMEMBER THE NOMINATION MUST BE KEPT CONFIDENTIAL AND THE PERSON CONCERNED MUST NOT BE AWARE THAT A NOMINATION IS BEING PREPARED OR SUBMITTED. THIS WAY IF THEIR NOMINATION ISN'T SUCCESSFUL THEY WILL NOT BE DISAPPOINTED OR DISCOURAGED.**

*N.B. If your nominee doesn't receive an award it is usually 3 or more years before another can be submitted for the same person. Thus it is important to seek the AHAC's assistance in perfecting the nomination.*