



SCOUTS NSW 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 NSW '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 comment on the final nomination presentation.

- a. 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.)*

- b. Read and become familiar with the attached 'A Guide For Nominating A Deserving Person For An Award Within The Order Of Australia'. This will give you a good overview and greater help in actually preparing a correct/effective nomination and how to guide the referees.

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 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.

1. *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.*
2. *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.*
3. *In official citations Australian 'scouting' averages between 3 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.*
4. *The great majority of those involved with scouts having attended several Jamborees or Cuborees etc.*
5. *List them firstly by their noticeable achievements and then the length of time they have been engaged in the activity.*

To further assist in making a suitable selection we have reprinted 21 points to help you in your selection of and in preparing the a nomination. These 21 points were recently published by The Honourable Shane L Stone AC PGDK QC, Chairman of the Council of the Order of Australia when writing in the magazine of the Order of Australia Association he explained how he approaches each nomination when his committee is making the recommendations and decision for honours. Its a case of does the person qualify for any of the 21 points listed and to what extent.

1. *Has the nominee impacted the national agenda and policy;*
2. *Has the nominee's contribution pushed frontiers of knowledge; alternatively does their service exceed what one might expect of someone suitable for a nomination.*
3. *Has the nominee mentored others whether in the workplace, supervising and/or collaborating on research efforts;*
4. *The extent of peer-reviewed published papers; editorship of professional journals; the level of participation on the Conference circuit;*
5. *Has the public benefited directly from the nominees endeavours;*
6. *Is there an international component; has Australia's standing been enhanced;*
7. *Has the contribution, whether through professional bodies and Government roles, been voluntary and largely unpaid*
8. *If in the commercial sector (industry and economy) to what extent have they demonstrated commitment to customers, the public, employees and community;*
9. *Is the level of volunteering and philanthropy commensurate with that person's circumstances;*
10. *If academic positions are held (teaching and/or research) are they salaried, adjunct, honorary;*
11. *Has the nominee been acknowledged by their profession or industry evidencing innovation, leadership and collegiality;*
12. *If in the commercial sector (industry and economy) to what extent have they demonstrated commitment to customers, the public, employees and community;*
13. *Is the level of volunteering and philanthropy commensurate with that person's circumstances;*
14. *If academic positions are held (teaching and/or research) are they salaried, adjunct, honorary;*
15. *Has the nominee been acknowledged by their profession or industry evidencing innovation, leadership and collegiality;*
16. *If in the commercial sector (industry and economy) to what extent have they demonstrated commitment to customers, the public, employees and community;*
17. *Is the level of volunteering and philanthropy commensurate with that person's circumstances;*
18. *If academic positions are held (teaching and/or research) are they salaried, adjunct, honorary;*
19. *Has the nominee been acknowledged by their profession or industry evidencing innovation, leadership and collegiality;*
20. *Is the nominee in that category of citizen who has made a local contribution and can be assessed as the very glue that helps hold our community together;*
21. *Nominate someone for recognition — not a particular level of award.*

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

That can respect the confidentiality aspect of the task and make it more effective and quicker, it is recommended you form a small 3 or 4 person group of people who can cover the various aspects of the selected' person's service, both inside and outside of scouting.

(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, by a small group, to ensure the nomination is as complete as possible.)

1. The most time consuming and difficult task is the gathering of the person's details and achieve Actual examples are essential. Using a local group 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 a 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.
- 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.

CHECKLIST TO GUIDE YOU.

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).*

- a) How long has the person been actively engaged in each of these activities? (*Approximate dates in years?*).
- b) 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. It is ideal that 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.
- c) Can you identify and encourage, other referees to send in their own private reference elaborating and lauding the particular achievement/s including those you mention in the nomination? These should go directly to the Secretariat, in Canberra, to add strength to the nomination.
- 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 NSW 'Australian Honours Advisory Committee' (AHAC) 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, TO MAXIMISE YOUR CHANCE OF SUCCESS SEND A COPY OF YOUR NOMINATION FORM TO

Scouts NSW Australian Honours Advisory Committee
 Attn: Mr R Butler OAM
 PO Box 419. Moree NSW 2400
 Email: jaw@colebutler.com.au

Order of Australia Nomination forms available from: <https://www.gg.gov.au/australian-honours-and-awards/nomination-forms>.

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 titles that are appropriate. (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) Structure the document, if necessary with headings, to take the reader through the chronology of contribution. As far as a possible write-in 'lay terms' which will be readily understood by the panel. A one-page assessment may not be enough as you need to tell the whole story of achievement. Detail any previous awards and recognitions and emphasise the period of time of their contribution.
- 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 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 you give details **using nomenclature that others can understand** as the 19 members of the selection committee are of different States, vocations, and interests and are therefore likely to struggle in understanding the nature of organizations or the importance of various activities or nomenclature.

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 leader 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 period of 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 on 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.

Usually, Government House writes asking for your reference. The original references should be sent direct to :

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