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| Recognition Matters. |
| Your nomination form working document |

# What is this document for?

This Word document allows you to fill out your nomination form. The online nomination form expires after 14 days, so this Word document version allows you to work on the form for as long as you need, and when you’re ready, simply copy and paste the content to the online form at

[www.gg.gov.au.](http://www.gg.gov.au.)

The Word format also makes it easy for you to share it with others who you might be completing this nomination with.

**If you’re completing the nomination as a group, assign the nomination form owner (the nominator) whose details will go in the form and who will copy paste the information in this document to the online form at the end.**

Below is a list of mandatory information for the nomination that you can assign owners to. Check the boxes as you collect the mandatory information to track your progress.

Checklist

|  |  |  |
| --- | --- | --- |
|  | Owner | Competed (Y/N) |
| Nominator’s details |  |  |
| Nominee’s details |  |  |
| Reasons for nomination |  |  |
| Referees: |  |  |
| Research and contact referees |  |  |
| Receive confirmation from referees |  |  |
| Get referee’s details |  |  |

#### Tell us about yourself

Your details

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals |  |
| *Tip: If you have an Australian Honour, e.g. OAM, list it here. You do not have to include degrees or professional associations.* |
| Gender (Male/Female/Unspecified) |  |
| E-mail address\* |  |
| *Tip: If you don’t have an e-mail account, you can provide somebody else’s e.g. your co-worker or family member.* |
| Primary phone number\* (mobile preferred) Include area code |  |
| Secondary phone numberInclude area code |  |
| Business/Organisation name |  |
| Position |  |
| Australian/International address |  |
| *Tip: If you are nominating as an organisation, you can list the business name and address.* |

#### Tell us about the person you are nominating

Who are you nominating?

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| --- |
| *Tip: All nominations are confidential – you should not inform your Nominee that you’ve nominated her. If your nomination is successful, the Council will contact the nominee to confirm that she is happy to accept the award. She will have the option to decline the award.* |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals if known |  |
| *Tip: You can nominate someone who has already received an Australian Honour for the contributions they have made since the honour was awarded – they may be recognised with a higher-level honour such as AC or AO.* |

Personal Details

|  |  |
| --- | --- |
| Gender (Male/Female/Unspecified) |  |
| Date of birth OR Age Range |  |

Contact Details

|  |  |
| --- | --- |
| Primary phone number(mobile preferred) Include area code. |  |
| Secondary phone numberInclude area code |  |
| Email address |  |

Postal Address

|  |  |
| --- | --- |
| Australian/International address |  |

Position

|  |  |
| --- | --- |
| Business/Organisation name |  |
| Position |  |
| Australian/International address |  |

Citizenship

|  |  |
| --- | --- |
| Australian Citizen/Permanent Resident/Unsure |  |
| *Tip: It’s helpful to know whether the Nominee is an Australian Citizen or a Permanent Resident, but if you don’t know, just choose ‘Unsure’.* |

Previous honours and awards

|  |  |
| --- | --- |
| If you know that the nominee holds any Australian or International honours or awards or any qualifications from a professional body or tertiary institution, please provide details here. (Max. 1000 characters) |  |

#### Why should they be recognised?

#### Previous honours and awards

In this section please set out what the nominee has done and why you think they should be recognised. The response boxes are meant to help you do this, but every nomination is different so there is no single way to approach this. Just tell us what you know and what you think is particularly noteworthy about your nominee’s service and achievements.

You can include:

* Examples of how they have demonstrated outstanding qualities.
* What they have done to make things better for others.
* The role(s) or area(s) in which they have excelled.
* The period of time, or dates of service (if known).
* Evidence of other awards or recognition received by the nominee.

You can attach documents or other records to support your nominee’s service or achievements if you have them.

|  |  |
| --- | --- |
| How do you know the person you are nominating? *(Max. 1000 characters)* |  |
| *Tip: If you do not know the nominee personally but have contacted their friends or family in your research, it can help to say that here.**Tip: Note that ‘Characters’ are letters, punctuation, and spaces. 1000 characters is about 250 words, though this will depend on the length of the words you are using.* |

|  |  |
| --- | --- |
| In a couple of sentences please explain why your nominee should be recognised with an award. (Max. 1000 characters) |  |
| *Tip: You do not have to write an essay. Bullet points are a great way to list your nominee’s achievements.* |

|  |  |
| --- | --- |
| Please outline your nominee’s service. What roles have they undertaken, paid or unpaid that contribute to their achievements, and when did they undertake this service (if known). (Max. 8000 characters) |  |
| *Tip: For each role they’ve undertaken, explain their extraordinary, above and beyond achievements in that role.* |

|  |  |
| --- | --- |
| Please provide any additional comments on your nominee’s suitability for an award. (Max. 8000 characters) |  |

#### Who can comment on their service?

* Please provide details of up to four suggested referees.
* We may contact the referees to obtain comment.
* To assist in processing your nomination, please complete as many fields as possible.

Please note: The ideal referee is someone that has had close involvement with the nominee in the course of their service or is able to comment directly on the nature and impact of their achievements.

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| *Tip: Referees need to be able to offer insight into the Nominee’s service. They do not need to be Honours recipients or public figures, it is more important that they know the nominee well and can speak about their achievements. You don’t need to ask referees for anything in advance – the Council will contact them after they have reviewed your nomination. You should check that referees are happy to be part of the nomination. You can include up to four referees for a nomination.* |

#### Referee

Individual referee 1

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals if known |  |
| Business/Organisation name |  |
| Position |  |
| Primary phone numberInclude the area code |  |
| Secondary phone numberInclude the area code |  |
| E-mail address |  |
| Australian/International address |  |
| Connection to nominee. (Max. 1000 characters) |  |
| Other comments. (Max. 1000 characters) |  |

Individual referee 2

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals if known |  |
| Business/Organisation name |  |
| Position |  |
| Primary phone numberInclude the area code |  |
| Secondary phone numberInclude the area code |  |
| E-mail address |  |
| Australian/International address |  |
| Connection to nominee. (Max. 1000 characters) |  |
| Other comments. (Max. 1000 characters) |  |

Individual referee 3

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals if known |  |
| Business/Organisation name |  |
| Position |  |
| Primary phone numberInclude the area code |  |
| Secondary phone numberInclude the area code |  |
| E-mail address |  |
| Australian/International address |  |
| Connection to nominee. (Max. 1000 characters) |  |
| Other comments. (Max. 1000 characters) |  |

Individual referee 4

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Other) |  |
| Given name(s)\* |  |
| Family name\* |  |
| Post- nominals if known |  |
| Business/Organisation name |  |
| Position |  |
| Primary phone numberInclude the area code |  |
| Secondary phone numberInclude the area code |  |
| E-mail address |  |
| Australian/International address |  |
| Connection to nominee. (Max. 1000 characters) |  |
| Other comments. (Max. 1000 characters) |  |

Organisation

|  |  |
| --- | --- |
| Business/Organisation name\* |  |
| Position |  |
| Primary phone numberInclude the area code |  |
| Secondary phone numberInclude the area code |  |
| E-mail address |  |
| Australian/International address |  |
| Connection to nominee. (Max. 1000 characters) |  |
| Other comments (Max. 1000 characters) |  |