

# Nomination Process for the Order of Australia

**Begin**

## **Nominations**

- A nomination is made by a member of the public and submitted to the Australian Honours and Awards Secretariat at Government House, Canberra.
- The Secretariat acknowledges receipt of the nomination and creates a file.

**6-12 months**

## **Research and Consultation**

- The Secretariat researches the nomination and contacts referees to verify and obtain further information.
- Information is collated and prepared for presentation to the Council.

**12-18 months**

## **Council Recommendation**

- The Council for the Order of Australia meets twice a year, usually in February and August, to consider nominations for the Australia Day and The Queen's Birthday Honours lists respectively.
- Generally, between 700 and 900 nominations are considered at each meeting.

**18-24 months**

## **Appointment**

- The nominee is approached to establish whether they would be willing to accept an award, if offered one.
- The Council advises its recommendation to the Governor-General, as Chancellor, and seeks her approval.
- The Secretary writes to successful nominees to advise of the award.
- Names of recipients are published on Australia Day and The Queen's Birthday Public Holiday each year on [www.gg.gov.au](http://www.gg.gov.au) and in the print media.

**3 months thereafter**

## **Investiture**

- The recipient is invited to a ceremony to be presented with the award in the Order of Australia by either the Governor-General or State Governor or the Administrator of the Northern Territory (depending on location/level of award).
- Investitures take place twice a year, usually in April and September.