

# **Guidelines for Order of Australia Nominations**

## **Section 1 - Purpose and Scope**

- (1) These Guidelines set out the process by which the Honorary Awards Committee will undertake its responsibility to consider candidates for nomination by the University for the Order of Australia.
- (2) The process has been endorsed by the Honorary Awards Committee.

## **Section 2 - Guidelines**

- (3) The Committee will meet once a year to consider whether to nominate a person to the Order of Australia.
- (4) Any member of the Committee can propose a candidate for nomination to the Order of Australia. This can be done:
  - a. before a meeting of the Committee, by providing the relevant details to the Council Secretary; or
  - b. during a meeting of the Committee.
- (5) When proposing a candidate for nomination, the Committee member is responsible for providing the information required to complete the [Order of Australia Nomination Form](#).
- (6) Where the Committee considers it appropriate, it will make a recommendation to Council that a person be nominated for the Order of Australia.
- (7) With Council's endorsement, the Council Secretary will submit the Order of Australia Nomination to the Governor-General on behalf of the University.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd November 2020
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<b>Approval Authority</b>	Head, Governance Services
<b>Approval Date</b>	23rd November 2020
<b>Expiry Date</b>	Not Applicable
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