



OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

## **MEDIA NOTES INSTRUCTION GUIDE**

The following information aims to assist the process of drafting tailored Media Notes for your nominee.

The Media Notes accompany the Honours List announcement and are provided to media outlets around Australia for stories and articles in digital, print, radio and television.

The Media Notes also appear on the [It's an Honour](#) website and can be accessed via a link on the [Governor-General of the Commonwealth of Australia](#) website.

Permission is obtained from the recipient prior to the release of any information.

### **What information should the Media Notes include about your nominee?**

The Media Notes need to promote and summarise (in 300 words) why your nominee is eligible for the award.

Meritorious awards are not simply long service awards. Rather the focus is on recognising overall service performed in an occupation that is inherently more hazardous than others. Detailing more than one example of meritorious service and prolonged exposure to hazard helps to provide a fuller history of distinguished service over your nominee's career.

There is no need to include the nominee's formal qualifications, commendations or long service awards.

### **How to write the Media Notes**

**First para:** Please provide the proposed nominee's full name, name of organisation, length of service, brief history of where they have served, the duration of their service, and title of those roles. Clearly identify those roles that were in hazardous/frontline positions. i.e. Ms Jane Doe commenced service with (organisation) on (date). Since that time she has served in a range of frontline roles including at (insert location, brigade, squad, station etc) where she held the position of (insert position name title). She is currently serving as (insert position) at (insert location).

**Middle paras:** Please provide a couple of paragraphs on the significant service that makes the nominee eligible for the award. Include particular examples of prolonged exposure to hazard, outstanding service, outcomes and/or achievements.

**Last para:** Summarise the attributes, hazardous service and achievements that made them eligible for the award. i.e. Jane has made a significant contribution to the safety and wellbeing of the community of x throughout her more than 30 year career, and particularly during the challenges of x. Ms Doe has served the organisation and the wider community of x with distinction throughout her career.

**Note:** The nominee's rank is only used for the Australian Police Medal and not for other Meritorious awards, unless the nominee is of high rank.

**Examples:** You can find examples of Media Notes for each medal (from 2020) by searching the 'It's an Honour' database. Go to [Search - Australian Honours Search Facility \(pmc.gov.au\)](#) and search by Award Name and By Honours List. The names of recipients will be generated. Click on anyone who has received an award from 2020 to read their Media Notes.

### **Contact Us**

Please contact [ServiceAwards@gg.gov.au](mailto:ServiceAwards@gg.gov.au) or call (02) 6283 3533 if you have any questions or concerns.