

# Nomination form



## Port Stephens 2009 Community Awards

The Port Stephens Community Awards recognise outstanding effort, achievement and service to the local area. In particular, it seeks to reward those who make the most valuable contribution to the Port Stephens Community.

There are three categories of awards:

### **Freeman of Port Stephens**

This honour recognises individuals who have distinguished themselves with the highest order of community service.

### **The Port Stephens Medal**

Awarded to individuals or groups for distinguished service to the Port Stephens community.

### **The Port Stephens Award**

Awarded to individuals, organisations or groups for services in a specific locality or field of activity within the Port Stephens community.

**Nominations close 5pm, Friday 31 July 2009**



#### **Return Address**

Communications and Customer Relations Office  
Port Stephens Council  
PO Box 42, Raymond Terrace NSW 2324

## Who can be nominated?

Nominees can be individuals or groups and must be:

- Residents of Port Stephens except in exceptional circumstances as determined by the awards panel; and
- Nominated by others and not themselves

## Can I ask some one else to nominate me?

It would not be appropriate to ask someone to nominate you.

## Are Nominations confidential?

Yes, all nominations are strictly confidential and the information provided will be used only to assist the Panel in assessing the nomination. The person being nominated should not be approached for information or advised of his or her nomination at any stage. This avoids embarrassment or disappointment should an award not be recommended by the Judging Panel.

## How do I make a nomination?

Nominations forms are available from the Mayor's Office of Port Stephens Council. It is important when completing the nomination to provide specific examples of how the nominee meets the following assessment criteria.

Awards recipients will be able to demonstrate achievement at a high level in any area of endeavour including:

- Social Justice and welfare
- Arts activities
- Education and youth development
- Environmental protection and enhancement
- Business and sustainable economic development
- Sport and recreation
- Science and technology
- Academic achievement
- Community development
- International understanding and peace

Above all, recipients will be able to demonstrate their contribution through the following 7 assessment criteria:

1. Results
2. Focus
3. Determination
4. Creativity
5. Commitment
6. Enthusiasm
7. Pursuit of Excellence

## What is a referee?

A referee is someone who is in a position to comment directly on the nominee's service. Nominations should be accompanied by the names and addresses of at least two referees.

## How are nominations assessed?

A judging panel comprising the Mayor; Manager, Communications and Customer Relations; and three prominent members of the community have been appointed by Council to assess all nominations. After assessing the nominations the panel recommends a list of recipients to Council.

## How and when will the awards be presented?

The awards will be presented at a Civic Ceremony to be held on 11 September 2009.

NOTE:

If you require more information or assistance in completing the nomination please contact Stephen Crowe, Manager Communications and Customer Relations, Port Stephens Council on 4980 0255.

# Referees

Title (Mr, Mrs, Ms, or other)  Surname

Given Names

Home Address

Post Code

Home Phone

Work Phone

Mobile

E-mail

Signature  Date

Title (Mr, Mrs, Ms, or other)  Surname

Given Names

Home Address

Post Code

Home Phone

Work Phone

Mobile

E-mail

Signature  Date

Title (Mr, Mrs, Ms, or other)  Surname

Given Names

Home Address

Post Code

Home Phone

Work Phone

Mobile

E-mail

Signature  Date

# Nominee details

**Note:** Nominations are confidential. Only provide the following details if already known.

**DO NOT:** contact the nominee directly for any information.

Title (Mr, Mrs, Ms or other)	<input type="text"/>	Surname	<input type="text"/>
Given Names	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Hone Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Date Of Birth	<input type="text"/>		
Occupation	<input type="text"/>		

# Your details

Title (Mr, Mrs, Ms or other)	<input type="text"/>	Surname	<input type="text"/>
Given Names	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Hone Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

**Note:** Please ensure that you have attached documentation that specifically addresses the 7 assessment criteria as outlined on page 2.