

PORT STEPHENS ANNUAL AWARDS

GUIDELINES

Port Stephens Council values the outstanding contributions made to the Port Stephens community by various groups and individuals throughout the region.

The Port Stephens Annual Awards provide an opportunity for Port Stephens Council to formally recognise these efforts.

There are seven award categories:

1. FREEMAN OF PORT STEPHENS

This honour recognises a distinguished citizen (or citizens) who have contributed eminent services to the community of Port Stephens or the wider community over many years. It may be awarded for outstanding achievement in the highest order for service to Port Stephens, Australia or general society.

Council is not obligated to award the Freeman of Port Stephens every year.

Retired Councillors with 10 years or more service (continuous or otherwise) as an elected Councillor are automatically granted the honorary title of Freeman of Port Stephens.

The General Manager (or delegate) shall keep a recorded list called the Freemans' Roll which shall be placed on display in the public area of the Council Chamber.

The Freeman of Port Stephens shall be invited to relevant and/or significant Councils events and functions, including the presentation of the Annual Awards.

The Council will provide a suitable insignia, badge or prestigious identification, which may be worn by the recipient on formal occasions.

2. CITIZEN OF THE YEAR

The Port Stephens Citizen of the Year award recognises the services of an individual citizen (or individual citizens) that have made a significant and demonstrable contribution to the community over the preceding 12 month period. While the focus for this award is on achievements made over the previous 12 month period, Council invites information and achievements of the nominee previous to that period.

The selection criteria for Citizen of the Year nominees are:

- The nominee must have made a significant contribution to the community;
- The nominee should be an inspirational role model for the community;

- The scope of impact the nominee's contribution has had on the local government area.

The General Manager (or delegate) shall keep a recorded list of Citizen of the Year winners which shall be placed on display in the public area of the Council Chamber.

The Citizen of the Year shall be invited to attend the following year's awards ceremony, as well as to appropriate Council functions as required in the 12 months following their receipt of the award.

3. YOUNG CITIZEN OF THE YEAR

The Port Stephens Young Citizen of the Year award recognises the services of an individual citizen (or individual citizens) that have made a significant and demonstrable contribution to the community over the preceding 12 month period. While the focus for this award is on achievements made over the previous 12 month period, Council invites information and achievements of the nominee previous to that period.

The Port Stephens Young Citizen of the Year should be aged 25 years or under on the day the honour is awarded.

The selection criteria for Young Citizen of the Year nominees are:

- The nominee must have made a significant contribution to the community;
- The nominee should be an inspirational role model for the community;
- The scope of impact the nominee's contribution has had on the local government area.

The General Manager (or delegate) shall keep a recorded list of Young Citizen of the Year winners which shall be placed on display in the public area of the Council Chamber.

The Young Citizen of the Year shall be invited to attend the following year's awards ceremony, as well as to appropriate Council functions as required in the 12 months following their receipt of the award.

4. ENVIRONMENTAL AWARD

The Environmental Award recognises outstanding efforts by an individual or organisation who has exhibited significant service to the environment of Port Stephens over the previous 12 months.

The local award recipient will be in the running to win the NSW State Environmental Citizen of the Year Award.

The selection criteria for the Environmental Award nominees are:

A positive contribution to the environment in Port Stephens through one or more of the following;

- Efforts to preserve the environment within the local community
- The ability to foster partnerships that achieved litter reduction and recycling outcomes
- The use of the Return and Earn Container Depot Scheme to help fundraise for a meaningful cause.

5. PORT STEPHENS MEDAL

The Port Stephens Medal is awarded to an individual, organisation or group for distinguished service to the community of Port Stephens over the previous 12 months or a number of years.

The selection criteria for the Port Stephens Medal nominees are:

- Exercising community leadership;
- Promoting the principles of cultural diversity and social equity;
- Started a valuable new local initiative;
- Shows a tireless approach to community life and participation.

6. SPORTSPERSON OF THE YEAR

The Sportsperson of the Year award is awarded to individuals who have exhibited outstanding service to the sporting community of Port Stephens over the previous 12 months. Service to the sporting community may be via on field pursuits as a participant or competitor, or through the outstanding delivery of administrative functions.

The selection criteria for the Sportsperson of the Year award nominees are:

- Achieved significant sporting success throughout the year; and/or
- Contributed to significant sporting success for a particular, or a number of, sport/s.

7. CULTURAL ENDEAVOUR

Culture is reflected in our value systems, traditions and beliefs including in arts and creativity, heritage and history, architecture and design, festivals and events. Local culture can also be influenced by aspects of the distinctive coastal and rural environment, education and learning, the media, cultural tourism and accessible leisure activities.

Awarded to individuals who have exhibited outstanding service to the cultural community of Port Stephens or who have attained a high level of achievement in the wider cultural community.

The selection criteria for the Cultural Endeavour award are:

Contribution to the cultural community development of Port Stephens through innovation in one or more of the following;

- Places and spaces for culture

- Celebrating the culture of diversity
- Collaboration and networking
- Resourcing community cultural vitality
- Cultural tourism
- Place making and local distinctiveness
- Cultural needs of children, young people, families and older people
- Public libraries as people spaces and places
- Events as cultural drivers

Nomination process

- Nominations can be made by the community at any time of year until the closure date;
- The nomination closure date will be in November of each year and will be communicated via Council's website and other communications channels at Council's discretion;
- Any nomination submitted after the publicised closure date will be accepted into the next round of annual awards;
- Each nomination will be acknowledged by Council in writing;
- Nominations are to be submitted through Council's website using the online nomination form;
- While nominations may be made in specific categories, the assessment panel is ultimately responsible for matching nominees to categories. Panel members may allocate a nominee to a category at its discretion and without communicating the decision to the person responsible for submitting the nomination.

Assessment process

The assessment of the nominations will be undertaken by an assessment panel made up of the following members:

- The Mayor (Chair);
- The General Manager;
- Three Councillors - one from each Ward - drawn from the Port Stephens Australia Day Celebrations Coordinating Committee;
- Three community representatives drawn from the Port Stephens Australia Day Celebrations Coordinating Committee; and
- One Freeman by invitation of the Mayor each year.

The role of the Panel is to receive and consider nominations in accordance with the criteria.

The Assessment Panel is responsible for choosing the category for which the individual's or group's nomination will be assessed and awarded.

The assessment is based on information provided in the nomination form only. Panel members are forbidden to base their decisions on existing or prior knowledge of the nominated person/s or group/s under assessment.

The Panel reserves the right not to recommend an award in any category in any year. This includes Freeman of Port Stephens.

Nominations are scored according to a preference vote, which is determined by the weighting of the total preferences. All assessments are confidential.

Final determination of award winners

The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award.

- a) The Panel has final authority to determine each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor, or in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.
- b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel.
- c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.

Judging Criteria

Outstanding achievement or contribution towards Port Stephens's community values will be the principle basis for the awards. The community values are:

- Honesty
- Safety
- Fairness
- Community Spirit
- Friendliness
- Having a say
- Support and connectedness
- Tolerance of difference
- Sustainability
- Life choices

Award recipients will be individuals or groups who through their efforts espouse these values and show that individually and together we can make a difference. Their contribution may be at a local, national or international level. They will be seen as role models for the community.

The awards will recognise people who contribute in any area of endeavour including social justice and welfare, arts and cultural activities, education and youth development, the environment, business and sustainable economic development, sport, science and technology and academic achievement.

Above all the recipients will be able to demonstrate their contribution through results, focus, determination, creativity, commitment, enthusiasm and the pursuit of excellence

Eligibility Criteria

- 1) Nominees must be residents of Port Stephens, except in exceptional circumstances, as determined by the Assessment Panel;
- 2) Awards will not be granted posthumously;
- 3) Self-nominations will not be accepted;
- 4) Nominations must fit within one or more of the categories outlined above;
- 5) Nominees may be either volunteers or paid employees;
- 6) Awards may be awarded more than once to a particular person or group, at the sole discretion of the Assessment Panel.

Presentation Ceremony

The Port Stephens Annual Awards will be presented annually on Australia Day, 26 January, at a civic function organised by Port Stephens Council.

Contact

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Related policies

Port Stephens Annual Awards Policy
Ports Stephens Community Strategic Plan
Code of Conduct

Review date

October 2023