

FILE NO: PSC2014-03407

TITLE: PORT STEPHENS ANNUAL AWARDS

OWNER: COMMUNICATIONS AND CUSTOMER EXPERIENCE
SECTION MANAGER

1. PURPOSE:

- 1.1 The purpose of this policy is to recognise groups and individuals that contribute to the achievement of the community's vision of a great lifestyle in a treasured environment.
- 1.2 The awards recognise outstanding service, effort and achievements to groups, individuals and events that contribute to making our community a great place to live, work, play and grow.

2. CONTEXT/BACKGROUND:

- 2.1 Port Stephens Council recognises outstanding contributions of community members through the annual awards program. The program includes the highest honour, Freeman of Port Stephens, along with Citizen of the Year, the Young Citizen of the Year, and additional awards that acknowledge social, cultural and environmental achievements.
- 2.2 These awards provide Council with the opportunity to formally recognise individuals and groups who have demonstrated outstanding service to the community, while strengthening community pride and celebrating the people that shape Port Stephens.

3. SCOPE:

- 3.1 Council plays a role in supporting individuals and groups whose efforts create positive outcomes for our community.
- 3.2 Eligibility for Port Stephens community awards is determined against established selection criteria to ensure awards recipients are selected through a transparent, merit-based approach.

4. DEFINITIONS:

- 4.1 An outline of the key definitions of terms included in the policy.

Annual awards program

Annual awards presented on Australia Day each year to formally recognise the efforts of groups and individuals from around our region.

5. STATEMENT:

5.1 Port Stephens Council relies on the contribution of community members to help achieve its vision for Port Stephens. To recognise these efforts, Council delivers an annual awards program that acknowledges individuals and groups who, through outstanding effort, service and achievement, have made a significant contribution to the Port Stephens Community

5.2 The Port Stephens Annual Awards Assessment Panel is comprised of:

- a) the Mayor (Chair)
- b) the General Manager or delegate
- c) 3 Councillors (one from each Ward), drawn from the 355(c) Port Stephens Australia Day Committee
- d) 3 community representatives, drawn from the 355(c) Port Stephens Australia Day Committee
- e) 1 Freeman of Port Stephens (by invitation of the Mayor).

5.3 The role of the panel is to receive and consider nominations in accordance with the criteria and recommend recipients for each category of award.

5.4 The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners.

- a) 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.

6 RESPONSIBILITIES:

6.4 The Vibrant Places unit are responsible for the implementation, monitoring, evaluating and reviewing of the policy.

7 RELATED DOCUMENTS:

7.4 Port Stephens Annual Awards Guidelines.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2014-03407	EDRMS record No.	26/176150
Audience	Councillors, staff and community		
Process owner	Communications and Customer Experience Section Manager		
Author	Vibrant Places Coordinator		
Review timeframe	4 years	Next review date	28 April 2030
Adoption date	8 November 2022		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.	28 November 2000		Port Stephens Community Awards	657
2.	27 August 2002		Port Stephens Community Awards	349
3.	8 February 2011		Port Stephens Community Awards	011
4.	24 February 2015	Communications Section Manager	Port Stephens Community Awards	027
5.	11 September 2018	Communications Section Manager	2.1 – Updated to reflect that each individual category was named in the context /background section of the policy. This was replaced with a general statement (see below) so changes can be made to award categories without the policy requiring review and further adoption by Council. <i>The peak award is the Freeman</i>	285

			<i>of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements'.</i>	
6.	24 November 2020	Communications Section Manager	2.1 - deleted 'will', 'further' and 'those' out of the paragraph. 3.2 - deleted 'objective' and added 'community values' to this paragraph. 4.1 - added into definitions: 'annual awards program'.	254
7.	8 November 2022	Strategy and Environment Section Manager	Policy/process ownership and author updated to reflect correct section of council. Policy updated to reflect Council resolution following ordinary Council meeting – 23 August 2022. 5.4 – deleted 'The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.', amended to 'The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award', added 'a) The Panel has final authority on who is to receive 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	308

			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.'	
8.	28 April 2026	Communications and Customer Experience Section Manager	Policy owner update – Deleted 'Strategy and Environment' Added 'Communications and Customer Experience' 1.1 – Changed the vision from Council's vision to the community's vision as per the Community Strategic Plan 2.1 - Reworded "Port Stephens Council recognises outstanding contributions of community members through the annual awards program. The program includes the highest honour, Freeman of Port Stephens, along with Citizen of the Year, the Young Citizen of the Year, and additional awards that acknowledge social, cultural and environmental achievements. Added 2.2 - These awards provide Council with the opportunity to formally recognise individuals and groups who have demonstrated outstanding service to the community, while strengthening community pride and celebrating the people that shape Port Stephens." to simplify language. 3.2 - Added 'the selection' Deleted 'community values' 5.1 – Deleted 'community	55

			members to achieve its vision for Port Stephens. Council has a system of annual awards to recognise individuals and groups who, through outstanding effort, service and achievement, have contributed to the community values of promotion of Added - the contribution of community members to help achieve its vision for Port Stephens. To recognise these efforts, Council delivers an annual awards program that acknowledges individuals and groups who, through outstanding effort, service and achievement, have made a significant contribution to the Port Stephens Community' 5.2 - (b) Added 'or delegate" 5.3 – Deleted 'Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards. The community values are: a) honesty b) safety c) fairness b) community spirit e) friendliness f) having a say g) support and connectedness h) tolerance of differences i) sustainability j) life choices 5.4 – Deleted 'across the award' 5.4 (a) - Deleted 'The panel has final authority to determine	
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			each award' 6.1 - Deleted 'Community Development and Engagement' Added 'Vibrant Places' Process owner - Deleted 'Strategy and Environment' Added 'Communications and Customer Experience' Next review date – Removed '8 November 2025' Added TBC	
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