

Port Stephens Annual Awards 2026 - Port Stephens Medal Form

Form Preview

Port Stephens Medal. Nominees Details

* indicates a required field

Before you begin

The Port Stephens Annual Awards recognise individuals, groups and organisations whose outstanding service, leadership and achievements make Port Stephens a better place to live, work, play and grow.

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.

There are seven award categories:

- Freeman of Port Stephens
- Citizen of the Year
- Young Citizen of the Year
- Port Stephens Medal
- Sportsperson of the Year
- Cultural Endeavour
- Environmental Award

Eligibility criteria

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

Assessment Process

Applications will be assessed and determined by a panel comprising of

- the Mayor (Chair), General Manager (or delegate),
- three Councillors (one from each Ward, drawn from the 355c Port Stephens Australia Day Committee),
- three community representatives from the 355c Port Stephens Australia Day Committee, and
- one Freeman of Port Stephens, invited by the Mayor.

The Panel determines the most appropriate award category for each nomination and assesses nominations using the information provided and the assessment criteria for the category.

The assessment panel will consider the assessment criteria for each category using the rating guide below.

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Rating Guide:1 = Limited evidence2 = Some evidence3 = Good evidence4 = Strong evidence5 = Exceptional evidence

The Awards will be announced and presented on Australia Day, 26 January 2026.

For more information, please read the [Guidelines on our website.](#)

Person or group you are nominating - the nominee

Nominee *

First Name

Last Name

Organisation nominee works/volunteers for (if applicable) *

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Age (if known)

Must be a number.

Port Stephens Medal - Nominees Achievements

* indicates a required field

Port Stephens Medal

Recognises distinguished service by an individual, organisation or group.

Tell us about the person/organization/group and why you are nominating them for the Port Stephens Medal? *

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Word count:

Must be no more than 150 words.

Assessment Criteria

- Sustained service
- Community involvement
- Positive role model
- Achievements and contributions

Using the above criteria, list the activities or projects the nominee has been involved with that demonstrate these. (Please be specific/provide examples). *

Word count:

Must be no more than 500 words.

Please attach any supporting evidence, including testimonials.

Attach a file:

Please attach any supporting evidence, including testimonials.

Attach a file:

Port Stephens Medal - Nominee Biography

Write a short biography that summarises this nominee, which will be used for promotional purposes. Note: The information will be fact-checked with the nominee and changes may take place, however the nominator (you) will remain anonymous unless you wish to tell them.

Word count:

Must be no more than 150 words.

Nomination Checklist

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Have you;

- Clearly explained what the nominee has done? (provide specific examples of achievements)
- Described how the nominee has benefited or impacted the Port Stephens community?
- Included dates and specific achievements?
- Explained why the nominee deserves recognition (how does their contribution stand out from others)?
- Attached any supporting evidence including testimonials?

Citizen of the Year - Nominators Details

* indicates a required field

Person completing this form - the nominator

Nominator *

First Name

Last Name

Relationship to the nominee *

Organisation (if applicable) *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

Must be a date.