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Department	Office of the Chief Executive Officer
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Policy statement / Objectives

Kiama Municipal Council is committed to the establishment of Municipal honour rolls to acknowledge outstanding achievements and to make certain assessment for inclusion on the roll is undertaken in a fair and collaborative way.

The objectives of the policy are to:

- (a) Provide a process for honouring outstanding achievements by residents of the Kiama Municipality
- (b) Provide an equitable system for determining who shall be acknowledged.

Scope

This policy applies to employees of Council, Councillors and residents of the Kiama Municipality.

References

- Nil

Consultations

- Kiama Jamberoo RSL Sub-Branch
- Kiama District Sports Association

Definitions

Term	Definition
Resident of Kiama Municipality	A person who: (a) does, or has, lived in the Kiama local government area (can include childhood years), for at least ten years, as the principal place of residence. and/or (b) has a strong, enduring connection with the Kiama local government area.

Variation and review

This Policy was first adopted by Council on 17 September 2013. The Policy is to be reviewed every 3 years.

Council reserves the right to review, vary or revoke this policy.

Review history

Date reviewed	Date adopted/endorsed	Brief detail of amendments
August 2022	16 April 2024	Updated to reflect addition of the Australian Honours Board, changes to honours being listed online only and to remove the requirement for Australia Day presentations.
	17 September 2013	New Policy

Policy

1. Principles

Acknowledging contribution and achievement

There are individuals within the Municipality who make important contributions to the community and who excel within their chosen field. These individuals are an important part of society and the history of the Kiama local government area and bring honour and recognition to our community.

Appropriate acknowledgement

Honour rolls should physically reflect and be appropriate to the area of honour for which the roll has been established. For example war memorial for war veterans, public artwork for artists.

Accessibility

Honour rolls should be accessible and available for viewing on the Kiama Council website.

Community engagement

Honour rolls stimulate community involvement in the processes of research and discovery about historical and contemporary contributions to Kiama, ensuring these achievements are given full recognition and not forgotten in the passage of time.

2. Types of honour rolls

Council currently preserves the following forms of honour roll:

Arts Honour Roll

Honours individual artists of all genres who contribute to the Municipality and excel within their chosen field, forming an important part of the cultural arts tapestry of the local government area.

Sports Honour Roll

Honours residents who have made an exceptional contribution to sport at a national or international level, either as a participant, coach or administrator as well as successful teams.

Order of Australia Honour Roll

Any resident of the Kiama Municipality who receives an Australian Honour or Award from the Governor-General recognising outstanding service and contribution is added to this roll which is recorded on our website. Council has no part in awarding these honours.

Gordon Grellman Wall of Remembrance

Council maintains, in conjunction with the local RSL sub-branches, the Gordon Grellman Wall of Remembrance in Terralong Street which honours deceased ex-service men and women from the local government area. Council has no part in assessing these applications.

3. Nominations

Nominations for the sports and arts honours may be received from any member of the public regardless of their association with the Kiama local government area.

Nominations for these honours can be received at any time using the online nomination form available on the Council website however will only be assessed once per annum.

Note that nominations for the Order of Australia Honour Roll are completed online on the Governor-General of the Commonwealth of Australia website – www.gg.gov.au.

Note that nominations for inclusion on the Gordon Grellman Wall of Remembrance are completed by contacting the Kiama Jamberoo RSL Sub-Branch.

4. Criteria and assessment

The sports and arts honour rolls have their own set of clearly articulated selection criteria that is publicly available on the Council website.

Honour roll recipients must meet the definition of Resident of the Kiama Municipality as defined.

All nominations will be considered for assessment against their relevant criteria by an approved assessment panel. Each assessment panel will include representation from Council and other members as relevant to the sports or arts honour roll as established in the terms of reference.

5. Presentation of honour

Awarding of new additions to Council's honour rolls will be undertaken from time to time at an appropriate function. Recipients will be provided with a certificate and any other relevant token as representation of their place on the honour roll.

Where the recipient is deceased, a family member or person approved by the family will be asked to accept the award on their behalf.

Council's website will be updated with information on the award recipient following presentation of the honour.

Related forms/Documents

- Kiama Arts Honour Roll nomination form
- Sports Honour Roll nomination form

Attachments

Nil.

Authorisation

Name: Council Resolution No: 24/107OC

Date: Adopted at the 16 April 2024 Council meeting