



Hall of Fame Policy

DISTRICT COUNCIL
Te Kaunihera ā-Rohe
o Te Tihi o Maru

Approved by:

Community Development Committee

Date Approved:

29 January 2019

Keywords:

Hall of Fame, Advisory Committee, Selection Committee

1.0 Purpose

To outline who is eligible and how requests for inclusion in the Timaru District Hall of Fame will be considered and selected.

2.0 Background

The South Canterbury Hall of Fame was established in March 1996 as a way of recognising high achieving South Cantabrians, in a public way. The Hall of Fame is located in the upstairs entrance foyer of the Civic Building on George Street, Timaru.

This process contributes to the District vision of Lifestyle, Economy, Identity and Leadership, particularly the Identity element.

Any person born in South Canterbury, or who has resided in South Canterbury for a significant portion of their life, may be considered for the Hall of Fame.

Nomination is by way of written communication with the Timaru District Council and should include as much relevant background detail about the person being nominated, to allow sufficient additional research to be conducted by the Advisory Committee.

This information should also include contact details so any supplementary information or verification may be directed to the most appropriate person.

3.0 Key Definitions

Hall of Fame

4.0 Policy

4.1 It has been agreed by Council that the following 3 categories will be available for nomination and they will include:

1. Persons of Prominent International Standing;
2. International Sportspeople or Administrators; and
3. Nationally Recognised Notable New Zealanders.

- 4.2** Requests for nominations will be made by public notification in print and online media on an annual basis, highlighting the opening and closing date for nominations.
- 4.3** Nominations can be made by any member of the public and should be directed to the Timaru District Council in the first instance, for research by the Advisory Committee. The nomination should include nominee or next of kin details. A member of the Advisory Committee will confirm with the nominee or next of kin, that they are comfortable with the potential inclusion into the Hall of Fame if successful. The Advisory Committee will research candidates and make recommendations to the Selection Committee.
- 4.4** The Advisory Committee is made up of Timaru District Council staff, determined by the Chief Executive, to have the appropriate skill set to undertake the task.
- 4.5** The Selection Committee will then consider the recommendation and determine if a candidate will be included in the Hall of Fame. The Selection Committee will be made up of the following:
- Mayor
 - Deputy Mayor
 - Chairperson Community Development Committee
 - President South Canterbury Historical Society.
- 4.6** If successful, the nominator and the candidate, or their family, will be advised and the Hall of Fame Guidelines for inclusion will be followed.
- 4.7** Dependant on the number of successful nominations, a small ceremony may be held. This ceremony may be incorporated into other recognition celebrations such as Community Awards or Citizenship ceremonies as appropriate. If a separate ceremony is considered appropriate, this may be held over until sufficient numbers are to be inducted. This will be decided by the Mayoral support team.
- 4.8** Any information relating to the nomination will be held and captured in the Record Management system at the Timaru District Council, by the staff member responsible for the administration of the Hall of Fame process.

5.0 Delegations, References and Revision History

5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy

5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

5.3 Revision History – Summary of the development and review of the policy

5.1 Delegations

Delegation	Delegations Register Reference
<i>The Selection Committee has delegated authority in accordance with Clauses 30, 31 and 32 of Schedule 7 of the Local Government Act 2002, to make final decisions on inclusions into the Hall of Fame.</i>	<i>#1240539 (April 2019)</i>

5.2 References

Title	Document Reference
<i>Draft Hall of Fame Guidelines # 957308</i>	<i>F479: Hall of Fame Selection Committee – Overall Protocols</i>
<i>Hall of Fame Policy Review Report Community Development Committee 13 October 2015</i>	<i>F416: Community Development Standing Committee - Reports</i>

5.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	<i>Group Manager Community Services</i>	<i>13 October 2015</i>	<i>Community Development Committee</i>	<i>October 2018</i>	<i>F8525: Council Policy Register - Final</i>
2	<i>Mayoral Support Team</i>	<i>29 January 2019</i>	<i>Community Development Committee</i>	<i>January 2022</i>	<i>F8525: Council Policy Register - Final</i>