



# COUNCIL POLICY

## Council Ceremonies and Civic Events

<b>Policy Number:</b>	PO105		
<b>Strategic Plan Objective:</b>	4. Community Engaged and Supported		
<b>Policy Owner:</b>	Executive Services	<b>Record Number:</b>	16/14150[v7]
<b>Responsible Officer:</b>	Executive Assistant to CEO & Mayor	<b>Minute Reference:</b>	245/2023
<b>Date Adopted:</b>	8 November 2023	<b>Next Review Date:</b>	November 2027

### 1. POLICY OBJECTIVES

The objective of this policy is to ensure that all Council ceremonies and civic events are conducted appropriately, effectively and within the allocated budget.

### 2. SCOPE

This policy applies to all Council ceremonies and events including Australia Day, citizenship ceremonies, civic events and support provided for ANZAC Day community ceremonies.

### 3. POLICY STATEMENT

#### 3.1. Acknowledgement of Country

All Council meetings, formal public meetings and events hosted by Council should include, in their opening, an Acknowledgement of Country.

#### 3.2. Australia Day

The Australia Day Celebration will be held on Australia Day at a location as determined by the Mayor in consultation with the Elected Members and the Chief Executive Officer.

Nominations for the Australia Day Awards will be called for in accordance with Australia Day Council guidelines. To be eligible for Australia Day Awards (State and Federal) the nominees must be Australian Citizens, for the local Australia Day Citizen of the Year and other Community Awards, this requirement can be waived at the discretion of the Mayor.

Once nominations have closed, the Mayor will manage the selection process to assess all nominations. Announcement of the winners will be made at the Australia Day Event.

### **3.3. Citizenship Ceremonies**

The Mayor is the Minister's representative and authorised to officiate over Citizenship Ceremonies as and when required. If the Mayor is unavailable for whatever reason authorisation is provided to the Chief Executive Officer to preside over the ceremony. All Citizenship Ceremonies will be conducted in accordance with the requirements of the Australian Citizenship Ceremonies Code.

The dress code for Citizenship Ceremonies should reflect the significance of the occasion and as such 'smart casual' attire is suitable.

### **3.4. ANZAC Day**

Council is committed to supporting the community to participate in ANZAC Day celebrations across the Council area, as recognition of the national day set aside to commemorate Australia's service men and women who served our nation with pride and valour in wars, conflicts and peace keeping operations.

Council will provide an annual budget allocation of \$6,000 per annum to be used to subsidise ANZAC Day events and to encourage community involvement.

Funding shall be used for the advertising of events in the local media and the purchase and distribution of floral wreaths to be provided to community groups, upon request to the Chief Executive Officer.

Distribution of the remaining funds will be made to community groups, at the discretion of the Chief Executive Officer.

A maximum of \$400 will be provided to any community group.

Bublacowie Military Museum will be provided with an amount of \$200 to support their ANZAC Day event.

### **3.5. Civic Events**

Other Civic Events will be held at the discretion of the Mayor and Chief Executive Officer. Council holds a community civic event to celebrate National Volunteers Week in May each year.

## **4. COMPLAINTS**

Any complaints relating to this policy can be made in writing to the Chief Executive Officer. Complaints will be managed in accordance with Council's Complaints Policy PO147.

## **5. REVIEW**

This policy will be reviewed every four (4) years and as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, or where Council need occurs.

## **6. TRAINING**

Training needs will be reviewed as part of Council's Training Plan and as necessary in consideration of performance reviews, changes to legislation and relevant standards, codes and guidelines.

## **7. RECORDS**

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

**8. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

PO091 Risk Management Policy

**9. REFERENCES AND LEGISLATION**

Australia Day Council guidelines

Australian Citizenship Ceremonies Code

**10. COUNCIL DELEGATION**

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

**11. VERSION HISTORY**

Version No	Issue Date	Description of Change
1	08/04/2008	Minor Revision.
2	08/06/2010	Minor Revision.
3	10/04/2013	Full Revision.
4	11/05/2016	Full Revision.
5	13/03/2019	Full Revision.
6	12/02/2020	Minor Revision.
7	31/08/2023	Full Revision.