



COUNCIL POLICY

Council Ceremonies and Civic Events

Policy Number:	PO105		
Strategic Plan Objective	Key Theme: Community Engagement Objective 1.2: Offer a range of accessible community facilities, programs, events and activities		
Policy Owner:	Executive Services	File Number:	17.63.1
Responsible Officer:	EA to CEO & Mayor	Minute Reference:	087/2016 (11/05/2016)
Date Adopted:	11/05/2016	Next Review Date:	April 2019

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 including Australia Day, Citizenship Ceremonies, Civic Events and support provided for ANZAC day community ceremonies.

3. DEFINITIONS

Nil

4. POLICY STATEMENT

Australia Day

The Australia Day Celebration will be held on Australia Day in the Minlaton Town Hall or an alternative location as determined by the Mayor and Chief Executive Officer if required.

Nominations for the Australia Day Awards will be called 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.

The Mayor will convene an independent selection panel to assess all nomination forms received prior to the closing date and will generally make an announcement of the winners at the December Council Meeting.

Citizenship Ceremonies

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

ANZAC Day

Council will support the community to participate in ANZAC Day celebrations across the Council area, as recognition of the national day set aside to commemorate

Australia’s servicemen and women who served the nation with pride and valour in wars, conflicts and peace keeping operations.

The legacy of ANZAC day embodies the values of courage, determination and mateship, characteristics which define all Australians.

It is essential that Council supports and encourages all communities and particularly young Australians, to recognise ANZAC Day and to ensure that the history behind this national day of commemoration is passed on to future generations.

Council will provide an annual budget allocation (approximately \$6,000) per annum increasing by CPI each year 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 and will be used generally to assist with encouraging participants to attend the event and will be based on providing numbers of attendees at their event to Council.

A maximum of \$500 will be provided to any community group.

Bublacowie Military Museum will be provided with an amount of \$250 to support their ANZAC Day event.

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.

5. COMPLAINTS

Any complaints relating to this policy are to be directed to the Chief Executive Officer for attention.

6. REVIEW

This policy will be reviewed within 3 years of being adopted, then each three years thereafter and in accordance with any changes to legislation, codes and Australia Day Council guidelines.

7. 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.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO091 Risk Management Policy
OHS&W – 1 OHSW and Injury Management Policy

9. REFERENCES AND LEGISLATION

Australia Day Council guidelines.

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
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Sub Delegate:	Executive Assistant to CEO and Mayor
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11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Citizenship Ceremonies	PO105	14/09/2005	08/06/2010
Support for ANZAC Day Events	PO133	14/04/2009	08/06/2010
Council Ceremonies & Civic Events	PO105	10/04/2013	April 2016