

# Civic Events and Ceremonial Functions Policy

## Policy Approval and Distribution

<b>Approved by</b>	Council resolution 25 February 2020
<b>Responsible Officer</b>	Linda Wiles, Communications Officer
<b>Section/Service Unit</b>	Business
<b>Next Review Date</b>	01-01-2024

## Version Control

Ref	Date	Description	Resolution Number
0.1	25 February 2020	Presented to Council and adopted	051/2020

## Policy Statement

Council delivers several civic and ceremonial events and functions, as well as other functions and receptions as the need arises. These events and functions foster positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community pride or spirit.

This policy identifies considerations in the management of Council events and ceremonial functions or when requesting the presence of the Mayor or a Councillor representative at an external event or function.

## Purpose

The purpose of this policy is to provide guidance on delivering Council-events, civic events and ceremonial functions.

The policy sets out the roles of the Mayor and Councillors at events held within Cootamundra-Gundagai Local Government Area (LGA) where representation from Council is required.

## Scope

This policy applies to the Mayor, Councillors and staff of Cootamundra-Gundagai Regional Council. Reference to staff in this policy also includes Council delegates, volunteers, and contractors and service providers engaged by Council.

## Objectives

To ensure Council's staging and delivery of events is responsive and responsible to community expectations, meets statutory and civic expectations and is undertaken in a fiscally responsible way.

## Event Classifications and organizational arrangements

### Welcome to Country / Acknowledgement of Country

Council events will incorporate at the beginning of proceedings either a 'Welcome to Country,' where Indigenous community members are present and able, or, in other circumstances, an 'Acknowledgement of Country'.

An Aboriginal elder performs a Welcome to Country. In the event a local elder is not available, the host of an event can offer an acknowledgement of country in place of a welcome.

Acknowledge of Country will be read as follows:

Council acknowledges the Wiradjuri people, the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders, both past and present, of the Wiradjuri Nation and extends that respect to other Aboriginal people who are present.

### Class 1 events

For Class 1 events, the Mayor, in conjunction with the General Manager, shall be delegated with making organisational preparations for a civic event in respect to where it is to be held, the date, time and invitation list for attendance.

**1A - Civic event:** The highest level of Council function, which refers to official duties held for a special purpose (such as an official opening or ribbon cutting, recognising community achievements, significant milestones and other special events) which has been approved by Council resolution.

It specifically involves the Mayor, Councillors, Members of Parliament (MPs), other dignitaries and/or elected representatives. Such events are normally held for celebratory, ritual, recognition or commemorative purposes, and typically follow formal event and State ceremonial protocols, especially where Vice Regal or attendance by Ministers of the Crown is involved.

### Class 2 events

For Class 2 events the General Manager will be delegated with making organisational preparations in collaboration, as appropriate, with Councillors, Council staff, and/or third party organisers / sponsors and within the parameters of relevant budget allocations.

**2A - Major event:** A planned large-scale activity that is conducted for the purpose of community participation or public celebration of a national day or special occasion and is held in a public space such as a park or reserve. These include festivals, expos and some sporting activities, which generate a range of direct and indirect benefits, including economic and reputational outcomes.

**2B - Community event:** A social activity or gathering with the primary purpose of community engagement, both in the product and process. Key features of community events are as follows:

- a) They are community driven as they involve residents and/or community organisations in decision making throughout the planning and organising process;
- b) They raise awareness of broad social needs in alignment with local, national or international causes such as Harmony Day, Refugee Week, Youth Week or Anti-Poverty Week;
- c) They are delivered in partnership with community organisations and groups;
- d) They provide a capacity building component for residents and/or community organisations and groups; and
- e) They provide an opportunity for community service organisations to distribute information to residents.

**2C – Australian Citizenship ceremony:** The ceremonial occasion where approved candidates have their Australian Citizenship conferred.

Cootamundra-Gundagai Regional Council (CGRC) conducts Australian Citizenship Ceremonies on behalf of the Australian Government, Department of Home Affairs, Immigration and Citizenship at various times throughout the year. Ceremonies are held in accordance with The Australian Citizenship Code. The Code outlines all of the legal requirements and best practice guidelines for hosting a citizenship ceremony.

*Protocol Notes:*

*Ceremonies follow a similar order of proceedings.*

- *a formal introduction*
- *speeches, including a welcome message from the Minister*
- *an address to participants*
- *the pledge*
- *National Anthem*

**Dress Code:**

***Making the Australian Citizenship Pledge is the final step in becoming an Australian Citizen, and Cootamundra-Gundagai Regional Council is proud to welcome those who have made this journey.***

***Council's dress code for Australian Citizenship Ceremonies is Smart Casual: Women: there are no rules however it requires a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: denims, chinos or suit pants with a shirt or dressed-up T-shirt; no ties.***

*Following each Ceremony a reception is held for participants and their partners with further guests at the approval of the Mayor and General Manager. Other invitees shall include all current Elected Members, Local Members of Parliament and other staff of the Council at the discretion of the Mayor and General Manager.*

*Recipients are presented with an Australian Native Plant from Council.*

## **2D -Anzac Day Ceremony**

The Mayor delegates to representatives responsibilities for Anzac Day ceremonies across the region on Anzac Day, 25 April. Wreaths are laid by Council representatives at Ceremonies as a symbol of remembrance and respect. CGRC supports organisers of Anzac Day Ceremonies throughout the region with park bookings and preparation, road closures, promotion of services and events.

The suggested procedure for the laying of a wreath is as follows:

1. the person moves-up to the memorial with the wreath in the left hand or both hands,
2. the person halts, pauses, lowers and then lays the wreath,
3. the person adopts the attention position, takes one pace rearwards, pauses and either bows, or salutes if the person is wearing military uniform and headdress; and
4. the person pauses again and then moves away from the memorial.

The is no requirement to place the right hand on the left breast pocket, i.e. over the heart region when a person bows their head and pauses to remember.

## **2E - Remembrance Day Ceremony**

The Mayor delegates to representatives responsibilities for Remembrance Day ceremonies across the region on Remembrance Day 11 November. Wreaths are laid by Council representatives at Ceremonies as a symbol of remembrance and respect. CGRC support organisers of Remembrance Day Ceremonies throughout the region with park bookings and preparation, road closures, promotion of services and events.

## **2F - Australia Day**

Australia Day Celebrations held in both Cootamundra and Gundagai, are hosted by the Council for the enjoyment and attendance of the entire community. Event details are coordinated by Council Staff in partnership with the Australia Day Community Programs - Australia Day Council of NSW.

CGRC register both events through the Australia Day Ambassador program.

The Australian National Anthem is played during Australia Day Events and the following will be adhered to:-

1. Usually, only the first verse of the Australian National Anthem is used but both verses can be used.
2. When the Australian National Anthem is played at a ceremony or public event it is customary to stand.
3. The event organiser can choose when the Anthem is played during an event.

## **2G - NAIDOC Week**

NAIDOC Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. The week is celebrated not just in the Indigenous communities but also in an increasing number-of government agencies, schools, local councils and workplaces.

CGRC, partners with community NAIDOC Committees to host NAIDOC Week Activities throughout the Council area. NAIDOC Week grants are sought prior to NAIDOC Week to ensure funding is available for events to be held.

## **2H - Official Openings of Council Facilities**

CGRC regularly hosts official openings of new and existing Council facilities (roads, trails, buildings, playgrounds, ovals etc) to celebrate the occasion and recognize, where relevant, the stakeholders, community volunteers and funding bodies. These events are coordinated by the relevant Council Project Manager.

## **Class 3 events**

Class 3 events shall be designed within the parameters of budget allocations, at the discretion of the Mayor and General Manager. The Mayor may also host functions and receptions for visiting dignitaries, local residents who are recipients of awards or prizes and visitors from other local authorities from Australia and overseas. The invitation list shall be at the Mayors discretion.

**3A - Ceremonial function:** A small official event coordinated by Council in honour of a special day or an achievement. This can include functions such as a flag raising ceremony, or ribbon cutting for an official opening, turning of the sod to mark any official opening, or a commemoration plaque.

**3B - Commemoration:** To remember officially and give respect to a great person or event.

## **3C - Volunteer/Community Events**

CGRC hosts periodic events to recognise the valuable contribution that various groups make in delivering service and support within our community. These events are coordinated and supported by a number of Council Departments including Community Services, Library and Business Teams.

## **Class 4 events**

For Class 4 events the General Manager is authorised to hold functions for current and retiring Elected Members, local State and Federal Members of Parliament, Councillors of adjoining Local Governments and special guests at a time and date determined by the General Manager.

**4A – Service Recognition:** A function to acknowledge and thank community members

## **4B - Christmas Functions for Employees and Elected Members**

The General Manager shall determine an appropriate format for a function for employees and elected members to celebrate Christmas and recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such function being borne by the Council.

## **4C - Days of National Significance**

Council actively solicits the community to advise Council of significant days throughout the calendar year that should be acknowledged on it's website with messaging:

*'Are you aware of a day or week of national or international significance that you would like to see acknowledged or celebrated within our community? Let us know so we can compile dates to be commemorated throughout 2020. Send dates to the General Manager, PO Box 420, Cootamundra NSW 2590, drop your ideas into either Council office or, email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au).'*

## **Requests for Other Functions**

In addition to the functions stated above, other functions may be approved by the Mayor or General Manager. The discretion to approve such functions should take into consideration the following;

- the relevant budget;
- venue availability;
- staffing requirements and availability.

## **Definitions**

**CGRC:** Cootamundra-Gundagai Regional Council (CGRC)

**LGA:** Local Government Area

**Protocols:** A set of procedures to be followed in formal situations.

## **Legislative Framework (Relevant Legislative, Australian Standards, Code of Practice etc)**

<https://www.pmc.gov.au/government/australian-national-anthem/australian-national-anthem-protocols>

<https://www.defence.gov.au/Ceremonial/AnzacDayHandyHints.asp>

<https://immi.homeaffairs.gov.au/citizenship/ceremony>

<https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf>

## **Review Period**

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.