



<b>Policy Title</b>	Civic Function policy		
<b>Responsible Directorate</b>	Corporate Services		
<b>Policy No</b>	177	<b>Date approved</b>	December 2018
<b>Revision No</b>	1	<b>Revision Date</b>	December 2021

## Purpose

The purpose of the Civic Function policy is to establish guidelines for the approval and standards for hosting official Council functions and events relevant to civic or ceremonial occasions.

## Scope

This policy applies to all formal civic function and ceremonial occasions hosted by the Buloke Shire Council for visiting dignitaries, delegates or other persons as approved by the Mayor. This includes, but is not limited to, supporting events which mark significant days of celebration or commemoration.

## Definitions

Nil.

## Policy Statement

Buloke Shire Council recognises that civic functions and ceremonial occasions promote community spirit and pride. Council acknowledges such events and occasions are an opportunity for the Buloke community to recognise and celebrate individual and community achievements, thereby raising the profile of Buloke Shire and its residents and contributing to the cohesion of the community.

Buloke Shire Council supports events which observe significant days of celebration or commemoration and remembrance, including Australia Day, ANZAC Day and Remembrance Day.

## Guidelines

1. Civic functions may be held for:
  - Community Recognition events
  - Volunteer Recognition events
  - Citizenship Ceremonies
  - Australia Day celebrations
  - ANZAC Day
  - Remembrance Day
  - Ministerial visits
  - Civic Mayoral receptions, and
  - Other receptions where appropriate in consultation with the visiting party and the Mayor.
2. Protocols for civic functions or ceremonial occasions will be observed in accordance with the requirements of the visiting guest or organisation being recognised.
3. The Mayor, as the principal member of Council, will undertake the primary role in civic and ceremonial duties.
4. The Chief Executive Officer is responsible for ensuring a current list of dignitaries which identifies all current and former residents of the Buloke Shire who:
  - have received honours from the Australian Honours and Awards Secretariat; or

- are appointed as Justices of the Peace

is available to the Mayor.

5. The date, time and invitation list for civic functions shall be determined by the Mayor and consideration will be given to extending formal invitations to current and former residents of the Buloke Shire who have received honours from the Australian Honours and Awards Secretariat. If the date of the civic function falls outside of the current Mayor's term the Chief Executive Officer will make a decision in this instance. All civic functions must be held at a Council facility or public place with the venue determining the number of guests who may be invited.
6. The Mayor shall offer an Acknowledgement of Country at the beginning of each formal occasion to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.
7. In addition to civic functions and ceremonial occasions determined by a resolution of Council the Mayor, in consultation with the Chief Executive Officer, has the discretion to determine whether a civic function or ceremony is to be held for any purpose to recognise significant community or individual achievements.
8. Requests to Buloke Shire Council for civic function must be made in writing to the Mayor and should include information in support of the need for a civic function.
9. Council will avoid hosting any civic functions or ceremonies during the Council caretaker period other than those events or ceremonies which observe significant days of celebration or commemoration and remembrance, including Australia Day, ANZAC Day and Remembrance Day.
10. The Chief Executive Officer is responsible for ensuring a civic function and ceremonial occasion schedule is prepared following consultation with the Mayor and Councillors.
11. The Chief Executive Officer is responsible to ensure costs associated with recurrent civic functions and ceremonies are considered in the Annual Budget.

## **References**

### **Legislation**

Nil

### **Documents**

Buloke Shire Council – List of Dignitaries