



G12 Civic Receptions and Ceremonial Functions

Policy Objective

To fulfil its civic objectives the Shire will deliver a range of civic and ceremonial functions, as well as other functions and events as the need arises.

These events and functions foster positive relationships between the community and the Shire, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community spirit.

Policy

The Shire supports events that mark significant days of celebration or commemoration.

G.12.1 Civic Receptions

- a) The Shire may host Civic Receptions to celebrate local milestone events, recognise an achievement of substantial significance or to recognise notable visitors to the District.
- b) The Shire President in accordance with clause 1.1 of this policy is to determine the guest list within the Annual Budget allocation. Invitations to such events are to be extended to:
 - i) Representatives of stakeholders and contributors relevant to the purpose of the Civic Reception;
 - ii) Honorary Freemen of the Shire;
 - iii) Sitting Council Members and partners where appropriate;
 - iv) Chief Executive Officer, Executive Managers and partners where appropriate; and
 - v) where determined by the Chief Executive Officer as appropriate, employees who are active in contributing to relevant strategic objectives.

G.12.2 Volunteer Recognition Events

- a) The Shire hosts periodic events to recognise the valuable contribution that volunteers make in delivering service and support within our community.
- b) Volunteer recognition events shall be designed within the parameters of characteristics specific to the volunteering group and appropriate budget allocations.

G.12.3 Citizenship Ceremonies

- a) The Shire hosts Citizenship Ceremonies to fulfil the local government obligations established under the *Australian Citizenship Act 2007*.
- b) The Shire will schedule to host Citizenship Ceremonies on an as required basis.
- c) The official guest list is to be determined by the Shire President and the Chief Executive Officer.
- d) Catering is to be appropriate to the timing and size of the ceremony.

G.12.4 Australia Day Celebrations

The Shire will be responsible for the coordination and delivery of Australia Day celebrations each year and will do so in an inclusive and respectful manner.

G.12.4 ANZAC Day and Remembrance Day

The Shire will be responsible for the coordination and delivery (where possible with support from the Ravensthorpe Returned and Services Leagues (RSL) or a relevant Community Group or members) for the annual commemoration services for ANZAC Day (25 April) and Remembrance Day (11 November). The Shire coordinated services will alternate between the townships of Hopetoun and Ravensthorpe each year; for example ANZAC Day service in Hopetoun and Remembrance Day service in Ravensthorpe in year 1, and ANZAC Day service in Ravensthorpe and Remembrance Day service in Hopetoun in year 2, and so on.



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G.12.7 Ministerial Visits

The Shire may host visits to the District by State and Federal Government Ministers to ensure that the Shire's profile is enhanced and that appropriate focus is provided to the Shire's strategic objectives. Invitations to these functions to be authorised by the Shire President in consultation with Council Members and the Chief Executive Officer.

G.12.8 School Visits

The Shire may facilitate and host tours of the Ravensthorpe Administration Office by school groups or other interested parties to increase knowledge and understanding of the role of local government. Such tours/visits should not negatively impact on the operations of the Shire.

G.12.9 Seniors Christmas Lunch Event

The Shire will coordinate and deliver a Seniors Christmas Lunch Event to celebrate Christmas and recognise the efforts and contributions of seniors throughout the preceding 12 months.

The Chief Executive Officer shall determine an appropriate format, location and attendance eligibility.

G.12.10 Floral Tributes

The Shire acknowledges that memorial ceremonies are an important part of our culture and contribute to our national identity.

The Shire may lay floral tributes at any memorial ceremonies at the discretion of the Shire President.

Floral tributes should be placed by the Shire President or the Shire President's representative at the commemoration on behalf of the Shire's community.

DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: Appropriate Annual Budget Allocations		
Legislation: Commonwealth - Australian Citizenship Act 2007		
Industry:		
Organisational:	Council Policy – G18 – Recognition of Volunteers Council Policy – G19 – Honorary Freeman of the Shire	
Document Management:		
Risk Rating: Low	Review Frequency: 4 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	Comprehensive Policy Register Review
b	OCM 20/04/2020 Item 13.1	Amended Item 5 Anzac Day
c	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Manual Review
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments