

# NARACOORTE LUCINDALE COUNCIL

## CIVIC AND CEREMONIAL POLICY

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<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>RELEVANT DELEGATIONS:</b>	Manager Governance and Community Development
<b>LEGISLATION AND REFERENCES:</b>	<i>Local Government Act 1999, section 58(1)(e) and 59(1)(a)(i)</i>
<b>COUNCIL STRATEGIC PLAN:</b>	<i>Theme 5 – Progressive Leadership</i> <i>A well led and managed district supported by an ethical approach to managing infrastructure through the delivery of projects and services to the community</i> <i>Outcome</i> <i>Progressive and representative Elected Member leadership</i>

### PURPOSE

This Policy provides guidance on when Council will hold civic and ceremonial activities and how they should be conducted.

Elected members have legislated duties and roles relating to Council civic and ceremonial duties.

The presiding member's role is to carry out the civic and ceremonial duties of the office of principal member. The role of a member of council is to participate in the civic activities of Council.

The importance of interacting with the community through civic and ceremonial activities is evident in Council's Strategic Plan target that "Council is represented by Elected Members at community and civic events (such as Australia Day, Anzac Day, Citizenship Ceremonies and South East Field Days)".

### POLICY STATEMENT

To fulfil its civic objectives Council conducts various civic and ceremonial activities which are grouped under the following headings:

- annual or regular civic and ceremonial activities (may be held without a resolution of Council)
- civic and ceremonial activities conducted for official dignitaries (may be held without a resolution of Council)
- civic and ceremonial activities for other purposes (require a resolution of Council)

The Mayor will host all ceremonial and civic activities on behalf of Council. In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting ceremonial and civic activities. If the Deputy Mayor is not available, the Mayor will nominate an Elected Member.

Unless there are exceptional circumstances civic and ceremonial activities will not be held during caretaker periods.

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### ANNUAL OR REGULAR CIVIC AND CEREMONIAL ACTIVITIES

Annual or regular civic and ceremonial activities held by Council are:

- Citizenship Ceremonies - occasions where approved candidates have their Australian Citizenship conferred
- Australia Day Ceremonies including Citizen of the Year Awards (held on 26 January)
- Harmony Day (usually held in March) - celebrates Australia's cultural diversity and focuses on inclusiveness, respect and a sense of belonging for everyone
- National Volunteers Week thank you event (usually held in May) - an annual celebration to acknowledge the generous contribution of our nation's volunteers
- Seniors event (usually held in October)
- Staff Christmas Function

Representatives of all three levels of government (federal, state and local) and the wider community are invited to attend these events (except the Staff Christmas Function).

Council also supports Anzac Day (25 April) and Remembrance Day (11 November) commemorations.

Civic and ceremonial activities that are listed as annual or regular may be held without a resolution of Council.

#### **Citizenship Ceremonies (usually held in conjunction with Australia Day events and quarterly throughout the year)**

- Ceremonies must be held in accordance with the Australian Government's Australian Citizenship Ceremonies Codes and must fulfil the legal requirements prescribed by the Australian Citizenship Act 2007 and the Australian Citizenship Regulations 2007
- A person before whom the pledge is made must be authorised by the Australian Government minister responsible for citizenship matters
- Citizenship ceremonies are conducted under the authority of the Australian Government minister responsible for citizenship matters
- Citizenship Ceremonies are a public ceremony which provides an important opportunity to formally welcome new citizens as full members of the Australian community
- Citizenship ceremonies are non-commercial, apolitical, bipartisan and secular
- Representatives of all three levels of government (federal, state and local), community leaders, friends and relatives of the candidates are invited to attend
- New citizens are usually presented with a gift to mark the acquisition of Australian citizenship
- The ceremony may be followed by a social gathering which includes refreshments

#### **Australia Day (held on 26 January)**

On Australia Day we come together as a nation to celebrate what's great about Australia and being Australian. Celebrations reflect contemporary Australia: our diverse society and landscape, our remarkable

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achievements and our bright future. It is also an opportunity to reflect on our nation's history, and to consider how we can make Australia an even better place in future.

- Australia Day events are hosted by Council, usually at Naracoorte and Lucindale, with the support of the community
- The Australia Day ceremony following a general election may recognise retiring and non-retired elected members contributions to the community during their time on council

### **Citizens of the Year (presented on 26 January during Australia Day events)**

Citizen of the Year Awards, administered by Council, reward and recognise individuals and organisations that have made a noteworthy contribution during the current year, and / or given an outstanding service over a number of years, to a local community over and above normal employment duties.

Outstanding contribution and community service includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, or any other area that contributes to the advancement and wellbeing of a community.

- The following awards are offered each year for the communities of Naracoorte and Lucindale:
  - Citizen of the Year
  - Young Citizen of the Year
  - Community Event of the Year
- Nominations are sought by Council from the Council area, with the awards presented at Council's Australia Day celebrations
- A selection panel comprised of Elected Members will assess nominations using the Australia Day Council of South Australia's Award guidelines
- A Member of Council cannot be nominated for an Award while in office

### **Harmony Day**

Council in partnership with the community usually holds a Harmony Day event in March. Harmony Day is a community event which celebrates Australia's cultural diversity and focuses on inclusiveness, respect and a sense of belonging for everyone.

### **National Volunteers Week thank you event**

During National Volunteers Week, volunteers involved in various activities in Naracoorte Lucindale are invited to a complementary thank you function. At this event the value of volunteers' contribution is acknowledged with a certificate presented to volunteer organisations.

Volunteers who have provided extraordinary service to an organisation and the community are acknowledged with a certificate.

- Nominations for Extraordinary Volunteers are sought by Council from the Council area

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- A selection panel comprised of Elected Members will assess the nominations using the following guidelines:
    - outstanding service to the Naracoorte Lucindale community
    - achievements completed as part of paid employment are not part of the criteria
    - a Member of Council cannot be nominated while in office

### Seniors Function

During October, an annual event is usually held for the senior population. The aim is to promote inclusive communities and encourage older residents to remain active and engaged in the local community.

### Staff Christmas Function

A staff Christmas function is usually held in December each year.

## CIVIC AND CEREMONIAL ACTIVITIES FOR OFFICIAL DIGNITARIES

Civic and ceremonial activities conducted for official dignitaries listed below may be held without a resolution of Council:

- The Queen or her Heirs as the Sovereign of Australia
- Governor-General
- Governor of South Australia
- Prime Minister
- Premier of South Australia
- Ambassadors
- Consul-Generals
- Consuls
- Sister City or official international or interstate delegations or dignitaries and
- Official openings of Council Services and Facilities where grant funding for the project requires an official opening to be held

The invitation list will include representatives of all three levels of government (federal, state and local). The remainder of the invitation list will be determined by the Mayor in consultation with the Chief Executive Officer.

## CIVIC AND CEREMONIAL ACTIVITIES FOR OTHER PURPOSES

Council has the discretion to resolve that it is appropriate to hold civic and ceremonial activities for other purposes. Examples include but are not limited to:

- Openings of Council Services and Facilities
- Official Visits
- Community Acknowledgement – exceptional achievement or community service by organisations or individuals, over and above Citizen of the Year Awards

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- Commemorative – events that happen that impact on the local community
  - Celebratory
  - Community events
  - Other requests received from the community

Where the ceremonial and civic activity is part of a wider community celebration or involves an external organisation the date, time, venue and invitation list will be determined by the Mayor in consultation with the Chief Executive Officer and the organisers of the event.

In the instance of a civic reception held in conjunction with an external organisation the costs may be shared equally between the organisations.

Requests for civic functions must be made in writing to the Council, detailing why the civic function is required. Elected Members may, in writing, request a civic function on behalf of an external organisation.

Council will then either approve or decline the request based on the benefit to the public generally or a sufficient section of the public. A sufficient section of the community may be, for example, a local community, people with a particular disability, refugees or young people.

### LEGISLATION AND OTHER RELEVANT DOCUMENTS

- Local Government Act 1999

### POLICY ENQUIRIES

All queries about this policy should be directed to the Chief Executive Officer or relevant Director or Manager.

### REVIEW AND EVALUATION

This Policy will be reviewed every four years.

### AVAILABILITY

This Policy is available for inspection at Council's Naracoorte and Lucindale offices during ordinary business hours, or via the Council website [www.naracoortelucindale.sa.gov.au](http://www.naracoortelucindale.sa.gov.au) at no cost. Copies or extracts of this Policy may be purchased for the fee set out in Council's *Fees and Charges Guide*.

### AMENDMENT HISTORY

<i>Date</i>	<i>Authorised by</i>	<i>Minute Reference</i>
23 May 2017	Council	265/17 New policy adopted