



CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION POLICY

P4.0136.2

CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION POLICY

DIVISION: Sport, Community & Recreation

BRANCH: Communications & Events

CATEGORY: 2

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 This policy outlines the civic and ceremonial functions and events hosted by Camden Council and the protocols and procedures that surround them. The policy details the role of the Mayor and elected representatives at these functions and events as well as at external events held within the Camden Local Government Area where representation from Council is required.
- 1.2 This policy is guided by Council's Communications and Community Engagement Strategy, which aims to provide clear direction and guidance for Council's communication and engagement processes.

2. OBJECTIVE

- 2.1 Civic and ceremonial functions and events foster positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community pride and spirit.
- 2.2 This policy identifies considerations in the management of Council functions and receptions or when requesting the presence of the Mayor or a Councillor representative at an external function or event.

3. SCOPE

- 3.1 This policy applies to all events organised by Camden Council staff and its representatives.

4. DEFINITIONS

- 4.1 **Civic and ceremonial functions** means official events/functions that are held for celebratory, ritual, recognition or commemorative purposes.
- 4.2 **Mayoral representation** means occasions when the Mayor represents, or is requested to represent, Council at events and functions.

PART 2 - POLICY STATEMENT

5. CAMDEN COUNCIL CIVIC AND CEREMONIAL FUNCTIONS

- 5.1 Throughout the year, Council hosts a number of civic and ceremonial functions as well as other functions and receptions as the need arises. These occasions seek to foster strong relationships between the community and Council, recognise and celebrate individual and community achievements and promote community pride and connection.
- 5.2 Council's General Manager has the delegated authority to determine the format of the functions and all other arrangements for functions, receptions and ceremonies in liaison with the Mayor or the Mayor's delegated representative.
- 5.3 Camden Council's Civic Reception program includes, but is not limited to, the following:
- **Citizenship** will be conducted at least on a quarterly basis (or as required) in accordance with the Australian Citizenship Ceremonies Code.
 - **Australia Day** celebrations and activities include a Citizenship Ceremony and the Australia Day Civic Awards. The Australia Day Awards recognise individuals and organisations in the Camden Local Government Area that have made outstanding contributions to the community and/or have had significant achievements.
 - **Mayoral Citizenship Awards** are part of Council's Donations Policy and a Mayoral Citizenship Award certificate and prize is offered to a student/s from each primary and secondary school in the Camden Local Government Area at the school's end of year award ceremony.
 - **Flag Raising Ceremonies** are held to acknowledge and show respect to either a country's national day or to a nationality on a significant day relevant to them.
 - **Higher School Certificate (HSC) High Achievers Awards** are open to every secondary school in the Camden Local Government Area to nominate high achievers of the previous year's HSC.
 - **Ministerial and other Official Government Delegations:** Council may host visits to the Camden Local Government Area by State and Federal Government Ministers. The Mayor, in consultation with the General Manager, may decide to host a Ministerial visit. The Mayor, in consultation with the General Manager, will approve a program that fulfils the objective of the visit.
 - **Official Openings and Launches** will be hosted by the Mayor to commemorate openings and launches of Council services, parks, facilities, exhibitions and other activities as determined by the Mayor in consultation with the General Manager. The invitation list shall be at the discretion of the Mayor and General Manager.

- **Civic Mayoral Receptions** may be hosted by the Mayor or a delegated representative including visiting dignitaries, local residents and organisations who are recipients of awards or prizes, exchange students and visitors from other local authorities from Australia and overseas or as approved by the Mayor in consultation with the General Manager. The invitation list shall be at the discretion of the Mayor and General Manager.
- **School Visits** may be facilitated or a Council representative may visit schools to contribute to the education of students and promote awareness and understanding of the role of Local Government. The Mayor may attend these visits at his/her discretion.

5.4 Organisers of the above events are required to consult Camden Council's Manager Communications & Events, Team Leader Events & Toursim and Events Officer of their plans and seek advice in the planning process.

6. INVITATIONS

6.1 For Council functions and events, it is standard protocol to issue invitations to the Mayor, General Manager, Councillors, Directors and Federal and State Members of Parliament. The nature, purpose and size of the occasion will indicate the categories of persons who should be included on the guest list. The Mayor and General Manager will have final approval.

6.2 Invitations should ideally be sent at least three weeks before the event. Invitations generally include partners when the function/event is outside normal business hours or involves guests accompanied by partners.

6.3 Council's invitation etiquette is available from Council's Events Officer.

7. CEREMONIAL REQUESTS TO THE MAYORAL OFFICE

7.1 From time to time, requests are received for the Mayor to preside, or represent the Council, at public ceremonial functions and events. The Mayor will review all requests in consultation with the General Manager.

7.2 To request the Mayor's attendance, the Camden Council Mayoral Request Form is to be completed. The Mayoral Request Form is available from Executive Development and Support Services. The form should be received at least one month before the event to allow for sufficient preparation.

8. MAYORAL REPRESENTATION

8.1 It is the role of the Mayor to carry out the civic and ceremonial functions of the Mayoral Office. The Mayor may choose to wear the Mayoral robe and chains when representing the Office of the Mayor. Acceptance of invitations is at the Mayor's discretion.

8.2 The Mayor can request that another Councillor undertake the civic and ceremonial functions of the Mayoral Office as his/her representative.

9. SPEECHES

- 9.1 The Mayor should be given the opportunity to be the first speaker. An indication of the time available and the subject matter should be noted on the Mayoral Request Form, which includes a section dedicated to speech requirements. If the Mayor is not expected to speak, the speaker(s) should acknowledge his/her presence.
- 9.2 All speech requests must be submitted via the Camden Council Mayoral Request Form at least one month prior to the event to Council's Executive Development and Support Services. The event/function running order and a list of attending dignitaries will be required one week before the event. Speech writing, distribution and approvals are coordinated through Executive Development and Support Services.

10. PRECEDENCE OF THE MAYOR

- 10.1 The Office of the Mayor is that of the First Citizen of Camden and representative of the people of the area. In recognition of that role, where applicable, the Mayor should be included in the official party and official seating.
- 10.2 The Mayor of the area in which the function is being held takes precedence over both Federal and State Members of Parliament. At such an event, the Mayor presents both Members to visitors to the area. However, the Mayor may take lower precedence where the function is not a formal event.

11. ABORIGINAL CEREMONIES AND ACKNOWLEDGEMENTS

- 11.1 Local Government acknowledges Aboriginal and Torres Strait Islander people as the traditional owners of their lands by including Aboriginal people in official Council ceremonies using local customary protocols such as 'Welcome to Country' and by encouraging the flying of the Aboriginal and Torres Strait Islander flags.
- 11.2 The traditional custodians of the land of the Camden Local Government Area are the Dharawal People.
- 11.3 Where possible, **Welcome to Country** should be included at official events attended by members of the public, representatives of governments and/or the media including (but not limited to): commemorations and major festivals, major launches of Government policies and programs, conferences held or sponsored by government agencies, international events held in Australia of which a government agency is an organiser or sponsor, Citizenship ceremonies and major and international sporting events. The Welcome to Country should be undertaken by an Elder of the relevant Aboriginal community or a locally recognised Aboriginal community spokesperson.

- 11.4 **Acknowledgement of Country** is where other people acknowledge, and show respect for, the Traditional Custodians of the land on which the event is taking place. This acknowledgement is a sign of respect and should be conducted at the beginning of a meeting, event or ceremony. Acknowledgement of Country may also take place when traditional Elders are not available to provide an official Welcome to Country. For appropriate wording to use, seek advice from Council's Manager Communications & Events or Events Officer.
- 11.5 **Smoking Ceremony** are to be conducted by Aboriginal people with specialised cultural knowledge. These ceremonies aim to cleanse the space in which the ceremony takes place, for example a new building. Smoking ceremonies are usually only performed at major events. It is recommended that appropriate advice be sought before considering undertaking a smoking ceremony.

□ * * *

RELEVANT LEGISLATIVE INSTRUMENTS:

Australian Citizenship Act 2007 (Cth)
Australian Citizenship Regulations 2007 (Cth)
Section 226, *Local Government Act 1993*
Section 231, *Local Government Act 1993*

RELATED POLICIES, PLANS AND PROCEDURES:

Communications & Community Engagement Strategy
Media Policy
Sustainable Events Policy

RESPONSIBLE DIRECTOR:

Director Sport, Community & Recreation

APPROVAL:

Council

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	Council	New policy	12/05/2015	15/210475
2	ELG	Minor amendments only	20/06/2019	15/210475