



Civic Recognition and Functions Policy

TABLE OF CONTENTS

Purpose and Scope 3

Policy Statement 3

Roles and Responsibilities..... 6

References and Supporting Documents..... 6

 Applicable Legislation: 6

 Applicable Policy and Procedure: 7

 Supporting Documents:..... 7

Privacy and Human Rights Consideration 7

Definitions 7

Revision History and Review 8

Purpose and Scope

Consistent with its civic leadership role and commitment to active community engagement, Council seeks to:

- (1) give appropriate recognition to outstanding achievement of individuals or organisations associated with the Shire;
- (2) recognise those individuals who bring significant credit to East Gippsland Shire;
- (3) congratulate citizens who have achieved significant life milestones; and
- (4) appropriately celebrate the official opening of new or upgraded Council infrastructure, naming of new or existing structures and launch of significant activities, programs or services.

Policy Statement

The types of recognition and functions related to this policy are outlined below.

Traditional Owners

Council acknowledges the Gunaikurnai, Monero and the Bidawel people as the Traditional Owners of the land that encompasses East Gippsland Shire.

Traditional owners of the land will be acknowledged at all civic functions either through an Acknowledgment of Country or a Welcome to Country ceremony.

Welcome to Country ceremonies will be conducted, in partnership with the Gunaikurnai Land and Waters Aboriginal Council (GLaWAC) where they are the Registered Aboriginal Party for the land on which the ceremony is being held for citizenship ceremonies, and larger scale or culturally significant events.

Where there is no Registered Aboriginal Party, Council will invite a local elder to conduct a Welcome to Country and/or recognise traditional owners through an acknowledgement of country.

Freedom of Entry

Eligibility to grant Freedom of Entry requires a military or civilian unit to demonstrate a significant attachment to East Gippsland Shire.

The granting of Freedom of Entry is in recognition of a unit's achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in defence of Australia.

As granting Freedom of Entry is the highest honour Council can bestow on an Australian military or civilian unit, nominations are considered on a case-by-case basis.

Initial approval to grant the enduring right of Freedom of Entry is by a formal decision at a meeting of the Council.

The decision for a unit to exercise that right of entry is a decision of Council.

Costs associated with any street closures and other event logistics will be at the cost of the unit, rather than Council.

Citizenship Ceremonies

Council conducts approximately four citizenship ceremonies a year on behalf of the Department of Home Affairs. The ceremonies are in-person (and online if required), with the Mayor as presiding officer.

The Department of Home Affairs is responsible for all aspects of applying to become a citizen. The Department and Council invites applicants to attend a ceremony where they will make their Australian Citizenship Pledge.

A Council-conducted ceremony includes a Welcome to Country and playing of the national anthem.

Civic Receptions

Civic Receptions can be conducted for a range of purposes, including to:

- (1) welcome individuals and groups to the Shire to demonstrate hospitality, courtesy, or provide recognition for a milestone or significant event;
- (2) recognise significant achievements of local individuals and/or groups, including presentation of awards conferred under this policy;
- (3) acknowledge the contribution of community groups and organisations; and
- (4) further relationships and links with business and government important to the region.

The scheduling of Civic Receptions and the associated arrangements will be determined by the Mayor and Chief Executive Officer in discussion with Councillors. A formal decision of Council is not required to schedule a civic reception unless there is division.

Official Openings and Launch Ceremonies

These types of functions will be conducted to mark a range of significant occasions including:

- (1) the opening of all significant infrastructure constructed or upgraded with the assistance of State or Federal Government funding as determined by relevant funding agreement/s;
- (2) the opening of all significant infrastructure constructed or upgraded by Council and deemed significant enough by Council to warrant an official opening;
- (3) the celebration to mark the naming of a new or existing structure to honour a specific individual or event;
- (4) the launch of any significant activity, program or service provided with the assistance of State or Federal Government funding; and

- (5) the launch of any activity, program or service provided by Council that has been assessed by the Mayor and Chief Executive Officer as appropriate for a formal launch.

The scheduling of official openings, launches and other civic events, and associated arrangements, will be determined by the Mayor and Chief Executive Officer. The timing of events will often be subject to negotiation with State or Federal parliamentary representatives.

The installation of a plaque documenting the opening will be at the discretion of the Mayor and Chief Executive Officer, unless otherwise stated in a funding agreement.

Anzac Day

Events throughout the Shire are supported by the attendance of the Mayor, Councillors and Senior Council Staff. This can include the provision of an Anzac Day address. A wreath is laid on behalf of Council at services attended.

Council has no official role in the organisation of services.

Remembrance Day

Events throughout the shire are supported by the attendance of the Mayor, Councillors and Senior Council Staff. This can include the provision of a Remembrance Day address. A wreath is laid on behalf of Council at services attended.

Council has no official role in the organisation of services.

Letters and Certificates

Council will issue:

- (1) letters and certificates of congratulation, commendation and recognition to acknowledge significant contributions or outstanding achievements by individuals or groups;
- (2) letters of greeting to encourage, acknowledge or welcome a significant visit or eminent visitor/s to the Shire;
- (3) letters of congratulation to citizens who have achieved significant life milestones (e.g. 100 years of age; married for 50 years; etc.) if requested to do so.

This form of recognition may be issued to any individual, group or organisation who has been assessed by the Mayor and/or Chief Executive Officer, or at the request of a Councillor, as meeting the general parameters outlined in (1) to (3) above.

Memorials, plaques and furniture

Council will consider applications from the public for plaques, memorials and/or the installation of furniture in recognition of an achievement or contribution to a locality or East Gippsland more broadly.

All expenses incurred with any memorial, plaque or furniture associated with a request will be met by the requestor.

Criteria to determine the naming of a Council asset, or criteria for requests for memorials, plaques and furniture, are dealt with in a separate policy.

General

- (1) **Event oversight:** The Communications and Civic Events team has oversight of all civic functions and celebrations.
- (2) **Budget:** Council will annually, through the budget process, provide for Council civic events to be held in the forthcoming financial year. Unforeseen events are funded at the discretion of the Council and/or CEO.
- (3) **Media:** Council may live stream, film and/or photograph civic functions and ceremonies.
- (4) **Councillor responsibilities:** All Councillors are invited to civic functions. The Mayor is the principal spokesperson for Council and presides over civic ceremonies including citizenship, official opening and ministerial events. The Mayor can delegate responsibilities to the Deputy Mayor (in the first instance) or other Councillors.

Roles and Responsibilities

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

Party / Parties	Roles and Responsibilities
Executive Leadership Team	Ensure staff are aware of and adhere to the policy and associated procedures
Manager Customer Experience, Communications and Libraries	Policy implementation and compliance
Communications and Civic Events Team	Policy implementation Stakeholder coordination Coordinate approvals Event delivery Budget management Civic event promotion Event debrief and feedback

References and Supporting Documents

Applicable Legislation:

Local Government Act 2020
Australian Citizenship Act 2007
Gender Equality Act 2020

Applicable Policy and Procedure:

East Gippsland Shire Council Plan 2021-25

(This policy relates to the following stewardship goal contained within the Council Plan 2021-25. *Community and Council have strong mutual understanding and support*)

East Gippsland Shire Community Vision 2040

Supporting Documents:

Australia Citizenship Ceremonies 2019

Protocols for the appropriate use and flying of the flag

Privacy and Human Rights Consideration

All personal information collected by East Gippsland Shire Council in connection with the Civic Recognition and Functions policy will be handled in accordance with the applicable privacy legislation and will only be used for the purpose of conducting the types of recognition and functions contained within this policy.

The Civic Recognition and Functions policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Gender Equality Consideration

The policy has had a Gender Impact Assessment completed and is compliant with the obligations and objectives of the Victorian *Gender Equality Act 2020*.

Definitions

Term	Meaning
Acknowledgement to Country	An acknowledgement of the traditional owners which is incorporated into the beginning of the Mayor or delegate's speech.
Civic Event	An event that council is obligated to deliver to commemorate a major civic occasion.
Community	People who live, pay rates and/or conduct activities in East Gippsland; and organisations who are ratepayers and/or conduct activities in East Gippsland.
Council	East Gippsland Shire Council (EGSC)
Councillor	Person who has been elected to the office of "Councillor" of East Gippsland Shire Council.
Plaque	Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object, building or hard ground surface.

Term	Meaning
Promotion	Event promotion forms part of the event/Council branding. This includes website, email, social media, print, radio, television and direct mail.
Registered Aboriginal Party	Traditional Owner groups, legally recognised under the Aboriginal Heritage Act, with responsibilities for managing and protecting Aboriginal Cultural Heritage on Country.
Responsible Officer	An officer of East Gippsland Shire Council who has responsibility for the general area/subject matter to which a record pertains.

Revision History and Review

Version Control	Approved Amended Rescinded	Date Effective	Approved By	ECM Document Reference	Summary of Changes
1	Approved – reviewed with no changes	14/07/2006	Chief Executive Officer	2596236	Not applicable
2	Approved – Council review	06/10/2009	Council	3780765	
3	Approved – Council review	04/04/2017	Council	7132499	
4	Approved – Council review	26/04/2022	Council	9478287	