

CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION POLICY

QUALITY CONTROL			
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RESPONSIBLE POSITION	General Manager		
APPROVED BY	Council resolution		
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1. INTRODUCTION

This policy outlines the civic and ceremonial functions and events hosted by Broken Hill City 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 Broken Hill Local Government Area where representation from Council is required.

This policy aims to provide clear direction and guidance for Council's communication and engagement processes.

2. POLICY OBJECTIVE

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.

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. POLICY SCOPE

This policy applies to all events organised by Broken Hill City Council staff and its representatives.

4. DEFINITIONS

Civic and ceremonial functions - official events/functions that are held for celebratory, ritual, recognition or commemorative purposes.

Mayoral representation - occasions when the Mayor represents, or is requested to represent, Council at events and functions.

5. POLICY STATEMENT

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.

The Mayor has the authority under the NSW Local Government Act 1993 Section 226 i) to carry out the civic and ceremonial functions of the Mayoral Office.

The Mayor or the Mayor's delegated representative has the authority to determine the format of the functions in consultation with Council's General Manager. The Council's General Manager will be responsible for all arrangements for functions, receptions, and ceremonies in liaison with the Mayor or the Mayor's delegated representative.

Broken Hill City Council's Civic and Community Events program includes, but is not limited to, the following:

- **Citizenship** will be conducted on three times per year, January (Australia Day), May and September (Citizenship Day) (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 Broken Hill Local Government Area that have made outstanding contributions to the community and/or have had significant achievements.
- **Broken Hill City Council Awards** are part of the Community Assistance Grants Policy and is provided to all local schools to put towards presentation night academic awards. The Mayor and/or Deputy Mayor are invited to present these awards.
- **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.
- **Ministerial and other Official Government Delegations** Council may host visits to the Broken Hill 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.
- **Civic Receptions, 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.

INVITATIONS

Council's civic events are organised by Council's Executive Support Team/Community Development Team and it is standard protocol for invitations to be issued to Federal and State Members of Parliament, the Mayor, General Manager, Councillors and Executive Leadership Team. The nature, purpose and size of the occasion will indicate the categories of persons who should be included on the guest list. The Mayor in consultation with the General Manager will have final approval.

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. CEREMONIAL REQUESTS TO THE MAYORAL OFFICE

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.

To request the Mayor's attendance, the Broken Hill City Council Mayoral Request Form is to be completed and submitted to the Executive Support Team. The Mayoral Request Form is available from the Executive Support Team or Council's website. The form should be received at least one month before the event to allow for sufficient preparation.

7. MAYORAL REPRESENTATION

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 chain when representing the Office of the Mayor. Acceptance of invitations is at the Mayor's discretion.

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

The Mayoral chain is not to be worn by other elected Councillors, Council staff or citizens, unless approved by the Mayor, with the exception of the Deputy Mayor, if standing in for the Mayor and the Mayor for the Day nominated student.

The Mayoral chain will be stored in a secure location at the direction of, and as determined by the General Manager.

The General Manager will be responsible for ensuring the maintenance of the Mayoral chain and for arranging the necessary delivery to, and collection from the Mayor promptly after use.

The Mayoral chain must not be left unattended when not stored in a secure Council location.

8. SPEECHES

The Mayor is 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.

All speech requests must be submitted via the Broken Hill City Council Mayoral Request Form at least one month prior to the event to Council's Executive Support Team. 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 the General Manager's Office.

9. PRECEDENCE OF THE MAYOR

The Office of the Mayor is that of the First Citizen of Broken Hill 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.

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.

10. ABORIGINAL CEREMONIES AND ACKNOWLEDGEMENTS

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.

The traditional custodians of the land of the Broken Hill Local Government Area are the Wilyakali People of the Barkindji Nation who will be invited to perform a Welcome to Country in the format approved by the Mayor at no financial charge to the Broken Hill City Council.

The invitation to perform a **Welcome to Country** will be included at official events organised by the Council and attended by members of the public, representatives of governments and/or the media, it will include 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.

A Welcome to Country occurs at the beginning of a formal event and can take many forms including singing, dancing, smoking ceremonies or a speech in traditional language or English. The form of the Welcome to Country at any organised Council event must be approved by the Mayor in consultation with the General Manager. A Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander people who have been given permission from Traditional Owners, to welcome visitors to their Country.

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. The appropriate wording for use at civic events is:

"We pay respect to the Traditional Owners of the Broken Hill region, the Wilyakali People, on whose land we live and work upon. We acknowledge, pay respect and celebrate the ongoing cultural traditions and contributions to Broken Hill and the surrounding region by Aboriginal people. We acknowledge their Elders past, present and emerging."

11. RELEVANT LEGISLATION :

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

12. RELATED POLICIES AND PROCEDURES:

- Media Relations Policy
- Community Assistance Grants Policy
- Special Request for the Mayor's Attendance – Online Application Form (D19/6273)
<https://www.brokenhill.nsw.gov.au/Council/Forms/Special-Request-for-the-Mayors-Attendance>