

Responsible Directorate	Community Engagement Executive
Responsible Business Unit/s	Community Activation Governance/Executive
Responsible Officer	Manager Community Activation
Affected Business Units	Community Development Executive Services Emergency Services

Objective

The Shire of Serpentine Jarrahdale (the Shire) is committed to celebrating and promoting civic pride within our community.

To fulfill this objective, the Shire delivers a variety of Civic Events and offers Civic Awards to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements. Collectively, these are referred to as civic activities.

Scope

The scope of this policy applies to:

- Civic Events delivered by the Shire.
- Civic Awards presented by the Shire, or by the Shire on behalf of specified organisations and government departments.
- Use of the Civic Centre as a function space, where relevant to Civic Events and Civic Awards.

This Policy does not include general duties associated with hosting guests or dignitaries within the Shire on occasion, where not associated with Civic Events or Awards.

Policy

Civic Event and Civic Award Categories

A Civic Event or Civic Award (which may or may not include an Award Ceremony) may be held for the following reasons:

1. Community acknowledgement

For exceptional services by groups and/or individuals to the Shire of Serpentine Jarrahdale community.

2. Recognition

For community services by individuals throughout the year or outstanding achievements/efforts in a special circumstance.



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3. Commemorative

For individuals, groups or significant dates on the Australian calendar that have or have had an impact on the local community. This may include recognition to a community group for a significant anniversary/occasion.

4. Celebratory

For exceptional achievements by the Shire, or for a significant milestone such as the signing of agreements/accords with State and Federal Government. The Shire may also host celebratory civic events to commemorate the opening of, or significant upgrades to, public amenities.

5. Official delegations

To meet the requirements or obligations of a local government authority, and/or to recognise state, interstate or international relations. This includes Citizenship Ceremonies.

Civic Events and Civic Award Ceremonies – General

1. The President, in conjunction with the Chief Executive Officer shall have discretion to determine when a Civic Event or Civic Award Ceremony is to be held consistent with budget allocations and conditions within this Policy. These activities are to be identified 8 weeks in advance of the proposed date. The discretion to approve such functions should take into consideration the following:
 - Allocated budgets.
 - Availability and suitability of venues.
 - Officer capacity and resourcing requirements.
2. All Civic Events or Civic Award Ceremonies delivered on behalf of the Shire are hosted by the President. In the President's absence, the Deputy President has next right of refusal. Where neither representative is available, the President may nominate an alternative Councillor.
3. Unless otherwise stated in subsequent sections of this Policy, the date, time, location, invitation list (including the inclusion/exclusion of partners for invitees) and guest speakers shall be determined by the President, in conjunction with the Chief Executive Officer.
4. Elected members and identified dignitaries are invited to attend Civic Events, with the proceedings being formal in nature. The venue is determined by the number of guests to be invited, and the Chief Executive Officer determines the final format and all other administrative arrangements associated with the organisation and conduct of Civic Events and Award Ceremonies.
5. Recognition to Australia's First Nation's people is expected to form part of any Civic Event.
6. The President, in conjunction with the Chief Executive Officer has discretion to use the Civic Centre or Council Chambers for Civic Events or Civic Award Ceremonies. The Chief Executive Officer has sole discretion on the use of the Civic Centre for non-Council or Civic Event purposes.



Specific Civic Events and Civic Awards

The following Civic Events and Civic Awards are known within the Shire, itemised per Policy category:

1. Community acknowledgement

National Medal and Awards Ceremony

The National Medal is Australia's most awarded civilian medal. It recognises long and diligent service by members of recognised government and voluntary organisations that risk their lives or safety to protect or assist the community in enforcement of the law in times of emergency or natural disaster. This includes government organisations such as ambulance, correctional, emergency, fire and police forces, and voluntary organisations such as search and rescue groups.

The Governor-General awards the National Medal. Nominations are made by the chief officer of the nominee's organisation. In the context of the Shire, this refers to the Volunteer Bushfire Brigades and State Emergency Service (SES) organisations. Fifteen years' service is required to qualify for the National Medal. Clasps are available for each additional ten years' service. A ceremony may be scheduled to present these medals to local recipients, with all those that have qualified since the previous ceremony to be included for recognition.

Emergency Services Awards Dinner

A formal dinner to acknowledge all members of the Volunteer Bushfire Brigades and State Emergency Service organisations within the Shire. The function recognises their valuable contribution in keeping the local community safe.

The function consists of a dinner, with restricted service of alcohol; and the presentation of service awards, including National Medals awarded to local members since the previous National Medal Award Ceremony.

2. Recognition

Community Citizen of the Year/Auspire Awards

Each year, the Community Citizen of the Year Awards give local governments around the State the opportunity to acknowledge the contribution and celebrate community engagement of people within the community. This occurs via the Auspire Community Citizen of the Year Award Program.

There are four award categories, with the criteria and nomination process being in accordance with Auspire protocols:

- Community Citizen of the Year
- Young Community Citizen of the Year (16 – 30 years of age)
- Senior Community Citizen of the Year (over 65 years of age)
- Active Citizenship – group or event

The selection of winners for each category is undertaken at a local government level by the Shire's Community Citizen of the Year selection panel, with the final selected recipients of the Awards being invited to a presentation ceremony hosted on 26 January. Where venue capacity allows, all nominees are to be invited.



Clem Kentish Award

The Clem Kentish Community Service Award is a prestigious local award that commenced in 1989, recognising long standing contributors to the Shire of Serpentine Jarrahdale community.

In order to be considered for this local award, the person being nominated must be able to demonstrate the following:

- Minimum length of service to the community is to have been at least twenty (20) years.
- Nominee is to have served on several committees that have benefited the local community.
- Nominee is to be a current resident of the Shire of Serpentine Jarrahdale.
- The Clem Kentish Award can only be bestowed once to the same individual.

Nominations for the award may be received from organisations or individuals, however the Clem Kentish award is for individual nominees only. The call for nominations occurs concurrent to the Community Citizen of the Year Awards. The final selection of the worthy recipient is via the Clem Kentish selection panel and presented at the same ceremony as the Community Citizen of the Year Awards.

3. Commemorative

Anzac Day Commemorations

(Processional March, Commemorative Service, Community Morning Tea)

Anzac Day commemorative services are to be held on Anzac Day at the Civic Centre and adjoining Mundijong cenotaph. The proceedings and format for the day are to be coordinated through a community partnership working group, in liaison with the Executive Management Group and President. The responsibilities for each stakeholder is agreed through these forums, as a collaborative approach to the recognition of service personnel within each agencies/individuals capacity and resources.

Formal invites are to be sent to dignitaries and guest speakers, however the whole community is invited to participate in the activities through the Shire's ordinary marketing and communication channels.

Wreaths are purchased by the Shire and laid by Council representatives at Anzac Day services delivered by the Shire. Where an invitation is extended for Shire representation at any Anzac Day service by an external organisation, group or government agency with an approved Public Event application, individual consideration will be given to this invitation by the President in consultation with the CEO and representation from Council may be endorsed.

4. Celebratory

Official Openings for Council Amenities

Periodically, official openings of Shire amenities delivered by the Shire following significant investment (such as roads, trails, buildings, playgrounds, and ovals) may occur to celebrate the occasion and to recognise the contributions of relevant stakeholders in the provision of a new/upgraded community asset. Stakeholders may include (but is not limited to) community representatives/groups, volunteers and funding bodies. Official openings shall be designed within the parameters or characteristics of the specific project.



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5. Official delegations

Citizenship Ceremonies

The Department of Home Affairs is responsible for the administration, approval and processing of citizenship applications. However, the Shire hosts the ceremonies as the arm of government closest to new citizens and the communities to which they belong.

The invite list is dictated by the Department of Home Affairs, who provide the names and details of conferees. The Presiding Officer has the lead role in a citizenship ceremony. It is a legal requirement that the Presiding Officer is authorised by the Australian Government Minister responsible for citizenship matters. The final invite list for each ceremony is at the sole discretion of the Chief Executive Officer, but is to include Elected Members, Local Members of Parliament, and for conferee guests - a limited number of friends/family, subject to venue capacity.

Any guest speakers proposed for the citizenship ceremonies are to be selected by the Chief Executive Officer, in consultation with the President. Following each Citizenship Ceremony, a reception inclusive of light refreshments, is held for invitees.

Other/Ad-Hoc Civic Events or Civic Awards

External requests or unforeseen opportunities for Civic Events and Civic Awards may arise and can be considered on their individual merits, where consistent with provisions in this Policy. These requests are to be received in writing no less than 10 weeks prior to the anticipated delivery date, allowing for consideration by Council.

Definitions

Anzac Day community working group:

A consultative group of community stakeholders, involved in the delivery of Anzac Day services and commemorations. The group has no formal/legislative role and convenes through general administrative tasks of the Shire. It is to include representation from the Serpentine Jarrahdale Returned Services League (RSL) subbranch and local Volunteer Bushfire Brigades, as well as any other stakeholders that may identify themselves as interested parties in the delivery of Anzac Day services such as schools and choirs. Participation by stakeholders is voluntary in nature.

Auspire:

An independent, not for profit organisation with the mission to inspire active citizenship.

Civic Centre:

The main function and reception venue at the Shire Administration Office, 6 Paterson St, Mundijong. It includes the main hall (which may be divided into separate spaces) ablutions, a dining room and kitchen area.

Civic Event:

A function, ceremony, receptions and/or ceremonial occasion hosted by the Shire of Serpentine Jarrahdale.



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Community Citizen of the Year Awards and Clem Kentish Award selection panel:

The Shire's Community Citizen of the Year Awards and Clem Kentish Award selection panel is to consist of the President, Deputy President, Community Citizen of the Year Award winners from the previous year, the Clem Kentish Award winner of the previous year, and the Chief Executive Officer or a CEO delegated proxy. The participation of previous award recipients is entirely voluntary, and their attendance is at their individual discretion.

Council Chamber: The use of the Civic Centre when assembled as a Chamber which is not to be used for hospitality or entertainment purposes.

Freeman: A person who has been bestowed the honorary title of Freeman.

Relevant Policies/Council Documents

- Council Policy 1.1.7 – Honorary Freeman of the Municipality
- Auspire protocols – Auspire provides member councils with access to a toolkit including procedures and requirements. This is accessible each year via the member password on the Auspire website www.citizenshipawards.com.au (Container: SJ502)
- Order of service and flag protocols for a commemorative event - Anzac Portal (www.anzacportal.dva.gov.au)
- Clem Kentish Award processes (Container: SJ501)
- Australia Citizenship Ceremonies Code - Australian Citizenship Ceremonies Code (www.immi.homeaffairs.gov.au)

Legislation/Local Law Requirements

- *Local Government Act 1995*
- *Australian Citizenship Act 2007*
- *National Medal Regulations 2011*

Office Use Only				
Relevant Delegations				
Council Adoption	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	