

# *Council Policy*

## Tributes for Commemorative Services



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>TRIBUTES FOR COMMEMORATIVE SERVICES</b>
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<b>Policy Number:</b>	COM-13
<b>Responsible Department(s):</b>	Community Capacity
<b>Other Relevant Policies:</b>	Festivals & Events Policy
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	Nil
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Tributes for Commemorative Services, 14 July 2015, Item 12.5, 31
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	24 July 2018
<b>Effective From:</b>	7 August 2018
<b>Minute Reference for Adoption:</b>	Item 12.6, 169/18
<b>Next Review:</b>	No later than July 2021 or as required by legislation or changed circumstances.

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## TRIBUTES FOR COMMEMORATIVE SERVICES POLICY

### 1. INTRODUCTION

- 1.1 This policy provides Council and its administration with principles and guidelines for the provision of support and tributes for commemoration and memorial ceremonies in the Adelaide Hills Council district. The policy will assist Council to ensure community expectations are met and that ceremony organisers are aware of the level of support and involvement they can expect from the Council.

This policy is to be read in conjunction with other relevant Council policies, including the Festivals & Events Policy.

### 2. OBJECTIVES

- 2.1 The objectives of this policy are:

- To acknowledge the importance of memorial ceremonies;
- To ensure appropriate recognition is provided at ceremonies across the district; and
- To treat all parties involved fairly and equitably.

### 3. DEFINITIONS

- 3.1 **“Commemorative services or events”** means those events such as ANZAC Day dawn services and Remembrance Day services which are held to recognise and commemorate those who served in times of war.
- 3.2 **“Sanctioned event”** means, for the purposes of ANZAC Day and Remembrance Day, to be those events in the district sanctioned by the Returned & Services League of Australia South Australia Branch.

### 4. POLICY STATEMENT

- 4.1 The following principles will apply to the Council’s participation in and support of commemorative services:

- 4.1.1 The Adelaide Hills Council acknowledges the importance of ceremonial occasions as a key aspect of remembering and recognising service efforts
- 4.1.2 The Council acknowledges the importance of its role as a community leadership body in participating in and supporting ceremonial occasions
- 4.1.3 The Council will need to find a balance between participating in memorial ceremonies and the practicalities and cost involved in participating in each and every ceremony. Some flexibility will be necessary in respect to once-off or unique events.

## **4.2 Position Statement**

- 4.2.1** The Council will participate in each sanctioned ANZAC Day and Remembrance Day commemoration event within the Council area in a manner appropriate to that particular event and in line with the invitation of the organiser. In most cases this will involve the laying of a wreath by one or more Council Members.
- 4.2.2** Where applicable, one wreath will be provided and laid at each event on behalf of the Council and its community. Unless the event organiser issues instructions or invitations to the contrary, the wreath will be laid by the Mayor (if present) or other Council Members representing the Ward in which the event is held. Those Council Members may agree which, or all, of them will lay the wreath.
- 4.2.3** If the Council is invited to play a speaking role at a commemorative event, the Mayor, as spokesperson for the Council, will speak. The Mayor may, however, delegate this function to the Deputy Mayor or a Council Member representing the Ward in which the event is held.
- 4.2.4** Should the Mayor or local Ward Members not be able to attend a particular commemorative event, the ceremonial function may be referred to another Council Member or staff member.
- 4.2.5** Council support for event organisers will be considered in line with the Council's Festivals & Events Policy.
- 4.2.6** Should other ceremonial events be organised from time to time, the Chief Executive Officer in consultation with the Mayor, shall determine the appropriate manner of the Council's participation.

## **5. DELEGATION**

**5.1** The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## **6. AVAILABILITY OF THE POLICY**

**6.1** This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.