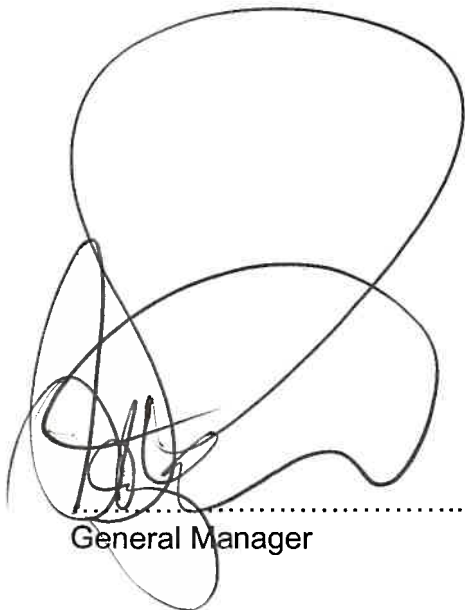




Commemorative Events Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		EXECUTIVE ASSISTANT (MAYOR AND GENERAL MANAGER)			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		February 2024			
VERSION NUMBER:		4			
DOCUMENT NUMBER:		N/A			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
4	25/02/2021	9.02/21	Inclusion of Vietnam Veterans Day and change of Policy Name to reflect all commemorative events.	EA (Mayor and GM)	Council
3	23/02/2017	8.02/17		EA (Mayor and GM)	Council
2	28/02/2013	6.02/13		PA (Mayor and GM)	Council
1	24/03/2011	7.03/11		PA (Mayor and GM)	Council



.....
General Manager

10/3/21
.....
Date

PURPOSE

The purpose of this policy is for Council to participate in the following commemorations which are held each year in the **Local Government Area (LGA)** by making the necessary budget provisions in the annual budget for these particular activities:

- ANZAC Day (25 April);
- Vietnam Veterans Day (18 August);
- Remembrance Day (11 November).

APPLICABILITY

This policy applies to:

- The Mayor;
- Councillors;
- Staff who wish to partake in the commemorative activities.

OUTCOMES

Council acknowledges the importance of ANZAC Day, Vietnam Veterans Day and Remembrance Day commemorative activities each year and will make the necessary budgetary provisions to be a participant in some of the activities on each of the respective days.

ROLES AND RESPONSIBILITIES

The Mayor (and his/her delegate/s) will attend the annual Commemoration Services for ANZAC Day, Vietnam Veterans Day and Remembrance Day and lay a wreath at each of the services within the LGA in April, August and November each year.

The Executive Assistant (Mayor and General Manager) will assist the Mayor and other Councillor/s with the arrangements for the laying of wreaths within the LGA.

POLICY STATEMENT

1. ANZAC Day is held on 25 April of each year, Vietnam Veterans Day is held on 18 August each year, and Remembrance Day is held on 11 November of each year.
2. Council will make an annual budgetary provision for the laying of wreaths at the Glen Innes Cemetery, the Glen Innes Cenotaph, the Emmaville War Memorial and the Deepwater War Memorial for ANZAC Day commemorations, and for the laying of a wreath at the Glen Innes Cenotaph for the Vietnam Veterans Day and Remembrance Day commemorations.
3. Council makes an annual budgetary provision for the supply of light refreshments to the children who participate in the ANZAC Day marches.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- Nil.

Relevant Council Policies and Procedures include:

- Nil.

VARIATION AND REVIEW

The Commemorative Events Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.
