



CIVIC CEREMONY Guidelines & Application Form



Civic Ceremony Guidelines & Application Form

A Civic Ceremony is an officially acknowledged occasion such as a National Independence Day whereby Council coordinates a small ceremony in honour of that day or achievement.

Please read the terms and conditions outlined in this document to determine if the ceremony is eligible for consideration by Council. If it is eligible, then please complete the application form and attach all relevant information and submit it to Bayside Council's Rockdale Branch Customer Service Centre via post, fax or email.

The application form must be submitted to Bayside Council no less than 3 months prior to the proposed ceremony date to ensure there is sufficient time to assess, plan and prepare for the ceremony.

Council Officers will assess the application within 1 month and will contact the applicant with an outcome.

Civic Ceremony Type and Format

Bayside Council may support ceremonies held by our community members that are formally recognised by your Country of Origin as a day of cultural significance. This includes but is not limited to;

- National Days
- Independence Days
- Statehood Celebrations
- Remembrance Days

Civic Ceremonies will be conducted in one of the following formats;

1. Flag Raising Ceremonies held on the forecourt at Bayside Council
2. Formal Recognition Ceremonies at a Bayside Council meeting

Confirmation of Cultural Day of Significance

You must provide information confirming that the day of cultural significance you propose is recognised by the Country of Origin in your application form. It is recommended that you contact the relevant Embassy and/or Consulate to obtain this information and advise them of your intention.

Ceremony Details

A Flag Raising Ceremony is to occur on a weekday nearest to the official date of cultural significance.

A Ceremony may be booked between the hours of 10am-8pm for a maximum of 1.5 hours including official proceedings and refreshments to follow. The time and date approved will be at the discretion of Council Officers.

The Flag Raising Ceremony must include an official acknowledgement of the traditional owners of the land and is subject to compliance with Federal Government Flag Raising Protocol.

The official acknowledgement of the traditional owners of the land is as follows: I would like to acknowledge that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Aboriginal people in this land.

Due to site restrictions the maximum crowd capacity for a ceremony is 80, including special guests.

Refreshments may be provided in Bayside Council's Rockdale Administration Building forecourt, or a room in either the Rockdale Town Hall or Bayside Council Rockdale Administration building subject to availability.

Example Schedule

- 1) Set up
- 2) Guests Arrive
- 3) Master of Ceremonies opens and acknowledges day, traditional owners of land and distinguished guests
- 4) Australian National Anthem is played (flag already raised) (2 minutes)
- 5) National Flag of Country is raised whilst the Anthem of Country is played (2 minutes)
- 6) Bayside Administrator Speech (4 minutes)
- 7) Consulate or Ambassador Speech (4 minutes)
- 8) Religious Representative or significant community leader speech (4 minutes)
- 9) Performance (if applicable) (max 5 minutes)
- 10) Refreshments (if applicable)
- 11) Close
- 12) Pack up

Council Meeting Ceremony

A Council Meeting ceremony is to occur at a Council Meeting nearest to the official date of cultural significance.

The ceremony will occur at the opening of the Council Meeting between 7pm to 7.30pm and will include speeches where Council will issue your representative a Certificate of Recognition. Refreshments will be held in a venue nominated by the Council Officer actioning this request.

Due to site restrictions the maximum crowd capacity for a meeting is 20, including special guests.

Example Council Meeting Schedule

- 1) Guests arrive and are greeted by the Bayside Council General Manager and/or their representative
- 2) Council Meeting Opens
- 3) Administrator speaks and introduces special guests
- 4) Speech conducted by Consulate and/or Ambassador representative from Country of Origin
- 5) Speech and/or Cultural reading conducted by nominated special guest
- 6) Certificates presented
- 7) Official ceremony formalities close
- 8) Council continues with normal business
- 9) Refreshments provided to special guests (if required)
- 10) Session close

Council Provisions

Council will:

- Assign a contact officer to support you in planning and delivering the flag raising or meeting ceremony
- Administer the official invitations in consultation with the applicant
- Assign Council's photographer to take photos of the ceremony and issue you with a copy of the images after the ceremony
- Provide a space and/or room for refreshments (if applicable)
- Provide seating for your guests
- Provide a PA with microphone and lectern (if required)
- Provide refreshments (if requested)

The applicant will be required to;

- Provide a contact person to work with Council's contact officer to plan and deliver the ceremony
- Provide the Official National Flag (1.87cm x 90cm)
- Provide the Official National Anthem on CD or USB (no longer than 2 minutes)
- Provide a list of invitees including special guests and their full contact details
- Provide an appropriate representative to be MC for the event

Payment & Fees

No fees will be charged for civic ceremonies. Council may assign a monetary contribution of up to \$500.00 to cover the costs of hosting and administering the ceremony/meeting.

Catering and Performances

No alcohol will be permitted and/or provided by Council at either a Flag Raising Ceremony or Council Meeting. Alcoholic beverages are not permitted to be brought, sold or distributed at Flag Raising Ceremonies or Council Meetings. Smoking is not permitted on Council premises.

Council will work with you to arrange catering if requested, but the Council Officer will have the final approval.

Any food on the premises must be handled in a manner that complies with the requirement of the Food Act 1989 and the Food Standards Code Standard 3.2.2 – Food Safety Practices.

A small low impact cultural performance may be permitted as part of the ceremony proceedings.

Inclement Weather (weather not permitting an outdoor ceremony)

Due to bad weather, Council may, at its discretion, postpone, cancel and/or relocate ceremonies.

Cancellation

Council may, at its discretion cancel current and future civic ceremonies due to breaches of the terms and conditions of this document.

General

The instructions of Council's Inspectors, Officers and the Police are to be strictly followed.

Any breach or failure to comply with the above conditions will result in the immediate cancellation of the ceremony or meeting. Bayside Council reserves the right to include additional conditions where deemed necessary.

References

Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag

<http://www.itsanhonour.gov.au/symbols/flag.cfm#protocols>

<http://www.australiaday.com.au/studentresources/flaguse.aspx>

Civic Ceremony - Application Form

Description of Proposed Event

Please describe why the official date is significant and why it should be recognised in Bayside with a ceremony.

To your knowledge, has Council previously recognised this official date? (If so, please explain).

Please provide information if known on how other Councils or government organisations recognise this official date.

Have you or your organisation conducted other activities in the Bayside Council LGA within the last 12 months? Please specify.

What is the estimated number of attendees? Refer to Terms and Conditions above for maximum capacity. Remembering maximum 80 for a Flag Raising Ceremony OR 20 for a Council meeting.

Ceremony Details

Nationality to be recognised	
Official Name and Date to be recognised	
Contact details of the Consulate / Embassy	
Type of Civic Ceremony to be conducted	<input type="checkbox"/> Flag Raising Ceremony <input type="checkbox"/> Council Meeting
Do you require refreshments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location	Bayside Council Forecourt followed by refreshments in a venue nominated by the Council Officer actioning this request.

Proposed Dates & Times

Preferred Date for Ceremony	Preferred Time
Alternative Date for Ceremony	Preferred Time

Contact Details

Ms/Mr/Mrs/Other (please circle)	Family Name	Given Name	
No.	Street	Suburb	Postcode
Organisation Name (if applicable)			
Mailing Address			
Telephone Contact 1		Telephone Contact 2	
Email		Fax	
Are you the primary contact for the ceremony? Yes / No - If No, state the primary contact's name and contact details:			

I declare that I have read and agree to abide by the Terms and Conditions outlined in this document.
I declare that all the information provided in the application form including any attachments is true and correct.
Full Name:
Signature:
Date: ____ / ____ / ____

Office Use Only	
Date Received	____ / ____ / ____
Date Approved	____ / ____ / ____
Date of Ceremony	____ / ____ / ____
Additional Comments:	
Checked By	Date ____ / ____ / ____

Reviewed Feb 2019