

ANZAC Day Commemorations Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	22 May 2018
Author	Administration Manager
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	18/05/20

2 Summary

This policy relates to attendances by the Mayor and councillors representing the Council at ANZAC Day ceremonies and services at venues throughout the Cabonne Local Government Area and in Orange.

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date
96/3/35		18/03/96
08/4/21	Updated to correct ward name	21/04/08
10/02/17	Readopted by Council	15 February 2010
13/09/30	Readopted as per s165(4)	17 September 2013
16/03/25	Retitled from "Anzac Day Celebration - Attendance in Orange Policy" and added provision of wreaths for attending councillors at various venues	22 March 2016
17/04/15	Amended to allow for provision of wreaths even when councillors do not attend ANZAC commemoration services	26 April 2017
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

Traditionally the ANZAC Day Committee for the Civic Commemoration Service in Orange requests that Council provide a representative to take part in the wreath laying ceremony in Orange City on ANZAC Day and be a guest for the official ANZAC luncheon. Additionally, the Council endorsed councillors attending each village's ANZAC Day ceremonies and services. The provision of wreaths to each village event is to occur even when a councillor is not attending.

6 Scope

A yearly invitation is received for the March service.

A wreath will be provided for each ANZAC Day event.

7 Associated Legislation

8 Definitions

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Administration Officer

The Administration Officer is responsible for coordinating attendances by councillors and acquisition of wreaths.

9.4 Mayor and councillors

Subject to Council's resolution, represent Cabonne Council at the ANZAC Day service at Orange. Other attendances are endorsed by this policy.

10 Related Documents

Document Name	Document Location

11 Policy Statement

The Mayor will represent Council at the ANZAC Day Celebrations in Orange. Should the Mayor not be available, then Council be represented by, in descending order of preference, the Deputy Mayor or one of the Councillors.

Attendance by councillors at other ANZAC day events throughout the Cabonne Council Local Government Area is authorised under this policy. A wreath will be provided for each ANZAC commemoration service event.