

# Strathbogie Shire Council



**Australia Day**

## Event Guidelines

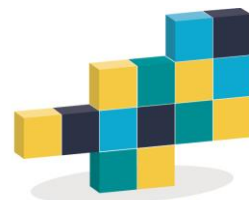
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**Strathbogie**  
*shire*

## Contents

INTRODUCTION .....	3
GENERALGUIDELINES .....	3
1. Committee and Committee Members .....	3
2. Committee Member 'To Do List' .....	3
3. Ambassadors .....	4
4. Awards .....	4
5. Timelines for 2020 .....	5
6. Scheduling events across the Shire.....	5
7. Funding .....	5
8. Merchandise.....	6
9. Citizenship and Affirmation Ceremonies .....	6
10. On the day of your event.....	6
HOW TO APPLY.....	7
AUSTRALIAN NATIONAL ANTHEM.....	7
11. Advance Australia Fair .....	7

If you are unsure about any information outlined in these Guidelines or would like to discuss the event process further, please contact a member of the Arts, Culture and Economy Team on 5795 0000 or by emailing [info@strathbogje.vic.gov.au](mailto:info@strathbogje.vic.gov.au)

Further information regarding Australia Day can be found at the Australia Day Council website [www.australiaday.org.au](http://www.australiaday.org.au)

## INTRODUCTION

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*“Australia Day is for all Australians, no matter where our personal stories began. Reflect on being Australian, celebrate contemporary Australia and recognize our history” –*  
*www.australiaday.org.au*

The Strathbogie Shire Council appreciates the collaborative partnership of our community groups in contributing to the organization of the various Australia Day Celebrations each year throughout the Shire.

Australia Day Celebrations held in each township are an opportunity to celebrate what is great about our people and their place in Australia, and these guidelines are designed to assist Committee's in organising an Australia Day event for their community, by providing them with a process and timeline for organizing and informing Council about the outcomes on these events.

## GENERAL GUIDELINES

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### 1. Committee and Committee Members

A committee can be as large or as small as needed and made up of enthusiastic volunteers who can contribute to the event, even in the smallest of ways. There are many different roles that can be filled, however at a minimum it is suggested that ideally there would need to be a Coordinator, someone to organise the finances and someone responsible for administration.

Members of the Arts, Culture and Economy (ACE) team are also available and able to assist you with any queries that you may have.

### 2. Committee Member 'To Do List'

- **Event Notification** – this is a simple form that is completed online and informs Council of the basic details of your event – who, what, where, when – which will take no more than 15 minutes to complete.
- **Public Liability Insurance** – This will be covered by the Strathbogie Shire Insurance Policy if the event is held on Council land. Let a member of the team know if the event is NOT going to be held on Council land and they will be able to assist you with other options for insurance coverage.
- **Risk Assessment Plan** – Many of the committees will have previously completed a simple Risk Assessment Plan for their Australia Day Celebrations in other years. So all that will be required here is that you:
  - review the Risk Assessment Plan from the previous event
  - make any necessary updates based on any outcomes from the previous year
  - adjust the date on the form and then submit

To assist you further, a member of the team can send through the previously approved Risk Assessment for your review, and if you have changed venues or need any additional support, we are available to help.

- **Event Review**– To assist with the future planning and organisation of Australia Day Celebrations across the Shire, we ask that you let us know how the event went and how the funds were spent, as this is also an auditing requirement for Council. An online review document will be sent to you in the week following the event for you to complete. We would be interested in knowing about the following:
  - How many people attended the event?
  - What worked well and what didn't, and if there were any incidents or other notes from the day that may have bearing on the event (ie. Weather conditions, emergency situations).
  - How you spent the funds that Council provided, including the receipts from purchases made

**NOTE:** To provide easy access to all information in the one spot, the process of submitting the Event Notification, Risk Assessment Plan and Event Review is available on the SmartyGrants portal (see link on the front page of these guidelines).

### 3. Ambassadors

The Australia Day Ambassador Program is an initiative that sees high achieving and proud Australians attend local Australia Day celebrations in towns across the nation. Australia Day Ambassadors volunteer their time and energy to inspire pride and celebration in hundreds of local communities.

Ambassadors may officiate in judging competitions, present Australia Day community awards, help cook a barbeque, or present certificates at citizenship ceremonies. Ambassadors are also asked to give an address that captures the spirit of being Australian. Ambassadors will meet local members of the community, get a flavour of life in a different part of their state and be inspired by the enthusiasm that communities have for celebrating what's great about Australia.

The Ambassadors from the Australia Day Council can be arranged via a member of the ACE team, who will register your interest with the Australia Day council and coordinate the ambassador. Updated changes to this process by the Australia Day Council has meant that we are no longer able to have input into the specific Ambassadors that they send to our region, however all of these people are very worthy winners in their own right and area always able to add something special to your event. Alternatively, you may know an appropriate person from your area with whom you could directly ask to give a speech and assist with the events on the day.

More information can be found here –

<https://www.australiaday.org.au/about-australia-day/ambassador/>

Strathbogie Shire will cover the cost of accommodation for the Ambassador directly.

### 4. Awards

Each community has the chance to nominate community members and organisations that deserve recognition for their efforts throughout the year. The awards include:

- Citizen of the Year (Over 25 years at 26/01/2020)
- Community Event of the Year
- Community Organisation of the Year
- Young Citizen of the Year – (under 25 years at 26/01/2020)
- Junior Citizen of the Year (under 15 years of age at 26/01/2020).

These nominations are all submitted to the ACE team at Strathbogie Shire for collation, and nomination forms can be found <https://www.strathbogie.vic.gov.au/tourism/about-events/>

The ACE team will forward the award nominations to the Australia Day committee of each town for them to select a winner. The committee will then forward the winner's name to back to the ACE team, to enable the Councillors to select an overall Shire-wide award winner and Shire-wide winners for each category.

The award certificates for the five (5) awards listed above will be printed at Euroa Printers, which will be organized by the ACE team at Strathbogie Shire. These will then be signed by the Mayor and your Ward Councillor and will be delivered to your committee prior to the event.

## 5. Timelines for 2020

- **Monday 23/09/19** Nominations Open
- **Friday 01/11/19** Nominations Close
- **Tuesday 12/11/19** Township award winners forwarded to Council
- **Tuesday 17/12/19** Shire wide award decisions made by Council
- **Tuesday 14/01/20** Risk Assessment and Event Running Sheet due

## 6. Scheduling events across the Shire

The time of day that each town holds the event is at the discretion of that town's committee, but ideally the events would be staggered across the Shire so that media and Councillor's can attend as many of the different events as possible.

*In 2019 the events were held as follows:*

<b>Violet Town</b>	7:30am	Breakfast	9:00am	Ceremony		
<b>Avenel</b>	9:30am	Ceremony	10:30am	Morning Tea		
<b>Nagambie</b>	9:30am	Sausage Sizzle	10:00am	Ceremony		
<b>Strathbogie</b>	9:30am	Ceremony	10:30am	Morning Tea	12:00pm	BBQ
<b>Euroa</b>	12:00pm	Ceremony	1:00pm	BBQ		
<b>Longwood</b>	5:00pm	Children's Activities	6:00pm	BBQ	7:00pm	Ceremony

## 7. Funding

The Strathbogie Shire Council allocates an amount of money in its budget each year to be distributed amongst each township's Australia Day Celebration event. We would appreciate your advice on how the money was spent and if the allocation of Council funds adequately covered the costs of the event. This information allows the ACE team to meet the requirements of the audit process and also inform the Council on how the funds were spent.

An estimated budget for the activities on the day is included as part of the Event Notification form to be filled out by the nominated member of the committee. A member of the ACE team will arrange for the allocated money to be paid into the committee's nominated bank account. In addition, your committee can also approach local businesses or service clubs to sponsor this event in your community.

## 8. Merchandise

The Strathbogie Shire is able to supply a limited number of Australian Flags to each Australia Day Committee. Should you require any other merchandise for your event, a list of other items available can found on the official Australia Day Council Website [here](#).

## 9. Citizenship and Affirmation Ceremonies

Council encourages new citizens to take the citizenship pledge as part of the Australia Day celebration. It is a fantastic way for new citizens to be part of the event and meet members of their community in a relaxed, friendly way and to make connections

Alongside the citizenship ceremony, committees may also choose to have an affirmation ceremony. Affirmation ceremonies allow Australian-born citizens to affirm their loyalty to Australia and its people - engendering a feeling of belonging to their community and building pride in their citizenship. These ceremonies have no status in law, no legal effect and participation is voluntary.

The intention of and Affirmation Ceremony should be indicated at the beginning of the function or Citizenship Ceremony to allow those present to consider whether they wish to participate. It should be made clear that participation is voluntary and that recitation of the affirmation has no legal effect.

### **The Affirmation reads:**

*As an Australian citizen,  
I affirm my loyalty to Australia and its people,  
whose democratic beliefs I share  
whose rights and liberties I respect,  
and whose laws I uphold and obey.*

## 10. On the day of your event

Depending on the requirements of the community, each committee as the ability to tailor how they would like their community event to run, and the outline below can be used as a guide or starting point:

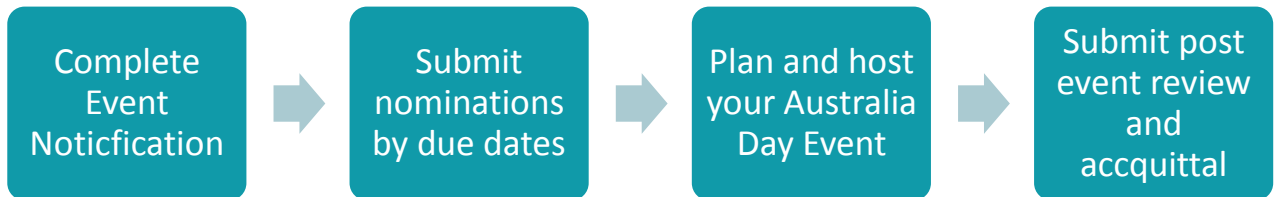
- *Welcome Address – by community leader*
- *Flag Raising – by local school children or community group*
- *National Anthem*
- *Community leader to welcome guest speaker*
- *Guest Speaker/Ambassador to speak*
- *Award Presentations by relevant Councillor and/ or Ambassador*
  - *Citizen of the Year*
  - *Community Event of the Year*
  - *Community Organisation of Year*
  - *Young Citizen of the Year*
  - *Junior Citizen of the Year*
- *Australian Citizenship Ceremony – if applicable*
- *Affirmation Ceremony – if applicable*
- *“We are Australian” – if applicable*
- *Refreshments*

If you would like some assistance with developing an event plan for the day, please contact a member of the Arts, Culture and Economy (ACE) team on 5795 0000 or at [info@strathbogje.vic.gov.au](mailto:info@strathbogje.vic.gov.au)

## HOW TO APPLY

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All applications are completed online at: <https://www.strathbogje.vic.gov.au/tourism/about-events/> Australia day celebrations



## AUSTRALIAN NATIONAL ANTHEM

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### 11. Advance Australia Fair

*Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts;  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair  
In joyful strains then let us sing,  
Advance Australia Fair*

*Beneath our radiant Southern Cross,  
We'll toil with hearts and hands,  
To make this Commonwealth of ours  
Renowned of all the lands,  
For those who've come across the seas  
We've boundless plains to share,  
With courage let us all combine  
To advance Australia fair.  
In joyful strains then let us sing,  
Advance Australia fair.*