



ANZAC Day and Remembrance Day Policy

Purpose

This policy aims to provide a clear supporting framework to guide Council's approach to the recognition of ANZAC Day and Remembrance Day, and the allocation of resources related the commemoration of these days.

This policy makes clear Council's commitment to honouring those military personnel who serve or have served our nation and prescribes how Council will partner with Community to provide both in kind, and financial support for the commemoration of ANZAC and Remembrance Day.

Governance Principles

Section 9 of the Local Government Act 2020 (the Act) specifies the overarching governance principles and supporting principles that Council must adhere to in the performance of its role and functions.

This policy gives effect to the following overarching governance principles outlined in Section 9(2) of the Act:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Regional, state and national plans and policies are to be taken into account in making strategic planning and decision making; and
- The transparency of Council decisions, actions and information is to be ensured.

This report also takes into account the following supporting principles defined in Section 9(3) of the Act:

- The community engagement principles (Community Engagement Policy);

- The public transparency principles (Public Transparency Policy); and
- The financial management principles.

Definitions

ANZAC Day marks the anniversary of the first major military action fought by Australia and New Zealand forces during WWI and the day troops landed in Gallipoli in 1915, it is held annually on 25 April.

Community means the people of Baw Baw Shire.

Remembrance Day marks the end of WWI where fighting was suspended, and guns fell silent at 11am on 11 November 1918. Held annually on 11 November.

RSL means the Returned & Services League, an organisation that supports current and former members of the Australian Defence Force (ADF) and their families, of which there are **sub-branches** in Council's community.

Scope

The policy covers how Council will support the RSL Sub-Branched based in Baw Baw Shire in holding both ANZAC Day and Remembrance Day services each year.

It clarifies the responsibilities of Council and the RSL Sub-Branched, and prescribes the level logistical, in kind, and monetary support that will be provided for each service.

The Policy does not provide guidance on ceremonial protocols, such guidance can be sourced directly from RSL Australia.

Legislative context

ANZAC Day Act 1958

Related policies and documents

- Community Events Planning Guide
- Child Safe Policy
- Complaints Handling Policy

Policy principles

Council understands the importance of ANZAC and Remembrance Day to our community and will provide support to ensure commemoration continues into the future.

Council will support the RSL to continue the tradition of providing both veterans and community members the opportunity to gather on Council land to reflect.

Policy detail

1. Council's Responsibilities

Council will supplement funding to provide the following services to support the success of any ANZAC Day or Remembrance Day community events:

- 1.1 Road Closures: the RSL may apply to Council for the implementation of road closures to ensure the safety of all participants and the public.
- 1.2 Organise traffic management:
 - 1.2.1 The engagement of a traffic management company to implement road closures; and
 - 1.2.2 Liaising with public transport providers, submission of a public transport plan and approval from Public Transport Victoria.
- 1.3 Equipment:
 - 1.3.1 The RSL may apply to Council for the use of the following equipment:
 - 1.3.2 PA System and other incidental event equipment currently offered by Council to community group, free of charge and without payment of a bond.; and
 - 1.3.3 Reasonable assistance for the provision of temporary fencing to run a public event, should it be required due to any State Government restrictions.

2. RSL's Responsibilities

The RSL will be responsible for the following:

- 2.1 Organisation of all ANZAC Day and Remembrance Day events;
- 2.2 Submission of a one-off event application to Council for both ANZAC Day and Remembrance Day events, covering all events to be held on Council land;
- 2.3 Applications for road closures on Council land;
- 2.4 Annual review of risk assessment and provision of Certificate of Currency; and
- 2.5 Advertising of any events.

3. ANZAC Day

Council will cover traffic management costs and road closures for the RSL to support the running of ANZAC Day services and marches at the following locations:

- Warragul;

- Drouin;
- Trafalgar;
- Erica;
 - Walhalla;
 - Noojee; and
 - Yarragon.

4. Remembrance Day

Council will cover traffic management costs and road closures for the RSL to support the running of Remembrance Day services in Warragul.

5. Wreath Laying

Baw Baw Shire Councillors will also lay wreaths at the following cenotaphs across the Shire:

- Aberfeldy,
- Walhalla,
- Erica,
- Willow Grove,
- Hill End,
- Narracan East,
- Thorpdale,
- Trafalgar, Yarragon,
- Darnum,
- Neerim South,
- Neerim District Soldiers Memorial Hospital (ANZAC Day only),
- Neerim,
- Neerim East,
- Neerim North,
- Noojee,
- Warragul,
- Drouin,
- Longwarry; and
- Jindivick.

6. Additional Events

Council will consider other ANZAC and/or Remembrance Day events in towns not listed if applications come in from those sub-branches during the life of the policy, to allow for greater flexibility and accessibility.

The approval for additional events can be granted by Council Officers in accordance with Council's Procurement Policy and the relevant financial delegations.

7. Allocation of Funds

In the event a public service cannot proceed due to State Government directives Council may at its' discretion redirect traffic management funds to the RSL in-lieu of service-related costs.

8. Dispute Resolution

Disputes will be managed in accordance with Council's Complaints Handling Policy.

Approval date	26 August 2026
Approval authority	Council
Effective from	26 August 2026
Review term	Council term
Next review date	25 August 2030
Responsible position	Manager Governance and Property
Responsible Director	Director Customer and Corporate Services
Version	2

Revision History

Approval date	Version	Revision description
25 January 2022	1	
26 August 2026	2	Policy adapted to current Policy template, resulting in the addition of a revision history table, several formatting changes, and re-ordering of information; Changed Policy title from "ANZAC Day and Remembrance Day Ceremonies" to "ANZAC Day and Remembrance Day Policy; Amendment and addition to the 'Purpose section' to make the policy intent clear; Removal of non-relevant supporting principles from Section 9(3) of the Act; Addition of "Community" and "RSL" to the definitions section; Addition to the Scope section to make the policy intent clear; Child Safe Policy and Complaints Handling Policy were added to the list of related policies and documents; Removal of Neerim South from the ANZAC and Remembrance Day list as they don't require support from Council for traffic management; Addition of Noojee and Yarragon to the ANZAC Day list as they have requested support from Council for traffic management in recent years; Addition of a clause specifying that Council will consider applications from other ANZAC / Remembrance Day events in towns not listed; and Amendment of the dispute resolution section to state that disputes will be managed in accordance with Council's Complaints Handling Policy, rather than by the Mayor and/or CEO.