



SHRINE OF REMEMBRANCE
MELBOURNE

POLICY	G-2.13.3	WREATH LAYING AND OTHER SERVICES
TYPE	GOVERNANCE	STRATEGY
POLICY NO:	13	VERSION NO: 3

BACKGROUND

The Shrine of Remembrance holds approximately 200 commemorative services each year. Most services include a wreath laying in the Ceremonial Places of the Shrine or at a Memorial Tree Plaque. This policy outlines the application, evaluation and review process for services and establishes the appropriate conduct for all services within the Shrine Reserve.

POLICY & PROCESS

1. Any application to conduct a service must be submitted via postal or electronic mail directed to the Shrine's Ceremonial Program Manager (CPM).
2. The CPM will initially review application/s to confirm consistency with the Standards established in this policy and liaise with the applicant to address any inconsistency before the application is referred to the responsible Shrine director.
3. The responsible Shrine director will assess the application and the CPM's review regarding conformity with policy and refer all applications to the next meeting of the Ceremonial Committee with accompanying advice.
4. The Ceremonial Committee will consider all applications and the responsible Shrine director's advice and make its recommendation to the Shrine Trustees.
5. Applicants will be advised of the decision of the Trustees within 10 business days following the meeting at which the application was considered.
6. All services must include: a tribute to the remembrance of Victorian and Australian service men and women as the focal topic of the ceremony. Services in remembrance of allied servicemen and women may be approved provided there is a close and identifiable link with Australian service. This affiliation must be highlighted during the service.
7. The Shrine reserves the right to review and provide guidance to applicants regarding the time, format, content and conduct of services held in any location within the Shrine Reserve.

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8. All services are to be conducted in accordance with the Shrine’s approved Wreath Laying and Other Service procedures and must include the following elements:
 - I. laying of the wreath/wreaths;
 - II. recitation of the fourth verse of Binyon’s “Ode to the Fallen”;
 - III. the sounding of “The Last Post” on a trumpet or bugle only;
 - IV. a period of silence;
 - V. “Lest We Forget” (said by the person reciting the ode or laying the wreath and repeated by all present);
 - VI. the sounding of the “Rouse” or “Reveille” on a trumpet or bugle only; and
 - VII. playing of the Australian National Anthem.
9. The conduct of services will be reviewed through a post-service evaluation process and referred to the Ceremonial Committee. Any service judged to breach any Shrine policy, or the conditions of approval will be required to re-apply to hold any future service.
10. The Shrine may at its sole discretion postpone or cancel any approved service.
11. Festivities, celebrations of national days and similar activities are not permitted within the Shrine Reserve.
12. Any approval for a service directly or indirectly associated with a nation other than Australia may be revoked should Australia suspend or otherwise withdraw diplomatic relations with that nation.
13. A new application for a service directly or indirectly associated with a nation other than Australia will only be considered if Australia recognises and maintains diplomatic relations with that nation.
14. Unless otherwise approved by the Shrine CEO, acting on behalf of the Trustees, no weapon/s other than those carried by the Shrine Guard, Victorian and Australian Federal Police, ADF personnel (including cadets) or the small dagger included in a piper’s traditional dress are permitted within the Shrine Reserve.
15. Unless otherwise approved by the Shrine CEO, acting on behalf of the Trustees, Catafalque Parties or military guards of honour may only be provided by the Shrine Guard or ADF personnel (including cadets).
16. A Shrine trustee, Life Governor or Governor will normally attend each service on behalf of the Shrine Trustees. The trustee, Life Governor or Governor must be included in the official party and recognised in any welcome.

STANDARDS

All speeches are to be delivered in the English language with the exception of indigenous languages of Australia and New Zealand. Where a visiting overseas dignitary may not be conversant with English, the speech may be delivered in the native tongue, but must be interpreted into English by a qualified interpreter. A copy of any proposed address must accompany the application or be submitted to the Trustees for approval not less than five working days prior to the service.

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DEFINITIONS & ABBREVIATIONS

NIL

RELATED DOCUMENTS

- Procedures—Wreath Laying & Other Services

RELATED POLICIES

- Flags & Ensigns
- Usage of Commemorative Spaces
- Memorial Trees and Tree Plaques Policy
- Memorials Policy

RELATED ACTS

- *Shrine of Remembrance Act (1978)*

REVIEW

This policy shall be reviewed as and when required.

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