

# Welcome to Country and other Indigenous Ceremonies Procedure

## Section 1 - Purpose

(1) To identify responsibilities and actions when arranging ceremonies for the recognition of Indigenous people at official events or events where Macquarie University is a sponsor.

### Scope

(2) This Procedure applies to all staff and students involved in initiating and hosting official events at all campuses and locations of the University. It is important to note that different locations and campuses acknowledge different Aboriginal nations.

## Section 2 - Policy

(3) Refer to the [Welcome to Country and other Indigenous Ceremonies Policy](#).

## Section 3 - Procedures

### Responsibilities and Required Actions

#### Event Organiser

(4) Inform the Office of the Pro Vice-Chancellor (Indigenous) of the event and receive determination on the most appropriate type of Indigenous ceremony, based on the nature and size of the event.

(5) Submit a [OneHelp](#) Welcome to Country and other Indigenous Ceremonies service request.

(6) Liaise with the Office of the Pro Vice-Chancellor (Indigenous) regarding arrangements for Welcome to Country (contact the Team Leader, Office of the Pro Vice-Chancellor (Indigenous)).

(7) Undertake arrangements for other Indigenous ceremonies.

(8) Liaise with the Elder arranged by the Office of the Pro Vice-Chancellor (Indigenous) to provide event details, and to ensure that the arrangements are appropriate.

#### Office of the Pro Vice-Chancellor (Indigenous)

(9) Consider all Welcome to Country and other Indigenous Ceremonies service requests and advise the Event Organiser of the most appropriate type of ceremony.

(10) Coordinate arrangements for Welcome to Country ceremonies by:

- a. making the initial contact with the Elder or nominated representative;

- b. providing details of the event (date, time, location, duration);
- c. arranging remuneration;
- d. outlining travel arrangements, parking options;
- e. arranging with the Event Organiser for someone to meet the Elder or representative; and
- f. undertake standard event briefing processes.

(11) For other types of ceremonies, advise Event Organiser on appropriate wording or format of the relevant ceremony.

## **Section 4 - Guidelines**

(12) Nil.

## **Section 5 - Definitions**

(13) Definitions specific to this Procedure are contained in the [Welcome to Country and other Indigenous Ceremonies Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st June 2023
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	4th November 2015
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Sam Ricketts Pro Vice-Chancellor (Indigenous)
<b>Enquiries Contact</b>	Alex Swain Team Leader, Office of the Pro Vice-Chancellor (Indigenous) +61 2 9850 6794