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**1. PREAMBLE**

This policy provides guidance on the conduct of the Council’s Civic Functions, Awards and Ceremonies. It also provides guidance on how council manages protocol around holding citizenship ceremonies, community awards and flying of flags at council locations.

**1.1 Background**

The City of Holdfast Bay (Council) is proud of its heritage, citizens and community volunteers and so chooses to recognise various events and the contributions made by members the community through ceremonies and the presentation of awards.

Australia Day is an opportunity for everyone to get together and celebrate as we embrace the opportunities that are available to us as a contemporary, diverse and democratic nation. It is a chance to celebrate our Australian citizenship as the bond which unites us all, whether we are Australian by birth or by choice.

Council recognises that Australia Day is a significant day to welcome new citizens to our community and to recognise achievement. In keeping with Federal Government policy the Council holds ceremonies at regular intervals throughout the year.

The Council holds a number of functions throughout the year which includes, but not limited to, official openings and launches, official visits, civic receptions.

**1.2 Purpose**

This policy provides a clear statement to Council’s commitment to recognising individuals that contribute to the development and maintenance of the community.

This policy provides a clear statement regarding the types of awards, civic functions and ceremonies held by the Council.

**1.3 Scope**

This policy applies to all citizens or other personnel that provide services or support in any manner to the municipality.

**1.4 Definitions**

*Proclamation Day* refers to 28 December each calendar year and is also known as

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Commemoration Day and marks the establishment of government in South Australia with the reading of the Proclamation by Governor John Hindmarsh on 28 December 1836. .

*Citizenship Ceremony* refers to the ceremonial occasion where approved candidates have their Australian Citizenship conferred.

*Home Games of the Glenelg Football Club* refers to the hosting of guests (Council Volunteers and Community Groups) at home matches of the Glenelg Football Club throughout the year.

*Civic Function* refers to an official Council function held for a specific purpose (i.e. official opening) which has been approved by Council resolution.

*Official Visits* refers to hosting guests from interstate and international local governments.

*Presiding Officer* a person who has been authorised in writing by the Australian Government to confer citizenship.

*Days of National Commemoration* refers to Anzac Day and Remembrance Day.

*Local Government Election* refers to a general election under the *Local Government Act 1999*.

## 1.5 Strategic Reference

A Place that Provides Value for Money

A Place that Provides Choices and Enhances Life

## 2. PRINCIPLES

### 2.1 The Proclamation Day Ceremony and Commemoration

- a. The Proclamation Day Ceremony and Commemoration will be held on 28 December each year regardless of when the public holiday is held.
- b. The format of the ceremony and celebrations is to be endorsed by Council each year.
- c. The invitation list for the Proclamation Day Ceremony and Commemoration will be determined by the Mayor and Chief Executive Officer.

### 2.2 Australia Day - Community Awards and Citizen of the Year Awards

- a. That a selection panel be formed to assess nominations comprised of the Mayor, Elected Members and Staff.
- b. That up to four awards will be presented in any one year, with not more than two awards presented in any category. The awards are: -
  - i. "Citizen of the Year"
  - ii. "Young Citizen of the Year"

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- iii. "Community Event of the Year "
- iv. "Local Hero"
- c. A Member of Council shall not be nominated for an Award while they are in office.
- d. Recipients of Awards shall be residents of the City of Holdfast Bay or have made a significant contribution to the Holdfast Bay Community.
- e. That the selection panel will use the Australian of the Year Awards criteria.
- f. Community Recognition awards provide unique recognition for some of the outstanding work of volunteers, local organisations, schools, community groups, individuals, sporting teams and clubs and are part of Council's commitment to strengthening community participation within the City of Holdfast Bay and are presented as part of the Australia Day celebrations.

### 2.3 Recognition of Elected Member Service

- a. At the Australia Day ceremony, following a Local Government Election, is an appropriate occasion to recognise retiring and non-retired elected members' contributions to the community during their time on council.
- b. From time to time Elected Members serve the community of Holdfast Bay for more than three terms. The Council recognises the value of this sustained community service and recognises their individual contribution by placing their names and years of service to the Honour Board in the Council Chamber at Glenelg.

### 2.4 Citizenship Ceremonies

- a. Australian citizenship is an important common bond for all Australians and lies at the heart of a unified, cohesive and inclusive Australia.
- b. Citizenship ceremonies conducted by the council must fulfil the legal requirements prescribed by the *Australian Citizenship Act 2007* and the *Australian Citizenship Regulations 2007*.
- c. Citizenship ceremonies are conducted under the authority of the Australian Government minister responsible for citizenship matters and in accordance with the Australian Citizenship Ceremonies Code.
- d. The Minister has authorised the Mayor, Deputy Mayor and Chief Executive Officer (or those acting in the position) to be the Presiding Officer at a Citizenship Ceremonies.
- e. Citizenship Ceremonies are a public ceremony which provides an important opportunity to formally welcome new citizens as full members of the Australian community.

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- f. Citizenship ceremonies are to be held in an apolitical, bipartisan and secular manner involving all three tiers of government.

### 2.5 Civic Receptions and Functions

- a. The Council will determine whether a civic reception or function is to be held for any purpose. Civic receptions or functions may include the recognition of community achievement, Proclamation Day and Australia Day.
- b. The invitation list to all civic receptions or civic functions will include:
  - i. All elected members of the City of Holdfast Bay
  - ii. The senior leadership team of the City of Holdfast Bay
  - iii. All State and Federal members of parliament for the Council area
  - iv. The remainder of the invitation list for any civic reception or function will be determined in consultation with the Mayor and Chief Executive Officer
- c. Where the civic reception or function is part of a wider community celebration the organisers of the event will determine the invited guests in consultation with the Mayor and Chief Executive Officer.
- d. The costs for a civic reception held in conjunction with a community organisation will be shared equally between the organisations.

### 2.6 Official Visits

- a. The Mayor and Chief Executive Officer may host receptions with light refreshments for visiting dignitaries and visitors from other local authorities from Australia and overseas.
- b. The receptions will be held to ensure that Council is seen in the best possible manner.
- c. The invitation list for official visits will include:
  - i. All elected members of the City of Holdfast Bay
  - ii. The Senior Leadership Team of the City of Holdfast Bay
  - iii. The remainder of the invitation list for any official visit will be determined in consultation with the Mayor and Chief Executive Officer

### 2.7 Official Openings or Launches of Council Services and Facilities

- a. Official openings or launches of Council Services and Facilities will occur when the council resolves that it is appropriate or where the grant funding for the project requires an official opening to be held.
- b. Government ministers will be invited to conduct the official opening where the grant funding stipulates this to occur.
- c. The invitation list for official openings will include:
  - i. All elected members of the City of Holdfast Bay

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- ii. The Senior Leadership Team of the City of Holdfast Bay
- iii. Council Administration and any community members involved in the project
- iv. The remainder of the invitation list for any official opening or launch will be determined in consultation with the Mayor and Chief Executive Officer.

2.8 In the absence or unavailability of the Mayor the Deputy Mayor may undertake Civic and Ceremonial duties on behalf of the City

### 2.9 Flags

- a. The flying of flags is an important civic function and a consistent approach to the flying of flags in the care and control<sup>1</sup> of the Council is necessary to ensure that all locations are managed appropriately.

The City of Holdfast Bay as a minimum will fly at all of its locations<sup>2</sup>, on all occasions, under its care and control<sup>1</sup> the Australian National Flag and the Aboriginal flag.

- b. Flags will be flown in accordance with the protocols issued by the Australian Government.
- c. Flags can be flown if they are:
  - An Australian national flag recognised by the Australian Government pursuant to the *Flags Act 1953*, including subsequent proclamations such as that for the Australian Aboriginal flag
  - The South Australian State Flag
  - The City of Holdfast Bay ensign (bearing the Council's official logo)
  - Flags of another nation, subject to Council approval, and the appropriate permissions have been sought.
- d. The Council will approve the flying of other flags when appropriate. Organisations and individuals who wish the Council to display their flag must apply for approval 8 weeks prior to the display date, the Council may request information regarding the flag's design and relevance to the City of Holdfast Bay. Organisations will need to provide the approved flag for display.
- e. Flags will be flown at half-mast for days of National Commemoration and when directed by the Australian or State Governments through a published broadcast from the Commonwealth Flag Network or Protocol Unit of the Department of the Premier and Cabinet.

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<sup>1</sup> Flag Pole Locations: Brighton Civic Centre (2 Internal Halyard Poles), Moseley Square, Glenelg (6 Internal Halyard Poles), Holdfast Shores – Anzac Plaza (1 Internal Halyard Pole) and Brighton War Memorial (1 pole) – only used on Anzac Day.

<sup>2</sup> Where there is more than one flag pole.

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- f. Flags will not be flown in severe weather conditions.

## 3. REFERENCES

### 3.1 Legislation

- *Local Government Act 1999*
- *Australian Citizenship Act and Regulations 2007 (Cth)*
- *Flags Act 1953 (Cth)*

### 3.2 Other References

Australian Citizenship Ceremonies Code -  
<http://www.border.gov.au/Trav/Citi/pathways-processes/Citi/Organising-a-ceremony>

Australian of the Year Awards Criteria -  
<http://www.australianoftheyear.org.au/the-awards/criteria/>

Australian National Flag Protocols -  
<https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>