

CIVIC FUNCTIONS, AWARDS, CEREMONIES AND OPENINGS

1. Purpose

This policy provides guidance on the conduct of the Council’s civic functions, awards and ceremonies. It also provides guidance on how Council manages protocols around but not limited to official openings and launches, sod turning, unveilings, official visits and formal civic receptions and flying of flags at Council locations.

2. Scope

This policy applies to the whole of Council, including Alwyndor, and any other persons involved in events and activities relevant to this policy.

This policy does not apply to other government representatives in attendance or events without official protocols or associated formalities, such as the Glenelg Christmas Pageant or Santos Tour Down Under.

3. Roles and Responsibilities

Council	Adopt a policy outlining the principles for civic functions, awards, ceremonies and openings.
Council Members	Maintain a thorough understanding of the policy to ensure obligations and requirements are fulfilled.
Chief Executive Officer	Ensure civic functions, awards, ceremonies and openings are organised/held in accordance with the principles contained in policy. Provide necessary approvals as outlined in policy.
General Manager Community & Business and Manager City Activation	Accountable for maintaining, reviewing and updating the policy. Assist council members in the administration of the policy.
Executive Officer & Assistant to the Mayor	Assist council members in the administration of the policy.
Executive Assistant to GM Community & Business	Accountable for ensuring that proper protocols are followed and managing the administrative aspects of an event.
Event Coordinator	Accountable for planning, organising, and executing the various events.

4. Policy Statement

The Proclamation Day Ceremony and Commemoration

- 4.1 The Proclamation Day Ceremony and Commemoration will be held on 28 December each year regardless of when the public holiday is declared.
- 4.2 Kurna representatives will be appropriately consulted in the planning of the ceremony and commemoration.
- 4.3 The format of the ceremony and commemoration is to be endorsed by Council each year.
- 4.4 The invitation list for the Proclamation Day Ceremony and Commemoration will be determined by the Mayor and Chief Executive Officer.

Australia Day - Community Awards and Citizen of the Year Awards

- 4.5 A selection panel will be formed to assess nominations for the Australia Day Community Awards and Citizen of the Year Awards, comprised of the Mayor, two (2) Elected Members, and the Chief Executive Officer.
- 4.6 The selection panel will use the National Australia Day Council, Australian of the Year Awards criteria.
- 4.7 That up to four awards will be presented in any one year, with no more than two awards presented in any category. The awards are:
 - Citizen of the Year
 - Young Citizen of the Year
 - Community Event of the Year
 - Local Hero.
- 4.8 A member of Council shall not be nominated for an award while they are in office.
- 4.9 Recipients of awards shall be residents of the City of Holdfast Bay or have made a significant contribution to the Holdfast Bay Community.

Days of National Commemoration

- 4.10 Local RSL branches hold commemorative events at Glenelg and Brighton on Anzac Day (25 April) and Remembrance Day (11 November) each year.
- 4.11 Council may provide logistical support for these events, although the order of service and invitation list is the responsibility of the relevant RSL branch.

Recognition of Elected Member Service

- 4.12 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.
- 4.13 From time to time, Elected Members serve the community of Holdfast Bay for more than 10 years. The Council recognises the value of this sustained community service and recognises their individual contribution by placing their names and years of service on the Honour Board in the Council Chamber at the Glenelg Town Hall.

Citizenship Ceremonies

- 4.14 Australian citizenship ceremonies provide a chance to celebrate citizenship as the bond which unites us all, whether we are Australian by birth or by choice.
- 4.15 Citizenship ceremonies conducted by the Council must fulfil the legal requirements prescribed by the *Australian Citizenship Act 2007* (Cth) and the Australian Citizenship Regulations 2007 (Cth).

- 4.16 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.
- 4.17 The Minister has authorised the Mayor, Deputy Mayor and Chief Executive Officer (or those acting in the position) to be the Presiding Officer at Citizenship Ceremonies.
- 4.18 Citizenship Ceremonies are a public ceremony which provides an important opportunity to formally welcome new citizens as full members of the Australian community.
- 4.19 Citizenship ceremonies are to be held in an apolitical, bipartisan and secular manner involving all three tiers of government.

Civic Receptions and Functions

- 4.20 The Chief Executive Officer will determine whether a civic reception or function may be held, or whether to refer the decision to Council. Civic receptions or functions may include the recognition of community achievement, Proclamation Day and Australia Day.
- 4.21 The invitation list to all civic receptions or civic functions will include:
- all Elected Members of the City of Holdfast Bay.
 - the Senior Leadership Team of the City of Holdfast Bay.
 - all State and Federal members of parliament for the Council area.
- 4.22 The remainder of the invitation list for any civic reception or function will be determined collaboratively by the Mayor and Chief Executive Officer.
- 4.23 The costs for a civic reception held in partnership with a community organisation will be shared equally between the organisations.

Official Visits

- 4.24 The Mayor and Chief Executive Officer may host receptions with light refreshments for visiting dignitaries and visitors from Australia and overseas, local authorities and state government representatives.
- 4.25 The receptions will be held to ensure that Council is seen in the best possible manner.
- 4.26 The invitation list for official visits will include:
- all elected members of the City of Holdfast Bay.
 - the Senior Leadership Team of the City of Holdfast Bay.
- 4.27 The remainder of the invitation list for any official visit will be determined collaboratively by the Mayor and Chief Executive Officer.

Official Openings Exhibitions and Facilities

- 4.28 Official openings, and launches of council services, exhibitions or facilities will occur when
- deemed appropriate by the Chief Executive Officer.
 - where associated grant or other Agreements require an official opening.
 - otherwise deemed appropriate by Council.
- 4.29 Government ministers will be invited to conduct the official opening where the grant funding stipulates this must occur, or when deemed appropriate by the Chief Executive Officer or Council.
- 4.30 The invitation list for official openings, exhibitions and facilities may include:
- all elected members of the City of Holdfast Bay
 - the Senior Leadership Team of the City of Holdfast Bay
 - Council Administration and any community members involved in the project/activity, and
 - representatives of the firms involved in the design and construction of the relevant facility/ infrastructure.
- 4.31 The remainder of the invitation list for any official visit will be determined collaboratively by the Mayor and Chief Executive Officer.

Protocols and administration

- 4.32 The Protocols and administration for Proclamation Day Ceremony and Commemoration, awards, citizenship ceremonies, official visits and openings is coordinated and managed by the General Manager Community & Business.
- 4.33 The administration for the recognition of Elected Member service is coordinated and managed by the Office of the Chief Executive.
- 4.34 In the absence or unavailability of the Mayor, the Deputy Mayor may undertake Civic and Ceremonial duties on behalf of the Council.

Flags

- 4.35 The flying of flags is an important civic function and a consistent approach to the flying of flags in the care and control of the Council is necessary to ensure that all locations are managed appropriately.
- 4.36 The City of Holdfast Bay will on all occasions, at a minimum, fly at all locations under its care and control¹ the Australian National Flag and the Aboriginal Flag².
- 4.37 Flags will be flown in accordance with the protocols issued by the Australian Government.

Flags may be flown if they are:

- 4.38 An Australian national flag recognised by the Australian Government pursuant to the *Flags Act 1953* (Cth).
- 4.39 The Australian Aboriginal Flag.
- 4.40 The Torres Strait Islander Flag.
- 4.41 The South Australian State Flag.
- 4.42 The City of Holdfast Bay ensign (bearing the Council's official logo).
- 4.43 The Pride Flag (on an annual basis during the Feast Festival, in support of the LGBTIQ+ community and consistent with Council's policies).
- 4.44 Flags of another nation, subject to Council's approval, and subject to the appropriate permissions being sought.
- 4.45 Flags flown in a symbolic gesture of inclusiveness and multiculturalism, subject to Council's approval, and subject to the appropriate permissions being sought.

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.

Other commemorations

- 4.46 Other requests for commemorations, such as lighting up buildings or other infrastructure, will be considered in the first instance by the Chief Executive Officer, and referred to Council if necessary.

¹Flag 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.

² Where there is more than one flag pole.

5. Definitions

Key term or acronym	Definition
Australia Day	means the national public holiday known as Australia Day, currently held on 26 January each calendar year
Proclamation Day	means 28 December each calendar year and is also known as Commemoration Day. It marks the establishment of government in South Australia with the reading of the Proclamation by Governor John Hindmarsh on 28 December 1836. The day also acknowledges the settlement of South Australia and the displacement this caused for Aboriginal South Australians.
Citizenship Ceremony	means the ceremonial occasion where approved candidates have their Australian Citizenship conferred.
Civic Function	means to an official Council function held for a specific purpose (for example, official openings) with delegates from local and state government often in attendance.
Official Visits	means to host guests from interstate and international local governments and other agencies.
Presiding Officer	means a person who has been authorised in writing by the Australian Government to confer citizenship.
Days of National Commemoration	means Anzac Day and Remembrance Day.
Local Government Election	means to a general election under the <i>Local Government Act 1999</i> .

6. Administration Use Only

Reference Number:	Document Set ID 4787170
Strategic Alignment:	<p>Council's vision for 2050+ is, in part, to create "a welcoming and healthy place for all in South Australia's most sustainable city". Furthermore, Council's Strategic Plan <i>Our Holdfast 2050+</i> includes the following aspirations:</p> <ul style="list-style-type: none"> • our residents and visitors feel safe, healthy and connected no matter their age and ability. • arts and culture create vibrancy, celebrate creativity, and encourage people to connect with country, place and each other.
Strategic Risk:	Poor or ineffective Community Service delivery

Responsible Officer(s):	General Manager Community & Business Manager City Activation Executive Officer & Assistant to the Mayor Executive Assistant to GM Community & Business Event Coordinator
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Applicable Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Australian Citizenship Act 2007 (Cth) and Australian Citizenship Regulations 2016 (Cth)</i> • <i>Flags Act 1953 (Cth)</i>
Related Policies:	Flag Procedure
Other Reference Documents:	<ul style="list-style-type: none"> • Australian Citizenship Ceremonies Code - https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf • Australian of the Year Awards Criteria - https://australianoftheyear.org.au/nominate • Australian National Flag Protocols - https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols • City of Holdfast Bay Flying of Flags Procedure • Council's Inclusion Policy • Council's Anti-Discrimination Policy • Vice Regal Guidelines - https://www.governor.sa.gov.au/office-of-the-governor/vice-regal-guidelines • State protocols and acknowledgements State protocols and acknowledgements Department of the Premier and Cabinet (dpc.sa.gov.au)