

### 1 PURPOSE

This policy exists to provide a consistent framework for Council when considering the hosting of receptions and ceremonies for various purposes.

### 2 OBJECTIVE

This policy aims to:

- a) Describe the types of ceremonies and receptions that are conducted;
- b) Inform the community about the various civic ceremonies that take place in Burnie; and
- c) Provide consistency in determining when receptions are appropriate;

### 3 SCOPE

This policy applies to civic and welcome receptions hosted by the Burnie City Council.

### 4 POLICY

#### 4.1 Types of Receptions and Ceremonies

This policy addresses the following types of receptions and ceremonies:

- a) Civic Receptions
- b) Civic Ceremonies (Anzac Day, Remembrance Day)
- c) Citizenship Ceremonies
- d) Freedom of Entry Ceremonies
- e) Welcome to City
- f) Other Receptions

#### 4.2 Civic Receptions

A Civic Reception is a formal reception event under the auspices of the Council for a civic purpose such as the welcoming of dignitaries, a visiting monarch, or official visitors to the City. An important role of the Mayor is to greet official visitors to the city.

Civic Receptions will be arranged where appropriate in consultation with the visiting party and the Mayor.

Protocols for civic ceremonies will be observed in accordance with the requirements of the visiting guest or organisation being recognised. (For example, royal protocols, official dignitaries, military events.)

## 4.3 Civic Ceremonies

### 4.3.1 Anzac Day

*“Anzac Day commemorates the landing of Australian and New Zealand Army Corps (ANZAC) troops on the Gallipoli Peninsula in Turkey in 1915. It became established as a national day of commemoration in the 1920s. The meaning of the day now includes all those who fought in Australia’s military operations.”* Australian Protocol and Procedures, 2007.

A public holiday for Anzac Day always takes place on 25 April.

The Anzac Day Ceremonies in Burnie are conducted by the Returned Services League of Australia (RSL) at the Burnie Park Cenotaph each year on 25 April, with support from Burnie City Council.

The ceremonies include:

- a dawn service; and
- an 11am service following the ex-servicemen’s march through the City

The Mayor (or Deputy Mayor) will represent the City of Burnie in laying a wreath at the cenotaph.

Other organisations wishing to take part in the ceremony by laying a wreath may do so by registering with the Burnie City Council. An advertisement calling for participants is published in the newspaper in the weeks prior to the event.

On Anzac Day at the Council Chambers, the Australian National Flag and Tasmanian Flag will be flown at half-mast until noon.

### 4.3.2 Remembrance Day

*“Remembrance Day was previously known as Armistice Day and commemorates the suspension of hostilities and the initiation of peace talks by countries taking part in the First World War.”* Australian Protocol and Procedures, 2007.

The Remembrance Day Ceremony is conducted by the Returned Services League of Australia (RSL) at the Burnie Park Cenotaph each year on 11 November.

Remembrance Day is not a public holiday in Australia, however it is customary for one minute’s silence to be observed at 11.00am.

## Ceremonies and Receptions Policy

Approved By: **Council**  
Doc Controller: **Executive Manager**  
**Corporate Governance**  
File: 4/14/2

Document Code: **CP-CCS-CG-043**  
Version: **4.0**  
Approved Date: **26 Mar 2024**  
Next Review Date: **26 Mar 2028**

The Mayor (or Deputy Mayor) represents the City of Burnie in laying a wreath at the cenotaph.

Other organisations wishing to take part in the ceremony by laying a wreath may do so at the ceremony. An advertisement calling for participants is published in the newspaper in the weeks prior to the event.

On Remembrance Day, the Australian National Flag and Tasmanian Flag will be flown at half-mast between 10.30am and 11.02am.

*“Red poppies are often worn as signs of remembrance on 11 November, and on Anzac Day. The Flanders poppy was seen to be one of the first living things to reappear on the Western Front battlefields such as Ypres, and soldiers attributed their bright red colour to having been drenched by the blood of their fallen comrades.”* Australian Protocol and Procedures, 2007.

The Burnie RSL sells red poppy pins in the week leading up to Remembrance Day.

#### 4.4 Citizenship Ceremonies

Burnie City Council conducts citizenship ceremonies in conjunction with the Department of Home Affairs.

Citizenship ceremonies will be scheduled periodically throughout the year, dependent on conferee numbers. Council must hold a ceremony on Australia Day, or within the three days prior or the three days after Australia Day, in accordance with the Australian Citizenship Ceremonies Code. Where possible, ceremonies will also be scheduled for Australian Citizenship Day (17 September), and during Refugee Week in June.

The Mayor facilitates the ceremony in accordance with relevant legislation and the protocols set out in the Australian Citizenship Ceremonies Code. Practical information is available on the Department of Home Affairs website, under Citizenship.

#### 4.5 Freedom of Entry Ceremonies

*“Traditionally, the Freedom of Entry is granted to units of the defence forces with a significant attachment to a particular city. The practice of Freedom of Entry originated in medieval Europe, when a special privilege of entry within the walls of cities might be granted to a band of armed men, entry otherwise denied to them because of the threat of attacks and looting. The Freedom of Entry permitted the armed band to march through the granting city ‘with swords drawn, bayonets fixed, drums beating, bands playing, colours flying and in full panoply or regalia’. The practice is now ceremonial, representing the highest honour bestowed by a city or town on a military unit.”* Australian Protocol and Procedures, 2007.

Freedom of Entry Parades and receptions are conducted in consultation with the Australian Defence Force personnel and the relevant protocols that apply.

### 4.6 Welcome to City

Where organisations are conducting a major event, Council may consider a small financial contribution of support. (Examples include a national conference or competition).

In considering financial contribution, the Council will have regard for the following criteria:

- The significance of the occasion to the community of Burnie (type and size of event);
- The expected participation in the event (spectators and participants as relevant);
- The economic value that the event brings to Burnie (for example in visitor numbers, bed nights);
- The contribution of the host organisation to Burnie (a qualitative indicator); and
- The nature of the host organisation (for profit or not-for-profit) and its role in the community.

Where a special ceremony is being arranged by the host organisation in conjunction with its major event, the Mayor or their delegate will be available to offer a short Welcome to City speech, or other role as appropriate.

### 4.7 Other Receptions

From time to time, Council may at its discretion, choose to host a reception for a specific purpose that does not fall within the above categories.

Where receptions are considered for the purpose of honouring or celebrating a major achievement, consideration should first be given to the following relevant policies, to ensure that other appropriate avenues of recognition have been pursued:

- Community Recognition Policy CP-CCS-CG-041

## 5 LEGISLATION

Flags Act 1953  
Australian Citizenship Act 2007  
Australian Citizenship Regulations 2007

## 6 RELATED DOCUMENTS

Australian Citizenship Ceremonies Code  
Flying of Flags Policy CP-CCS-CG-015

## Ceremonies and Receptions Policy

Approved By: **Council**  
 Doc Controller: **Executive Manager**  
**Corporate Governance**  
 File: 4/14/2

Document Code: **CP-CCS-CG-043**  
 Version: **4.0**  
 Approved Date: **26 Mar 2024**  
 Next Review Date: **26 Mar 2028**

Community Recognition Policy CP-CCS-CG-041

*Australian Protocol and Procedures*, Sir Asher Joel and Helen Pringle, published by University of New South Wales Press Ltd, 2007

Policy Endorsement	
Responsibility:	<p>It is the responsibility of the General Manager to ensure the integrity of this policy is maintained at all ceremonial events.</p> <p>It is the responsibility of the Executive Assistant to the General Manager to oversee the conduct of Citizenship ceremonies and provide support to Anzac Day and Remembrance Day ceremonies.</p> <p>It is the responsibility of the Governance Unit to maintain this document in the Corporate Document Framework.</p> <p>It is the responsibility of the Customer Services Unit to ensure flags are flown in accordance with <i>the Flying of Flags Policy</i>.</p>
Minute Reference:	Item AO049-24
Council Meeting Date:	26 March 2024
Strategic Plan Reference:	<p>Strategy 1.2.4</p> <p>Support civic events within the community.</p>
Previous Policies Replaced:	This policy replaces the previous Ceremonies and Receptions Policy CP-CBS-SG-043 version 3.0 as adopted by Council on 22 February 2022, Item AO028-22.
Date of Commencement:	27 March 2024
Publication of policy:	Members of the public may inspect this policy at the City Offices where copies can be obtained free of charge. Alternatively it can be accessed on Council's website ( <a href="http://www.burnie.net">www.burnie.net</a> )