

Title	Civic Hospitality & Gifts
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

This policy provides the authority and guidance for civic hospitality including functions, entertainment and gifts.

Policy Statement

One of the roles of the Mayor is to carry out civic and ceremonial duties on behalf of the local government. A program of events and budget is approved each year to provide civic hospitality such as functions to recognise community volunteers; pioneers; and individuals and organisations who contribute significantly to the City. The program may vary from year to year at the discretion of the Mayor and Chief Executive Officer.

The Mayor approves invitation lists and generally partners are included. Some events are tailored to the guests and the following guidance should be used.

(1) Pioneers Event:

A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City of Cockburn for at least 60 years. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Councillors of the City; and the City's Executive.

(2) Annual Civic Function:

The City hosts an annual function to recognise individuals and organisations who contribute significantly to the City's development. This event may also be combined with other events such as a milestone celebration (40th Anniversary of the City of Cockburn).

The guest list is drawn from:

1. State and Federal Parliamentary Representatives, whose electorates are contained within the District;
2. Honorary Freeman of the City;
3. Mayor and Councillors of the City;
4. Mayor and CEO of adjoining local government Districts;
5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate;

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6. Representatives of local business and industries within the City of Cockburn, as considered appropriate;
7. Representatives of community organisations within the district, with whom Council has an association. A maximum of one (1) representative per organisation, per year, will be invited;
8. Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering and voluntary support within the community of Cockburn. Such individuals may include former Elected Members;
9. The Aboriginal Reference Group (ARG) - Co Chairs;
10. City's Executive; and
11. Staff (maximum three per year) at the discretion of the CEO.

Elected members may suggest up to six names of individuals in total, for consideration as guests drawing from individuals who fall within point's six to eight above.

(3) Volunteer Emergency Services Event:

An annual event is usually held to acknowledge the contribution of volunteers from local emergency service organisations. The guest list is comprised of:

1. Members of the Department of Fire and Emergency Services (DFES);
2. Members of State Police;
3. Volunteers from local Bushfire Brigades;
4. Volunteers from Cockburn Volunteer Sea, Search and Rescue (CVSSR);
5. Local representatives of the State Emergency Services;
6. Relevant City Reference Group members;
7. Mayor and Councillors of the City; and
8. Staff (maximum five per year) at the discretion of the CEO.

Due to Council's duty of care and the size of this event, those under 18 years are not invited where the event is held on licensed premises.

(4) Hospitality

Other than the events listed, the Mayor, Councillors and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Elected Members area of the Administration Building.

The Mayor and/or Chief Executive Officer may also offer hospitality off site such as meals and refreshments consumed by Elected Members and other stakeholders during tours of facilities, site inspections and meetings where these are relevant to the City of Cockburn. This authority is extended to Councillors when the Mayor is not present.

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The Mayor and/or Chief Executive Officer may also offer hospitality or a small gift (up to \$200) to recognise a milestone achieved or notable civic act performed by an Elected Member or community member.

(5) Promotional Gifts and Mementos

The Mayor and/or Chief Executive Officer may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations whether local, interstate or overseas. Councillors may request such items through the Chief Executive Officer. A budget is to be provided for such items.

Strategic Link:	Strategic Community Plan
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Lead Business Unit:	Strategy and Civic Support
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