

## Policy Type

---

Council

## Policy Purpose

---

To guide the City of Cockburn's (City) hospitality functions, gifts and entertainment, ensuring transparency, inclusivity and sustainability.

## Policy Statement

---

### (1) Objective

- 1.1 The objective of this policy is to establish a framework for civic events and hospitality that promotes community engagement, recognises significant contributions, and upholds good governance, sustainability, and inclusivity principles.

### (2) Scope

- 2.1 This policy applies to all civic hospitality, including events, gifts, and entertainment hosted by the City. It covers interactions with Elected Members, City staff, external stakeholders, and the community, ensuring compliance with relevant legislation.

### (3) Annual Events

#### 3.1 Program

- 3.1.1 A program of events and budget is approved each year to provide hospitality such as functions to recognise community volunteers, pioneers and individuals and organisations who contribute significantly to the City.
- 3.1.2 The program may be varied by decision of Council, in consultation with the Chief Executive Officer (CEO).
- 3.1.3 The CEO, in consultation with the Mayor approves invitation lists and generally partners are included.
- 3.1.4 Events may be tailored to the guests and should be guided by this policy.

#### 3.2. Pioneers Event:

- 3.2.1 A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area.
- 3.2.2 To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City for at least 60 years.

3.2.3 The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Elected Members of the City; the Aboriginal Reference Group Co-Chairs and the City's Executive.

### 3.3 Annual Civic Function:

3.3.1 The Mayor and Councillors host an annual function to recognise individuals and organisations who contribute significantly to the City's development.

3.3.2 This event may also be combined with other events such as a milestone celebration (Anniversary of the City of Cockburn).

3.3.3 The guest list is drawn from:

- State and Federal Parliamentary Representatives, whose electorates are contained within the District;
- Honorary Freeman of the City;
- Mayor and Councillors of the City;
- Mayor and CEO of adjoining local government districts;
- Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
- Representatives of local business and industries within the City of Cockburn, as considered appropriate\*;
- Representatives of community organisations within the district, with whom the City has an association. A maximum of one (1) representative per organisation, per year, will be invited\*;
- 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\*;
- The Aboriginal Reference Group (ARG) - Co Chairs;
- City's Executive; and
- Staff (maximum three per year) at the discretion of the CEO.

3.3.4 Elected Members may invite up to six named individuals in total from the categories identified by \* at 3.3.3, as guests.

3.3.5 Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest.

### 3.4 Volunteer Emergency Services Event:

3.4.1 An annual event is held to acknowledge the contribution of volunteers from local emergency service organisations.

3.4.2 The guest list is comprised of:

- Members of the Department of Fire and Emergency Services (DFES);
- Members of State Police;
- Volunteers from local Bushfire Brigades;
- Volunteers from Marine Rescue Cockburn;
- Local representatives of the State Emergency Services;
- Relevant City Reference Group members;
- Mayor and Councillors of the City;
- Local, State and Federal Parliamentary representative whose electorates are contained within the District; and
- Staff as determined by the CEO.

3.4.3 Trainees and volunteers under 18 years of age are not invited to attend this event.

4. Hospitality

- 4.1 Other than the events listed, the Mayor, Councillors, and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Function Room, Dining Room and Elected Members area of the Administration Building, provided that, in the case of the Mayor and Elected Members, they first advise and receive confirmation from the Chief Executive Officer for any proposed hospitality.
- 4.2 The Chief Executive Officer may also authorise 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.
- 4.3 The Mayor and/or Chief Executive Officer may also offer hospitality to recognise a milestone achieved or notable civic act performed by a community member.

5. Promotional Gifts and Mementos

- 5.1 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
- 5.2 A set budget covers these expenditures, ensuring fairness and transparency.
- 5.3 Elected Members may make recommendations for recipients through the Chief Executive Officer.

Related Legislation and Documents:

1. *Liquor Control Act 1988*
2. Consumption of Alcohol in the Workplace Guideline

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 May 2025
Next Review Due: (Governance Purpose Only)	May 2027
ECM Doc Set ID: (Governance Purpose Only)	8030117