

POL	ANNUAL CIVIC DINNER – GUEST LIST	SC50
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POLICY CODE:	SC50
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 June 2013
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 23 May 2013	28 November 2013 24 August 2017
OCM:	14 February 2013	12 December 2013

BACKGROUND:

Council has traditionally conducted an Annual Civic Dinner towards the end of each calendar year to acknowledge the contribution of stakeholders to the District.

PURPOSE:

To provide guidance to the Mayor and Chief Executive Officer (CEO) in compiling an appropriate guest list for this function.

POLICY:

- (1) The City will host an Annual Civic Dinner function to recognise individuals and organisations who have contributed significantly to the past success of the City and / or key stakeholders in the future development of the City.
- (2) The function will be scheduled on a selected date towards the end of each calendar year and will be normally conducted in the Council Reception Area, but may be held at another venue if considered appropriate to do so by the Mayor and CEO, following consultation with councillors.
- (3) The guest list will be comprised of the following:
 1. State and Federal Parliamentary Representatives, whose electorates are contained within the District,
 2. Honorary Freeman of the City,

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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,
 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, per Elected Member, will be invited,
 8. Individuals who have contributed to the community/District, 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; and
 9. Staff (maximum 8 per year) at the discretion of the CEO.
- (4) Invitations to all guests will include partners.
 - (5) Elected members may submit the names of up to six (6) persons from the categories as contained in Clause (3) 5 to 8 above to be considered for inclusion on the guest list for the function.
 - (6) The Mayor and CEO will finalise the guest list and arrange for invitations to be sent.
 - (7) The Mayor will advise the relevant councillor of any person nominated by that councillor not considered to be qualified for inclusion on the guest list, in accordance with this Policy. The councillor will have the opportunity to substitute alternative names in these instances.