

POL	DISTRIBUTION OF CITY OF COCKBURN PROMOTIONAL ITEMS & MATERIAL	AC4
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POLICY CODE:	AC4
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 June 2001
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

From time to time, Council produces items for promotional purposes for use as gifts or give away mementos to guests or associates of the City or at Civic functions held by Council.

PURPOSE:

To define the occasions upon which these items may be dispensed by Council representatives.

POLICY:

Promotional items and gifts produced for the City of Cockburn shall be secured and accounted for by the Chief Executive Officer (CEO).

These materials are available for distribution by Elected Members and senior staff on occasions of hosting Civic receptions, or attending functions on goodwill visits to other organisations either locally, interstate or overseas.

The materials may be made available to any Elected Member (by the Mayor), or Council Officer (by the CEO) as souvenir gifts to be provided to other persons or organisations as the result of attendance at a function or activity as a representative of the City.

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Elected Members may access a bulk supply of materials in advance by submitting a request to the CEO.