

CIVIC EVENTS POLICY

Responsible Directorate:	<i>Community & Place</i>
Responsible Service Unit:	<i>Place Management</i>
Contact Person:	<i>Manager Place Management</i>
Date of Approval:	<i>12 June 2023</i>
Council Resolution No:	<i>CE03-06/23</i>

1. POLICY STATEMENT

The City of Wanneroo (City) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Assist the Mayor to fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

Civic Event – A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.

Civic Event Calendar – The annual schedule of Civic Events.

Executive Leadership Team – The Chief Executive Officer (CEO) and the Directors.

4. SCOPE

This policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy.

5. IMPLICATIONS

This policy aligns with the following objectives within the Strategic Community Plan 2021 – 2031:

- 1 ~ *An inclusive and accessible city with places and spaces that embrace all*

- 1.1 - Value the contribution of all people*
- 1.4 - Bringing people together*

2 ~ A city that celebrates rich cultural histories, where people can visit and enjoy unique experiences

- 2.1 - Valuing cultures and history*

6 ~ A future focused city that advocates, engages and partners to progress the priorities of the community

- 6.1 - Advocate in line with community priorities*
- 6.3 - Build local partnerships and work together with others*

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

A Civic Events Calendar is developed annually, describing all scheduled and regular events, and including their planned dates and venues to facilitate effective event coordination.

Scheduled and regular Civic Events may include, but are not limited to, the delivery of Citizenship Ceremonies, including the Australia Day Ceremony and awards presentation, and volunteer and pioneer appreciation functions.

A Civic Event may be initiated for the following reasons:

- Acknowledgement of a significant achievement at a local, state, national or international level in sport, the arts, community service or charitable endeavours;
- Commemorative events that celebrate significant occasions of importance to the local community;
- Official Delegations (interstate or international);
- Ministerial/Cabinet/community relations;
- Official openings of Council facilities or other significant facilities within the City of Wanneroo; and
- To maintain effective and productive relationships with key stakeholders.

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor, in consultation with the CEO. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City. The purpose of such events is to ensure that the City's profile is enhanced, and that appropriate focus is provided to advancing the City's strategic objectives.

In consultation with the Mayor, the CEO will determine whether a civic event is to be held, the budget appropriate to the purpose of the event and the use of the Civic Centre facilities (if required).

7. ROLES AND RESPONSIBILITIES

The Mayor hosts all Civic Events and undertakes ceremonial duties on behalf of the City.

In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor or a member of the Executive Leadership Team.

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community & Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

9. EVALUATION AND REVIEW

This Policy will be reviewed every 3 years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Australia Day Awards Policy
- Council Members Recognition of Service Policy
- Welcome to Country Protocols Policy
- Access and Inclusion Plan
- Volunteer Policy

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
03 April 2012 – CD04-04/12	February 2014	10/1231
27 May 2014 – CS05-05/14	May 2016	14/97018
02 June 2020 – CE01-06/20	June 2023	14/97018[v2]
12 June 2023 - CE03-06/23	June 2026	14/97018[v3]