Civic Functions, Ceremonies and Receptions

**Policy Owner:** Manager Communications and Events  
**Contact Person:** Manager Communications and Events  
**Date of Approval:** 27 May 2014 – CS05-05/14

**POLICY OBJECTIVE**

To provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.

**POLICY STATEMENT**

To fulfil its civic objectives the City of Wanneroo will host various civic functions and receptions as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

Civic Functions, Ceremonies and Receptions

(i) The Mayor may host functions and receptions with light refreshments for local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas, in accordance with adopted budget.

(ii) The Chief Executive Officer authorises the approval of all civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Civic Centres.

(iii) All events will include the appropriate Welcome to Country address.

**SCOPE**

This policy applies to the Mayor and the Office of the Mayor staff, Elected Members, the Chief Executive Officer and the Office of the Chief Executive Staff, Executive Services, Community Capacity Building and Communications & Events team.

**BACKGROUND**

Every year, the City hosts several civic functions, ceremonies and receptions. This policy provides a brief description of each as well as protocols such as invitees.

The City of Wanneroo’s annual civic events calendar includes, but is not limited to the following:

1. **Citizenship Ceremonies**
The City hosts Citizenship Ceremonies on behalf of the Department of Immigration and Citizenship every four weeks in the Council Chamber, with the exception of Australia Day and will be coordinated by the Administration Officer, Communications and Events.

Ceremonies will, where possible, be scheduled on non-Parliamentary Sitting Days and where possible, will be held the same evening as Council Forum Sessions.

Responsible Unit: Communications and Events.

2. **Australia Day Ceremony and City of Wanneroo Australia Day Awards Presentation**

The Australia Day Citizenship Ceremony will be held on Australia Day at the Wanneroo Showgrounds incorporating a BBQ Breakfast.

In addition to the guest list detailed for Citizenship Ceremonies, further guests to be invited will be as per the “Australia Day Awards” Policy.

Responsible Unit: Communications and Events.

3. **Pioneers Lunch**

Each year, a function will be held to celebrate the City’s family of pioneers as well as award eligible people the title of Wanneroo Pioneer. To be eligible for the title of Wanneroo Pioneer, individuals must have lived in the City for 50 years or more of their adult life.

In line with Award of Title ‘Wanneroo Pioneer’ Policy, the bestowing of new Awards for both Pioneer and Honorary Pioneer will cease in 2016. However the recognition of the City’s Pioneers at a ‘Pioneer Lunch’ will continue after 2016.

Other invitees shall include all current Elected Members and their partners, the Chief Executive Officer, Freemen of the City, eligible former elected members and other relevant staff of the City at the discretion of the Chief Executive Officer.

Responsible Unit: Communications and Events, with cooperation from Community Capacity Building.

4. **Volunteers Appreciation function**

Each year, functions will be held to show the appreciation of the City to volunteers for the City. Communications and Events, in consultation with the relevant service units, will prepare invitee lists which shall include all City of Wanneroo volunteers who have been a volunteer for 12 months or more, all current Elected Members and their partners, eligible former Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

Responsible Unit: Communications and Events, with support from Community Capacity Building.
5. **City of Wanneroo Art Awards**

Each year, a function is held for the opening of the City’s Art Awards. The Chief Executive Officer is authorised to prepare a guest list, which shall include all current Elected Members and their partners, eligible former Elected Members, the Chief Executive Officer, other relevant staff of the City at the discretion of the Chief Executive Officer and all entrants to the City of Wanneroo Art Awards.

Responsible Unit: Community Capacity Building.

6. **Blessing of the Roads**

Each year, a Blessing of the Roads event will be held prior to Easter to highlight road safety issues and promote good driving practices. Invitees shall include Ministers of Religion and senior police as well as current Elected Members and their partners, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

Responsible Directorate: Infrastructure, with the support of Communications and Events.

7. **Corporate Charity Golf Day**

Each year, the City of Wanneroo hosts a Charity Golf Day at Carramar Golf Course to raise funds for Chaplaincy Services in our local State Government High Schools.

Invitations are sent to local businesses and contractors held with the City of Wanneroo, along with Elected members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer, inviting them to sponsor a team. Invitation list is approved by the Chief Executive Officer in the first instance.

At the conclusion of the event, a Cocktail Party is held along with a cheque presentation to a representative from YouthCARE.

Responsible Unit: Communications and Events.

8. **Civic Mayoral Receptions**

At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions and celebrate local milestones. These may include but are not limited to commemorating the opening of new or substantially refurbished Council facilities, recognising an achievement of substantial significance or to recognise notable visitors to the City. The invitation list shall be at their discretion but is to include all current Elected Members and their partners, the Chief Executive Officer, and other relevant staff of the City at the discretion of the Chief Executive Officer.

Catering is to be determined by the CEO in consultation with the Mayor and in consideration of its appropriateness to the purpose of the event. Protocol gifts may be provided by the City.
9. Ministerial/Cabinet Visits

The City may host visits to the District by State and Federal government Ministers and Shadow Ministers either individually or collectively as Cabinet to ensure that the City’s profile is enhanced and that appropriate focus is provided to the City’s strategic objectives.

The Chief Executive Officer in consultation with the Mayor may determine to host a Ministerial Visit, and in making the decision will have regard to ensure that such visits are for a purpose that advances the City’s strategic objectives.

In consultation with the Mayor, the Chief Executive Officer will determine a program that fulfils the objective of the visit and showcases the City. Protocol gifts may be provided by the City.

10. School Tours

The City may facilitate and host tours of the Civic Centre to promote greater knowledge and understanding of the role of local government.

School tours/visits should be facilitated where possible without negatively impacting on the operations of the City.

School tours will be facilitated and managed by the Office of the Mayor, who will provide information relevant to the role of local government and specifically the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders of this policy include Chief Executive Officer, Director Community Development, Manager Executive Services, Manager Community Capacity Building, Manager Asset Management, Coordinator Governance and the Communications and Events team.

IMPLICATIONS (Financial, Human Resources)

Costs related to coordinating the functions in this policy will be included in the operating budget of each responsible service unit.
IMPLEMENTATION

Communications and Events will submit an annual civic events calendar for information to the City’s Executive Management Team. Prior to the individual events, Communications and Events, Community Capacity Building and Infrastructure, will draft briefing notes and guest lists for each individual civic event detailing the respective date, venue and order of proceedings. Once these briefing notes have been endorsed, Communications and Events will execute the event.

ROLES AND RESPONSIBILITIES

The Manager Communications and Events is responsible for this policy together with the Coordinator Communications and Events.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

Mayor and Office of the Mayor; Elected Members; CEO and Office of the CEO; Directors, Managers, Coordinators; Community Capacity Building and Communications and Events.

EVALUATION AND REVIEW PROVISIONS

The following key performance indicator will be used to review this policy:

- Events delivered within scope and budget.

DEFINITIONS

Nil

RELEVANT POLICIES/ ManaGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Honorary Freeman of the City of Wanneroo
- Award of Title “Wanneroo Pioneer”
- Australia Day Award
- Recognition of Elected Members
- Use of the Civic Centre – Function Room and Public Areas
- Naming of Facilities and Recognition of Outstanding Community Contributions
- Youth Reward and Recognition
- Welcome to Country Protocols
- Swearing in and Induction
- Disability Access and Inclusion Plan 2012-15
REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION
Manager Communications and Events

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