



Policy Type:	Administrative
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Legal (Parent):	
1.	Section 2.7 (1)(b) of the Local Government act 1995.

Legal (Subsidiary):	
1.	Section 2.8 (1)(c) of the Local Government Act 1995;
2.	Section 2.9 of the Local Government Act 1995
3.	Section 5.41 (e) of the Local Government Act 1995
4.	Section 5.34 of the Local Government Act 1995

ADOPTED POLICY

Title:	CIVIC, CEREMONIAL FUNCTIONS, ENTERTAINMENT AND HOSPITALITY
Objective:	To conduct 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. To provide guidelines for the provision of Entertainment and Hospitality relevant to the City.

1.0 Civic Functions and Receptions – General

- (a) The Mayor, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic reception is to be held.
- (b) The date, time and invitation list shall be determined by the Mayor, in conjunction with the Chief Executive Officer.
- (c) At the discretion of the Mayor and Chief Executive Officer, the Mayor may host functions and receptions with light refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.
- (d) The Chief Executive Officer is authorised under delegated authority to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Civic Centre, subject to compliance with this Policy, Procedure and Guidelines.
- (e) In the absence of the Mayor, the Deputy Mayor may carry out Civic and Ceremonial duties on behalf of the City, in accordance with s5.34 of the Local Government Act 1995.

2.0 Specific Functions and Ceremonies

2.1 Annual Mayoral Civic Dinner

During June or July each year, a dinner reception will be conducted to which current and eligible past Elected Members of the Council and special guests, and nominated staff of the City, together with their partners shall be invited.

The list of invitees shall include but not be exclusive to the following:

- i) Current Elected Members of the Council and their partners who may invite up to four additional guests. To maximize the objectives of this Policy, invitees to the Annual Civic Dinner should, where possible, be different to those who have previously attended the Annual Christmas Dinner and be individuals who have contributed in some way to the well-being of the City;
- ii) In an election year past Elected Members who served on the previous Council;
- iii) Honorary Freemen of the City;
- iv) Local Members of Parliament;
- v) Government representatives including presidents or representatives of local government associations;
- vi) Dignitaries appropriate to the occasion and/or at the discretion of the Mayor and the Chief Executive Officer;
- vii) Civic leaders of adjoining local authorities;
- viii) Special guests and their partners, being members of the community who have made significant contributions to making the City of Canning a great place to live, work and recreate;



- ix) Representatives of community groups at the discretion of the Mayor and Chief Executive Officer;
- x) The Chief Executive Officer, Executives and other staff of the City of Canning at the discretion of the Chief Executive Officer;
- xi) Local residents who have, since the last Annual Civic Dinner, received Australian Federal or State Honour Awards, including Military Honours;
- xii) Local residents who have, since the last Annual Civic Dinner, received international recognition for their endeavours.

2.2 Annual Christmas Dinner

During December each year, Council shall conduct a Christmas Dinner to which the current Elected Members and their partners, guests, special guests and officers of the City as indicated, will be invited.

The list of invitees shall include but not be exclusive to the following:

- i) Current Elected Members, and their partners who may invite up to four additional guests. To maximize the objectives of this Policy, invitees to the Annual Christmas Dinner should, where possible, be different to those who have previously attended the Annual Civic Dinner;
- ii) Honorary Freemen of the City;
- iii) Local Members of Parliament;
- iv) Civic leaders of adjoining local authorities;
- v) The Chief Executive Officer, Executives, Managers and other staff of the City of Canning at the discretion of the Chief Executive Officer, and their partners.

2.3 Annual Volunteers Appreciation Reception

During December each year, around Volunteers Day, a reception will be held to demonstrate the appreciation of the Council to all Volunteers who undertake community service throughout all Service areas of the City of Canning.

Other invitees shall include all current Elected Members, Freemen of the City, the Chief Executive Officer, Executives, and other staff of the City of Canning at the discretion of the Chief Executive Officer, and their partners.

The reception will include presentation of badges, by the Mayor, or his designated representative, in recognition of years of service.

The badges will reflect the following recognition:

- i) After one year of service, all volunteers will receive the base badge;
- ii) Following three years service, volunteers will receive a three year attachment;
- iii) Further attachments will be presented following five, ten and fifteen years of service.

Other forms of recognition for long term service can be made at the discretion of the Mayor in conjunction with the Chief Executive Officer.

2.4 Annual Pioneers Reception

In September each year a reception will be held to honour the contribution made to the City of Canning and its community by residents who have lived in the City for fifty years or more.

Other invitees shall include all current Elected Members, Freemen of the City, the Chief Executive Officer, Executives, and other staff of the City of Canning, and their partners; at the discretion of the Chief Executive Officer.



2.5 Citizenship Ceremonies

Citizenship ceremonies will be conducted in accordance with the Department of Immigration and Citizenship Ceremonies Code.

Following each Citizenship Ceremony light refreshments will be served for all participants and their partner, plus two (2) additional guests of their choice, with further guests on approval by the Public Affairs Officer.

Other invitees shall include all current Elected Members, Local Members of Parliament, and Freeman of the City, the Chief Executive Officer and other staff of the City of Canning, at the discretion of the Chief Executive Officer.

2.6 Australia Day Reception

Prior to the Australia Day Citizenship Ceremony a community based breakfast will be held to which all Citizenship Ceremony participants and two (2) guests of their choice with further guests at the approval of the Public Affairs Officer.

Other invitees shall include all current Elected Members, Local Members of Parliament, and Freeman of the City, the Chief Executive Officer, and other staff of the City of Canning at the discretion of the Chief Executive Officer.

The breakfast will be provided by a local community group to assist with their fundraising efforts for the local community. The group will be nominated by the Mayor, in conjunction with the Public Affairs Officer.

The ceremony will include musical accompaniment from the Canning City Brass Band, plus the official flag raising ceremony involving local youth groups as appropriate.

2.7 ANZAC Day and Remembrance Day

The City of Canning will assist members of the local Victoria Park/Canning branch of the RSL in the organisation of the ANZAC Day ceremonies at the local War Memorial.

This assistance will include, but not be limited to:

- i) Attendance by the Mayor, including speech, together with Elected Members.
- ii) Provision of service leaflets;
- iii) Involvement of appropriate staff prior to and during the ceremony, as instructed by the Chief Executive Officer;
- iv) Musical accompaniment by the Canning City Brass Band.

Remembrance Day will be recognised by the City with the appropriate one minutes silence and flag ceremonies as designated by Protocol.

2.8 Official Openings of Council Facilities

At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions with light refreshments to commemorate the Official Openings of Council facilities. The invitation list shall be at their discretion but is to include all current Elected Members and Freemen of the City.

2.9 Entertainment and Hospitality

2.9.1 Policy Statement:

- (a) Reasonable entertainment and hospitality expenses which pertain to the conduct of Council business may be charged against Budget accounts with the approval of the Chief Executive Officer.
- (b) Entertainment for large groups such as employee functions, or for the hosting by Council of Conferences, and the like is covered by this Policy.
- (c) Hospitality for visitors to the City, guests and benefactors will typically take the form of meals and associated refreshments and will generally be held in-house.
- (d) Alcohol should only be available for the purpose of hospitality in modest amounts.



2.9.2 Application of Guidelines

The provision of Entertainment and Hospitality can only apply where advanced approval has been given by the Chief Executive Officer. Examples of where approval is considered appropriate would include:

- (a) Entertaining Official visitors to the City
- (b) Workshops and Seminars involving Councillors and Staff
- (c) Annual staff Christmas Party
- (d) Recognition of Staff Performance and Service Awards
- (e) Marketing of the City's operations
- (f) Representatives from local governments that the City provides a Contract service to.

2.9.3 Substantiation of Expenditure

The majority of Hospitality will be provided for in-house by the City's Catering Contractor, however transactions associated with external Hospitality must be properly documented and the original receipt provided for acquittal of the expenditure.