

## CIVIC AND CEREMONIAL FUNCTIONS

**Policy Type: Council Policy**

**Policy Owner: Chief Executive Officer**

**Policy No. CP- 0016**

**Last Review Date: 15 December 2009**

**Version 1**

### POLICY OBJECTIVES

To foster excellent relationships with our community and elected representatives in recognition of their important contributions towards making Melville a great place.

### POLICY STATEMENT

To fulfil its objectives the City of Melville will conduct various civic functions and receptions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises. Recognition of outstanding contributions by community members will be by presentation of appropriate awards and invitations to an appreciation or civic function in the year of such award.

#### **In an Election Year.**

#### **1 Annual Civic Dinner**

During November or December of an election year, a 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 with partners shall include but not be exclusive to the following:

- Current Elected Members of the Council;
- Past Elected Members who served on the previous Council;
- Past Elected Members with two (2) or more full terms of three (3) or four (4) years continuous service in each term;
- Honorary Freemen of the City;
- Local Members of Parliament;
- Government representatives including presidents or representatives of local government associations;
- Dignitaries that are appropriate to the occasion and/or at the discretion of the Mayor and the Chief Executive Officer;
- Civic leaders of adjoining local authorities;
- The Chief Executive Officer, Directors and other staff of the City of Melville at the discretion of the Chief Executive Officer;
- Local residents who have, since the last Annual Civic Dinner, received Federal or State Australian Honour Awards, including Military Honours;
- Local residents who have, since the last Annual Civic Dinner, received international recognition for their endeavours.



## **In a Non-Election Year**

### **Annual Civic Dinner**

During July of a non election 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:

- Current Elected Members of the Council;
- Past Elected Members with two (2) or more full terms of three (3) or four (4) years continuous service in each term;
- Honorary Freemen of the City;
- Local Members of Parliament;
- Government representatives including presidents or representatives of local government associations;
- Dignitaries that are appropriate to the occasion and/or at the discretion of the Mayor and the Chief Executive Officer;
- Civic leaders of adjoining local authorities;
- The Chief Executive Officer, Directors and other staff of the City of Melville at the discretion of the Chief Executive Officer;
- Local residents who have, since the last Annual Civic Dinner, received Federal or State Australian Honour Awards, including Military Honours;
- Local residents who have, since the last Annual Civic Dinner, received international recognition for their endeavours.

## **2. Elected Member Christmas Dinner**

During November or December of a non election year the council shall conduct a Christmas Dinner, to which current elected members and their guests, special guests and officers, as indicated will be invited-

- Local Dignitaries
- Individuals who have served the Community
- Officers at the discretion of the Chief Executive Officer.

## **3. Annual Meals on Wheels Volunteers Appreciation Dinner**

During the last week August each year a reception may be held to demonstrate the appreciation of the Council to all Meals on Wheels Volunteers. Other invitees shall include all current Elected Members, Freemen of the City, the Chief Executive Officer and other staff of the City of Melville at the discretion of the Chief Executive Officer, and their partners.



#### **4. Volunteers Reception**

At a date to be decided each year a reception may be held to demonstrate the appreciation of the Council to all other volunteers who undertake community service within the City. Other invitees shall include all current Elected Members, Freemen of the City, the Chief Executive Officer and other staff of the City of Melville at the discretion of the Chief Executive Officer, and their partners.

#### **5. Citizenship Ceremonies**

Citizenship ceremonies will be conducted in accordance with Councils' Citizenship Ceremonies Policy CP-001. Following each Citizenship Ceremony an alcohol free reception will be held for all participants and their partners or one (1) additional guest of their choice with further guests at the approval of the Civic Facilities and Protocols Co-ordinator. Other invitees shall include all current Elected Members, Local Members of Parliament, and Freemen of the City, the Chief Executive Officer and other staff of the City of Melville at the discretion of the Chief Executive Officer.

#### **6. Australia Day Reception**

To celebrate Australia Day each year, a Citizenship Ceremony and Community Citizens Awards will be conducted at a venue as approved by the Mayor to which successful Citizenship Candidates and those involved in the Community Awards will be invited to attend. Other invitees shall include all current Elected Members, Local Members of Parliament, and Freemen of the City, the Chief Executive Officer, and other staff of the City of Melville at the discretion of the Chief Executive Officer.

#### **7. ANZAC Day Reception and Remembrance Day**

Following the conclusion of the ANZAC Day and Remembrance Day Ceremonies held in the City all attendees will be invited to share in light refreshments.

The Council will notify the Applecross and Bicton/Palmyra Branches of the RSL that light refreshments will be served after the Services conducted at the clock tower.

#### **8. Mayoral Receptions**

At the discretion of the Mayor, Deputy Mayor and Chief Executive Officer the Mayor may host 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 but is to include all current Elected Members and Freemen of the City.

#### **9. Official Openings of Council Facilities**

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

#### **10. Other Civic Receptions, Appreciation Functions**

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The Governance Committee shall have discretion to determine whether a civic reception is to be held for any other purposes.

Unless otherwise determined by the Governance Committee the date, time and invitation list shall be determined by the Mayor, Deputy Mayor and Chief Executive Officer.

#### **11. Civic and Ceremonial Duties**

In the absence of the Mayor the Deputy Mayor may carry out Civic and Ceremonial duties on behalf of the City.

**12.** The Governance Committee shall have delegated authority to determine whether a Civic Reception is to be held for any other purposes not currently covered by this policy.

**13.** The Chief Executive Officer shall have delegated authority to determine the format and all other arrangements of functions, receptions and ceremonies in liaison with the Mayor or Duly Elected Member (if not the Mayor).

#### **References that may be applicable to this Policy**

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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#### **ORIGIN/AUTHORITY**

Administration & Community Services Committee  
Formerly Council Members Policy 3

05/10/99  
19/03/91

#### **ITEM NO.**

A99/1015

#### **REVIEWS**

House Committee 14 / 03 / 02  
Community & Technical Services Committee  
Community & Technical Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council

01/06/04  
02/11/04  
01/11/05  
15/12/09

2.1  
C04/5010  
C04/5019  
C05/5010  
C09/5097

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