

Civic and Ceremonial Functions

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No. CP- 016 Last Review Date: 20 April 2021
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Policy Objectives

To foster excellent relationships with our community and elected representatives in recognition of their important contributions towards making the City of Melville an inclusive, vibrant and sustainable community.

Policy Scope

The scope of this policy extends to the timing and arrangements for all Civic Functions of the City of Melville.

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.

1 Annual Civic Function

During November or December of an election year, unless otherwise resolved by the Council, a reception will be conducted to which current and eligible past Elected Members of the Council, special guests and nominated staff of the City, together with their partners may be invited.

During a non-election year, unless otherwise resolved by the Council, at a date that will be decided by the Mayor, a reception will be conducted to which current and eligible past Elected Members of the Council, special guests and nominated staff of the City, together with their partners may be invited.

The list of invitees with partners may include but not be exclusive to the following:

- Current Elected Members of the Council;
- Elected Members in an election year who have retired or have not been re elected;
- Past Elected Members with two or more full terms of four 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 Function, received Federal or State Australian Honour Awards, including Military Honours;
- Local residents who have, since the last Annual Civic Function, received international recognition for their endeavours.

The Mayor and Deputy Mayor will determine the invitation list for all Civic Functions.

2. Volunteers Reception (Organised by Community Development)

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, Freeman of the City, the Chief Executive Officer and other staff and their partners of the City of Melville at the discretion of the Chief Executive Officer.

3. Citizenship Ceremonies

Citizenship ceremonies will be conducted in accordance with Council's Citizenship Ceremonies Policy CP-001. Following each Citizenship Ceremony an alcohol free reception will be held for all participants and their partners or one additional guest of their choice with further guests at the approval of the Civic Facilities Coordinator. Other invitees shall include all current Elected Members and Local Members of Parliament.

4. 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 Freeman of the City, the Chief Executive Officer.

5. ANZAC Day Reception, Remembrance Day

These events are conducted by the local RSL's clubs on behalf of the community at Wireless Hill War Memorial. Following the Ceremonies all attendees will be invited to share in light refreshments hosted by the City.

6. 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 Freeman of the City.



7. Official Openings of City of Melville 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 City of Melville facilities and the invitation list shall be at their discretion but is to include all current Elected Members and Freemen of the City.

8. Other Civic Receptions, Appreciation Functions

The Mayor shall consider and recommend to the Council whether a civic reception is to be held for any other purposes.

The date, time and invitation list shall be determined by the Mayor, Deputy Mayor and Chief Executive Officer.

9. 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.

10. 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 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:

ORIGIN/AUTHORITY		ITEM NO.
Administration & Community Services Committee	05/10/99	A99/1015
Formerly Council Members Policy 3	19/03/91	
REVIEWS		
House Committee	14/03/02	2.1
Community & Technical Services Committee	01/06/04	C04/5010
Community & Technical Services Committee	02/11/04	C04/5019
Community & Technical Services Committee	01/11/05	C05/5010
Ordinary Meeting of Council	15/12/09	C09/5097
Governance Committee	03/04/13	C13/5270
Ordinary Meeting of Council	16/04/13	C13/5270
Ordinary Meeting of Council	18/02/14	M14/5341
Ordinary Meeting of Council	8/12/15	M15/5458
Ordinary Meeting of Council	19/02/2019	M19/5664
Ordinary Meeting of Council	20/04/2021	M21/5827