

## Civic And Ceremonial Functions

<b>Policy Type: Council Policy</b> <b>Policy Owner: Chief Executive Officer</b>	<b>Policy No. CP- 016</b> <b>Last Review Date: 8 December 2015</b>
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### 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 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, 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 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 and Protocols Co-ordinator. 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 Melville at the discretion of the Chief Executive Officer.

## **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, and other staff of the City of Melville at the discretion of the Chief Executive Officer.

## **5. ANZAC Day Reception, Remembrance Day and Battle for Australia**

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

## **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 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.

## 8. Other Civic Receptions, Appreciation Functions

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

Unless otherwise recommended by the Governance Committee 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 Governance Committee shall recommend to the Council whether a Civic Reception is to be held for any other purposes not currently covered by this policy.

11. 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:

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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  
Community & Technical Services Committee  
Community & Technical Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council  
Governance Committee  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

14/03/02  
01/06/04  
02/11/04  
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C05/5010  
C09/5097  
C13/5270  
C13/5270  
M14/5341  
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