

COUNCIL POLICY

Civic, Social, Business Functions and *Recognition*



Council Policy	
Legal Authority	Local Government Act Section 2.7 – The Role of Council
Department	Community Engagement

1. Title
Civic, Social, Business and Recognition

2. Purpose

The purpose of this Policy is to:

- a) recognise the services rendered by local organisations, volunteers, Elected Members, former elected members, Members of Parliament, and employees to the general wellbeing of the Kwinana Community; and
- b) build positive relationships with the key stakeholders who may assist the City realise its Vision.

3. Scope

This Policy is applicable to local organisations, volunteers, Elected Members, former elected members, Members of Parliament, and employees.

4. Definitions

Function means an organised event where invitations are provided to persons other than Elected Members and employees and where catering may or may not be provided and administered by the City.

Selection Panel: The group of appropriately skilled, experienced or qualified people chosen to make assessments and decisions regarding presented applications.

5. Policy statement

5.1 Recognised Functions

The discretion to approve any of the types of functions listed below should take into consideration the following points:

- the relevant budget.
- venue availability.
- use of City Logo must be in accordance Council's Policy - Use of City of Kwinana Corporate Logo; and
- staffing requirements and availability.

The relevant City Departments are responsible for the organisation of the functions listed below, together with any other special functions called by the Mayor and/or Council for specific purposes. The list of invitees to all functions is to be approved by the Mayor.

5.1.1 Civic Recognition Function:

Purpose: That the Mayor is authorised to hold a function at a suitable venue for Elected Members, Freeman, retiring elected members, Chief Executive Officer, Directors, special guests, the Mayors/Presidents and Chief Executive Officers of the City's adjoining local governments and their respective partners at a time and date determined by the Mayor after each local government ordinary election is held.

5.1.2 Stakeholder Thank You Event

Purpose: That the Mayor, Elected Members, Chief Executive Officer, Directors, relevant program managers, Freeman, past Mayors, both State and Federal Members of Parliament, current Citizen of the Year, and the partners thereof, plus two representatives from local volunteer-based organisations, be invited to a function to be held in a suitable venue in each year.

5.1.3 Biennial Pioneers Lunch:

Purpose: That the Mayor, Elected Members, Chief Executive Officer, appropriate Directors, relevant program managers, Freeman, current Citizen of the Year, current Senior Citizen of the year, plus long term residents and their partners who have lived in Kwinana for more than 50 continuous years and have registered on the Pioneers register, be invited to a function to be held in a suitable venue every second year.

5.1.4 Emergency Services Stakeholder Event

Purpose: That the Mayor, Elected Members, Chief Executive Officer, appropriate Directors, relevant program managers, representatives from Department of Fire and Emergency Services (DFES), Freeman, current Citizen of the Year, and the partners thereof, plus local emergency services volunteers and their partners be invited to a function to be held in a suitable venue each year.

5.1.5 Local Business Functions

Purpose: That the Mayor, Elected Members, Chief Executive Officer, relevant program managers and local business owners be invited to a range of business networking functions though out the year.

5.2 Requests for Other Functions

In addition to the functions stated above, other functions in relation to the following purposes may be approved by the Chief Executive Officer:

- Reciprocal hospitality for regular meetings where an Elected Member or City Officer is the City's representative on an established working group or alliance.
- City established committee, working group or action group related to or part of the business plan of a City Service Team.
- City led facilitation of cross agency or multiple stakeholder collaboration to address social, environmental or economic

issues.

- Important stakeholders who by virtue of their level of influence, interaction or funding could make a contribution to the social, environmental and economic objectives of the City's Strategic Community Plan.
- Other requests that will raise the profile, reputation or standing of the City and/or make a contribution to the social, environmental and economic objectives of the City's Strategic Community Plan.

5.3 Recognition

5.3.1 Kwinana Community Awards

Purpose: To recognise and celebrate the achievements of outstanding Kwinana residents, The Kwinana Community Awards will be run annually.

The five (5) award categories will be;

- Senior of the Year,
- Young Person of the Year,
- Aboriginal Person of the Year,
- Kwinana Group of the Year; and
- Kwinana Person of the Year.

These awards will be presented in a ceremony or celebration at the winner's club/organisation with an allowance of \$1000 for the event (e.g. catering or entertainment) for each category winner. Each category winner will also receive a \$250 gift voucher, a trophy and framed certificate, together with a \$600 grant for their club/organisation for capacity building or small equipment purchases.

The Community Awards Selection Panel will select the winners of each category. The panel will comprise of at least; one Kwinana Senior, one Senior Kwinana Aboriginal Person, one Kwinana Youth Advisory Council Member, one previous Kwinana Community Awards winner, one Elected Member and one City Officer.

5.3.2 Youth Awards

Purpose: To recognise and celebrate the achievements of Kwinana young people aged 10 – 24 years.

A young person or group of young people can be nominated for variety of LyriK Award categories that may look to recognise excellence in areas like.

- Achievement in Carer or Education Progression,
- Community Inspiration or Leadership

Awards will be presented in two age groups, 10 – 17 years and 18 – 24 years. Every Award winner will receive a cash prize of up to \$250 and an invitation to attend a Leadership Day.

A selection panel comprised of a minimum of one Elected Member, two City Officers and two or more external stakeholders (usually LYRiK Sponsors) will assess applications against the stated criteria and make a recommendation of approved applicants. The Chief Executive Officer or their delegate will approve applications.

5.3.3 Elected Member Recognition

Purpose: That Elected Members can request the Chief Executive Officer to acknowledge a local organisation, volunteer, former elected members and Members of Parliament for their efforts in serving Kwinana with a gift of a value less than \$100.00. The gift recipient must have served at least four (4) years promoting the wellbeing of the Kwinana community.

Note: Current Elected Members and City Officers are excluded from receiving a gift for recognition.

6. References

Date of adoption and resolution No.	28/06/1989 #097
Review dates and resolution No.	10/10/2007 #862 28/04/2010 #105 11/07/2012 #163 11/03/2015 #410 24/08/2016 #306 23/11/2016 #383 24/07/2019 #504
Next review due date	1/10/2025
Related documents	Acts/Regulations Local Government Act 1995 Plans/Strategies/Policies/Processes Strategic Community Plan

Note: Changes to references may be made without the need to take the Policy to Council for review.