

Council Policy

Civic, Social, Business
Functions and Recognition



Legislation/local law requirements	Local Government Act Section 2.7 – The Role of Council
Relevant Delegation	N/A
Related policy procedures and documents	Please see internal procedures

Introduction

This policy outlines the City of Kwinana’s commitment to recognising and valuing the significant contributions made by local organisations, volunteers, elected representatives, and employees. By establishing a clear framework for acknowledging service and fostering positive relationships, the policy aims to strengthen community wellbeing and support the City’s long-term vision. The following sections detail the objectives, scope, and provisions that guide the implementation of this policy.

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.

Objective

The objective of this policy is to formally recognise and celebrate the outstanding service and dedication of local organisations, volunteers, elected representatives, and employees, thereby fostering a culture of appreciation, strengthening community bonds, and supporting the City of Kwinana’s vision for a vibrant, inclusive, and resilient community.

Scope

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

Policy Provisions

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 means the group of appropriately skilled, experienced or qualified people chosen to make assessments and decisions regarding presented applications.

Policy

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.

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.

1.2. Local Organisations 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 a number of volunteer representatives from local volunteer-based organisations dependant on the size of the membership base, be invited to a function to be held in a suitable venue in each year.

1.3. Stakeholder Function

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 representatives from corporate and government organisations be invited to a function to be held in a suitable venue in each year to promote investment in the Kwinana Community.

1.4. 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 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.

1.5. 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.

1.6. 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.

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.

3. Recognition

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 four (4) award categories will be;

- Senior of the Year,
- Aboriginal Person or Group 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.

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 achievement in areas like.

- Achievement in Career 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 LYRiK Leadership Day.

A selection panel will select the winners of each category. The selection panel will be comprised of one Elected Member, two City Officers and two or more external stakeholders (usually LYRiK Sponsors).

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.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Community	
Initial Council adoption	Date: 28 June 1989	Ref#: 097
Reviewed/amended	Date: August 2025	Ref#: 693
Next Review Date	Date: October 2027	
Policy Document Number	D13/64378[v8]	