

Policy

Civic, Social, Business Functions and Recognition



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Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Directorate:	City Strategy/City Engagement
Department:	City Strategy/City Engagement
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan Events Strategy Policies D13/64026[v10] Catering, Kitchens and Internal Functions Policy Work Instructions D09/30077[v6] Catering D09/125283[v7] Civic Recognition Dinner D09/30117[v6] Councillor Stakeholder Functions D09/17577[v6] Local Organisations Christmas Function D09/30178[v4] New Teachers Afternoon Tea D09/30048[v3] Organisation of Civic Functions

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

Policy:

1. Title

Civic, Social, Business Functions 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.

Community Awards Selection Panel – a panel consisting of at least two Elected Members, a City Freeman, one City Officer and the current Citizen of the Year (optional at the citizens discretion)

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.

5.1.1 Civic Recognition Function:

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 Local Organisations' Function:

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 November/December each year.

The City of Kwinana Leadership Award and the City of Kwinana Volunteer of the Year Award will be presented at this function.

Eligibility criteria for both Awards are:

- The recipient must be a resident of Kwinana or have made a long term and/or significant commitment to the Kwinana community;
- Achievements completed as part of paid employment will not be included as a part of the award judging;
- Previous winners of this award are ineligible to win the same award for a second time;
- Self nominations; or those from an immediate family member, will not be accepted; and

Selection for these awards will be completed by the Community Awards Selection Panel.

5.1.3 Mayoral Stakeholder Function:

This event subject to the budget permitting is designed to enable the celebration of the past 12 months' achievements with the City's key stakeholders. A decision to hold the function is to be at the discretion of the Mayor, Elected Members and Chief Executive Officer.

5.1.4 New Teachers Afternoon Tea:

That all new teachers be invited to attend an afternoon tea and tour of the City, to be held at a suitable time within the school year calendar, to welcome them to the City

5.1.5 Biennial Pioneers Day Lunch:

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 in September/October.

5.1.6 Staff Christmas Function:

That an appropriate function, based on staff suggestions, be held in December each year.

5.1.7 Volunteers' Function:

That volunteers involved in various activities in Kwinana be invited to a morning or afternoon tea or similar function to be held during the relevant National or International volunteer day or week set aside to recognise volunteering activities.

5.1.8 Sports Awards Dinner:

That the Mayor, Elected Members, Chief Executive Officer, appropriate Directors, relevant program managers, Freeman, current Citizen of the Year, and the partners thereof, plus two representatives from each local sporting group, be invited to a function to be held in a suitable venue in August each year.

The City of Kwinana Sportsperson, Clubperson, Coach and Junior Sportsperson of the Year Awards will be presented at the Sports Awards Dinner

The eligibility criteria for these awards are:

- The recipient must be a resident of Kwinana or have made a long term and/or significant commitment to the Kwinana community;
- Achievements completed as part of paid employment will not be included as a part of the award judging;
- Previous winners of this award are ineligible to win the same award for a second time;
- Self nominations; or those from an immediate family member, will not be accepted; and

Selection for these awards will be completed by the Community Awards Selection Panel.

5.1.9 Citizen of the Year Awards

The Citizen of the Year Awards (Citizen of the Year, Youth Citizen of the Year, Senior Citizen of the Year and Active Citizenship Award) will be presented at the Australia Day Function. Eligibility for the awards is set by the State Government and can be confirmed on the awards website. www.wa.australiaday.org.au . Selection for this award will be completed by the Community Awards Selection Panel.

5.1.10 Art and Culture Awards

That the Mayor, Elected Members, Chief Executive Officer, appropriate Directors, appropriate program managers, Freeman, current Citizen of the Year, and the partners thereof, plus local artists and two representatives of each local arts, cultural and heritage organisation be invited to a function to be held in a suitable venue in November each year.

The Artist and Junior Artist of the Year Award will be presented at the Art and Culture Awards function. The eligibility criteria for these awards are:

- The recipient must be a resident of Kwinana or have made a long term and/or significant commitment to the Kwinana community;
- Achievements completed as part of paid employment will not be included as a part of the award judging;
- Previous winners of this award are ineligible to win the same award for a second time;
- Self nominations; or those from an immediate family member, will not be accepted; and

Selection for these awards will be completed by the Community Awards Selection Panel.

5.1.11 Emergency Services Stakeholder Event

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 in March/April each year.

5.1.12 Volunteer Bush Fire Brigades Awards Dinner

That the Mayor, Elected Members, Chief Executive Officer, appropriate Directors, relevant program managers, representatives from DFES and LEMC, plus local volunteer bush fire brigades volunteers and their partners be invited to a function to be held in a suitable venue in July/August each year.

5.3 Requests for Other Functions

The relevant City Departments are responsible for the organisation of the functions listed above, 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 after consultation with Elected Members.

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.

5.4 Recognition

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. Financial/Budget Implications

Funding allocations for functions, annual awards and presentations are to be provided for by Council in its annual budget.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy.

8. Environmental Implications

There are no specific environmental management implications associated with this Policy.

9. Strategic/Social Implications

Strategic Community Plan:	
Aspiration:	Rich in Spirit
Outcome:	A City alive with activity
Objective:	1.2 Inspire and strengthen community spirit through community activities and events

10. Occupational Safety and Health Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not recognising achievements by residents and engaging with the community would result in a risk rating of moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.