

Council Policy

Civic, Social, Business Functions and Recognition



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D13/64378[v4]

Civic, Social, Business Functions and Recognition

- 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.
- 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, both State and Federal Members of Parliament, Chief Executive Officer, Directors, special guests, the Mayors/Presidents and Chief Executive Officers of the City's adjoining local governments and their respective spouses at a time and date determined by the Mayor after each ordinary election is held.
 - 5.1.2 Local Organisations' Function:**
That the Mayor, elected members, Chief Executive Officer, Directors, appropriate program managers, Freeman, past Mayors, both State and Federal Members of Parliament, current Citizen of the Year, and the spouses thereof, plus two representatives from each registered local organisation, be invited to a function to be held in a suitable

venue in November/December each year.

The City of Kwinana Leadership Award will be presented at this function. Eligibility criteria for the award is:

- The recipient must be a resident of Kwinana or have made a long term 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
- Late nominations may be accepted at the discretion of the Community Awards Selection Panel.

Selection for this award will be completed by the Community Awards Selection Panel.

5.1.3 Mayoral Stakeholder Function:

This event is held in May of each year where possible, budget permitting and 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 to be held in February each year to welcome them to the City

5.1.5 Seniors Week Function:

That a stakeholder function be held during the Seniors Week each year, to which a cross section of the seniors' population be invited (maximum 50 people).

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 Thank A Volunteer day or week set aside to commemorate those various activities.

The City of Kwinana Volunteer of the Year Award will be presented at this function. Eligibility criteria for the award is:

- The recipient must be a resident of Kwinana or have made a long term 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
- Late nominations may be accepted at the discretion of the Community Awards Selection Panel.

Selection for this award will be completed by the Community Awards Selection Panel.

5.2 Organisation of Functions:

The Governance and Civic Services Department and the Marketing and Communications Department in conjunction with the Community Services Department, as appropriate, are to be responsible for the organisation of 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.

The City of Kwinana Sportsperson and Junior Sportsperson of the Year awards will be presented at the Sporting Groups function. The Artist of the Year award will be presented at the Arts and Culture Function. Eligibility criteria for these awards is:

- The recipient must be a resident of Kwinana or have made a long term 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
- Late nominations may be accepted at the discretion of the Community Awards Selection Panel.

Selection for this award will be completed by the Community Awards Selection Panel.

5.3 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 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 to 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 worth less than \$50. The gift recipient must have served at least 4 years in promoting the wellbeing of the Kwinana Community.

Note: Current elected members and employees are excluded from receiving a

gift for recognition.

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 checked on the awards website. www.wa.australiaday.org.au . Selection for this award will be completed by a the Community Awards Selection Panel.

6. Financial/Budget Implications

Funding allocations for programmed functions, annual awards and presentation 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 2015 - 2025

Objective 1.2: Inspire and strengthen community spirit

Strategy 1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity and celebrate the City's diversity

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.

12. References

Name of Policy	Civic, Social, Business Functions and Recognition
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
New review date	23/11/2018
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council

Directorate	City Strategy
Department	Governance and Civic Services
Related documents	<p>Acts/Regulations Local Government Act 1995</p> <p>Plans/Strategies Strategic Community Plan 2015 - 2025</p> <p>Policies D13/64026[v7] Catering, Kitchens and Internal Functions Policy</p> <p>Work Instructions D09/30077[v5] Catering D09/125283[v6] Civic Recognition Dinner D09/30117[v6] Councillor Stakeholder Functions D09/17577[v5] Local Organisations Christmas Function D09/30178[v3] New Teachers Afternoon Tea D09/30048[v3] Organisation of Civic Functions</p> <p>Other documents D16/45564[v2] Form – GCS – Catering Order Form</p>

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