

**Objectives:** Progressive

**Outcome:** 4.1 - A resilient, efficient and effective organisation.

**Strategy:** 4.1.1 - Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources.

## Purpose

To provide guidance for the:

- approval of civic functions, ceremonies and receptions;
- establishment of the purpose for hosting functions and events relevant to civic or ceremonial occasions;
- use of the Shire's Civic Centre

To fulfil its civic objectives the Shire of Serpentine Jarrahdale will conduct various civic functions and receptions, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

## Definitions

Not applicable

## Policy

### Civic Functions and Receptions – General

1. The President, in conjunction with the Chief Executive Officer shall have discretion to determine whether a civic reception is to be held.
2. The date, time and invitation list shall be determined by the President, in conjunction with the Chief Executive Officer.
3. At the discretion of the President and Chief Executive Officer, the President may host functions and receptions for visiting dignitaries, local residents who are recipients of awards or prizes and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.

### Specific Functions and Ceremonies

1. Civic Recognition Function:

The Shire President is authorised to hold a function for Elected Members, Freemen, retiring Elected Members, local State and Federal Members of Parliament, Chief Executive Officer, Directors, Special Guests, the Mayors/Presidents and Chief Executive Officers of the Shire's



Continued

## Council Policy 1.1.10 - Civic Functions, Ceremonies and Receptions and Use of the Civic Centre

adjoining Local Governments and their respective spouses at a time and date determined by the Shire President after each ordinary election is held.

### 2. Citizenship Ceremonies

The Shire conducts Citizenship Ceremonies on behalf of the Department of Immigration and Border Protection at various times throughout the year. Following each Citizenship Ceremony a reception is held for participants and their partners with further guests at the approval of the Chief Executive Officer. Other invitees shall include all current Elected Members, Local Members of Parliament, the Chief Executive Officer and other staff of the Shire at the discretion of the Chief Executive Officer.

### 3. ANZAC Day Ceremony

The Shire hosts an annual Anzac Day ceremony, the location of which is rotated through the different localities of the Shire. Following the conclusion of the Anzac Day Ceremony, all attendees are invited to share in light refreshments. This event is an open invitation to the whole community. Event details are coordinated through a community partnership working group by the Community Services Team in liaison with the Executive Services Team.

### 4. Australia Day

An annual event hosted by the Shire for the whole community including all current Elected Members, Local Members of Parliament, the Chief Executive Officer and staff of the Shire. Event details are coordinated through a community partnership working group by the Community Services Team in liaison with the Executive Services Team.

## Other Events

### 1. Volunteer/Community Events

The Shire hosts periodic events to recognise the valuable contribution that various groups make in delivering service and support within our community. These events are coordinated and supported by a number of Shire Departments including the Community Services, the Library and the Emergency Services teams. Recognition events shall be designed within the parameters of characteristics specific to the group and relevant budget allocations, at the sole discretion of the Chief Executive Officer.

### 2. Official Openings of Council Facilities

The Shire hosts periodic official openings of Council facilities (roads, trails, buildings, playgrounds, ovals etc) to celebrate the occasion and recognise where relevant, the stakeholders, community volunteers and funding bodies. These events are coordinated by the relevant Shire Department managing the project. Official openings shall be designed within the parameters of characteristics specific to the group and relevant budget allocations, at the sole discretion of the Chief Executive Officer.



Continued

## Council Policy 1.1.10 - Civic Functions, Ceremonies and Receptions and Use of the Civic Centre

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### 3. Christmas Functions for Shire Employees and Elected Members

The Chief Executive Officer shall determine on an annual basis an appropriate format for a function for employees and elected members to celebrate Christmas and recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such function being borne by the Shire.

### 4. Requests for Other Functions

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

The discretion to approve such functions should take into consideration the following;

- the relevant budget;
- venue availability;
- staffing requirements and availability.

## **Use of Civic Centre**

### 1. Use of Council Chamber:

The use of the Council Chamber is for official meetings/forums/presentations. The Council Chamber is not to be used for hospitality or entertainment purposes. The Chief Executive Officer has sole discretion on its use for non-Council business purposes.

### 2. Use of Councillor's Dining Room and Kitchen

The use of the Councillor's dining room and kitchen primarily is for Councillors. The Chief Executive Officer has sole discretion on its use for non-Council purposes.



Continued

## Council Policy 1.1.10 - Civic Functions, Ceremonies and Receptions and Use of the Civic Centre

### References

<b>Name of Policy</b>	1.1.10 Civic Functions, Ceremonies and Receptions and Use of the Civic Centre
<b>Previous Policy</b>	G011 - Civic Functions, Ceremonies and Receptions and Use of the Civic Centre (E15/5096)
<b>Date of Adoption and Resolution Number</b>	Adopted OCM187/09/15 29/09/2015 Ordinary Council Meeting
<b>Review dates and Resolution Numbers</b>	Modified OCM179/12/17 18/12/2017 Ordinary Council Meeting
<b>Next review date</b>	
<b>Related documents</b>	<p><b>Acts/Regulations</b> <i>Local Government Act 1995</i></p> <p><b>Plans/Strategies</b> Strategic Community Plan 2017 - 2027</p> <p><b>Policies</b> Nil</p> <p><b>References</b> Nil</p> <p><b>Delegations</b> Nil</p> <p><b>Work Procedures</b> E13/3695 - Procedure 34 - Using Civic Centre rooms for meetings with external parties</p>

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