



POLICY NO. CP 5.4.6

POLICY STATEMENT

CIVIC AND CEREMONIAL FUNCTIONS

PURPOSE

To establish the parameters for hosting functions and events relevant to civic or ceremonial occasions and to provide guidance on the commitment of support and resources to such functions and events.

POLICY

To fulfil its civic objectives the City will deliver a range of civic and ceremonial functions, as well as other functions and events as the need arises. These events and functions foster positive relationships between the community and the City, connect the community in celebration, recognise and celebrate individual and community achievements and promote community pride or spirit.

The City supports events that mark significant days of celebration or commemoration including Australia Day, ANZAC Day and Remembrance Day.

1. ANNUAL CIVIC DINNER

- 1.1 The City hosts the Annual Civic Dinner function to recognise individuals and organisations who have, in the previous twelve months contributed significantly to the success of the City and / or who are key stakeholders in the future successes of the City.
- 1.2 The Annual Civic Dinner is to be scheduled to occur in the middle of the calendar year.
- 1.3 The Mayor is to determine the guest list for the Annual Civic Dinner. The Annual Civic Dinner guest list may include, but is not limited to the persons listed below including a partner per invitee:
 - (a) State and Federal Government Ministers who are key stakeholders relevant to the City's strategic objectives in the current or next financial year.
 - (b) Commonwealth Members of Parliament who are the elected representatives for the District;
 - (c) State Members of Parliament who are the elected representatives for the District;
 - (d) Honorary Freemen of the City;
 - (e) Mayor and Councillors of the City;
 - (f) the Presiding Member and Chief Executive Officer of any Regional Local Government to which the City retains membership;
 - (g) Mayors and Chief Executive Officers representing nearby local governments;



- (h) Chairs and Chief Executive Officers of lead local government representative bodies;
- (i) In the year following a local government election year, the immediate past Councillors;
- (j) The Director General of:
 - (i) The Department of Local Government, Sport and Cultural Industries
 - (ii) The Department of Planning, Lands and Heritage
- (k) The Police Commissioner
- (l) A representative from the local newspaper;
- (m) Where known to the City, local residents / ratepayers who have received an Australian Honour Award, including Military Honours;
- (n) A representative from community service bodies operating within the City, with represented community service bodies ideally being invited on a rotational basis and ideally not being invited to attend more than once in each three-year period; and
- (o) The Chief Executive Officer, Directors and other staff of the City who have made substantial contribution to achieving the City's strategic objectives during the previous twelve months.

2. VOLUNTEER RECOGNITION EVENTS

- 2.1 The City hosts periodic events to recognise the valuable contribution that volunteers make in delivering service and support within our community.
- 2.2 Volunteer Recognition Events shall be designed within the parameters of characteristics specific to the volunteering group and relevant budget allocations.

3. CITIZENSHIP CEREMONIES

- 3.1 The City hosts Citizenship Ceremonies to fulfil its obligations established under the *Australian Citizenship Act 2007*.
- 3.2 The City will schedule Citizenship Ceremonies on an as required basis and on Australia Day in accordance with clause 4.2 of this policy.
- 3.3 Each adult candidate is permitted to generally invite one guest only, unless the ceremony is held at an outdoor venue which allows for more guests to be invited. This limitation does not vary where children are recorded on a parent's Citizenship Certificate.
- 3.4 The official guest list is to be determined by the Mayor in consultation with the Chief Executive Officer and may include, but is not limited to:



- (a) Commonwealth Members of Parliament who are the elected representatives for the District;
- (b) State Members of Parliament who are the elected representatives for the District;
- (c) Honorary Freemen of the City;
- (d) Sitting Councillors;
- (e) Mayors representing local governments adjoining the District boundaries; and
- (f) Chief Executive Officer.

3.5 In accordance with the Australian Citizenship Ceremonies Code, any person invited to speak at a Ceremony must ensure that speech is *“in accordance with the nature of citizenship ceremonies which are apolitical, bipartisan and secular. For this reason, material which could be perceived to be political, commercial or religious must not be distributed”*.

3.6 Catering is to be appropriate to the timing and size of the ceremony. For instance, a light supper that provides for specific religious and dietary restrictions is appropriate for an evening ceremony. Citizenship Ceremonies are determined as an alcohol-free event.

3.7 Musical entertainment may be engaged for each Citizenship Ceremony primarily to lead in the singing of the National Anthem.

3.8 A Welcome to Country may be conducted at Citizenship Ceremonies at the discretion of the Mayor.

4. AUSTRALIA DAY CELEBRATIONS

4.1 The City is committed to celebrating Australia Day each year and will do so in an inclusive and respectful manner.

4.2 The City will generally host Australia Day celebration events including:

- (a) An Australia Day Citizenship Ceremony;
- (b) Presentation of the City of Gosnells Australia Day WA Community Citizen of the Year Award; and
- (c) A community event to celebrate Australia Day inclusive of the general community.

4.3 Australia Day Citizenship Ceremony and Awards Presentation

The Australia Day Citizenship Ceremony is to be held on the Australia Day public holiday and is to be arranged in accordance with the requirements of clause 3 of this policy and:



- (a) Each Citizen candidate and each child aged under 16 years listed on a parent's Citizenship Certificate will be provided with a voucher, funded by the City, for the Australia Day Community Event breakfast; and
- (b) Award nominees and recipients at the Australia Day Awards presentation will also be provided with a voucher, funded by the City, for the Australia Day Community Event breakfast.

5. ANZAC DAY

The City will support the Gosnells Returned Services League (RSL) Club's organisation of the annual ANZAC Day overnight vigil and Dawn Service at the City's War Memorial located at the Civic Centre Gardens, through funding and facilitation of arrangements, as set out in the Annual Service Agreement.

6. REMEMBRANCE DAY

The City recognises this national day of commemoration and supports the Gosnells RSL Club's annual Remembrance Day Ceremony held at the City's War Memorial, located at the Civic Centre Gardens.

7. CIVIC MAYORAL RECEPTIONS OR EVENTS

- 7.1 The Mayor, following consultation with the Chief Executive Officer, may decide to host Civic Mayoral Receptions to celebrate local milestone events, such as the opening of new or substantially refurbished City facilities, recognise an achievement of substantial significance, or to recognise notable visitors to the District.
- 7.2 The Mayor following consultation with the Chief Executive Officer may decide to invite the following people:
 - (a) Representatives of relevant stakeholders (such as the sports club leasing the facility);
 - (b) Local Members of State/Federal Parliament;
 - (c) Representatives of other funding bodies;
 - (d) Honorary Freemen of the City;
 - (e) Sitting Councillors; and
 - (f) Chief Executive Officer, Directors and where determined by the Chief Executive Officer as appropriate, relevant staff.
- 7.3 The only people who will be given the opportunity to speak at Civic Mayor Receptions or Events will be the Mayor or their representative, a representative of each funding body, and a representative of an appropriate stakeholder body. Any speech should be directed towards the subject of the reception or event and be apolitical.



- 7.4 Catering is to be determined by the Mayor in consultation with the Chief Executive Officer, with consideration of its appropriateness to the purpose of the event.

8. MINISTERIAL VISITS

The City may host visits to the District by State and Federal Government Ministers to ensure that the City's profile is enhanced and that appropriate focus is provided to the City's strategic objectives.

- 8.1 The Mayor or the Chief Executive Officer may determine to host a Ministerial Visit and in making the decision, will have regard to ensuring that such visits are for a purpose that advances the City's strategic objectives.
- 8.2 In consultation with the Mayor, the Chief Executive Officer will determine a program that fulfils the objective of the visit and showcases the District and the City.
- 8.3 Where catering is required as part of the program, it will be determined by the Chief Executive Officer, in consultation with the Mayor.

9. SCHOOL VISITS

- 9.1 The City will encourage and facilitate tours of the Civic Centre by school groups or other interested parties to increase knowledge and understanding of the role of local government.
- 9.2 Such tours/visits should not negatively impact on the operations of the City.

10. STAFF CHRISTMAS RECOGNITION EVENT

- 10.1 The City will host a Staff Christmas Recognition Event to celebrate Christmas and recognise the efforts and contributions of staff throughout the preceding 12 months.
- 10.2 The guest list for the Staff Christmas Recognition Event is restricted to members of staff directly employed by the City and sitting Councillors. Partners of employees and Councillors are not permitted to attend this function.

11. FLORAL TRIBUTES

- 11.1 The City acknowledges that memorial ceremonies recognising military services are an important part of our culture and contribute to our national identity.
- 11.2 The City will lay one floral tribute for each Anzac commemoration and Remembrance Day commemoration hosted by the Gosnells Returned Services League Club at the War Memorial in the Civic Centre Gardens.
- 11.3 The City may lay floral tributes at any memorial ceremonies recognising military services, at the discretion of the Mayor.



- 11.4 Floral tributes should be placed by the Mayor or the Mayor's representative at the commemoration on behalf of the City's community.

GOVERNANCE REFERENCES

| | |
|----------------------------------|---|
| Statutory Compliance | Commonwealth - Australian Citizenship Act 2007 s.27 Commonwealth – Australian Citizenship Act 2007 – Instrument of Authorisation IMMI 09/134 |
| Industry Compliance | Australia Day Council of Western Australia – Awards Guidelines |
| Organisational Compliance | Annual Budget Allocations. Council Policy 5.4.9 'Civic Centre Function and Meeting Facilities' |
| Process Links | Corporate Procedure A.045 Corporate Event Planning Corporate Procedure H.067 Room Bookings |

POLICY ADMINISTRATION

| Directorate | | Officer Title | | Contact: | |
|----------------------------------|---------------------------|---|-----------|------------------|------|
| Chief Executive Officer's Office | | Chief Executive Officer | | 9397 3000 | |
| Risk Rating | Low | Review Cycle | Triennial | Next Due: | 2026 |
| Version | Decision Reference | Synopsis | | | |
| 1. | OCM 388/24/08/2010 | Redraft replaces revoked Council Policies 1.1.1 and 5.4.2, 5.4.6 | | | |
| 2. | OCM 375/23/08/2011 | Reviewed and amended. | | | |
| 3. | OCM 415/28/08/2012 | Reviewed and amended to provide flexibility. | | | |
| 4. | OCM 597/27/11/2012 | Amended to provide the option of providing the Australia Day Citizenship Ceremony and Awards presentation as separate events. | | | |
| 5. | OCM 372/22/09/2015 | Reviewed and amended invitee lists, catering arrangements and school visits. | | | |
| 6. | OCM 113/12/04/2016 | Amended to prescribe when the City will lay wreaths for significant civic events. | | | |
| 7. | OCM 407/19/12/2017 | Amended to affirm the City's support for significant days of celebration or commemoration as per OCM 26/9/2017, Res. 319. | | | |
| 8. | OCM 251/08/09/2020 | Reviewed and amended. | | | |
| 9. | OCM 135/13/06/2023 | Reviewed and amended. | | | |