



## **DRAFT** Governance/Service #: Civic Functions, Ceremonies and Receptions

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### **1. Purpose**

The purpose of this policy is to provide clear guidance on attendance and role clarity for dignitaries at Civic Functions, Ceremonies and Receptions.

### **2. Policy Statement**

The City of Kalamunda is committed to fulfilling its civic objectives and to create a sense of community.

In meeting this objective, the City uses functions as a stakeholder management tool as they help recognise and strengthen existing relationships and establish new ones.

The City will host and coordinate a number of civic functions, ceremonies and receptions each year which range from high profile functions such official openings and Citizenship Ceremonies to smaller gatherings such as morning teas or community events.

Within the City's Civic Functions, Ceremonies and Receptions policy we have created an invitation schedule for dignitaries and special guests covering activities including, but not limited to:

- a) Citizenship Ceremonies
- b) Appreciation Functions
- c) Opening Ceremonies and associated Events

### **3. Details**

#### **3.1 Definitions**

**"Funding Agreement"** is the agreement created by the Funding Provider stipulating the objective of the grant, including what the grant covers, how the grant is to be spent, due dates, project outcomes and all other conditions by which the City legally must comply.

**"Funding Provider"** is the Department, agency or entity providing the grant funding to the City of Kalamunda.

#### **3.2 Invitation Lists**

Function	Recommended Political and Community Invitees
Citizenship Ceremonies	<ul style="list-style-type: none"> <li>• Minister for Immigration</li> <li>• Minister for Local Government</li> <li>• Federal Member for Hasluck</li> <li>• Federal Member for Swan</li> </ul>



	<ul style="list-style-type: none"> <li>• Member for Forrestfield</li> <li>• Member for Kalamunda</li> <li>• Member for Darling Range</li> <li>• Members of the East Metropolitan Region</li> <li>• Current City of Kalamunda Councillors.</li> <li>• WAPOL Representative</li> <li>• Any other party as required by the Department of Home Affairs</li> </ul>
Appreciation Functions	<ul style="list-style-type: none"> <li>• Current City of Kalamunda Councillors.</li> <li>• Dignitaries of specific relevance to the function and in line with any predetermined requirements such as a funding agreement.</li> <li>• Freeman of the City of Kalamunda</li> </ul>
Opening Ceremonies and Associated Events (including Turning of the Sod Events)	<ul style="list-style-type: none"> <li>• Federal Member for Hasluck and Swan</li> <li>• Member for Kalamunda and Forrestfield</li> <li>• Members for the East Metropolitan Region</li> <li>• Ministers holding related portfolios.</li> <li>• Current City of Kalamunda Councillors.</li> <li>• Freeman of the City of Kalamunda</li> <li>• Community Groups or members specifically involved in the project.</li> <li>• Project reference Groups – where applicable</li> <li>• Representatives from a Funding Provider</li> <li>• Any other parties as required under a funding agreement.</li> </ul>

**3.3 Civic Functions, Ceremonies and Receptions – General**

The final date, time and invitation list shall be determined by the Mayor, in conjunction with the Chief Executive Officer (CEO).

Restrictions on numbers of official parties may occur and, in this case, the Official party shall be determined by the Mayor, in conjunction with the CEO.

**3.4 Protocols**

- a) The Mayor is the elected spokesperson and is to undertake any official duties in accordance with their role in Office.
- b) All behaviour to be in accordance with the Code of Conduct.
- c) The Mayor can delegate to the Deputy Mayor or a Councillor where they are unable to attend.



- d) Councillors are to be acknowledged in all official speeches.
- e) Requirements of the State and Federal government are to be considered at Civic functions in regard to any grant funded requirements and requests provided by the relevant Office's/ Departments.
- f) Photographs to commence with a group shot where possible, and then allow for groups that require specific photos to undertake these as requested.
- g) Official Opening Photographs to include each person featured on the plaque as a part of the official Opening.
- h) Where possible any official party to include the Mayor, Councillors, CEO, and the relevant Director, a project expert and accompanying Politicians.

**3.5 Policy limitations**

- a) This policy has been developed for City of Kalamunda Civic functions and receptions.
- b) The Policy does not cover events held by other parties in which City of Kalamunda representatives may be invited to attend.
- c) In the event that an event is funded by the City of Kalamunda the requirements for invitations of City of Kalamunda representatives shall be clearly documented in the funding agreements and do not form part of this policy.

Status			
Related Local Law			
Related Council Policies			
Relevant Delegation			
Related Internal Procedures			
Related Budget Schedule			
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Citizenship Act 2007</i>		
Notes and Conditions			
Authority			
Adopted	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">Next Review Date</td> </tr> </table>		Next Review Date
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