



Civic and Ceremonial Functions

KFA	Governance and Civic Leadership
Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To fulfil Council's civic objectives and relationship building.

Context

This policy provides a clear statement regarding the types of civic functions and ceremonies held by the Mayor and elected members for the City of Nedlands. It provides guidance for the approval of such civic functions, ceremonies, and receptions.

Statement

Civic Functions and Mayoral Receptions – General

The Mayor, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic function or Mayoral reception is to be held, and the date and time of such function or reception.

The invitation list to all civic functions and Mayoral receptions will include:

- all elected members of the City of Nedlands;
- the Executive Management Team of the City of Nedlands;
- all State and Federal members of parliament for the Council area; and
- other persons to be determined in consultation with the Mayor and Chief Executive Officer.

In the absence of the Mayor, the Deputy Mayor may carry out Civic and Ceremonial duties on behalf of the City, in accordance with s5.34 of the *Local Government Act 1995*.

At the discretion of the Mayor and Chief Executive Officer, the Mayor may host functions and receptions with light refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.



The Chief Executive Officer is authorised under delegated authority to approve civic functions, ceremonies, receptions, provision of hospitality subject to compliance with this Policy, Procedure and Guidelines.

Specific Functions and Ceremonies

Official Openings of Council Facilities

At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions with light refreshments to commemorate the official openings of Council facilities. The invitation list shall be at their discretion but is to include all current elected members, the Chief Executive Officer and other relevant employees of the City, at the discretion of the Chief Executive Officer.

Official Meetings

Appropriate catering and refreshments may be provided for official meetings (e.g. WALGA Zone meetings; meetings with dignitaries). Catering is at the discretion of the Chief Executive Officer.

Annual Christmas Dinner

During December each year, Council shall conduct an Annual Christmas Dinner to which the current Elected Members and their partners, guests, special guests and the Chief Executive Officer, Executives, other staff at the discretion of the Chief Executive Officer, and their partners.

Citizenship Ceremonies

Citizenship ceremonies will be conducted four times per year to approved applicants from the Department of Immigration and Citizenship, as prescribed in the Australian Citizenship Act 1948.

Following each Citizenship Ceremony light refreshments will be served for all participants and their guests. Other invitees shall include all current Elected Members, Local Members of Parliament, the Freeman of the City, the Chief Executive Officer and other staff of the City of Nedlands, at the discretion of the Chief Executive Officer.

Australia Day Reception

To celebrate Australia Day each year, a Citizenship Ceremony and Community Citizens Awards will be conducted at an appropriate venue, to which Citizenship Candidates and those involved in the Community Awards will be invited to attend. Other invitees shall include all current Elected Members, Local Members of Parliament, the Freeman of the City, the Chief Executive Officer and other staff at the discretion of the Chief Executive Officer.



Other Significant Events

Other events where the City will be involved are those days considered significant days in the Australian calendar. Examples include Anzac Day and Remembrance Day.

Related documentation

Nil

Related Local Law/legislation

Local Government Act 1995 (s2.8 (1) (c); 2.9; 5.34 and 5.41)

Related delegation

Nil

Review History

20 December 2016 (Report CPS33.16)
27 August 2013 (Report CPS26.13)