

CIVIC FUNCTIONS

Previous policy number: 4.1.5

Policy Statement

To provide guidance for the approval of Civic Functions and/or the provision of hospitality and use of the Council Lounge for functions.

Policy Details

1. Civic Functions – General and specific.
 - (i) The Town of Mosman Park will conduct civic functions from time to time as the need arises. Subject to the Council’s determination, it shall be the responsibility of the Mayor to decide upon the date, time and invitee list.
2. Specific Functions and Ceremonies
 - (i) Citizenship Ceremonies

A reception will be held for Citizenship Ceremony participants and their families following the conclusion of formal proceedings. Other invitees shall include Elected Members, Local Members of Parliament, The Chief Executive Officer and other Town of Mosman Park staff as determined by the Chief Executive Officer.
 - (ii) ANZAC Day Commemoration

A commemoration service will be held in Memorial Park each ANZAC Day. Following the conclusion of formal proceedings attendees will be invited to share light refreshments.
 - (iii) Australia Day

A Combined Councils Australia Day Celebration will be held annually in partnership with the Town of Cottesloe and Shire of Peppermint Grove and will include a Citizenship Ceremony and presentation of Australia Day Awards. The Celebration will be held on a rotational basis with the Town of Mosman Park hosting every third year. Refreshments in the form of a breakfast will be served at the conclusion of formal proceedings.
 - (iv) Volunteers Recognition

An event will be held each year to recognise and show appreciation to those volunteering for the Town, and for community groups, sporting clubs and other agencies providing a direct service to the Mosman Park community. The Chief Executive Officer is authorised to prepare an invitee list which shall include all Elected Members. Light refreshments will be served as part of the recognition proceedings.

- (v) Official Meetings
Appropriate catering and refreshments may be provided for official meetings (WALGA Central Zone, WMRC, Wesroc)

3. Meals

Meals will be provided at Council Meetings, Forums and Briefing Sessions

4. Bar Area

The Council Lounge and bar are to be used only for Council business and functions approved by the Mayor and Chief Executive Officer. The Council Lounge is not to be used or hired for non-Council business purposes.

5. Responsible Service of Alcohol

The Town is committed to the Responsible Service of Alcohol at relevant events or activities.

Definitions

Nil.

Governance References

Statutory Compliance	<i>Local Government Act 1995, Section 2.8 (c)</i>
Organisational Compliance	Nil.

Policy Administration

Directorate:		Officer title:
Executive Services		Chief Executive Services
Next Review		Review Cycle
2023		4 years
Version	Date	Ref
1	23 March 2010	OCM-72-2010
2	22 October 2019	OCM-143-2019
3		