

---

## GOVERNANCE POLICIES

### Civic Functions, Awards and Hospitality



Policy Number:	G3
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	25 February 2025

---

#### **POLICY OBJECTIVE:**

This policy provides guidelines to ensure civic functions, awards and hospitality are provided in an appropriate and consistent manner.

#### **POLICY SCOPE:**

This policy applies to:

1. Civic events delivered by the Shire.
2. Civic Awards presented by the Shire, or by the Shire on behalf of specified organisations and government departments.
3. Use of Shire facilities as function spaces where relevant to civic functions, awards and hospitality.

This policy does not apply to:

1. Events supported through funding provided via multi-year funding agreements or the Community Funding program.
2. General duties associated with hosting guests or dignitaries within the Shire, such as Members of Parliament, where not associated with civic functions, awards and hospitality.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

The Shire of York is committed to celebrating and promoting civic pride within our community. To fulfill this objective, the Shire may deliver a variety of civic functions, awards and hospitality to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements. Collectively, these are referred to as civic activities.

#### **PROVISIONS**

##### **1 GENERAL**

The President, in conjunction with the Chief Executive Officer shall have discretion to determine whether a civic activity is to be held consistent with budget allocations and conditions within this Policy. These activities are, ideally, to be identified eight (8) weeks in advance of the proposed date. The discretion to approve such activities should consider:

- a. Allocated budgets.
  - b. Availability and suitability of venues.
-

---

c. Officer capacity and resourcing requirements.

All civic activities delivered by the Shire are hosted by the President. In the President's absence, the Deputy President has the next right of refusal. Where neither representative is available, the President may nominate an alternative Councillor.

Unless otherwise stated in subsequent sections of this Policy, the date, time, location, invitation list (including the inclusion/exclusion of partners for invitees) and guest speakers shall be determined by the President in conjunction with the Chief Executive Officer.

Councillors and identified dignitaries are invited to attend civic activities, with the proceedings being mostly formal in nature. The venue is determined by the number of guests to be invited, and the Chief Executive Officer determines the final format and all other administrative arrangements associated with the organisation and conduct of civic activities.

Recognition of Australia's First Nation's people, particularly the Ballardong Noongar people, will form part of every civic activity.

Catering and refreshments, where required, will be procured from local businesses on a rotational basis to ensure equity and fairness, in line with budget allocations.

## **2 CATEGORIES**

A civic activity (which may or may not include an Award Ceremony) may be held for the following reasons:

### Community acknowledgement

For exceptional services by groups and/or individuals to the Shire of York community.

### Recognition

For community services by individuals throughout the year or outstanding achievements/efforts in a special circumstance.

### Commemorative

For individuals, groups or significant dates on the Australian calendar that have, or have had, an impact on the local community. This may include recognition to a community group for a significant anniversary/occasion.

### Celebratory

For achievements by the Shire, or for a significant milestone such as the signing of agreements/accords with State and Federal Government or other organisations. The Shire may also host celebratory civic activities to commemorate the opening of, or significant upgrades to, public amenities.

### Official delegations

To meet the requirements or obligations of a local government authority, and/or to recognise state, interstate or international relations. This includes Citizenship Ceremonies.

## **3 SPECIFIC CIVIC ACTIVITIES**

The following civic activities are known within the Shire, itemised per Policy category:

### Community acknowledgement

These events may change from year to year and include functions such as Thank a Volunteer or Senior's Appreciation Day (or similar). These types of events should cover a broad section of the community and are not intended to highlight the achievements of an individual person or business.

---

---

## Recognition

Each year the Community Citizen of the Year Awards give local governments around the State the opportunity to acknowledge the contribution and celebrate community engagement of people within the community. This occurs via the Auspire Community Citizen of the Year Program.

There are four (4) award categories, with the criteria and nomination process being in accordance with Auspire protocols:

1. Community Citizen of the Year
2. Young Community Citizen of the Year (16-30 years of age)
3. Senior Community Citizen of the Year (over 65 years of age)
4. Active Citizenship – group or event

The selection of award recipients for each category is undertaken by the York Honours Reference Group via recommendation to Council in November each year. The final selected recipients of the Awards are announced at the presentation ceremony held in conjunction with the Australia Day breakfast on 26 January.

As part of the Shire's membership to Auspire, an Australia Day Ambassador is allocated to the Shire each year. The Ambassador changes from year to year and is appointed by Auspire. It is customary that accommodation is provided the evening prior to the Australia Day breakfast, as is a suitable gift (ie bouquet of flowers or assortment of local products) which is presented to the Ambassador as part of the Award ceremony. The Ambassador is generally the keynote speaker for the ceremony and may participate in other activities as requested from time to time.

Publicised and coordinated in conjunction with the Community Citizen of the Year Awards, the Shire conducts annual awards for Senior Sports Star of the Year and Junior Sports Star of the Year. The criteria and nomination process is specified on the nomination form. These awards are sponsored by Bendigo Bank with the selection of award recipients also undertaken by the York Honours Reference Group and presented at the Australia Day breakfast on 26 January.

For both Awards, previous winners are invited to present the current year's awards. A morning tea for dignitaries, award recipients and past winners is conducted at the conclusion of the Awards ceremony.

With regard to the civic activity recognising an Honorary Freeman of the Shire of York, refer to Policy C1 – Honorary Freeman of the Shire of York.

## Commemorative

While both organised and conducted by the RSL York Sub Branch (RSL), ANZAC Day and Remembrance Day commemorative services are held on ANZAC Day and Remembrance Day annually. Wreaths are purchased by the Shire and laid by a Council representative at both services.

The Shire provides in-kind support to the RSL through the free provision of chairs, trestle tables, marquees and mobile lights for the delivery of the ANZAC Day and Remembrance Day services.

In addition, the President is normally invited to attend the York District High School ANZAC Day service, with a wreath purchased by the Shire and laid as part of the service.

## Celebratory

Periodically, official openings of Shire facilities and amenities delivered by the Shire following significant investment (such as roads, trails, buildings and facilities) may occur to celebrate the occasion and to recognise the contribution of relevant stakeholders in the provision of a

---

---

new/upgraded community asset. Stakeholders may include (but is not limited to) Federal and State Government representatives, community representatives/groups, volunteers and funding bodies. Official openings shall be designed within the parameters or characteristics of the specific project.

#### Official delegations

The Department of Home Affairs is responsible for the administration, approval and processing of Australian citizenship applications. However, the Shire hosts the ceremonies as the arm of government closest to new citizens and the communities to which they belong.

The invite list is dictated by the Department of Home Affairs who provides the names and details of the conferees, and the ceremony is to be conducted in accordance with the [Australian Citizenship Ceremonies Code](#). The Presiding Officer has the lead role in a citizenship ceremony. It is a legal requirement that the Presiding Officer is authorised by the Australian Government Minister responsible for citizenship matters. The final invite list for each ceremony is at the sole discretion of the Chief Executive Officer, but is to include Local Members of Parliament, Councillors and, for conferee guests, a limited number of family/friends subject to venue capacity.

Any guest speakers proposed for the citizenship ceremonies are to be selected by the Chief Executive Officer, in consultation with the President.

The Shire will provide each conferee with a native Australian plant and a small gift bag consisting of iconic Australian items and locally sourced products.

#### **4 OTHER/AD-HOC CIVIC ACTIVITIES**

External requests or unforeseen opportunities for civic activities may arise and can be considered on their individual merits, where consistent with the provisions of this Policy and budget allocations. These requests are to be received in writing, ideally, no less than ten (10) weeks prior to the anticipated delivery date, allowing for appropriate consideration and organisation to occur.

#### **PENALTIES:**

Not applicable.

#### **KEY TERMS/DEFINITIONS:**

Not applicable.

---

Responsible Officer:	Chief Executive Officer
Contact Officer:	Council and Executive Support Officer
Relevant Legislation:	Policy C1 – Honorary Freeman of the Shire of York
Review History:	

Date Review Adopted:	Resolution Number
Date Adopted 22 February 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Reviewed – 25 February 2025	200225
Former Policy No:	G1.12

---