



Policy Type

Council

Policy Purpose

This policy provides the authority and guidance for civic hospitality including functions, entertainment and gifts.

Policy Statement

A program of events and budget is approved each year to provide hospitality such as functions to recognise community volunteers, pioneers and individuals and organisations who contribute significantly to the City. The program may vary at the discretion of the Council in consultation with the CEO.

The CEO, in consultation with the Mayor approves invitation lists and generally partners are included. Some events are tailored to the guests and the following guidance should be used.

(1) Pioneers Event:

A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City of Cockburn for at least 60 years. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Councillors of the City; the Aboriginal Reference Group Co-Chairs and the City's Executive.

(2) Annual Civic Function:

The City hosts an annual function to recognise individuals and organisations who contribute significantly to the City's development. This event may also be combined with other events such as a milestone celebration (40th Anniversary of the City of Cockburn).

The guest list is drawn from:

1. State and Federal Parliamentary Representatives, whose electorates are contained within the District;
2. Honorary Freeman of the City;
3. Mayor and Councillors of the City;
4. Mayor and CEO of adjoining local government Districts;
5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate;



6. Representatives of local business and industries within the City of Cockburn, as considered appropriate;
7. Representatives of community organisations within the district, with whom Council has an association. A maximum of one (1) representative per organisation, per year, will be invited;
8. Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering and voluntary support within the community of Cockburn. Such individuals may include former Elected Members;
9. The Aboriginal Reference Group (ARG) - Co Chairs;
10. City's Executive; and
11. Staff (maximum three per year) at the discretion of the CEO.

Elected Members may suggest up to six names of individuals in total, for consideration as guests drawing from individuals who fall within points six to eight above.

Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest.

(3) Volunteer Emergency Services Event:

An annual event is usually held to acknowledge the contribution of volunteers from local emergency service organisations. The guest list is comprised of:

1. Members of the Department of Fire and Emergency Services (DFES);
2. Members of State Police;
3. Volunteers from local Bushfire Brigades;
4. Volunteers from Cockburn Volunteer Sea, Search and Rescue (CVSSR);
5. Local representatives of the State Emergency Services;
6. Relevant City Reference Group members;
7. Mayor and Councillors of the City; and
8. Staff (maximum five per year) at the discretion of the CEO.

Due to Council's duty of care and the size of this event, those under 18 years are not invited where the event is held on licensed premises.

(4) Hospitality

Other than the events listed, the Mayor, Councillors, as per the [Elected Members Use of Council Bar Procedure](#) and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Function Room, Dining Room and Elected Members area of the Administration Building.

The Chief Executive Officer may also authorise hospitality off site such as meals and refreshments consumed by Elected Members and other stakeholders during

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tours of facilities, site inspections and meetings where these are relevant to the City of Cockburn.

The Mayor and/or Chief Executive Officer may also offer hospitality to recognise a milestone achieved or notable civic act performed by a community member.

(5) Promotional Gifts and Mementos

The Mayor and/or Chief Executive Officer may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations whether local, interstate or overseas. Councillors may request such items through the Chief Executive Officer. A budget is to be provided for such items.

Related Legislation and Documents:

1. Liquor Control Act 1988
2. Consumption of Alcohol in the Workplace Guideline
3. Elected Members Use of Council Bar Procedure

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	12 May 2022
Next Review Due: (Governance Purpose Only)	May 2024
ECM Doc Set ID: (Governance Purpose Only)	8030117



Elected Members Use of Council Bar Procedure

1. Purpose

- 1.1. To provide clear procedures to ensure good governance of access to the Mayoral Office, Function Room Bar and Elected Members Lounge by Elected Members and ensure the safety and wellbeing of the Elected Members, City employees and members of the public in attendance, in line with the relevant Workplace Health and Safety legislation

2. Scope

- 2.1. To provide Elected Members with access to the Mayoral Office, Function Room Bar and the Elected Members Lounge while ensuring the safe service of alcohol, minimising risk to property and persons while maintaining the security of the Administration Building.
- 2.2. Elected Members and City staff are expected to set a standard and show responsible attitudes to alcohol to prevent the risk of inappropriate or unsafe behaviour that can occur when alcohol is consumed.
- 2.3. Elected Members are required to be aware of the risk of reputational damage to the City when members of the public are present, and alcohol is consumed.
- 2.4. Elected Members are expected to refrain from consuming alcohol prior to, or during, any Council Meeting, Electors Meeting, Committee meeting or Elected Member Briefing Session.
- 2.5. All City employees are strictly prohibited from having any alcohol at a City workplace, unless as part of a CEO approved function or event.

3. Information

- 3.1. The Council bar is stocked with a range of alcoholic beverages and soft drinks for use at approved Civic and Administration events.
- 3.2. Access to the Function Room Bar is not permitted if there is a pre-existing commitment or use of the facility either for City operational purposes or for any function or event.
- 3.3. Except for the Mayor, Elected Members have restricted access to the Administration Building.

4. Procedure

- 4.1. Elected Members access cards are restricted to Function Room, Dining Room, Chambers, Committee Rooms, Function Room Bar area, Elected Members Lounge, Elected Members office and the Mayoral Office reception area.
- 4.2. Keys to the bar will be given to Elected Members will be provided with a key to the bar upon request, consistent with the Elected Member Communications Policy. The Elected Member will be required to provide a current Responsible Service of Alcohol (RSA) certificate if they serve alcohol to anybody other than themselves.

- 4.3. A Civic Administration Officer (CAO) must be always present within the building any time the bar is accessed and alcohol is served.
- 4.4. The CAO is not responsible for serving alcohol or food.
- 4.5. If any facility is accessed, with or without members of the public, outside of normal office hours or outside of the completion of a meeting or event, there must be a Cityguard on duty until such time as all people have left the building and the premises (including the car park).
- 4.6. Additional costs may be incurred by the City if a guard, or CAO, is on duty whilst the bar is open. Security guard shifts include 4 hours of guard attendance and additional costs are incurred after 4 hours. Such costs will be recorded pursuant to point 6.2.
- 4.7. An Elected Member with an RSA and key to the bar must remain present whilst the bar is open, alcohol is being served and members of the public, guests or external parties are present. The Elected Member is responsible for all parties present.
- 4.8. Consistent with the requirements of the *Liquor Control Act 1988*, the Elected Member, whilst they are responsible for the bar and the service of alcohol to others, must not consume any alcohol.
- 4.9. An Elected Member is obligated under law to apply their RSA and refuse the supply of alcohol to anyone who appears intoxicated.
- 4.10. Where the bar is accessed by an Elected Member with no members of the public present, and the elected member accesses the bar to serve only themselves alcohol, no RSA requirements apply. Once the Elected Member has consumed alcohol, they cannot serve alcohol to others.
- 4.11. Elected Members must leave all empty bottles and cans in the bar area for stocktake by the CAO the next business day.
- 4.12. At no time shall bottles or cans of alcoholic beverages be taken from the bar, or the adjoining dining or function rooms and the Elected Members' lounge at the Administration Building, whether unopened, partially consumed, or empty.
- 4.13. An Elected Member with an RSA and key to the bar, must ensure the bar is locked prior to leaving.
- 4.14. The CAO is required to log the date and quantity of liquor consumed each time alcohol is served from the Council Bar.

5. Compliance, Monitoring and Review

- 5.1. The service of alcohol must comply with the *Liquor Control Act 1988 (the Act)*. *The Act* states that consuming alcohol on an unlicensed premise requires consent by the owner or group in control of those premises. The Act also states that free water must be supplied where alcohol is provided.
- 5.2. When required, security vision from CCTV cameras located in the Administration Building's function or dining rooms may be viewed.



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- 5.3. Any reported incidents or breaches of *the Act* will be subject to investigation and may result in individual fines of up to \$2,000 or personal litigation.

6. Records Management

- 6.1. The Amenity Officers shall keep a log of the consumption of alcoholic beverages from the Mayoral Office, Function Room Bar and the Elected Members Lounge for stocktake, costing (to the Elected Member entertainment account) and reporting purposes.
- 6.2. Additional hours booked for the CAO or Guards will be booked to the Elected Member entertainment account.

7. Related Legislation and Documents

- *Liquor Control Act 1988*
- *Occupational Safety and Health Act 1984 and other relevant Workplace Health and Safety legislation*
- *Local Government Act 1995*
- Civic Hospitality and Gifts Policy
- Administration Building Access Policy
- Consumption of Alcohol in the Workplace Guideline

8. Approval and Review Details

Approval and Review	Details
Approval Authority	Executive Governance and Strategy
Approval By	Governance and Strategy
Procedure Owner Unit	Civic Services
Originator (TITLE)	Executive Governance and Strategy
Next Review Date	March 2024

Approval and Amendment History	Details
Original Approval Date	10 March 2022
Amendment Date	
Notes	
ECM Doc Set ID: (Governance Purpose Only)	11058109