

## Policy Type

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Council

## Policy Purpose

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To guide the City of Cockburn's (City) hospitality functions, gifts and entertainment, ensuring transparency, inclusivity and sustainability.

## Policy Statement

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### (1) Objective

- 1.1 The objective of this policy is to establish a framework for civic events and hospitality that promotes community engagement, recognises significant contributions, and upholds good governance, sustainability, and inclusivity principles.

### (2) Scope

- 2.1 This policy applies to all civic hospitality, including events, gifts, and entertainment hosted by the City. It covers interactions with Elected Members, City staff, external stakeholders, and the community, ensuring compliance with relevant legislation.

### (3) Annual Events

#### 3.1 Program

- 3.1.1 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.
- 3.1.2 The program may be varied by decision of Council, in consultation with the Chief Executive Officer (CEO).
- 3.1.3 The CEO, in consultation with the Mayor approves invitation lists and generally partners are included.
- 3.1.4 Events may be tailored to the guests and should be guided by this policy.
- 3.1.5 For ticketed and public events not listed in this policy, the Mayor and each Councillor is to be invited to the event and provided with a ticket if required.

### 3.2. Pioneers Event:

- 3.2.1 A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area.
- 3.2.2 To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City for at least 60 years.
- 3.2.3 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.

### 3.3 Annual Civic Function:

- 3.3.1 The Mayor and Councillors host an annual function to recognise individuals and organisations who contribute significantly to the City's development.
- 3.3.2 This event may also be combined with other events such as a milestone celebration (Anniversary of the City of Cockburn).
- 3.3.3 The guest list is drawn from:
  - State and Federal Parliamentary Representatives, whose electorates are contained within the District;
  - Honorary Freeman of the City;
  - Mayor and Councillors of the City;
  - Mayor and CEO of adjoining local government districts;
  - Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
  - Representatives of local business and industries within the City of Cockburn, as considered appropriate\*;
  - Representatives of community organisations within the district, with whom the City has an association. A maximum of one (1) representative per organisation, per year, will be invited\*;
  - 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\*;
  - The Aboriginal Reference Group (ARG) - Co Chairs;
  - City's Executive; and
  - Staff (maximum three per year) at the discretion of the CEO.
- 3.3.4 Elected Members may invite up to six named individuals in total from the categories identified by \* at 3.3.3, as guests.
- 3.3.5 Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest.

### 3.4 Volunteer Emergency Services Event:

3.4.1 An annual event is held to acknowledge the contribution of volunteers from local emergency service organisations.

3.4.2 The guest list is comprised of:

- Members of the Department of Fire and Emergency Services (DFES);
- Members of State Police;
- Volunteers from local Bushfire Brigades;
- Volunteers from Marine Rescue Cockburn;
- Local representatives of the State Emergency Services;
- Relevant City Reference Group members;
- Mayor and Councillors of the City;
- Local, State and Federal Parliamentary representative whose electorates are contained within the District; and
- Staff as determined by the CEO.

3.4.3 Trainees and volunteers under 18 years of age are not invited to attend this event.

## (4) Hospitality and Entertainment

### 4.1 General principles

4.1.1. public benefit – expenditure should serve a clear business purpose and align with community expectations.

4.1.2. accountability – all spending should be budgeted, documented, justified and subject to scrutiny.

4.1.3. integrity and fairness – hospitality should not create perceptions of favouritism or undue influence.

4.1.4. Reasonableness – costs should be modest, proportionate and publicly defensible.

4.1.5. transparency – acceptance of hospitality that constitutes a gift must be disclosed in line with the Local Government Act and relevant Code of Conduct.

### 4.2. Accepting hospitality and entertainment

4.2.1. Elected Members, the CEO and staff may accept hospitality from a third party provided there is no additional cost to the City and the person is attending in an official capacity.

4.2.2. For Elected Members and the CEO, attendance at an event may require approval under the City's Attendance at Events Policy. Acceptance of hospitality may also give rise to a disclosable financial interest

#### 4.3. Providing hospitality and entertainment

4.3.1. expenditure for off-site hospitality may be incurred by the City in the following circumstances:

- 4.3.1.1 to facilitate attendance at a Pre-Approved or Approved Event under the Attendance at Events Policy;
- 4.3.1.2. to facilitate the conduct of official City business;
- 4.3.1.3 to extend hospitality to overseas or interstate visitors when the City has an interest in, or obligation towards, facilitating the visit;
- 4.3.1.4 where incidental to travel on official business;
- 4.3.1.5 to extend hospitality to significant City stakeholders; and
- 4.3.1.6 to celebrate milestone events in the civic life of the City.

4.3.2. As a guide, off-site hospitality provided or paid for by the City should:

- 4.3.2.1. not exceed \$100 per head for food and refreshments including alcohol which may be purchased incidental to the meal only;
- 4.3.2.2 not include any provision for entertainment;
- 4.3.2.3. cater for all dietary requirements; and
- 4.3.2.4. not be a routine occurrence.

4.3.3. Aside from Civic Events approved under this or another policy, expenditure for on-site hospitality may be incurred to facilitate meetings out-of-hours, over meal times or all-day meetings.

4.3.4. All hospitality and entertainment provided or paid for by the City must be approved in advance:

- 4.3.4.1. in a policy adopted by Council;
- 4.3.4.2. for Elected Members – by the CEO (in consultation with the Mayor);
- 4.3.4.3. for the CEO – in accordance with this policy
- 4.3.4.4 for staff – by a Director, Group Manager or the CEO

#### (5) Promotional Gifts and Mementos

5.1 The Mayor and/or CEO may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations.

5.2 A set budget covers these expenditures, ensuring fairness and transparency.

5.3 Elected Members may make recommendations for recipients through the CEO.

5.4 Gifts to Elected Members must comply with the requirements of Division 8, Part 5 of the *Local Government Act 1995*.

(6) Environmental Sustainability

6.1 The City aims to host sustainable events by using environmentally friendly materials and minimising waste at functions.

6.2 The policy encourages reusable or recyclable items for promotional gifts.

(7) Definitions

*Official capacity* means –

Where the reference is to an Elected Member or the CEO – when that Elected Member or the CEO is attending on request of the Council or is attending a Pre-Approved or Approved Event under the Attendance at Events Policy.

Where the reference is to staff – where that staff member:

- Is attending training, a conference, an award ceremony or a community or sport event, which have been approved in advance; or
- Is working – for example at community events, or where they have been invited to speak, present, or facilitate or train others.

(8) Related Legislation and Documents

*Liquor Control Act 1988*

Consumption of Alcohol in the Workplace Guideline

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)	8 July 2025
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