



## Protocol for Civic Events and Functions Policy

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<b>Department:</b>	CEO and Governance	<b>Division:</b>	CEO
<b>Function:</b>	9 - Governance	<b>Responsible Officer:</b>	Executive Assistant to the CEO/Mayor

### A - PREAMBLE

The City of Salisbury seeks to ensure that:

1. Appropriate representatives from the community are invited to its events and functions and that individuals attending events and functions on behalf of the City of Salisbury represent the Council suitably.
2. Events are organised and delivered as needed and to a standard that presents the City of Salisbury in the best light, and are considerate of community expectations.

### B - SCOPE

This Policy applies to Civic Events or functions hosted by the City of Salisbury and Elected Members or staff attending those events or functions.

### C - POLICY PURPOSE/OBJECTIVES

This Policy provides guidance to ensure appropriate representatives are invited to City of Salisbury Civic events or functions and that appropriate protocols for the provision of catering services and dress code for City of Salisbury representatives attending the event/function are in place.

### D - DEFINITIONS

1. ***Elected Members*** refers to the Mayor and Councillors of the City of Salisbury.
2. ***Civic Events or functions*** are those activities hosted or organised by the City of Salisbury to celebrate special occasions and to promote the City. Such events would include the Mayoral Breakfast, Living Legends, Australia Day Awards, Citizenship Ceremonies and launches of key publications and projects, as well as functions that celebrate organisational milestones or achievements.

3. **Events of Strategic/City Wide importance** are events that relate to activities or initiatives of relevance to the entire city, or provide the opportunity to promote the City of Salisbury as a whole, for example, the launch or opening of initiatives or community programs/infrastructure, or launch/release of key strategic publications or the Mayoral Breakfast. These events may also have direct relationships with State or Federal Government initiatives, activities or programs affecting the Northern region and would generally be relevant to the City of Salisbury's Strategic Directions, and include occasions like visiting delegations, e.g. Sister City visits.
4. **Events of Local importance** are events that relate to activities or initiatives occurring within specific parts of the City and have particular relevance to that area. It also includes events that provide the opportunity to promote a particular program, piece of work or location within the City, for example opening of a local community centre or park, or a local community event.
5. Functions that acknowledge organisational milestones or other social/cultural activities and festivals are functions designed to acknowledge achievements and contribution of the City of Salisbury in its service to the community, and the contribution that individuals or groups, including Elected Members, have made to that outcome.
6. **Appropriate attire** means clothing appropriate for the business environment, which does not indicate party/political preference or affect the reputation or neutrality of Council, or a decision before the Council.
7. **Candidate** means a person seeking election to federal, state or local government at an upcoming election.

## E - POLICY STATEMENT

1. Where a Civic event or function is organised by the City of Salisbury, the following protocol will apply when determining the invitation list for those occasions.
  - Where the Civic event/function is of strategic/city wide importance, the following are to be considered:
    - State/Federal Members of Parliament
    - Members of the Upper House (Senators and Legislative Council)
    - Representatives from Local Businesses
    - Representative from the Education sector (Schools, Universities & TAFEs)
    - Relevant State Government Departments
    - Elected Members
    - Appropriate community and not for profit representatives
    - City of Salisbury Staff (Executive, Managers, and relevant officers as determined by the Chief Executive Officer)
    - Australia Day Award Winners from previous five years
    - Past and present Living Legends of Salisbury
  - Where the Civic event or function is of local importance invitations may be directed to the following, depending on the nature of the event:
    - State/Federal Members of Parliament
    - Representatives from Local Businesses
    - Representative from the Education sector (Schools, Universities & TAFEs)
    - Representatives from Local Churches
    - Community Group Presidents (e.g. RSL, Rotary etc)
    - Relevant State Government Departments
    - Australia Day Award Winners from previous five years
    - Past and present Living Legends of Salisbury
    - Sporting Club Representatives

- Youth Council Representatives
  - Local Developers
  - SAPOL
  - Elected Members
  - Metropolitan Council's Mayors and CEOs
  - Former Mayors of the City of Salisbury
  - City of Salisbury Staff (Executive, Managers, and relevant officers as determined by the Chief Executive Officer)
2. Elected Members are required to wear appropriate attire when representing Council at Civic events/functions and also at Council, Committee and Sub-Committee meetings.
  3. Where a Civic event or function is organised by the City of Salisbury, the catering (food and beverages served) should be appropriate to the nature of the function from a community/social benefit, economic advancement, or organisational benefit perspective.
  4. Where alcohol is available for consumption, this will be done in accordance with Council's Drug and Alcohol Policy.

**F - GUIDELINES FOR CANDIDATES ATTENDING CIVIC EVENTS AS REPRESENTATIVES OF INVITED GUESTS DURING THE LEAD UP TO FEDERAL, STATE OR LOCAL GOVERNMENT ELECTIONS.**

1. From time to time invited guests may not be able to attend a Civic Event they are invited to. It is common practice in those situations for a representative to be nominated to attend in their place. In some instances, candidates for election to federal, state or local government may be nominated as that representative.
2. Where a candidate for election at any level of government is in attendance at a City of Salisbury Civic Event as a representative of an invited guest, it is expected that they will not use the event for campaigning purposes. Actions at the event should be consistent with celebrating the occasion for which it has been convened and with the roles and responsibilities of the invited guest the candidate is representing.
3. The City of Salisbury Caretaker Policy provides specific guidance regarding the use of council resources during a local government caretaker period and current Elected Members must be cognisant of their obligations under that policy when attending Civic Events during a caretaker period.

**G - LEGISLATION**

1. Nil

**H - REFERENCES**

1. Nil

**I - ASSOCIATED PROCEDURES**

1. Nil

**Document Control**

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