

# **Civic Receptions Policy 2021**

**POL039**



**Policy No:** POL039  
**Policy Title:** Civic Receptions Policy  
**Section Responsible:** Executive Services  
**Minute No/Ref:** 21/052  
**Doc ID:** 8636

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#### **1. INTENT**

- To define civic receptions and ceremonies.
- To provide guidelines to the Mayor, Councillors, and staff for the approval and execution of civic receptions and ceremonies.

#### **2. SCOPE**

This Policy shall apply to all civic receptions and ceremonies as defined in this policy and held within the Narrandera Shire.

#### **3. OBJECTIVE**

The objective of this policy is to specify when Council will hold civic functions and how they should be conducted.

#### **4. POLICY STATEMENT**

A civic reception is the highest level of Council function which involves a guest or guests of honour and invited guests. In certain circumstances, Council may wish to recognise outstanding community service or other significant achievements by holding a civic reception or ceremony for the individual or groups involved.

## 5. PROVISIONS

### 5.1 APPROVAL

Approval for civic and ceremonial functions shall be as follows:

|   |  |
|---|--|
| Where adequate notice is given:                               | Approval by Council resolution.  |
| Where expenditure is - less than \$500:                       | Approval either by Council resolution or by the Mayor in conjunction with the General Manager. |
| Where short notice is given - expenditure between \$500-1000: | Approval by Mayor, subject to funds being available.   |
| Where short notice is given - expenditure more than \$1000:   | Verbal agreement by majority of Councillors and confirmation at next Council meeting.          |

### 5.2 INVITATION LIST

The standard invitation list for civic and ceremonial functions should include the following:

- All Councillors and partners.
- General Manager and partner.
- Senior staff and partners.
- Civic and community representatives considered by the Mayor, in conjunction with the General Manager, to be appropriate.

### 5.3 VENUE

Civic Receptions shall be hosted in the Council Chambers unless Council determines otherwise in special circumstances. The official reception will usually be followed by a morning or afternoon tea or dinner with appropriate catering.

### 5.4 GIFT

The Mayor shall have the discretion to determine whether a gift shall be presented.

## 6. DEFINITIONS

- **Civic Reception** is appropriate for important dignitaries, celebration of an important event or occasion of major significance.
- **Civic Ceremony, Mayoral Reception or Welcome** is appropriate where recognition is considered appropriate but where the persons or achievement is not of a standing outlined for a Civic Reception. Councillors and other appropriate persons would be advised of the function.

## 7. ROLES AND RESPONSIBILITIES

- The Mayor is authorised under Section 226 of the Local Government Act 1993: “to carry out the civic and ceremonial functions of the mayoral office.”

- The Mayor, in conjunction with the General Manager, shall have discretion to determine whether a civic reception or ceremony is to be held.

## 8. RELATED LEGISLATION

- N/A

## 9. RELATED POLICIES AND DOCUMENTS

- Code of Conduct
- ES190 Australian Citizenship Policy
- ES20 Australia Day Policy
- HRH003 Healthy Catering Options

## 10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

## 11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES170 Civic Reception Policy.
- C2000 Civic Reception Policy.

## POLICY HISTORY

|  |   |                            |                          |
|--|---|----------------------------|--------------------------|
| <b>Responsible Officer</b>   | <b>Executive Assistant</b>  |                            |                          |
| <b>Approved by</b>   | <b>General Manager</b>  |                            |                          |
| <b>Approval Date</b>   | <b>3 May 2021</b>   |                            |                          |
| <b>GM Signature</b><br><i>(Authorised staff to insert signature)</i> |  |                            |                          |
| <b>Next Review</b>   | <b>1 December 2022</b>  |                            |                          |
| <b>Version Number</b>  | <b>Endorsed by ELT</b>  | <b>Endorsed by Council</b> | <b>Date signed by GM</b> |
| <b>1 Adopted</b>   | -   | -                          | 29/04/1997               |
| <b>2 Reviewed</b>  | -   | -                          | 4/09/2000                |
| <b>3 Reviewed</b>  | -   | -                          | 9/12/2008                |

|                   |            |            |            |
|-------------------|------------|------------|------------|
| <b>4 Reviewed</b> | 13/07/2015 | 18/08/2015 | 18/08/2015 |
| <b>5 Reviewed</b> | 17/09/2018 | 20/11/2018 | 20/11/2018 |
| <b>6 Reviewed</b> | 22/12/2020 | 16/03/2021 | 3/05/2021  |
|                   |            |            |            |

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