

CIVIC RECEPTION

ES170



NARRANDERA SHIRE COUNCIL POLICY

CIVIC RECEPTIONS

Policy No:	ES170
Policy Title:	Civic Receptions
Section Responsible:	Executive Services
Minute No:	
MagiQ No:	8636
Next Review Date:	December 2020
Responsible Officer	Manager Economic Development and Tourism

Application

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

Objective

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.

Policy Statement

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.

A civic reception is appropriate for important dignitaries, celebration of an important event or occasion of major significance.

A civic ceremony is appropriate where recognition is considered appropriate but where the person(s) or achievement is not of a standing outlined for a Civic Reception.

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

- All Councillors and partners
- General Manager and partners
- Senior Staff and partners
- Those civic and community representatives considered by the Mayor in conjunction with the General Manager to be appropriate.

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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.

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

Approval of Civic Receptions:

1. Where adequate notice is given, approval by Council resolution.
2. If only short notice given, approval by Mayor, subject to expenditure being less than \$1,000 and funds being available.
3. If short notice given with expenditure over \$1,000 – verbal agreement by majority of Councillors (Confirmation at next meeting).

Civic Ceremonies (herein defined as Mayoral Reception or welcome)

A Civic Ceremony or Mayoral Reception or welcome is similar to a Civic Reception, though less formal and does not involve a major function or presentation. A Mayoral reception would be given to person(s) or organisations where recognition is considered appropriate but where the person(s) or achievement is not of a standing outlined for a Civic Reception. Councillors and other appropriate persons would be advised of the function.

Approval of Civic Ceremonies:

Either by Council resolution or by the Mayor in conjunction with the General Manager if expenditure is less than \$500.

Policy History

ELT	13 July 2015
Adopted	29 April 1997
Reviewed	4 September 2000
Amended	15 July 2008
Reviewed	9 December 2008
Reviewed	18 August 2015
Adopted	20 November 2018



Signed: General Manager
Date: 20 November 2018