

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1		0	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	11/05/2010	0142	11/05/2010
4	09/06/2015	15/161	09/06/2015
5	24/09/2019	19/302	25/10/2019
6	28/11/2023	23/275	02/01/2024

2 Policy Objective

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

A Civic function may take the form of a civic reception, civic welcome or civic event.

Civic functions will be approved by the Mayor or the General Manager.

3 Policy Statement

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

Civic functions will be conducted for official dignitaries within this category:

- The Queen or heirs as the Sovereign of Australia
- Governor General
- Governor of NSW
- Prime Minister
- Premier of NSW
- Ambassadors
- Consul - Generals
- Consuls
- International Religious or Political Leaders
- Sister City
- Mayoral Induction
- Mayoral Welcome

Civic functions may also be conducted for:

- Community acknowledgement - exceptional voluntary service by groups and individuals, over and above Civic Recognition Awards;
- Commemorative - events that happen that impact on the local community;



- Celebratory - exceptional high achievements in sports, the arts, fundraising, or signing of significant agreements/accords with State/Federal Governments etc.
- Opening of Council facilities.

4 Policy Guidelines

Only one civic function shall be tendered to any individual while ever that person retains the same position or office.

Civic functions shall not be tendered to any person directly involved with a political party, electoral campaign or the like.

Requests for civic functions must be made in writing to the Mayor detailing why the civic function is required. The Mayor will then either approve or decline the request based on the criteria above.

The date, time and invitation list shall be determined by the Mayor. If the date of the civic function falls outside the current Mayor's term the General Manager will make a decision in this instance.

Civic functions shall generally not exceed two hours in duration.

A civic function invitee list will be maintained by Council and will be amended as required.

Council may invite additional members of the community to a civic function based on the reason the civic function is being held.

The civic function will be managed by the Personal Assistant to the Mayor and General Manager, taking into account appropriate protocols and procedures befitting a civic occasion.

5 Definitions

None

6 Exceptions

None

7 Legislation

None

8 Related Documents

None

9 Directorate

Economic & Organisational Development