

Civic Receptions Policy 2025

POL039



Policy No: POL039
Policy Title: Civic Receptions Policy
Section Responsible: Executive Services
Minute No/Ref: 25/086
Doc ID: 8636

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. EVALUATION

Council will evaluate the civic reception policy on a four-year basis, within the first 12 months of the new council term, to assess whether it was effective in assisting the mayor to fulfil civic roles.

6. PROVISIONS

6.1 APPROVAL

Approval for civic and ceremonial functions shall be at the discretion of the Mayor and where a functions costing is \$10,000 and over, Council Resolution is required.

6.2 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.

6.3 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.

6.4 GIFT

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

7. 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.

8. 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.”*

9. RELATED LEGISLATION

- N/A

10. RELATED POLICIES AND DOCUMENTS

- Model Code of Conduct for Local Councils in NSW
- Local Government Act 1993; Section 226; (l)
- POL041 Australian Citizenship Policy

- POL042 Australia Day Policy
- POL077 Healthy Catering Options

11. 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.

12. 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
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POLICY HISTORY

Responsible Officer	Executive Assistant		
Approved by	General Manager		
Approval Date	22 May 2025		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 July 2029		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	29/04/1997
2 Reviewed	-	-	4/09/2000
3 Reviewed	-	-	9/12/2008
4 Reviewed	13/07/2015	18/08/2015	18/08/2015
5 Reviewed	17/09/2018	20/11/2018	20/11/2018
6 Reviewed	22/12/2020	16/03/2021	3/05/2021
7 Reviewed	14/05/2024	-	-
8 Reviewed	20/03/2025	20/05/2025	22/05/2025

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