



**CITY OF
BALLARAT**

Civic Function Policy

G&IS-GOV-07

**BALLARAT CITY COUNCIL
Town Hall
Sturt St
Ballarat VIC 3350
Tel. 5320 5500**

TABLE OF CONTENTS

1	DOCUMENT CONTROL INFORMATION	2
2	POLICY STATEMENT	3
3	OWNER	3
4	APPLICABILITY	3
5	DEFINITIONS	3
6	PROCEDURE AND GUIDANCE NOTES.....	3
7	COMPLIANCE RESPONSIBILITIES	4
8	CHARTER OF HUMAN RIGHTS COMPLIANCE.....	4
9	REFERENCES AND RELATED POLICIES	5
10	APPENDIX.....	6

1 DOCUMENT CONTROL INFORMATION

DOCUMENT CONTROL

Policy Name	Civic Function Policy
Business Unit	Governance
File Location	Location of policy in DocHub - Index
Document status	Adopted
Version	2.00
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DOCUMENT HISTORY

	Version	Date	Author
Initial Draft	1.00	19 August 2008	Rebecca Grumley
Final Draft	2.00	4 July 2011	Julie Savage
Adopted	2.00	27 July 2011	Council Resolution
Review Draft			
Review Final			
Approved			

2 POLICY STATEMENT

Intent:-

The intent 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 Chief Executive Officer.

Objectives:

- To provide guidance for the approval of civic functions;
- To provide professional and high quality civic events;
- To co-ordinate the calendar of events; and
- To manage appropriate protocols and procedures befitting a civic occasion.

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.

3 OWNER

The owner of this policy is the Chief Executive Officer. The Civic Support Unit administers this policy and all enquiries regarding this policy should be initially directed to the Governance & Information Services.

4 APPLICABILITY

This policy applies to all Councillors, full-time and part-time employees, and may apply to contract, temporary and casual employees engaged by the Council.

5 DEFINITIONS

Civic Function – A reception to mark a special occasion.

6 PROCEDURE AND GUIDANCE NOTES

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

- The Queen or her Heirs as the Sovereign of Australia
- Governor-General
- Governor of Victoria
- Prime Minister
- Premier of Victoria

- Ambassadors
- Consul-Generals
- Consuls
- International Religious and Political Leaders
- Sister City
- Mayoral Induction

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 achievement in sports, the arts, fund-raising, or signing of significant agreements/accords with State/Federal Governments etc;
- Opening of Council facilities

Requests for civic functions must be made in writing to the Mayor of the day, detailing why the civic function is required. The Mayor will then either approve or decline the request based on the criteria above, the applicant will be advised of outcome within 10 working days.

The date, time and invitation list shall be determined by the Mayor. If the date of the civic function falls outside of the current Mayor's term the Chief Executive Officer will make a decision in this instance. All civic functions must be held at a Council facility with the venue determining the number of guests who may be invited.

Once the civic function has been approved the Civic Support Unit will send out a form to finalise the details of the function (see appendix). This form needs to be received at least eight weeks before the agreed date of the civic function. The Civic Support Unit will then liaise with the applicant to organise the function, e.g. venue, catering, invitation list, MC, running sheet, staffing and audio/lighting if applicable. The Mayor will also need to decide whether it is appropriate to present a gift at the civic function.

The role of the Mayor/Councillors and Chief Executive Officer will then be arranged, with the details of the event secured in the relevant diaries and requests for speeches sent to the Media Unit. The Media Unit may also need to be contacted in relation to any media releases and alerts.

7 COMPLIANCE RESPONSIBILITIES

Mayor
Councillors
CEO
Leadership Team
Governance Unit

8 CHARTER OF HUMAN RIGHTS COMPLIANCE

This policy has a positive impact on the Human Right, equality.

9 REFERENCES AND RELATED POLICIES

Civic Function policies produced by other Councils have been referenced during the completion of this policy.

	Include - Name, Reference and location of reference
Acts	NIL
Regulations	NIL
Codes of Practice	NIL
Guidance notes	Nil
Australian Standards	NIL
Related Policies	CIVIC RECOGNITION POLICY

10 APPENDIX

CIVIC RECEPTION:.....

DATE & TIME:.....

Name of contact person:
Position held:
Email:
Phone:

Names of Guest Speakers provided by your organisation and their titles:

Will you be providing an MC for the function? yes / no

If yes, please provide name and title of MC

Do you require data projector or other IT equipment? yes / no

Dress Code: Neat	Casual	<input type="checkbox"/>
Business	Wear	<input type="checkbox"/>
Formal	(Black Tie)	<input type="checkbox"/>

Will there be any presentations made at the Reception, if so please provide details:

CIVIC RECEPTION:

The Mayor will be required to acknowledge Official Guests in attendance – please list any official guests and their titles:

Provide a brief background or history of your organisation including how many members: (may be an attachment to this document)

Any other relevant information:

PLEASE NOTE:

The above information is to ensure the efficient and timely running of this function and we ask your full cooperation to make this possible.
Should you have any queries in relation to this matter please do not hesitate to contact myself, on 5320-5176 or via email helenarnts@ballarat.vic.gov.au