

1. PURPOSE

This policy specifies when Council will hold civic functions and how they should be conducted.

2. INTRODUCTION

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

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. SCOPE

This policy applies for all civic functions hosted by the Horsham Rural City Council.

4. PRINCIPLES

4.1 A civic function may be held (but is not limited to) the following criteria:

- Community acknowledgement – for exceptional services by groups and/or individuals to the community of the Horsham Rural City Council.
- Recognition – for community services throughout the year or outstanding achievements/efforts in a special circumstance.
- Commemorative – for individuals or groups that have an impact on the community or recognising a community groups significant anniversary/occasion.
- Celebratory – for exceptional achievements in sport, the arts, charitable endeavours, or signing of significant agreements/accords with State and Federal Government, etc.
- Official delegations – for interstate delegations or international relations.

4.2 Requests to hold a civic function must be made in writing to the Mayor of the day, detailing why the civic event is requested.

4.3 The Mayor, in conjunction with the Chief Executive has the discretion to determine whether a civic function is held, based on the criteria outline in 4.1.

4.4 All civic functions on behalf of the Horsham Rural City Council are hosted by the Mayor. In the Mayor's absence, the immediate past Mayor will fulfil this commitment. If the immediate past Mayor is not available the Mayor will nominate a Councillor.

4.5 The Chief Executive will determine the format and all other administrative arrangements associated with the organisation and conduct of civic functions.

4.6 Civic functions are normally held in the Reception Room at the Council Municipal Offices, 18 Roberts Avenue, Horsham with the venue determining the number of guests to be invited.

4.7 Council will not host any Civic Functions during the caretaker period.

5. COMMUNICATION

This policy will be available on the Horsham Rural City Council website, intranet and included in the Mayor's manual.

6. RESPONSIBILITY

Policy Owner: Chief Executive Officer

7. DEFINITIONS

Definition	Meaning
Chief Executive Officer (CEO)	The CEO is responsible for the day-to-day management of operations in accordance with the strategic directions of the Council Plan. The CEO is the only Council officer employed by the Councillors.
Civic Function	A civic reception, civic welcome or civic event to mark a special occasion.

8. SUPPORTING DOCUMENTS

Document	Location
<i>Local Government Act 2020</i>	Internet
Procedure No P04/182 Civic Functions Procedure	Intranet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	4 September 2017	EMG	New policy	4 September 2020
02	5 September 2022	EMT	Reviewed, no changes required apart from ref to LGA 2020	5 September 2026
2.1	March 2023	n/a	New logo	5 September 2026