POLICY TITLE  
CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF HOSPITALITY

POLICY NUMBER  
POL/GOV014

PURPOSE
This policy provides guidance for the approval and standards of civic functions, ceremonies, receptions and/or the provision of hospitality provided by Council.

SCOPE
This policy applies to the determination of formal receptions as agreed to by the Mayor and Chief Executive Officer.

POLICY
Civic Receptions are appropriate for visiting dignitaries on official visits such as Federal or State Government representatives ministerial level or above, delegations from Sister City relations, visitors of national significance or others as determined by the Mayor in consultation with the Chief Executive Officer.

Requests or arrangements regarding Civic Receptions will be handled in accordance with the Civic Receptions, Receptions and the Provision of Hospitality procedure. Mayoral receptions may be provided for persons/organisations where recognition is considered appropriate but a full civic reception is not justified.

RELATED POLICIES/DOCUMENTS
Councillor Attendance at Functions – POL/GOV009

RELATED LEGISLATION
Nil

Signed: Les McPhee  
Mayor  
Date: 9/5/2016
PROCEDURE TITLE  CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF HOSPITALITY PROCEDURE

PROCEDURE NUMBER  PRO/GOV014P

ENABLING POLICY/DIRECTIVE  CIVIC RECEPTIONS, RECEPTIONS AND THE PROVISION OF HOSPITALITY – POL/GOV014

ENABLING LEGISLATION  Nil

PURPOSE
The purpose of this procedure is to outline Council’s requirements towards the provision of Civic functions, ceremonies, Mayoral Receptions and/or the provision of hospitality to visiting dignitaries and delegates.

SCOPE
This procedure applies to all formal receptions and Civic Receptions hosted by Council for visiting dignitaries, delegates or suitable persons as agreed by the Chief Executive Officer and the Mayor.

PROCEDURE
Councillors should be advised of a Civic Reception prior to final approval.

The Mayor in consultation with the Chief Executive Officer shall have the discretion to determine whether a Civic Reception/Mayoral reception is held.

Civic Receptions
Civic Receptions are Council’s most formal event and as such, require formal invitations and a semi-formal dress code. A formal presentation to invited guest/s of honour of some kind would normally be made.

The date, time and invitation list shall be determined by the Mayor in consultation with the Chief Executive Officer. Invitees shall include all current Elected Members, Local Members of Parliament, Councillors, the Chief Executive Officer and other employees and community members at the discretion of the Mayor and Chief Executive Officer.

Civic Receptions are appropriate for visiting dignitaries such as:
• Federal or State Government representatives – Ministerial level and above
• Visiting delegations from Sister City relations
• Visitors of national significance
• Others as determined by the Mayor and Chief Executive Officer.
Mayoral Receptions

Whilst similar to Civic Receptions, Mayoral Receptions are less formal and do not involve a major function or presentation. Mayoral functions are provided for persons/organisations where recognition is considered appropriate but where the person/organisation is not of the standing outlined for a Civic Reception. Councillors and other appropriate persons would be invited.

The date, time and invitation list shall be determined by the Mayor in consultation with the Chief Executive Officer. Invitees shall include all current Elected Members, Local Members of Parliament, Councillors, the Chief Executive Officer and other employees and community members at the discretion of the Mayor and Chief Executive Officer.

Venue

Civic receptions, Mayoral receptions and formal ceremonies are to be held at the Town Hall, McCallum Street Swan Hill where possible and are to be given precedence where other internal bookings may occur.

Catering Provided

At the discretion of the Mayor and the Chief Executive Officer, Civic Receptions and Mayoral receptions would involve a light supper and refreshments be provided. Council is responsible for the provision of all refreshments, the level of which is determined by the Mayor and Chief Executive Officer.

Receptions are usually for an hour unless other arrangements are agreed to by the Mayor and Chief Executive Officer.

The following is a guide for the catering requirements for Council Civic Receptions/Mayoral Receptions and formal ceremonies.

The Chief Executive Officer is authorised to vary the catering content to meet the needs of the occasion.

The provision of food would normally involve waiting staff serving finger food for the first 40 minutes of the event or a 2 course sit down meal.

Preference will be given to locally sourced ingredients and where appropriate these will be identified on menus and promoted.

Beverages provided are:

Orange juice, soft drink, water, light and mid strength beer, red and white wine.

Other beverages supplied are at the discretion of the Mayor and Chief Executive Officer.

Signed: John McLinden
CEO
Date: 10/5/2016