

Corporate Plan Reference:	-
Endorsed by Council on:	13 January 2014
Policy Owner and Department:	Chief of Staff, Executive Office

POLICY PURPOSE

The purpose of this policy is to provide guidance regarding the conduct of civic functions.

POLICY SCOPE

Civic functions and events foster relationships with the community and Council and recognise and celebrate individual and community achievements.

This policy will identify when civic functions can be held and the types of civic functions which may be approved at the Mayor's discretion.

POLICY STATEMENT

Civic functions can be held:

- as a consequence of formal agreements e.g. sister city arrangements;
- to welcome international or interstate delegations that align with Council's corporate or community vision;
- to recognise important government visits; and
- to recognise significant achievements within the Noosa community.

Types of Civic Functions

Civic functions are held at the discretion of the Mayor, and will take the form of one the following events:

- Civic reception – a formal cocktail party, lunch, dinner, or one-off conference, attendance generally by invitation only.
- Mayoral reception – an informal reception to officially welcome delegations and the like, in particular where a formal agreement is in place. The reception will generally be a morning or afternoon tea, hosted by the Mayor and held on Council premises, with attendance by invitation only.
- Council reception – at a Council meeting, generally to recognize the achievements and efforts of individuals, groups, associations, organisations or businesses within the Noosa community.

GUIDING PRINCIPLES

Section 4 of the *Local Government Act 2009* requires that any actions taken under the Act are consistent with the local government principles. This Policy is in accordance with these principles. In addition, the Mayor has the responsibility to represent the local government at ceremonial or civic functions (Section 12 4(h)).

ROLES AND RESPONSIBILITIES

The Mayor shall approve the holding of civic functions and determine the invitation list.

DEFINITIONS

Civic function refers to an official event held for celebratory, ritual or commemorative purposes.

RELATED POLICIES AND LEGISLATION

Queensland Local Government Act 2009

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	New Policy		Council	13/01/14