
Mayoral civic receptions & events policy

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1 Preamble

The contents of and the commitments that council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

2 Policy purpose

The purpose of this policy is to outline the nature and naming privileges in which a civic reception, event or ceremony will be initiated and hosted by 'the Mayor of the City of Onkaparinga.'

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

3 Policy principles

It is the role of the Mayor as the principal member of Council to undertake civic and ceremonial duties in accordance with Section 58 of the *Local Government Act 1999*.

Under this authorisation the Office of the Mayor may wish to recognise outstanding community services, significant achievements or confer citizenship by holding a civic reception and/or event for individuals or groups.

A civic reception or event initiated by the Mayor may be held (but not limited to) the following reasons:

- Community acknowledgment – for exceptional voluntary services by groups and/or individuals.
- 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 group's significant anniversary
- Celebratory – for exceptional achievements in sports, the arts, fund-raising, or signing of significant accords with State and Federal Government, etc
- Official delegations – for interstate delegations or international relations
- Elected Members relations – to build relationships between elected members and with staff of the City of Onkaparinga
- Citizenship ceremonies.

These policy principles apply to all civic receptions, events and ceremonies conducted by the Office of the Mayor.

The number of civic receptions and events held by the Mayor are monitored by Council through budget controls and access to expenditure.

The Mayor must not host civic receptions or events during the caretaker period other than those routinely scheduled and adherence with Council's Caretaker Policy is required.

4 Background information

The City of Onkaparinga recognises that there are different types of events and civic receptions that are hosted by the Office of the Mayor. It is at the discretion of the Mayor in consultation with the CEO, or delegate, when a civic reception, event or ceremony is held and meets the criteria within this policy.

Mayoral civic receptions and events consist of:

- Civic receptions
- Civic events
- Elected Member relations
- Citizenship ceremonies

Civic Governance is responsible for the Mayors civic receptions and events and will ensure adherence with the policy principles.

5 Funding and expenditure

Funding is allocated in the annual budget for the Mayor to host civic receptions and events. The total funds allocated will govern the number of reception and events held. Expenses for Mayoral receptions and events, where possible, are held in line with the elected member allowance, benefits and support procedure and the corporate hospitality and purchasing guideline.

All hospitality related expenditure is approved by the relevant Manager prior to an event being organised.

6 Policy

6.1 Civic receptions

A civic reception is initiated and hosted by the Mayor for purposes in line with the policy principles. This would include building staff and elected member relations and hosting visitors.

The outcome of a Mayoral reception in this category is to build strong communities across our region and to recognise those who lead, participate in and contribute to our City and the wider Australian community. It is also intended to build stronger working relationships between the elected member body and/or staff, enhancing communications, relationships and efficiency at the City of Onkaparinga.

All elected members are invited to attend civic receptions.

The Mayor will report to Council on the reception and any additional outcomes.

6.2 Civic events

A civic event is initiated and hosted by the Mayor for reasons that require greater acknowledgment outside the criteria of civic receptions. This would include economic and community development, furthering business links in the community and fund-raising events.

The outcome of a Mayoral civic event in this category is to develop and support local groups. These events will generate City of Onkaparinga pride and promote industry and community connections. This category also recognises the impact of national and international relations for the development of local business and community capacity and cohesion for the City of Onkaparinga.

All elected members are invited to attend. If this event is for fundraising purposes, elected members will be required to purchase a ticket should they wish to attend.

The Mayor will report to Council on the reception and any additional outcomes.

6.3 Citizenship ceremonies

Citizenship ceremonies are hosted by the Mayor in line with the Australian Citizenship Ceremonies Code.

Ceremonies assist in building Council relationships with new members of the community and are often the first contact new citizens have with Council. These ceremonies provide an opportunity to welcome new Australian Citizens into the City's community.

Citizenship ceremonies are to be held within the City of Onkaparinga.

In accordance with the Australian Citizenship Code to reflect the significance of the occasion citizens attending a Citizenship ceremony should adhere to the City of Onkaparinga dress code of smart casual. National or cultural dress is welcomed.

7 Event Naming

When community groups or staff hold an event in the City of Onkaparinga they may wish to raise the profile of the event by requesting permission to use the naming privileges of 'the Mayor of the City of Onkaparinga'. Associating 'the Mayor of the City of Onkaparinga' with an event or as the host, assists in raising the profile of the event through promotion, advertising and the attendance of the Mayor. Securing the naming privileges assists in building stronger relationships between Council and the Community.

The following options are circumstances in which naming privileges may be requested:

- If the event and/or reception clearly attempts to support or build strong communities within the City of Onkaparinga
- Events that have gained sponsorship or are provided support by the City of Onkaparinga
- Community individuals, groups or local businesses seeking to raise the profile of their event to build community capacity and cohesion.

Requests to use the naming privileges of 'the Mayor of the City of Onkaparinga' must be made in writing to the Mayor. The approval for the use of naming privileges of 'the Mayor of the City of Onkaparinga' is provided at the discretion of the Mayor.

If approval is provided, the office of the Mayor will review the following elements of the event before they are distributed to ensure consistency with Council values and standards:

- invitations
- articles/publications relating to the event that will be viewed by the public
- running sheet for the event
- any information that will be distributed to the community.

Approval for naming privileges does not confer financial or in kind support from Council, unless otherwise agreed.

As an alternative, community groups or individuals are welcome to invite the Mayor to host and be recognised as an invited guest at their function.

8 Relevant legislation and references

Local Government Act 1999

9 Further information

This policy is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website
www.onkaparingacity.com.au.

10 Document control

Author (to whom changes are to be recommended):		
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Approved by (document owner):		

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Title of document			Document number
Elected Member allowances, benefits and support procedure			ECM 4761274
Corporate hospitality and purchasing guidelines			ECM 4365109
Caretaker Policy			ECM 4415831
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