CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

Adopted: 13 December 2017

TRIM: 319783.2017
1. PURPOSE

The purpose of this policy is to provide guidance on the types and processes involved with delivering Council’s events, civic events and ceremonial functions.

The policy sets out the roles of the Mayor and Councillors at these events and functions as well as at external events held within Liverpool Local Government Area (LGA) where representation from Council is required.

2. LEGISLATIVE REQUIREMENTS

Australian Citizenship Act (Cth) 2007
Australian Citizenship Regulations (Cth) 2007
Australian Citizenship Ceremonies Code (Cth) 2011
Charitable Fundraising Act 1991
Charitable Fundraising Authority Conditions 2015
Local Government Act 1993

3. DEFINITIONS

Ceremonial function: A small official event coordinated by Council in honour of a special day or an achievement. This can include for example functions such as a flag raising ceremony, or ribbon cutting for an official opening, turning of the sod to mark any official opening, or a commemoration plaque.

Citizenship ceremony: The ceremonial occasion where approved candidates have their Australian Citizenship conferred.

Civic event: The highest level of Council function, which refers to official duties held for a special purpose (such as an official opening or ribbon cutting) which has been approved by Council resolution. It specifically involves the Mayor, Councillors, Members of Parliament (MPs), other dignitaries and/or elected representatives. Such events are normally held for celebratory, ritual, recognition or commemorative purposes, and typically follow formal event and ceremonial protocols. This can include recognising community achievements, significant milestones and special events.

Commemorate: To remember officially and give respect to a great person or event.

Community event: A social activity or gathering with the primary purpose of community engagement, both in the product and process. Key features of community events are as follows:

a) They are community driven as they involve residents and/or community organisations in decision making throughout the planning and organising process;
b) They raise awareness of broad social needs in alignment with local, national or international causes such as Harmony Day, Refugee Week, Youth Week or Anti-Poverty Week;
c) They are delivered in partnership with community organisations and groups;
d) They provide a capacity building component for residents and/or community organisations and groups; and
e) They provide an opportunity for community service organisations to distribute information to residents.
Council: Liverpool City Council

LGA: Local Government Area

**Major event**: A planned large-scale activity that is conducted for the purpose of community participation or public celebration of a national day or special occasion and is held in a public space such as a park or reserve. These include festivals, expos and some sporting activities, which generate a range of direct and indirect benefits, including economic and reputational outcomes.

**Mayoral representation**: Occasions when the Mayor represents, or is requested to represent, Council at events or functions.

**Presiding Officer**: This is a person who has been authorised in writing by the Australian Government to confer citizenship, ie. the Mayor, Deputy Mayor, CEO or MPs.

**Protocols**: A set of procedures to be followed in formal situations.

**Promotional material and social media promotion**: Documents that are developed to promote or advertise an event, activity or brand using consistent messaging. This may include posters, flyers, invitations, media releases, newspaper/radio advertisements and social media posts.

**Request for support**: Formal requests made by external parties, which can be individuals or community groups, for Council's financial or in-kind support to deliver civic events and ceremonial functions hosted by the external party.

4. **POLICY STATEMENT**

Council delivers several civic and ceremonial events and functions, as well as other functions and receptions as the need arises. These events and functions foster positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community pride or spirit.

This policy identifies considerations in the management of Council events and ceremonial functions or when requesting the presence of the Mayor or a Councillor representative at an external event or function.

4.1 **Types of civic events and ceremonial functions**

To fulfil its civic objectives, Council will deliver various civic events and ceremonial functions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time, as the need arises.

The types of civic events and ceremonial functions Council delivers are:

a) **Citizenship ceremonies (monthly)**

   Citizenship ceremonies are held by Council on behalf of the Department of Immigration with dates scheduled at the beginning of the calendar year. Following each Citizenship Ceremony a reception will be held for all participants and their family and guests. Other invitees include all current Councillors, MPs, the CEO and other Council staff (at the discretion of the CEO).
b) **Australia Day Civic Reception (annual)**  
Council hosts annual Australia Day celebrations and activities for the purpose of developing national pride and spirit. The Australia Day Awards are presented annually to local citizens and groups who have made outstanding contributions to the community. The awards are provided by the National Australia Day Council and are administered by local councils throughout Australia on their behalf.

A Civic reception is held following the Australia Day Citizenship and Australia Day Awards Ceremony and is joined by MPs, Mayor, Councillors, Ambassador and Ceremony participants. This is an opportunity to meet the Australia Day Ambassador as well as MPs and recognise achievements of all award recipients.

c) **Liverpool Charity Ball (annual)**  
The Liverpool Charity Ball is a major civic event to showcase Liverpool City. All funds are raised from ticket sales, sponsorships and other fundraising activities. The money raised is split between beneficiaries of selected organisations. Council may, at its discretion, resolve to donate further funds to the relevant organisations.

d) **Cheque presentation to Liverpool Charity Ball organisations (annual)**  
A reception is held annually after the Liverpool Charity Ball to formally present cheques to beneficiaries of the Ball. The reception is joined by MPs, Mayor and Councillors, major sponsors and supporters who have contributed to the success of the Ball.

e) **Mayor and Councillors Community Lunch (annual)**  
This event is hosted by the Mayor and Councillors to celebrate the festive season with the community. The event is held in partnership with the Liverpool Community Kitchen and Hub and caters for socially and financially disadvantaged members of the community.

f) **Christmas in the Mall (annual)**  
A Christmas Tree Lighting ceremony is held in Macquarie Mall to mark the beginning of the Christmas festive season.

g) **Liverpool's Birthday and Order of Liverpool Awards (annual)**  
On 7 November each year, Council holds an annual function to celebrate Liverpool's birthday. This function is usually held at the Casula Powerhouse Arts Centre and it is celebrated with members of the local community. This celebration is usually joined by a Citizenship Ceremony to showcase Liverpool with new recipients of Australian Citizenship. Schools are invited to attend this event which includes a birthday cake which is shared with the local community to celebrate.

The Order of Liverpool Awards are presented annually by Council to recognise the achievement of excellence in and/or contributions to all forms of human endeavour which have enhanced the quality of life in Liverpool City, or if Council acting as a committee of the whole so decides, to humanity at large.

h) **Liverpool Heroes Awards (annual)**  
A civic function that recognises exceptional achievements made by local residents. Invitees include local residents who are recipients of awards such as Australia Day Honours, Queens Honours, Premiers and Prime Minister’s Awards and Bravery Awards as well as recognising local sporting achievements.
i) Gift of Time Volunteer Dinner (annual)
A civic function that acknowledges the tireless voluntary work of local residents including members of Council committees. Invitees include local volunteers, their family and friends as well as the Mayor, Councillors and CEO. MPs and other guests may also be invited at the CEO’s discretion.

j) Civic anniversaries (as required)
Civic receptions are held throughout the year to formally recognise contributions of local community groups and volunteer clubs such as Quota International, Rotary Club, Lions Club and Meals on Wheels. Attendees of these civic receptions are members or volunteers of the relevant clubs as well as members of other volunteer clubs.

k) Opening of new facility or park
A launch event will be held as required to mark the opening of a new, or embellishment of a Council service, exhibition, facility or park. The majority of these events will be open to the whole community and the Mayor and Councillors and CEO may invite MPs and other guests at their discretion.

l) South Western Sydney (SWS) Academy of Sport (annual)
A civic reception for the SWS Academy of Sport is held to recognise athletes in the LGA. Athletes are joined by the Mayor, Councillors, MPs, coaches and family members.

m) QUOTA Public Speaking Quest (annual)
The Annual Quota Public speaking quest is held annually at Casula Powerhouse Arts Centre. The purpose of the Quest is to encourage leadership, self-expression and individual development in high school students. Family members of the students are joined by the Mayor and Councillors.

n) Civic Mayoral receptions and Ministerial visits
The Mayor, in consultation with the CEO, may host receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, and visitors from other local authorities from Australia and overseas. The guest list for receptions shall be determined at the discretion of the Mayor and CEO, but is to include all current Councillors and State and Federal MPs.

The CEO, after consultation with the Mayor, will determine a program that fulfils the objective of the visit and showcases the City of Liverpool.

o) Sister City Delegations
Sister City relationships promote international exchange and cooperation across a range of cultural, educational, social and economic functions.

Council shall be represented at delegations to and from Sister Cities, as determined by Council. Council has a Sister City relationship with Toda City (Japan), Liverpool (United Kingdom), Liverpool (New York) and Calabria (Italy). Where appropriate, other international locations should be considered, subject to Council’s determinations, and the expected return on investment on potential cultural, social or economic functions.
p) **School visits**
School visits may be facilitated or a Council representative may visit schools to contribute to the education of students and promote awareness and understanding of the role of the Mayor and Councillors and Local Government.

q) **ANZAC Day Dawn Service (annual)**
A march for ANZAC Day starts from John Edmondson VC Memorial Club to Bigge Park where a dawn service is held in partnership with the John Edmondson VC Memorial Club. Following the dawn service, all attendees are invited to a light breakfast reception. Council supports this event through the provision of in-kind infrastructure and PA equipment.

r) **Remembrance Day Service (annual)**
This service event is held in partnership with the John Edmondson VC Memorial Club to commemorate all deceased servicemen in Liverpool. Council supports this event through the provision of in-kind infrastructure and PA equipment.

s) **Major events (annual)**
Council presents major events to provide community engagement and entertainment for significant annual days of celebration, such as New Year’s Eve and Australia Day. Additional events are determined annually by Council.

t) **Memorial and commemoration events**
A memorial or commemoration event provides an opportunity for the community to appreciate and acknowledge the role played by Australians or significant action/activities by Australia in wars and conflicts since Federation. The event is usually held within a month of the anniversary being commemorated. These events may be hosted by Council, but can also be hosted by community groups.

u) **Heritage dedication events**
Events can be held to dedicate or rededicate heritage items or sites which are of significance to Liverpool LGA’s history. These events may be hosted by Council on an as-needs basis, but can also be hosted by community groups.

### 4.2 Approvals

4.2.1 Guest lists vary from event to event and invitees may include dignitaries such as MPs, other official government delegations and community stakeholders. The nature, purpose and size of the event will indicate the categories of persons who should be included on the guest list.

4.2.2 The CEO, or delegate, in consultation with the Mayor is authorised to determine the format and all other administrative arrangements associated with the planning and delivery of any civic event or ceremonial function. This includes approvals for all guest lists, menus, promotional material seating arrangements and programs/agendas.

### 4.3 Budget

4.3.1 The Council will annually, through the budget process, make provision for Council civic events and ceremonial functions to be held in the forthcoming financial year. The annual allocation is split to align with the Mayoral term.
4.3.2. Funds for any additional civic events and ceremonial functions such as anniversaries will need to be requested through Council.

4.4 Role of the Civic Advisory Committee

4.4.1. The Civic Advisory Committee will be presented with a schedule of all civic events and functions each year. The Committee’s role will be to discuss and agree upon the schedule of civic events for the year.

4.4.2. The Committee may propose new civic events for Council’s consideration. All proposals will be referred to an internal assessment panel for consideration and will be assessed in accordance with Clause 5 of this policy.

4.5 Planning procedure for civic events and ceremonial functions

4.5.1 Civic events and ceremonial functions delivered by Council should, to the extent that it is possible, follow the planning procedure outlined at Appendix 1.

4.6 Aboriginal and Torres Strait Islander ceremonies and acknowledgements

4.6.1 Council acknowledges Aboriginal and Torres Strait Islander people as the traditional owners of their lands by including Aboriginal and Torres Strait Islander people in official Council ceremonies using local customary protocols such as Welcome to Country and by encouraging the flying of the Aboriginal and Torres Strait Islander flags (where appropriate and practicable).

4.6.2 The traditional custodians of the land of the Liverpool LGA are the Darug, and Tharawal Aboriginal People.

4.6.3 Welcome to Country should be included, where possible, at all civic events and ceremonial functions attended by members of the public and representatives of government departments. The Welcome to Country should be undertaken by an Elder of the relevant Aboriginal community or a locally recognised Aboriginal community spokesperson.

4.6.4 Acknowledgement of Country is where other people acknowledge, and show respect for, the Traditional Custodians of the land on which the event is taking place. This acknowledgement is a sign of respect and should be conducted at the beginning of a meeting, event or ceremony. Acknowledgement of Country may also take place when traditional Elders are not available to provide an official Welcome to Country.

4.6.5 The appropriate Acknowledgement of Country wording to use is as follows:

“I would like to acknowledge the traditional custodians of the land on which we meet and their ancestors past and present; the Darug and Tharawal Aboriginal People”.

4.6.6 The Smoking Ceremony is to be conducted by Aboriginal people with specialised cultural knowledge. The ceremony aims to cleanse the space in which the ceremony takes place. Given the significant nature of the ceremony, smoking ceremonies are usually only performed at major outdoor events, or as appropriate for a civic event or function.
Advice should be sought from the Civic Events Coordinator or Community Development Worker (ATSI) on the appropriateness of conducting a Smoking Ceremony at an event or function.

4.7 Speeches

4.7.1 The Mayor should be given the opportunity to be the first speaker. If the Mayor is not expected to speak, the speaker(s) should acknowledge their presence.

4.8 Australian National Anthem

4.8.1 The two verses of the Australian National Anthem should be played at all Council civic events and ceremonial functions, where practical.

5. REQUESTS FOR COUNCIL SUPPORT OF EXTERNAL CIVIC EVENTS AND CEREMONIAL FUNCTIONS

5.1 External parties in the community often hold their own civic events and/or ceremonial functions in the Liverpool LGA, and may request Council’s in-kind support to deliver such events. In-kind support can include event preparation and management, event infrastructure, media and marketing support, and/or Council venue hire.

5.2 Any civic event or ceremonial function delivered by external parties and requiring cash support from Council must seek such support through Council’s Grants and Donations Policy or Corporate Sponsorship (Outgoing) Policy.

5.3 Requests for Council’s in-kind support of civic events and/or ceremonial functions delivered by external parties must be made by completing and submitting a Request for Council Support of Civic Events and Ceremonial Functions Form (Appendix 2). All forms should be submitted at least six months prior to the event date.

5.4 When a Request for Council Support of Civic Events and Ceremonial Functions Form is submitted, the applicant will be required to have an initial meeting with Council’s Heritage Officer, Civic Events Coordinator and Events Officer (where required) to determine the scope of the request. A report will be forwarded to an internal assessment panel for approval of Council support.

5.5 An internal assessment panel comprising of the CEO (or delegate), the Director City Community and Culture (or delegate) and the Civic Events Coordinator will assess all requests for support.

5.6 The CEO (or delegate), in consultation with the Mayor will approve requests for in-kind support to the value of $10,000 for external civic events and ceremonial functions held in the Liverpool LGA. Requests for support above the value of $10,000 will be presented to Council for determination.

5.7 The following criteria will be used to assess all requests for support:

a) The civic event or ceremonial function celebrates or acknowledges a significant aspect of Liverpool’s history;

b) The civic event or ceremonial function relates to a significant event or action within Liverpool’s and Australia’s wartime history;

c) The civic event or ceremonial function is consistent with Council’s identified priorities and strategic directions;
d) The civic event or ceremonial function has sufficient local support and there is local acknowledgement and recognition of the action/activity/person being commemorated; and

e) Resources are available to support the request, or there is sufficient lead time to request resources.

6. **FUNDRAISING EVENTS AND FUNCTIONS**

6.1 Council holds the annual Liverpool Charity Ball that raises funds for local charities, not-for-profit organisations, and certain other statutory bodies.

6.2 Generally, two charities or not-for-profit organisations are chosen annually to receive funds raised at the Ball.

6.3 All funds raised from ticket sales will be donated to the selected organisations.

6.4 In addition to funds raised from ticket sales and other fund raising activities Council may, at its discretion, resolve to donate further funds towards selected organisations.

6.5 **Selecting organisations to receive fundraising proceeds**

6.5.1 Council will seek nominations from registered charities, not-for-profit organisations and appropriate statutory bodies annually to receive the proceeds raised at the Charity Ball or other fund raising activities.

6.5.2 Nominations must be submitted on Council’s *Receiving Fundraising Proceeds from the Liverpool Charity Ball Nomination Form* (Appendix 3).

6.5.3 An internal assessment panel comprising of the CEO (or delegate), Director City Community and Culture (or delegate) and Civic Events Coordinator will assess all nominations. A report is then prepared for consideration of the Civic Advisory Committee and presented to Council for endorsement.

6.5.4 The following criteria will be used to assess all nominations:

a) Charity or a not-for-profit organisation is registered with Australian Charities and Not-for-profits Commission (ACNC);

b) Charity, not-for-profit organisation or statutory body must be based within the Liverpool LGA;

c) Charity, not-for-profit organisation or statutory body must demonstrate a significant and ongoing contribution to the Liverpool community; and

d) Must have not received funds from Council for similar purposes either through Council’s grants, donations or corporate sponsorship programs or from the Liverpool Charity Ball within the last 12 months.

6.5.5 The following process will be followed to score each nomination received:

a) Each nomination will be scored according to set criteria;

b) Scores are tallied and provide an overall assessment for each nomination; the panel must reach consensus on the highest scoring nominees;

c) In the event of a tie, a vote will be cast by the Chairperson of the Civic Advisory Committee to determine the chosen charities, not-for-profit organisations or statutory bodies; and

d) A recommendation on the chosen charities, not-for-profit organisations or statutory bodies will be presented to Council for determination.
7. CEREMONIAL REQUESTS TO THE MAYORAL OFFICE

7.1 Council receives numerous requests for the Mayor to represent Council at public ceremonial functions and events.

7.2 The following protocols will apply when these requests are received:

a) The Mayor will review all requests, in consultation with the CEO, to represent Council at a public ceremonial function or event.

b) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably accepted across a range of representative and interest groups.

7.3 Mayoral representation

7.3.1 It is the role of the Mayor to carry out the civic and ceremonial functions of the Mayoral Office. The Mayor may choose to wear the Mayoral robe and chains when representing the Office of the Mayor.

7.3.2 If the Mayor is unavailable, the following protocols apply:

a) In the first instance, the Deputy Mayor is to be requested to undertake the civic and ceremonial functions of the Mayoral office as the Mayor’s representative. This acknowledges the importance for the role of Deputy Mayor in local government and is supported by the legislation. The Deputy Mayor may choose to wear the Deputy Mayor robe when making representations on behalf of the Office of the Mayor;

b) In situations where the Deputy Mayor is also unavailable, the Mayor can request that another Councillor undertake the civic and ceremonial functions of the Mayoral Office as the Mayor’s representative. In this instance, the Mayor’s Office will refer the invitation to the Councillor Support Officer, who will liaise with that Councillor regarding attendance, speech, and any other requirements, and advise the organiser;

c) The choice of Councillor must be based on an assessment of which particular Councillor would be best placed to represent Council in view of the nature of the particular request and the respective areas of interest and expertise of individual Councillors; and

d) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably spread amongst all of the Councillors.

8. EVALUATION AND REVIEW

This policy will be reviewed every two years. It will be evaluated to assess:

a) The cost effectiveness of the annual civic events program;

b) The sustainability of resources to manage the delivery of events or functions;

c) Mechanisms to collect feedback on civic events and functions;

d) The schedule of events is consistent with Council’s identified priorities and strategic directions;

e) The manner in which Council delivers its civic events is professional and is in accordance with Council policy and legislative requirements; and

f) Conflicts of interest are identified and civic events or functions cancelled should a conflict of interest arise that cannot be resolved.
CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

AUTHORISED BY
Council Resolution

EFFECTIVE FROM
13 December 2017

DIRECTORATE RESPONSIBLE
City Community and Culture

RELATED POLICIES AND PROCEDURES
Liverpool City Council: Civic Awards Policy
Liverpool City Council: Community Engagement Policy

REVIEW DATE
The policy will be reviewed by Council every year after the adoption of this policy.

VERSIONS

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THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH
City Community and Culture (Civic Events)
City Community and Culture (Community Planning and Development)
Economy and Growth (Strategic Planning - Heritage)
City Corporate (Governance, Legal and Procurement)

REFERENCES
Camden Council: Civic and Ceremonial Functions and Representation Policy

ATTACHMENTS
Appendix 1: Planning procedure for civic events and ceremonial functions
Appendix 2: Request for Council Support of Civic Events and Ceremonial Functions Form
Appendix 3: Receiving Fundraising Proceeds from the Liverpool Charity Ball Nomination Form
Appendix 1: Planning procedure for civic events and ceremonial functions

1. **Mayor’s attendance and speeches**
   All requests for the Mayor to attend an event must be submitted using Council’s Mayoral Engagement Form, at least one month prior to the event, to the Mayor’s Office. Speech writing, distribution and approvals are coordinated through the Mayor’s Office and Communications Unit in consultation with the requesting Council unit. The event/function running order and a list of attending dignitaries will be required one week before the event.

2. **Invitations and promotional material**
   Guest lists vary from event to event and invitees may include dignitaries such as MPs, other official government delegations and community stakeholders. The nature, purpose and size of the event will indicate the categories of persons who should be included on the guest list.

   To organise and send invitations with sufficient notice, invitation lists must be provided to the Civic Events Coordinator and confirmed at least six weeks prior to a civic event.

   Concept designs for invitations or promotional material must be provided to Communications Unit at least eight weeks prior to a civic event for the graphic design process.

3. **Seating arrangements and venue confirmation**
   To enable seating arrangements to be made and for venue/catering confirmation, final attendance numbers must be provided and confirmed to the Civic Events Coordinator at least two weeks prior to a civic event.

4. **Programs and agendas**
   Programs and agendas will be developed in consultation with the Mayor and CEO. All programs must be confirmed at least two weeks prior to a civic event. In some instances this will be required earlier (eight weeks) if being sent out with promotional material/invitations. Timeframes for this information will be determined as required by the event.
Appendix 2: Request for Council Support of Civic Events and Ceremonial Functions

Request for Council Support of Civic Events and Ceremonial Functions

- Please complete this form and return using one of the lodgement options in Part 4.
- Before completing this form, applicants should refer to Section 5 of the Civic Events and Ceremonial Functions Policy.
- This form should be submitted at least six (6) months prior to the event date.

Part 1: Event Details

Event name:

Date Time:

Venue:

Part 2: Event Scope

Purpose / objectives:

Target audience:

Specific invitees:

Proposed event agenda / program:
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Resources required:
- Invitation / flyer designed
- Program design
- Advertising / promotion
- Council venue hire
- Event infrastructure
- Event preparation and management

Part 3: Applicant Details

Applicant organisation:

Applicant name:

Phone: Address:

Email address:

Please tick the one option that applies. Are you a:
- [ ] Resident
- [ ] Worker
- [ ] Student
- [ ] Visitor
- [ ] Community Group

Part 4: Lodgement Details

Please send completed request form to:

Attn: Alyson Infanti, Civic Events Coordinator
Email: a.infanti@liverpool.nsw.gov.au  Fax: 9821 9333
Mail: Locked Bag 7064, Liverpool BC NSW 1871
In person: Ground Floor, 33 Moore Street Liverpool

For further information please phone 9821 8813 or email a.infanti@liverpool.nsw.gov.au

Office use only

Date received: ____________________

Approximate $ value: ____________________

Action taken:
- [ ] Proceed to assessment
- [ ] Advised of Grants, Donations and Corporate Sponsorship process
- [ ] Not eligible for support

Approval: [ ] Determination by CEO (or delegate)  [ ] Determination by Council
Appendix 3: Receiving fundraising proceeds from the Liverpool Charity Ball Nomination Form

Please complete form below and return using one of the lodgement options on the next page.

Part 1: Organisation Details

Organisation Name:

Address

Phone:

Is your organisation incorporated? □ Yes □ No

Incorporation number:

Is your organisation not-for-profit? □ Yes □ No

Is your organisation a registered charity? □ Yes □ No

What is your organisation’s ABN?

ABN:

Part 2: Nomination Details

What is the organisation’s core business?

What contribution has the organisation made to the Liverpool LGA?

Have you received any government grants (including from Council or ClubGRANTS) within the last 12 months? If yes, please list below.

What is the proposed use for the funds received?
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Part 3: Applicant Details

Applicant name: 

Position title: 

Phone:  Address: 

Email address: 

Part 4: Referee Details

Referee name: 

Organisation: 

Phone:  Email Address: 

Describe how the referee knows the applicant 

Part 5: Acknowledgement

I declare that I am the authorised Public Officer/ Chairperson of the applicant organisation.

I declare that to the best of my knowledge that the information supplied in this nomination is true.

I will notify Liverpool City Council as soon as my organisation becomes aware of any changes to this information or any circumstance that may affect this nomination, including but not limited to information regarding the financial viability of my organisation.

I acknowledge that Liverpool City Council may seek further information regarding this nomination if required.

I understand that this is a nomination only and that Council can exercise its absolute discretion in determining this nomination.

I accept that electronic submission of this nomination will be taken as consent to the terms of the above declaration by the person submitting this application on behalf of the applicant organisation.

Signature:  Date: 

Part 6: Lodgement Details

Please send completed nomination form to:

Attn: Cindy Elkhouri, Senior Events Coordinator
Email: events@liverpool.nsw.gov.au  Fax: 9821 9333
Mail: Locked Bag 7064, Liverpool BC NSW 1871
In person: Ground Floor, 33 Moore Street Liverpool

For further information please phone 9821 9189 or email events@liverpool.nsw.gov.au