



CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

Adopted: 18 November 2019

TRIM: 234278.2019



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 the 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) 2019

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.

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 Home Affairs 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). All citizenship ceremonies will be conducted in accordance with the Australian Citizenship Ceremonies Code. The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

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 attended by MPs, Mayor, Councillors, Australia Day Ambassador and Ceremony participants.

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 donated to a beneficiary selected annually through a nomination and assessment process.

d) Cheque presentation to Liverpool Charity Ball organisations (annual)

A reception is held annually after the Liverpool Charity Ball to formally present cheques to the beneficiary of funds raised from the Ball. The reception is attended 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 combined with a Citizenship Ceremony to showcase Liverpool to new recipients of Australian Citizenship. Schools are invited to attend this event, which includes a birthday cake shared with the local community to celebrate the occasion.

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 endeavours, 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 representatives from local volunteer groups, 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 a 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 Civic Reception (annual)

A civic reception for the SWS Academy of Sport is held to recognise athletes in the LGA. The event is attended by athletes, their coaches and family members, as well as the Mayor, Councillors and MPs.

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. The Quest is attended by family members of the students as well as the Mayor and Councillors.

n) Civic Mayoral receptions, Ministerial visits and visiting Dignitaries

The Mayor, in consultation with the CEO, may host receptions with refreshments for key community and business stakeholders, 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 and 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 in Japan and Calabria in 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 provides in-kind support in the form of event infrastructure.

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 provides in-kind support in the form of event infrastructure.

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 may 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's history. These events may be hosted by Council on an as-needs basis but may 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 provide advice on 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 Section 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 below.
- 4.5.2 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 and business 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, concept designs for invitations or promotional material must be provided to the Communications Unit at least eight weeks prior to a civic event for the graphic design process. Invitation lists must be provided to the Civic Events Coordinator and confirmed at least six weeks prior to a civic event.

4.5.3 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.

4.5.4 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.

4.6 **Aboriginal and Torres Strait Islander ceremonies and acknowledgements**

4.6.1 Council acknowledges Aboriginal and Torres Strait Islander people as the traditional custodians of land 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 Dhurawal 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 Nation or a recognised Aboriginal 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 Cabrogal Clan of the Darug Nation. We acknowledge that this land was also accessed by peoples of the Dhurawal and Darug Nations”

4.6.6 A Smoking Ceremony is to be conducted by an Aboriginal person 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.

4.6.7 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 Australian National Anthem

- 4.7.1 The first verse of the Australian National Anthem should be played at all Council civic events and ceremonial functions, where appropriate.

The lyrics of the first verse of the Australian National Anthem is as follows:

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.*

- 4.7.2 Where possible and appropriate to the event, the National Anthem may be sung/played by an Aboriginal person in the appropriate Aboriginal language, followed by the first verse sung/played in English.
- 4.7.3 Advice should be sought from the Civic Events Coordinator or Community Development Worker (ATSI) on the appropriateness of the National Anthem being sung/played in Aboriginal language at an event or function.

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, Donations and Corporate Sponsorship 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 A). 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, Civic Events Coordinator, Heritage Officer and other Council staff 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 One charity or not-for-profit organisations is chosen annually to receive funds raised at the Ball.
- 6.3 All funds raised from ticket sales will be donated to the selected organisation.
- 6.4 In addition to funds raised from ticket sales and other fundraising activities Council may, at its discretion, resolve to donate further funds towards the selected organisation.
- 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 fundraising activities.
- 6.5.2 Nominations must be submitted using the relevant application form via Council's online grants management system.

- 6.5.3 Council will not accept any hard copy or emailed submissions, or any submissions after any applicable closing date or time.
- 6.5.4 To be eligible to receive fundraising proceeds applicants must be:
- a) A charity or a not-for-profit organisation registered with Australian Charities and Not-for-profits Commission (ACNC);
 - b) A charity, not-for-profit organisation or statutory body based within the Liverpool LGA or providing services to residents within the LGA; and
 - c) A charity, not-for-profit organisation or statutory body that can demonstrate a significant and ongoing contribution to the Liverpool community.
- 6.5.5 The following criteria will be used to assess all nominations:
- a) Evidence provided to support need for the project including addressing at least one of the strategic directions in Council's Community Strategic Plan;
 - b) The anticipated number of individuals that will benefit from the proposed project from within the Liverpool LGA;
 - c) Timeframe and budget are realistic and align with project objectives;
 - d) Capacity of the organisation to deliver the project;
 - e) The project offers suitable branding and acknowledgement opportunities for Council;
 - f) Project does not duplicate existing services;
 - g) Appropriate project evaluation method; and
 - h) Sustainability of project post funding.
- 6.5.6 Projects receiving fundraising proceeds should contribute to one or more of the strategic directions in Council's Community Strategic Plan:
- a) Direction 1 - Creating connection;
 - b) Direction 2 - Strengthening and protecting our environment;
 - c) Direction 3 - Generating opportunity; or
 - d) Direction 4 - Leading through collaboration.
- 6.5.7 An internal assessment panel comprising of the Strategic Events Lead, Civic Events Coordinator and Grants Project Officer will assess all nominations.
- 6.5.8 The following process will be followed to assess each nomination received:
- a) Each nomination will be scored according to the set criteria;
 - b) Scores are tallied to provide an overall assessment for each nomination; the panel must reach consensus on the highest scoring nominees;
 - c) Recommendations of the panel will be presented to the CEO and Mayor for endorsement to be presented for consideration of the Civic Advisory Committee; and
 - d) A recommendation on the chosen charity, not-for-profit organisation or statutory body will be presented to Council for determination.

6.5.9 Upon determination of the recipient by Council, the recipient will enter into an agreement with Council. The agreement will outline the terms for the use of the funds including the relevant acquittal process to provide evidence to Council on how the funds were expended.

7. CIVIC REQUESTS TO THE MAYORAL OFFICE

7.1 The Mayor and Council welcome invitations from the community to participate in important events and functions.

7.2 As the elected Chair of Council, the role of the Mayor is to carry out the civic and ceremonial functions of the Mayoral Office in the celebration and recognition of community achievements and milestones. Requests may be made for the Mayor to formally open an event, welcome guests or present an award.

7.3 Invitations for a Council representative to attend a function or event must be in writing using the *Mayoral Engagement Form* at Appendix B and should be forwarded to the Mayor's Office with at least four weeks' advance notice.

7.4 For ticketed events, advice must be provided on whether complimentary passes will be provided or whether payment is required. Advice must also be provided on whether the Mayor or Councillor's partner is invited.

7.5 If grant funding has been received for the delivery of the event, event organisers must ensure that appropriate acknowledgement of Council is made on the invitation, marketing collateral or signage for the event.

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

7.7 Mayoral representation

7.7.1 The Mayor is the principal representative of Council and all Councillors support the Mayor.

7.7.2 The Deputy Mayor will generally represent Council at an event or function where the Mayor is unable to attend. Where the Deputy Mayor cannot attend, the Mayor will nominate another Councillor to attend as their representative to undertake the civic and ceremonial functions of the Mayoral Office.

7.8 Forms of address

7.8.1 The Mayor takes precedence in local affairs over any other person. This precedence also applies to the Deputy Mayor who has been deputised by the Mayor to represent the Mayor during any absence.

7.8.2 This precedence does not apply to functions coordinated by a State or Federal Government department and in these cases the local State or Federal Member would take precedence.

7.9 Introducing the Mayor or Councillors

7.9.1 When the function is attended by one Council representative the following wording should be used:

“The Mayor/Deputy Mayor of Liverpool City Council, Councillor <name of Mayor, Deputy Mayor or Councillor>”.

7.9.2 After the initial introduction the Mayor may be referred to directly and addressed as Councillor <name of Councillor> or Mr/Madam Mayor.

7.9.3 When attended by more than one Council representative the following wording should be used:

“The Mayor/Deputy Mayor of Liverpool City Council, Councillor <name of Mayor, Deputy Mayor or Councillor>” and Councillor/s <name of Councillor/s>”

7.9.4 When introducing a Councillor who is deputising for the Mayor the following wording should be used:

“I would like to introduce Councillor <name of Councillor>who is deputising for the Mayor in his/her absence.”

7.9.5 After formal introductions have taken place, forms of address are at the discretion of the incumbent Mayor or Councillor. Advice will be provided on the current preference for the Councillor attending the event or function.

7.9.6 Information on how to address members of State Parliament may be found at:
<https://www.parliament.nsw.gov.au/members/pages/all-members.aspx>

7.9.7 Information on how to address members of the Parliament of Australia may be found at:
https://www.aph.gov.au/Senators_and_Members/Guidelines_for_Contacting_Senators_and_Members

7.10 Speeches

7.10.1 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.

7.10.2 If the Mayor is expected to deliver a speech, requests should specify:

- a) Length of speech;
- b) Subject of speech;
- c) Where in the proceedings/program the speech will be made; and
- d) Background of the organisation and/or purpose of the function.

7.10.3 Speech specifications should be provided at least two weeks prior to the event or function.

7.10.4 An official Acknowledgement of Country will be included in every speech.

7.11 Attendance at functions

7.11.1 Requests should specify the following information to assist with the Mayor or Councillor's attendance at the event or function:

- a) The most suitable arrival and departure times for the Mayor or Councillor. For example, it may be important for the Mayor or Councillor to arrive just before a formal opening or for the Mayor or Councillor to arrive at a specific time during a function;
- b) Parking arrangements for the venue;
- c) The estimated duration of the function;
- d) The person who will meet and escort the Mayor or Councillor to the event/seat, as appropriate; and
- e) If there is a particular dress code for the event or function. The Mayor may choose to wear the Mayoral robe and chains when representing the Office of the Mayor. The Deputy Mayor may choose to wear the Deputy Mayor robe when making representations on behalf of the Office of the Mayor.

8. EVALUATION AND REVIEW

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

- a) Mechanisms to collect feedback on civic events and functions;
- b) The schedule of events is consistent with Council's identified priorities and strategic directions;
- c) The manner in which Council delivers its civic events is professional and is in accordance with Council policy and legislative requirements; and
- d) Conflicts of interest are identified, and civic events or functions cancelled should a conflict of interest arise that cannot be resolved.

AUTHORISED BY

Chief Executive Officer

EFFECTIVE FROM

18 November 2019

DIRECTORATE RESPONSIBLE

City Community and Culture

REVIEW DATE

The policy will be reviewed by Council two years after the adoption of this policy.

VERSIONS

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	23 November 2016	319560.2015
2	Council Resolution	13 December 2017	319783.2017
3	Chief Executive Officer	18 November 2019	234278.2019

THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH

City Community and Culture business units

City Corporate (Governance)

Office of the CEO (Mayor's Office)

ATTACHMENTS

Appendix A: Request for Council Support of Civic Events and Ceremonial Functions Form

Appendix B: Mayoral Engagement Form



Civic Events Proposal Form

Please complete form below and return using one of the lodgement options listed below.

Part 1: Event Details

Event name:

Date

Time:

<input type="text"/>	<input type="text"/>
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Venue:

Part 2: Event Scope

Purpose / objectives:

Target audience:

Specific invitees:

Proposed event agenda / program:

Resources required:

8 week notice

- Invitation / flyer designed
- External venue booking

6 week notice

- Catering

4 week notice

- Program design (may be required earlier)
- Advertising / promotion

Part 3: Applicant Details

Applicant name:

Phone:

Address:

<input type="text"/>	<input type="text"/>
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Email address:

Please tick the one option that applies. Are you a:

- | | | | |
|-------------------------------------|---------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Worker | <input type="checkbox"/> Student | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> Councillor | <input type="checkbox"/> Staff member | | |

Part 4: Lodgement Details

Please send completed proposal form to:

Attn: Alyson Infanti, Civic Events Coordinator

Email: infantia@liverpool.nsw.gov.au

Mail: Locked Bag 7064, Liverpool BC NSW 1871

In person: Ground Floor, 33 Moore Street Liverpool

For further information please phone 8711 7680 or email infantia@liverpool.nsw.gov.au

Appendix B: Mayoral Engagement Form



Mayoral Engagement Form

Return this form by email to:
mayor@liverpool.nsw.gov.au

ORGANISATION DETAILS

Name of Organisation

Contact Person *

Contact Address

Contact Email Address *

Contact Telephone Number *

INVITEES

Who would you like to invite?

Mayor Mayor & Councillors

EVENT DETAILS

Title of event *

Estimated number of guests *

02 8711 7463 mayor@liverpool.nsw.gov.au www.liverpool.nsw.gov.au
 /LiverpoolCityCouncilAustralia /liverpoolcitycouncil



Mayoral Engagement Form

Return this form by email to:
mayor@liverpool.nsw.gov.au

Venue Name and Address *

Date of Event * (dd/mm/yyyy)

Time *

Time Invitee(s) should arrive *

Time Invitee(s) will be free to leave *

Please indicate dress code *

RSVP Date * (dd/mm/yyyy)

Parking Arrangements

Please feel free to attach a copy of the original invitation.

 02 8711 7463

 mayor@liverpool.nsw.gov.au

 www.liverpool.nsw.gov.au

 /LiverpoolCityCouncilAustralia

 /liverpoolcitycouncil



Mayoral Engagement Form

Return this form by email to:
mayor@liverpool.nsw.gov.au

Do you wish the invitee to make a speech or perform a specific duty? *

Yes No

* If YES, please provide details for speech and/or details of duty to be performed

Please list any other dignitaries or VIP's attending that the invitee should acknowledge:

* Indicates compulsory information to be completed for your request.