

Title: Council and Lord Mayoral Receptions – Guest List
Policy No: 366
Responsibility: Lord Mayor’s Secretary

Version	Decision Number	Decision Date	History
1	20\0361	27/06/08	Adopted
2			
3			
4			

PURPOSE OF POLICY

The Council, from time to time, hosts large Civic Receptions and events and more frequently the Lord Mayor hosts Lord Mayoral Receptions. This Policy sets out suggested guest invitation lists for various types of functions.

DETAIL OF POLICY

The following categories of functions exist:

Level 1

A Civic Reception or function/event approved by the Council for a special purpose. This could be for such things as Freedom of Entry Ceremonies, visits by VIP’s such as the Governor General etc.

This would usually involve a guest list for 200 people or more. The Council would identify a budget for this or approve additional funding.

Level 2

A Lord Mayoral Reception is an event for a group of up to 200 people.

The Lord Mayor approves such Receptions, the funding of which is provided for in the Council’s budget.

These receptions could be associated with visiting sports teams, conferences, high achievers or other local community based groups as well as the annual volunteers Christmas function.

Level 3

A Reception designed for smaller groups of up to 50 people.

The Lord Mayor also approves these receptions and the funding for which is provided for in the Council's budget.

Such a reception might be to acknowledge the efforts or achievements of an individual or group or to welcome a special visitor to Darwin.

Note: If the guest list exceeds more than 150 people, a venue outside of the Civic Centre will be considered.

Invitation Lists

The following guidelines are to be used when preparing invitation lists for guests to attend functions. The Chief Executive Officer has the discretion to finalise the list.

Level 1

- The Administrator of the Northern Territory.
- Federal Ministers.
- Freemen of the City.
- Members of Council and Partners.
- Chief Officers Group and Partners.
- Members of the Legislative Assembly.
- Past Members of the Council and Partners.
- Guest list from the organisation, industry or sector being offered the Reception.
- Selection of Recipients of the Order of Australian Medal.
- Citizen and Young Citizen of the Year
- 12 randomly picked people from the Electoral Roll or Council's Name and Address Register, be allocated equally from each of the four Wards.

Level 2

- Members of Council and Partners.
- Chief Officers Group and Partners.
- Members of the Legislative Assembly as appropriate.
- Limited guests from the organisation, industry or sector being offered the Reception.
- Citizen and Young Citizen of the Year
- 12 randomly picked people from the Electoral Roll or Council's Name and Address Register, be allocated equally from each of the four Wards.

Level 3

- Members of Council and Partners.
- Chief Officers Group and Partners.
- Limited guests from the organisation, industry or sector being offered the Reception.
- Citizen and Young Citizen of the Year
- 12 randomly picked people from the Electoral Roll or Council's Name and Address Register, be allocated equally from each of the four Wards.