

POL 0033: Approval to Hold a Civic Reception

Purpose

To ensure that any requests received for a Council hosted civic reception is to be referred to the Shire President for consideration.

Scope

This policy outlines the requirements for arranging a civic reception and the approvals that need to be taken to proceed.

Definitions

Council Reception: a formal function hosted by Council to mark a special event or achievement.

Practice

Any request for a civic reception is to be referred to the Shire President who is empowered to approve or deny the request provided that a specific or general budget authority exists.

All arrangements for civic receptions may be made by the Shire President and Chief Executive Officer jointly without referral to Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2003	1		New policy	O1103-0727	
Sept 2007	2	D12/10			
Mar 2018	3	D16/28998	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/28998[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	5	D16/28998[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	6	D16/28998[v4]	Include scope and definition, replace reject with deny in first paragraph, begin second paragraph with 'All', remove (format, invitation list, etc.) from second paragraph.	O0124-004	Jan 2026