

# 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
Dec 2025	7	D16/28998[v5]	Biennial review, no change.	O1225-098	Dec 2027