

## CP002 – Civic Receptions

### 1. Intention

To provide guidance on the holding of civic receptions.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

1. Requests for civic receptions are to be determined by the Shire President, with funding for civic receptions will be allocated to the appropriate Council expense account in the annual budget.
2. Arrangements for civic receptions, including but not limited to locations, order of ceremony and invitation list can be made by the Shire President and Chief Executive Officer without referral to Council.

### 4. Legislative and Strategic Context

Nil.

### 5. Review

This policy is to be reviewed as required.

### 6. Associated Documents

Nil.

<b>Division</b>	Community				
<b>Policy Number</b>	CP002				
<b>Contact Officer</b>	Place and Community Development Coordinator				
<b>Related Legislation</b>	Nil				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	18/12/2018			OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
COM006 – Civic Receptions		