



CIVIC AND MAYORAL RECEPTION POLICY

Policy Number	C56	Directorate	Executive Office
Council Item No.	E.14	Primary Author	Chief Executive Officer
Council Adoption Date	24 February 2016	Secondary Author	Executive Support Staff
Revision Date	February 2020		

POLICY OBJECTIVE

To provide guidelines to assist in the consideration of, and where appropriate, the provision of Council funded Civic and Mayoral Receptions.

LEGISLATIVE PROVISIONS

Nil

DEFINITIONS

Civic Reception: Formal Council event to recognise dignitaries or significant achievements as determined by the Council.

Mayoral Reception: Less formal event not involving a major function or presentation. Mayoral Receptions are provided for persons/organisations where recognition is considered appropriate but where a Civic Reception is not deemed suitable.

POLICY STATEMENT

A Council funded (in whole or part) and organised Civic or Mayoral Reception may be considered for:

- Interstate or overseas visiting dignitaries as part of an official visit to the Shire
- Interstate or overseas official delegations to the Shire
- Exceptional achievement and contribution in sport, the arts, charitable endeavours, community service or similar
- Visitors of national significance
- Others as determined by the Mayor in conjunction with the Chief Executive Officer.

A resolution of Council will be required to endorse the holding of a Civic or Mayoral Reception in accordance with this Policy. This resolution must include a budget allocation required for the event to cover administrative, venue and catering costs.

The Chief Executive Officer shall be authorised to determine the format and all other administrative arrangements associated with the organisation and conduct of the Civic and Mayoral Reception.



RISK ASSESSMENT

Limited risk. This Policy helps to avoid confusion both for Council and the community regarding eligibility requirements to hold a civic reception. It also outlines the authorisation process necessary to approve a civic reception which clarifies the expectations and requirements for such an event to be held.

IMPLEMENTATION STATEMENT

Implementation of this Policy will be via:

- Distribution of Policy to all Councillors
- Publication of the Policy on Council's website
- Distribution of Policy to key internal teams including Media and Communications and Governance.