



| EME022               | CIVIC FUNCTIONS AND HOSPITALITY |                   |                      |
|----------------------|---------------------------------|-------------------|----------------------|
| POLICY OWNER:        | Council                         |                   |                      |
| DEPARTMENT:          | Office of the CEO               |                   |                      |
| CREATION DATE:       |                                 | REVIEW SCHEDULE:  | Annually             |
| RELATED PROCEDURES:  |                                 |                   |                      |
| RELATED FORMS:       |                                 |                   |                      |
| RELATED DELEGATIONS: |                                 |                   |                      |
| RELATED POLICIES:    |                                 |                   |                      |
| LEGISLATION:         |                                 |                   |                      |
| DOCUMENT CONTROL     |                                 |                   |                      |
| DATE REVIEWED:       | REVIEWED BY:                    | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022           | Council                         | Nil               | FC7/8/22             |
| 25/06/2024           | Council                         | Nil               | OCM 04/06/24         |
|                      |                                 |                   |                      |

## EME022 Civic functions and hospitality

### OBJECTIVES

To ensure that all civic functions and hospitality are provided in an appropriate and consistent manner.

### POLICY STATEMENT/S

#### Introduction

From time to time there will be circumstances where the Council wishes to provide hospitality or hold a function, for example, it may relate to the conferring of the Freeman of the Shire, meeting a delegation to the Shire, or hosting a State or Federal Minister.

It is a formal event and as such is intended to convey the significance of the matter at hand. It is important that such hospitality is undertaken to a consistent standard and follows a clear process.

#### Principles

A civic event or function is a mechanism available to the Council to convey the importance and significance of a matter to the community.

Funding and resources used to support an event should be effectively used and appropriate to purpose.

#### General Provisions

The Shire President, in discussion with the Elected Members and in conjunction with the Chief Executive Officer (CEO) shall have discretion to identify whether a civic reception is to be held, when it will be held and who shall be invited.

The Shire President may host functions and receptions with light refreshments for visiting dignitaries, residents who are recipients of awards or prizes from the Shire, exchange students, visitors and delegations from other local authorities from Australia and overseas. The invitation list shall be at the Shire President's discretion.



The Chief Executive Officer is authorised to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Chambers, subject to compliance with this Policy

#### Specific Civic Functions and Events

The Council will hold or formally support the following Civic events:

- a. hold an Australia Day event with associated hospitality on an annual basis. The event will be funded via a specific provision in the Annual Budget,
- b. support the RSL in its holding of the ANZAC Day event. The support will be funded via a specific provision in the Annual Budget,
- c. support NAIDOC week, with specific provision in the Annual Budget

#### Note

This policy does not relate to events supported by the Council through its funding of community group activities.