



POLICY NO:-
CP1-011 – COUNCILLORS – CIVIC RECEPTIONS/FUNCTIONS

GOVERNANCE INFORMATION			
Procedure Link:	N/A	Administrative Policy Link:	

ADMINISTRATION INFORMATION					
History	1	CS1.9	OCM 6/10/20	Res: 8577	Synopsis: Policy reviewed in Sept 2023.
Version:	2	CP1-011			Policy renumbered to CP1-011 and reformatted in accordance with new Policy Framework.

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

Policy statements outline the Council’s views on issues and provide guidance for staff, the community and Council itself when assessing similar matters for decision.

3. POLICY

The Council on occasions will hold Civic Receptions/Functions. The venue for the Civic Receptions/Functions will be the Collie Shire Council Chambers unless this venue is deemed unsuitable for the event. The Civic Receptions/Functions will be co-ordinated by the House Panel or the CEO’s Personal Assistant.

In considering any request for a Civic Reception/Function, the organising person(s) will have due regard to the availability of funds within Council’s Entertainment/Refreshments Budget.

Some examples for holding a Civic Reception/Function could be but not limited to:

- A visiting dignitary
- A long serving community member retiring from service to the community
- Long service of distinction to the town of Collie
- Other occasions to mark specific milestones of residents in the town of Collie

The Shire of Collie will recognise, with a Civic Reception/Function, significant events, milestones or contributions to the Shire by individuals, groups or organisations at the discretion of the Shire President and CEO.

The individual, group or organisation being recognised, should have either promoted a positive image of the Shire of Collie or contributed over a period of time to the welfare, wellbeing or social amenity of the people of the Shire of Collie.

The individual, group or organisation will be consulted about the date/timing of the event.

The individual, group or organisation will be asked to provide a suggested list of invitees at least four (4) weeks prior to the event unless there are extra-ordinary circumstances limiting this time requirement, to allow invitations to be issued and responses received in advance of the suggested date.

The Shire of Collie may make a presentation of a gift, plaque or certificate to the individual, group or organisation to mark the occasion.

4. REFERENCE DOCUMENTS

Local Government Act 1995 – section 2.7(2)(b).