



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

- 3.1 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.
- 3.2 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.

7. Document Control

Division	Community		
Policy Number	CP002		
Contact Officer	Director Corporate & Community Services		
Related Legislation	Nil.		
Related Shire Documents	Nil.		
File Number	CR.5 – Community Relations		
Risk Rating	Moderate	Review Frequency	As required
Next Review	March 28	Date Adopted	18/12/2018
OCM Number	OCM18/12/126	Previous Policy No.	COM006 – Civic Receptions

8. Amendments

Date	Details of Amendment	Reference	Record Number
27/05/2025	Reviewed with no changes and updated to new control document system template.	OCM25/05/070	CM.7