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Policy Number:	G3
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	25 November 2019

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### **POLICY OBJECTIVE:**

This policy is intended to ensure that civic functions and hospitality is provided in an appropriate and consistent manner.

### **POLICY SCOPE:**

This policy applies to all civic functions and hospitality provided by the Shire of York. This policy does not relate to events supported by the Council through its funding of community group activities or via its economic development funding.

### **POLICY STATEMENT:**

#### **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 Western Australian 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) A civic event or function is a mechanism available to the Council to convey the importance and significance of a matter to the community.
- (b) Funding and resources used to support an event should be effectively used and appropriate to purpose.

#### **PROVISIONS**

##### **1 GENERAL**

- 1.1 The Shire President, in discussion with the Councillors, 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.
  - 1.2 The Shire President may host functions and receptions with light refreshments for visiting dignitaries, local 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 their discretion.
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- 1.3 The Chief Executive Officer is authorised under delegated authority to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Town Hall, subject to compliance with this Policy.
  - 1.4 Provision of catering for a function will be according to guidelines attached at Appendix 1.
  - 1.5 Catering will be procured from local suppliers and a contestable process shall be undertaken to select a provider on a six-monthly basis.

## **2 SPECIFIC FUNCTIONS**

- 2.1 The Council will hold an Australia Day event and provide associated hospitality on an annual basis. The event will be funded via a specific provision in the Annual Budget.
- 2.2 The Council will support the RSL in its holding of the ANZAC Day event. The support will be funded via a specific provision in the Annual Budget.

### **PENALTIES:**

Not applicable.

### **KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Chief Executive Officer  
Contact Officer: Council and Executive Support Officer  
Relevant Legislation: Not applicable  
Review History:

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