



Civic Events Policy

1. POLICY STATEMENT

The Shire may host or support civic events where they serve a clear local government purpose, provide a public or civic benefit, and are reasonable and defensible in the circumstances.

This policy sets out when civic events may be initiated or supported, approval responsibilities, and key governance principles to ensure consistency, transparency and appropriate use of public funds. Civic events should also align with the Shire's adopted plans and policies.

2. SCOPE

This policy applies to civic events hosted, co-hosted, sponsored or otherwise supported by the Shire.

3. DEFINITIONS

Act means the *Local Government Act 1995 (WA)*.

Civic event means a formal gathering or occasion organised or hosted by the Shire to recognise, commemorate or celebrate matters of public or civic interest.

Local government purpose has the meaning in the Act and includes activities that provide public value for the district and its community.

Reasonable and defensible means proportionate to the purpose, consistent with community expectations, and able to be justified if scrutinised.

Shire means the Shire of Denmark.

4. POLICY

Principles

Expenditure and in-kind support must be for a local government purpose and be reasonable and defensible.

Events must provide a public or civic benefit (not primarily a private or individual benefit).

Decisions must be consistent, transparent and appropriately documented.

Events must be delivered safely and in accordance with relevant Shire procedures, approvals and insurance requirements.

When a Civic Event May be Initiated or Supported

A civic event may be initiated or supported for any of the following:

- Acknowledgement of a significant achievement at a local, state, national or international level (e.g., sport, arts, community service or charitable endeavours).
- Commemorative events recognising occasions of significance to the local community.
- Hosting official delegates, dignitaries, ministerial/cabinet representatives or other official visitors where there is a clear civic purpose.
- Official openings of Shire facilities or other significant facilities within the district.
- Stakeholder relationship events that support effective and productive partnerships for the benefit of the community.
- Recognition of service for retiring Councillors (and, where appropriate, other significant civic service).

Approvals

Any request for a civic reception or other civic event is to be referred to the Shire President, who may approve or refuse the request, provided that a specific or general budget authority exists for the proposed expenditure.

Arrangements for civic receptions and civic events (including format, venue, invitation list and protocol) are to be made by the Shire President and Chief Executive Officer, without referral to Council unless otherwise required.

Exclusions and Probity

The Shire will not host or support events that are religious, party-political, electioneering or could reasonably be perceived as conferring an improper advantage or disadvantage.

Hospitality should be modest and appropriate to the civic purpose and audience.

Conflicts of interest must be declared and managed in accordance with applicable codes and procedures.

Budget and resourcing

Civic events may only proceed where the cost is accommodated within an adopted budget (specific or general) and any required procurement or contract approvals are obtained.

5. Roles and responsibilities

Shire President: considers and determines requests for civic receptions/events where budget authority exists.

Chief Executive Officer: supports the Shire President, ensures appropriate administrative arrangements, and oversees compliance with financial and governance requirements.

6. Review

This policy will be reviewed as required.

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