

City Policy & Guideline – Civic Receptions, Ceremonies and use of Council and Civic Rooms

Objective

1. This policy and guideline is intended to:
 - Provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.
 - Ensure that consistent procedure and processes are followed in relation to the conduct and hosting of Civic Reception/Functions;
 - To provide guidance for the use of the City's Administration and Civic Rooms for functions and ceremonies; and
 - Provide guidance on expenditure against the Member of Council – Civic Functions and Receptions Budget.

Policy Statement & Guidelines

A. Civic Functions and Receptions – General:

- The Mayor, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic reception is to be held.
- The date, time and invitation list shall be determined by the Mayor, in conjunction with the Chief Executive Officer
- At the discretion of the Mayor and Chief Executive Officer, the Mayor may host functions and receptions with light refreshments for visiting dignitaries, Local residents who are recipients of awards or prizes from the City. The invitation list shall be at their discretion.
- 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 Civic Rooms subject to compliance with this Policy, Procedure and Guidelines.
- In the absence of the Mayor, Deputy Mayor may carry out Civic and Ceremonial duties on behalf of the City, in accordance with s5.34 of the *Local Government Act 1995*.

B. Specific Functions and Ceremonies:

Citizenship Ceremonies: Citizenship ceremonies will be conducted in accordance with the Department of Immigration and Citizenship Ceremonies Code. Following each Citizenship Ceremony light refreshments will be served.

Official Opening of Council Facilities: At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions with light refreshments to commemorate the Official Opening of Council facilities. The invitation list shall be at their discretion but is to include all current Elected Members and other relevant staff.

Australia Day Awards & Citizenship Ceremony: Following the Australia Day Awards and Citizenship Ceremony a reception will be held for all participants and their partners with further guests at the approval of the Chief Executive Officer. Other invited guests shall include current Elected Members, Local Members of Parliament and other relevant staff of the City of Albany.

Annual Christmas Function: During December each year, Council shall conduct a Christmas Function to which the current Elected Members and their partners, guests, special guests and officers of the City as indicated will be invited

The List of invitees shall include but not be exclusive of the following:

- Current Elected Members, and their partners who may invite up to four additional guests.

To maximize the objectives of this Policy, invitees to the annual Christmas Functions should, where possible, be different to those who have previously attended the Annual Christmas Function.

- Honorary Freeman of the City;
- Local Members of Parliament;
- Civic leaders of adjoining local authorities; and
- The Chief Executive Officer, Executives, Managers and other staff of the City of Albany at the discretion of the Chief Executive Officer, and their partners.

C. Entertainment and Hospitality:

Reasonable entertainment and hospitality expenses which pertain to the conduct of Council business may be charged against Budget accounts with the approval of the Chief Executive Officer.

Entertainment for Large groups such as employee function, or for the hosting by Council of Conferences, and the like is covered by this Policy.

Hospitality for visitor to the City, guests and benefactors will typically take the form of meals associated refreshments and will generally be held in- house.

Alcohol should only be available for the purpose of hospitality in modest amounts.

D. Application of Guidelines:

The provision of Entertainment and Hospitality can only apply where advanced approval has been given by the Chief Executive Officer. Examples of where approval is considered appropriate would include.

- Entertaining Official visitors to the City
- Workshops and Seminars involving Councillors and Staff
- Marketing of the City's operations

E. Mayor's Office:

The Mayor is provided with an office at the North Road Administration Office for official purposes. Use and access to the Mayor's office is at the discretion of the Mayor.

F. Councillors Lounge

A room is provided for the use by Councillors for official purposes.

Tea, Coffee and condiments be provided in the Councillors lounge on a self-help basis.

G. Meals

Meals will be provided at Council Meetings, Committee Meeting and Briefing sessions;

Meals for official Council business and functions are to be approved by the Chief Executive Officer.

H. Use of Council Chamber

The use of the Council Chamber is for official meetings/forums/presentations. The Council Chamber is not to be used for hospitality or entertainment purposes.

I. Use of Civic Rooms

The use of the Civic Rooms is for official purposes for the City (Including functions/events which the City supports/sponsors, but is not the organiser) at the discretion of the Chief Executive Officer.

A City of Albany officer must be in attendance if the room is been used by an external organisation.

The function Room is not to be used of hired for non-council business purposes.

Scope

2. This guideline applies to all City of Albany employees.

Legislative and Strategic Context

3. Not applicable.

Review Position and Date

4. This policy and guideline was approved by EMT on 31/05/2017 and is to be reviewed by the document owner annually.

Associated Documents

- Mayor Event Template
- City of Albany Policy & Procedure: Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Personal Assistant to Mayor		Manager Governance & Risk	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy, CM.STD.4 – Guideline		
Synergy Reference Number:	NG1765849		
Meta Data: Key Search Terms	Civic Receptions, Ceremonies and use of Council and Civic Rooms		
Status of Document:	Administrative decision: Approved.		
Document file details:	Location of Document: Intranet		
Quality Assurance:	Chief Executive Officer, Executive Management Team,		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Personal Assistant to Mayor	Draft – v1. Prepared for approval.	31/05/2017
1.0	Manager Governance & Risk	Approved by EMT. Amended, minor formatting only and appended with document control.	31/05/2017.