

2.31 Civic Receptions, Ceremonies, and Use of Civic Rooms Policy & Guidelines

Policy Owner	Chief Executive Officer
Responsible Officer	Manager Governance & Risk
Date of Approval	25/06/2024
Amended/Revised	5/02/2025

Objective

This policy and guidelines are intended to:

- Guide the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.
- Ensure that consistent procedures and processes are followed concerning the conduct and hosting of Civic Reception/Functions.
- To guide the use of the City’s Administration and Civic Rooms for functions and ceremonies.
- Guide expenditure against the Member of Council – Civic Functions and Receptions Budget.

Scope

This policy position and guideline applies to all City of Albany employees.

Policy Statements

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 and 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, the 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*.

Specific Functions and Ceremonies

Citizenship Ceremonies:

- Citizenship ceremonies will be conducted following 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 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, the 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 maximise 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.
 - 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.

Entertainment and Hospitality:

- Reasonable entertainment and hospitality expenses that 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 functions, or for hosting by the Council of Conferences, and the like is covered by this Policy.
- Hospitality for visitors to the City, guests and benefactors will typically take the form of meals and associated refreshments and will generally be held in-house.
- Alcohol should only be available for hospitality in modest amounts.

Application of Guidelines:

- The provision of Entertainment and Hospitality can only apply when 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

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 are at the discretion of the Mayor.

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.

Meals

- Meals will be provided at Council Meetings, Committee Meetings and Briefing sessions.
- Meals for official Council business and functions are to be approved by the Chief Executive Officer.

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.

Use of Civic Rooms

- The use of the Civic Rooms is for official purposes for the City (Including functions/events that 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 has been used by an external organisation.
- The Function Room is not to be used or hired for non-council business purposes.

Legislative and Strategic Context

Local Government Act 1995:

- Acknowledging that in the absence of the Mayor, the Deputy Mayor may carry out Civic and Ceremonial duties on behalf of the City, per s5.34 of the Local Government Act 1995.

Review Position and Date

This policy is to be reviewed annually by the Office of the CEO.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- [Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances Policy \(2.29\)](#)
- [Elected Member Induction Manual.](#)