

POLICY NO: 4.1.29

**CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF
HOSPITALITY AND THE USE OF THE COUNCIL CHAMBER, FUNCTION ROOM
AND
COMMITTEE ROOM**

OBJECTIVES

To:

- provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality;
- clarify the position in relation to the attendance of persons at the supper held at the conclusion of meetings of the Council and to provide guidance for use and access to refreshments;
- to provide guidance for the use of the City's Administration and Civic Centre for functions and ceremonies.

POLICY STATEMENT

To fulfil its civic objectives the City of Vincent will conduct various civic functions and receptions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

1. Civic Functions and Receptions – General

- (i) The Mayor, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic reception is to be held.
- (ii) The date, time and invitation list shall be determined by the Mayor, in conjunction with the Chief Executive Officer.
- (iii) 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, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.
- (iv) The Chief Executive Officer is authorised under delegated authority to approve of civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Civic Centre, subject to compliance with this Policy, Procedure and Guidelines.

2. Specific Functions and Ceremonies

(i) Citizenship Ceremonies

Following each 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 invitees shall include all current Elected Members, Local Members of Parliament, the Chief Executive Officer and other staff of the City at the discretion of the Chief Executive Officer.

(ii) Australia Day Reception

Following the Australia Day Citizenship Ceremony, a reception will be held to which all Citizenship Ceremony participants with further guests at the approval of the Civic Functions Officer. Other invitees shall include all current Elected Members, Local Members of Parliament, the Chief Executive Officer, and other relevant staff of the City at the discretion of the Chief Executive Officer.

(iii) ANZAC Day Reception and Remembrance Day

Following the conclusion of the ANZAC Day Ceremony held in the City, all attendees will be invited to share in light refreshments.

(iv) Seniors Appreciation Dinner

Each year a function will be held to demonstrate the appreciation of the City to all seniors as specified by the Mayor and Chief Executive Officer. Other invitees shall include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(v) Appreciation Function

Each year (usually October/November), a function will be held to demonstrate the appreciation of the City to persons who provide services to the City. The Chief Executive Officer is authorised to prepare an invitee list, which shall include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(vi) Annual Garden Awards Function

During October each year, a function will be held for community members who participate in the Annual Garden Award. The Chief Executive Officer is authorised to prepare an invitee list which shall include all current Elected Members, participant's partners, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(vii) Art Exhibition

Light hospitality will be provided for the opening day awards function of the City's Art Exhibition.

(viii) Mayor's Community BBQ

During December each year, at the Mayor's discretion, a community BBQ will be held in a park within the City. BBQ type food will be provided and the event will be "alcohol free".

Invitations shall include all current Elected Members, partners, employees of the City and open invitation to the community.

(ix) Official Openings 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 Openings of Council facilities and the invitation list shall be at their discretion but is to include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(x) Annual Awards Functions for City Employees

The Chief Executive Officer shall determine on an annual basis an appropriate format for an employee function to recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such functions being borne by the City.

Due to the varying nature of the City's services, which necessitate employees to work extended and variable hours, it is necessary that more than one function will be held, so as to enable employees an opportunity to attend a function. Functions would normally be held at:

- Administration and Civic Centre – Administration and Library employees
- Depot – outside workforce
- Beatty Park Leisure Centre- Centre employees.

(xi) Official Meetings

Appropriate catering and refreshments will be provided for official meetings (e.g. WALGA Central Zone, Tamala Park Regional Council, Mindarie Regional Council).

The catering is usually a buffet meal, at the discretion of the Chief Executive Officer.

(xii) **Small/Private Meetings**

Appropriate catering, such as tea, coffee, softdrinks, sandwiches, finger food, biscuits shall be provided for small/private meetings involving members of the community or other government/agency persons.

The catering shall be at the discretion of the Chief Executive Officer.

3. Mayor's Office

The Mayor is provided with an office in the Administration and Civic Centre for official purposes. Use and access to the Mayor's office is at the discretion of the Mayor.

4. Councillor's Room

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

5. Mayor's Suite, Councillor's Room

- (i) Tea, coffee and condiments be provided in the Mayor's Suite and Councillor's Room on a self help basis;
- (ii) A limited stock of alcoholic and non alcoholic beverages is also provided.

6. Meals

- (i) Meals will be provided at Council Meetings, Forums and Briefing Sessions;
- (ii) Meals for official Council business and functions are to be approved by the Chief Executive Officer. (CEO has delegated authority to approve this.)

7. Provision of Refreshments after Meetings of the Council

That:

- (i) the meal held at the conclusion of Council meetings is for Elected Members and their partners, employees and members of the press, by invitation;
- (ii) from time to time, Elected Members may wish to invite special guests, such as overseas visitors, to the meal; in such circumstances, Elected Members must obtain the prior approval of the Chief Executive Officer;
- (iii) from time to time, Elected Members may wish to invite occasional guests to the meal; this is also subject to the Chief Executive Officer's prior approval. When considering an Elected Members request, the Chief Executive Officer will take into account such factors as the frequency of guests attending the supper; and
- (iv) no other person shall be permitted to attend the meal.

8. Use and Access to Refreshments

- (i) The provision of meals and beverages to Elected Members and Council employees shall be used for the betterment of the City of Vincent.
- (ii) The Policy Guidelines will be used by the Chief Executive Officer as a guide when considering the level of catering to be provided.

9. Beverages

- (i) The Function Room bar to be used only for Council business and functions approved by the Chief Executive Officer;
- (ii) Provision of alcoholic spirits will not normally be provided, unless approved by the Mayor/Chief Executive Officer; and
- (iii) Alcohol is not permitted to be consumed during Council Meetings.

10. 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.

11. Use of Function Room

- (i) The use of the Function Room is for official purposes of the City (including functions/events which the City supports/sponsors, but is not the organiser) at the discretion of the Chief Executive Officer.
- (ii) The Function Room is not to be used or hired for non-Council business purposes.

12. Use of Committee Room

The Committee Room is to be used for official purposes such as meetings and presentations. It shall not be used for hospitality or entertainment purposes.

Use of the Committee Room by City employees is not normally permitted unless an Elected Member, Chief Executive Officer or Executive Manager is present.

Date Adopted:	23 June 1997 & 8 July 1996
Date Amended:	-
Date Reviewed:	22 July 2003 & 23 January 2007, 28 February 2012
Date of Next Review:	February 2017

GUIDELINES FOR THE LEVEL OF CATERING TO BE PROVIDED

The following will be used as a Guide for catering levels/content for functions and events. The Chief Executive Officer is authorised to vary the catering level/content to meet the needs of the occasion.

Service costs for waiter staff/cleaners is extra. Alcohol costs are extra.

No Catering: Use of Room only-\$3.00* per person

Tea/ Coffee, Orange Juice & Water, selection of biscuits

Level 1: Internal meeting-self service - \$5.00* per person

Tea/ Coffee, Water, selection of biscuits

Level 2: Meeting with External persons/ morning and afternoon tea - self service - \$8.00* per person

Tea / Coffee, Water, Orange Juice, selection of biscuits

Level 3: Working Breakfast/Meeting/Service Recognition morning/afternoon tea - self service - \$13.00* per person.

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of croissants/patisseries and/or cakes

Optional-Fresh fruit platter.

Level 4: Working Lunch - internal persons only - self service - \$15.00* per person

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of gourmet/finger sandwiches and/or cakes

Optional-Fresh fruit platter

Level 5: Working Lunch - external persons - self service - \$19.00* per person

Tea/Coffee, Water, range Juice, selection of biscuits

Selection of gourmet sandwiches

A selection of hot and/or cold finger foods

(Optional- alcoholic beverages-extra cost)

Level 6: Official openings and employee retirements - with service optional - \$23.00* per person

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of gourmet sandwiches

Assorted hot and/or cold finger foods

(Optional- alcoholic beverages-extra cost)

Level 7: Cocktail Receptions/ Briefing sessions/Committee Meetings - \$23.00* per person; with service optional

Tea / Coffee, Water, Orange Juice, selection of biscuits.

Selection of gourmet sandwiches.

Assorted hot and/or cold finger foods.

(Optional- alcoholic beverages-extra cost)

(*Indexed by CPI on 1 July of each year – includes 2014 increase)

Level 8: Buffet meal without service (e.g. post Council, Regional Council meetings/forums/Garden Awards) - \$33* per person (Optional service cost extra)

Tea/Coffee, Water, Orange Juice

Choice of two hot courses - meat/fish/poultry dishes, one vegetarian dish, cheese platter, one choice of Sweets

Optional: soup, fruit/platter

(includes alcoholic beverages-extra cost)

Level 9: Formal Dinner or Buffet meal-with service - \$62* per person (service cost extra)

Tea/Coffee, Water, Orange Juice, Pre-dinner drinks

Entree

Choice of two hot courses-meat/fish/poultry dishes, one vegetarian dish, fruit platter, cheese platter

Choice of two sweets

Selection of cakes.

After dinner ports/ dessert wine

Percolated coffee

(includes alcoholic beverages-extra cost)

(* Indexed by CPI on 1 July of each year – includes 2014 increase)

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**CPI INCREASES FROM JULY 2008
 (Perth Based CPI)**

Year	CPI	Page 6 "No Catering"	Page 6 "No Catering" Rounding	Page 6 Level 1	Page 6 Level 1 Rounding	Page 6 Level 2	Page 6 Level 2 Rounding	Page 6 Level 3	Page 6 Level 3 Rounding	Page 6 Level 4	Page 6 Level 4 Rounding
July 2007		\$2.50		\$4.00		\$6.50		\$10.50		\$12.50	
July 2008	4.5%	\$2.61	\$2.60	\$4.18	\$4.20	\$6.79	\$6.80	\$10.97	\$11.00	\$13.06	\$13.05
July 2009	1.4%	\$2.66	\$2.70	\$4.24	\$4.25	\$6.89	\$6.90	\$11.13	\$11.10	\$13.24	\$13.25
July 2010	3.5%	\$2.75	\$2.75	\$4.39	\$4.40	\$7.13	\$7.10	\$11.52	\$11.50	\$13.70	\$13.70
July 2011	3.0%	\$2.83	\$2.85	\$4.52	\$4.55	\$7.34	\$7.35	\$11.86	\$11.90	\$14.11	\$14.10
July 2012	1.0%	\$2.85	\$2.90	\$4.56	\$4.60	\$7.41	\$7.40	\$11.97	\$12.00	\$14.25	\$14.20
July 2013	2.5%	\$2.92	\$3.00	\$4.67	\$4.70	\$7.59	\$7.60	\$12.26	\$12.30	\$14.55	\$14.55
July 2014	3.3%	\$3.01	\$3.00	\$4.82	\$5.00	\$7.84	\$8.00	\$12.66	\$13.00	\$15.03	\$15.00

Year	CPI	Page 6 Level 5	Page 6 Level 5 Rounding	Page 6 Level 6	Page 6 Level 6 Rounding	Page 6 Level 7	Page 6 Level 7 Rounding	Page 7 Level 8	Page 7 Level 8 Rounding	Page 7 Level 9	Page 7 Level 9 Rounding
July 2007		\$16.00		\$18.00		\$18.00		\$27.00		\$50.00	
July 2008	4.5%	\$16.72	\$16.70	\$18.81	\$18.80	\$18.81	\$18.80	\$28.22	\$28.20	\$52.25	\$52.25
July 2009	1.4%	\$16.95	\$16.95	\$20.21	\$20.20	\$20.21	\$20.20	\$28.61	\$28.60	\$53.65	\$53.65
July 2010	3.5%	\$17.54	\$17.50	\$20.92	\$21	\$20.92	\$21	\$29.61	\$29.60	\$55.53	\$55.50
July 2011	3.0%	\$18.07	\$18.10	\$21.55	\$21.55	\$21.55	\$21.55	\$30.50	\$30.50	\$57.19	\$57.20
July 2012	1.0%	\$18.25	\$18.20	\$21.76	\$21.80	\$21.76	\$21.80	\$30.80	\$30.80	\$57.76	\$57.80
July 2013	2.5%	\$18.60	\$18.60	\$22.30	\$22.30	\$22.30	\$22.30	\$31.57	\$32.00	\$59.20	\$59.00
July 2014	3.3%	\$19.21	\$19.00	\$23.03	\$23.00	\$23.03	\$23.00	\$32.61	\$33.00	\$61.15	\$62.00