

Shire of Mundaring

POLICY

CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF HOSPITALITY AND THE USE OF THE COUNCIL CIVIC AREA

Policy Ref:	OR-10		
Committee Rec:	N/A	Date:	
Adopted by:	C11.10.09	Date:	
Amended by:		Date:	
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PURPOSE

To provide guidance for the:

- approval of civic functions, ceremonies, receptions;
- use of the Shire's Civic Room for functions and ceremonies; and
- use of a committee room as a meeting room.

POLICY

To fulfill its civic objectives, the Shire of Mundaring conducts various civic functions, receptions, and ceremonies such 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 President, 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 President, in conjunction with the Chief Executive Officer.
- (iii) At the discretion of the President and Chief Executive Officer, the 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 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 to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Civic Room, subject to compliance with this Policy.

2. Specific Functions and Ceremonies

(i) Citizenship Ceremonies

Following each Citizenship Ceremony, a reception will be held for all participants and two of their nominated guests 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 Shire at the discretion of the Chief Executive Officer.

(ii) Australia Day Ceremony

Following the Australia Day Citizenship Ceremony, a reception will be held to which all Citizenship Ceremony participants and two of their nominated guests 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 relevant staff of the Shire at the discretion of the Chief Executive Officer.

(iii) Volunteers Reception

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

(iv) Official Openings of Council Facilities

At the discretion of the President and Chief Executive Officer, the President may host receptions with light refreshments to commemorate the Official Openings of Council facilities. 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 Shire at the discretion of the Chief Executive Officer.

(v) Christmas Functions for Shire Employees

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

(vi) Official Meetings

Appropriate catering and refreshments may be provided for official meetings (e.g. WALGA Zone meetings). Catering is at the discretion of the Chief Executive Officer.

(vii) Small/Private Meetings during Working Hours

Appropriate catering, such as tea, coffee, soft drinks, sandwiches, finger food, biscuits may be provided for small/private meetings involving staff or Councillors and members of the community or other government/agency persons. Catering shall be at the discretion of the Chief Executive Officer.

3. Common Room

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

4. Meals

- (i) Meals may be provided at Council Meetings, Forums and Briefing Sessions; and
- (ii) Meals for official Council business and functions are to be approved by the Chief Executive Officer.

5. Provision of Meals for Meetings of the Council

- (i) The meal held prior to the commencement of meetings of Council is for Elected Members, employees and members of the public, 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 subject to the Chief Executive Officer's prior approval. When considering an Elected Member's 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.

6. Beverages

- (i) The Civic 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 President or the Chief Executive Officer; and
- (iii) Alcohol is not permitted to be consumed during meetings of Council.

7. Use of Council Chamber

The use of the Council Chamber is for official meetings, forums and presentations. The Council Chamber is not to be used for hospitality or entertainment purposes unless approved by the Chief Executive Officer.

8. 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 unless approved by the Chief Executive Officer.

9. Community Use

Members of the community and community groups are to be encouraged to utilise the Civic Area and Meeting Room at a nominal charge in accordance with the Shire's Fees and Charges schedule for meetings and forums during normal operating hours of the Administration Centre.

Community use is for community-based organisations that work to enhance the sense of community within the Shire of Mundaring and includes groups that undertake activities that do not generate income or are registered or recognised as not for profit groups as well as government agencies.

Tea and coffee facilities may be provided by the Shire for such undertakings.

There will be no provision for use of the bar facilities or other rooms within the Civic Area.

10. Applications Not Conforming with Policy

An application which does not meet the provisions of this policy may be referred to Council by the Chief Executive Officer at his discretion.