



# Council Policy Manual

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## CP10.12 PROVISION OF HOSPITALITY

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### POLICY OBJECTIVE

This policy determines the nature and extent of catering services for civic functions and official meetings.

### POLICY STATEMENT

The Council acknowledges that as Western Australia's Capital City local government, it has unique civic responsibilities to receive and host visiting dignitaries, significant business partners and corporations, community organisations, and residents and ratepayers of the City.

The Council shall maintain a limited hospitality facility available to Elected Members to assist them to meet their unique civic responsibilities on the following basis:-

#### 1. Dining Room

The dining room being available to Elected Members from 12.30pm to 3.30pm on Fridays, excluding the second Friday of each month, and 7.30pm to 10.30pm on the second Friday of each month and on one Saturday per month (except December). The following must be adhered to in relation to Elected Members use of the dining room:-

- 1.1 external caterers will be used;
- 1.2 a maximum of ten guests, including members' spouses, are permitted in the Dining Room. Any additional guests must be noted and referred to the General Purposes Committee;
- 1.3 a guest book identifying the main guest of honour at each function is to be maintained;
- 1.4 no entertainment will be provided in connection with the operation of the Dining Room;
- 1.5 mobile telephones are not permitted in the Dining Room and a sign is to be erected outside the Dining Room to this effect;
- 1.6 a sign is to be erected outside the Dining Room to advise guests of the preferred dress code;
- 1.7 bookings for the use of the Dining Room must be made through the Councillors' Resource Officer;
- 1.8 the Dining Room is available to Freemen during regular Dining Room hours on Fridays with a maximum of three guests, including Freemen's spouses;



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- 1.9 Elected Members may use restaurants (within the City of Perth area) for hospitality purposes on Fridays or for Saturday Dinners if there are insufficient numbers to meet the minimum catering requirement for the City of Perth Dining Room, being 10 people; or where the Dining Room is fully booked.

## 2. Council Meetings

A supper will be held at the conclusion of Council meetings for the Lord Mayor, Councillors, officers and members of the press, by invitation. From time to time, Councillors may invite special guests to the supper, such as overseas visitors. Approval should be sought from the Lord Mayor or Chief Executive Officer for the attendance of special guests at the supper. Early advice of any requests is required for catering purposes.

- 2.1 Each Elected Member is permitted to invite a maximum of two guests to the supper following meetings of the Council;
- 2.2 No guest, other than a family member, is permitted to attend more than twice per year;
- 2.3 All guests at supper after a Council meeting, excluding family members and special guests, are to register their name in the Guest Book upon entry to the Dining Room.

## 3. Receptions

The Lord Mayor may approve functions that are civic, major and urgent functions, and this is to be decided at their discretion without first being referred to the Council.

Those requests for receptions not approved by the Lord Mayor to be referred to the General Purposes Committee which will in turn recommend to the full Council, where the estimated cost of the reception exceeds \$5,000.

## 4. Official Meetings

Appropriate catering and refreshments will be provided for official meetings. All official meetings are to be approved by the Chief Executive Officer. All catering is conducted by external caterers and no in-house catering services will be provided.



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### 5. Private Meetings

Limited refreshments will be provided for private meetings where possible. A mini bar is available for use next to the Councillors' Lounge.

### 6. Sister City Visits

Costs related to the provision of hospitality to official sister city delegations visiting the City of Perth are to be allocated to the Sister City Program.

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