



POLICY			
<b>TITLE:</b>	<b>ELECTED MEMBERS - USE OF CIVIC CENTRE</b>	<b>CODE:</b>	<b>CM103</b>
<b>PURPOSE or OBJECTIVE:</b>	To define a code of practice with which members are expected to conform when accessing and using the members' area of the Civic Centre.		
<b>REFERENCE DOCUMENTS:</b>	Local Government Act 1995		

## POLICY STATEMENT

**A member is entitled to have access to, and use the facilities of, the members' area of the Civic Centre subject to the conditions described in this policy.**

### 1. Scope

This policy applies to members attending the civic centre for private and public functions.

### 2. Definitions

- member* means a person elected and holding valid office under the *Local Government Act 1995* as a member of the council of the City of Canning.
- members' area* means the Vehicle Parking Garage, Council Chambers, Committee Room, Mayor's Office, Members' Bar and Members' Lounge of the Civic Centre located at 1317 Albany Highway, Cannington.
- private function* means a function organised by one or more members to the exclusion of, or without an invitation to, the remaining members. A private function must be relevant to the role of councillor or Mayor as defined in the Act.

### 3. Access and Building Security

- (1) Members will be provided with a remote control and an electronic pass card to access the members' area. This equipment is on loan and is to be returned upon a member ceasing to hold office.
- (2) Access to the bar facilities will be on the evening of the days when there are Ordinary or Special meetings of Council and Agenda Settlement Briefing forums. Availability of the bar facilities on other occasions is at the discretion of the mayor and/or the CEO.
- (3) Access to the members' area via the entrance from the Vehicle Parking Garage is from Monday to Friday between the hours of 6.30am and midnight. For access outside those hours members must ensure that the security alarm system is deactivated (and reactivated upon departure) in accordance with the instructions posted at the entrance.
- (4) A councillor is not entitled to have access to the Mayor's Office unless authorised by the mayor, or at the invitation of the mayor.
- (5) A councillor exercising the office of deputy mayor during any period the mayor has been granted leave of absence or is unable to perform the office due to ill-health, is permitted to make use of the Mayor's Office.

### 4. Use of Members' Area

- (1) The convening of civic functions, including receptions by the mayor and councillors in the Civic Function Room, is subject to Council approval.
- (2) The mayor or, in his or her absence, the Deputy mayor, is authorised to arrange Mayoral Receptions and/or other functions which, in the opinion of the mayor, are in the interest of the City.

- (3) The mayor may use the members' area to entertain visitors, community leaders, business people and other persons as appropriate.
- (4) The cost associated with the functions described in (1), (2) and (3) above will be met by the City. (Account: Civic Functions).
- (5) Councillors may:
  - (a) Invite residents, ratepayers and persons having business with the City to meet privately with them in the members' area;
  - (b) Use the members' area to receive visitors to the City with whom they have a private association. Such use is subject to:
    - (i) the Councillor making suitable arrangements with the Executive Support Officer regarding availability, access and use of the facilities, and
    - (ii) the use being recorded on the City's formal Notice of Meetings schedule.

## **5. Limit on Number of Visitors**

The maximum number of visitors at a function permitted under clauses 3(3) and 3(5) will be limited to six (6), except where the visitors are members of parliament, or members of other local governments.

## **6. Use of Council Chambers**

Use of the Council Chambers will, as a rule, be restricted to:

- (1) Ordinary and Special Meetings of the Council;
- (2) Agenda Settlement Briefing forums;
- (3) WALGA Zone and associated WALGA meetings;
- (4) Joint Development Assessment Panel meetings.

Use of the Council Chambers for purposes other than those listed above will be at the discretion of the mayor and/or CEO.

Other than water and confectionary, drinks and food are not to be taken into or consumed in the Council Chambers prior to or during a meeting.

## **7. Use of Committee Room**

In general, use of the Committee Room will be reserved for:

- (1) Agenda Settlement Briefing forums;
- (2) Elected members/staff information sessions and workshops;
- (3) Staff meetings;
- (4) Meetings between staff and persons having dealings with the City.

## **8. Provision and Standard of Catering**

Catering will be provided for elected members and staff attending Council meetings, Agenda Settlement Briefings, information sessions and workshops where these are held after normal working hours or during a luncheon period. The provision of catering on other functions and occasions will be at the discretion of the CEO.

The CEO is also responsible for determining the standard, range and type of food and beverages provided at a meeting or function, or setting an allowable financial limit on an event with catering.

## **9. Dress Standard**

- (1) Elected members are expected to be dressed in contemporary formal business wear at all Council meetings that are open to the public.
- (2) At the discretion of the mayor the standard of dress may be relaxed at other meetings.

## GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	Local Government Act 1995 s.2.8. to 2.10. The use of the facilities in the members' area is limited to exercising the role of a Councilor or mayor as defined in the Act.
<b>Process Links</b>	<i>Does it need a booking/application form for private functions?</i>

## POLICY ADMINISTRATION

Directorate	Officer Title	Authority to Approve	
Corporate Services	Director Corporate Services	CEO	
Version	Decision Reference	Synopsis	Delegation No: 548
1	May 2009	Policy reviewed	
2	25/2/2014	Policy redrafted and reformatted to new template	
2	OCM 15/4/2014 (CR-016-14)	Adopted	
3	10/2/2015	Made administratively under delegated authority #61: Correction to definition of Members' area and other minor grammatical amendments.	