

## Policy P665 Use of Council Facilities

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	All business units

### Policy Objectives

The City maintains a number of facilities for the use of Elected Members, officers and community members. This policy provides administrative guidelines concerning their use.

### Policy Scope

This policy is relevant to staff and members of the community who would like to use Council facilities.

### Policy Statement

Council facilities are maintained and made available subject to conditions of use as follows:

- Council Chamber - for use by Elected Members, Community Advisory Groups and City staff for meetings.
- Reception Area - for use by Elected Members, Community Advisory Groups and City staff for functions, meetings and meals.
- Council Lounge (Incorporating the Members' Resource Facility) may be used as follows:
  - Elected Members - any time without restriction (subject to prior booking)
  - Chief Executive Officer and City Directors for informal gatherings (with approval of the Mayor)
  - Elected Members Guests - Elected Members wishing to invite a visitor into the Lounge after a Council meeting or function shall obtain the prior approval of the Mayor.
- The Elected Members' Resource Facility is available to assist Elected Members in performing the responsibilities associated with their role.
- The Facilities provided for use by Elected Members shall accommodate the Mayor and Elected Members' secretarial support.
- Mayor's Office - is for the use of the Mayor in performing the functions of Mayor.

These facilities shall at all times be used in a responsible manner.

Any change to these conditions of use may be determined by resolution of Council.

The Council Chamber and Reception Area may be booked through the CEO's Office.

## Legislation / Local Law Requirements

Not Applicable

## Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2027