

Policy P665 Use of Council Facilities and Mayoral Regalia

Strategic Direction	Leadership
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 Elected Members, officers and members of the community in the use of the resources prescribed within.

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 officers for meetings.
- Reception Area - for use by Elected Members, Community Advisory Groups and City officers for functions, meetings and meals.
- Council Lounge 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.
- City Officers for meetings.
- Mayor's Office - is for the use of the Mayor in performing the functions of Mayor.
- Mayoral Regalia – is for the use of the Office of Mayor in performing the functions of Mayor as per the *Local Government Act 1995* (the Act).

These facilities shall at all times be used in a responsible manner. Mayoral Regalia shall only be worn at the following:

- a) When presiding over meetings in accordance with the Act.
- b) When carrying out civic and ceremonial duties at the occasions that have been organised or managed by the City.
- c) At civic and ceremonial occasions that have been invited by other parties through the City.

The wearing of the Mayoral Regalia does not extend to a person acting for the Mayor or delegated by the Mayor.

Council facilities and Mayoral Regalia are classed as 'local government resources' as per the City of South Perth Councillor Code of Conduct definition.

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

Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

City of South Perth Councillor Code of Conduct