

Civic Centre Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To guide the use of the City's civic facilities.

1. **Authority Statement:**

The City's civic facilities (being the Council Chamber, conference rooms, ward rooms and Councillors' Lounge) should only be used for official Council City business and Elected Member activities.

~~h~~However, it is recognised that the City will, from time to time, need to engage with external bodies including political parties. The use of the Ccivic facilities should be controlled ~~and offer equity when the City engages with political parties so that a perception of any political alignment is avoided.~~

2. **Details:**

2.1. **Use of Council Chamber and ~~Civic Centre Meeting Rooms~~ conference rooms:**

- a. The City of Joondalup Council Chamber and ~~Civic Centre Meeting~~ conference Rooms are to be used predominantly for official Council City purposes, however it is considered important for the City to engage with politicians at both the State and Federal level, to progress the interests of the City and the Joondalup community. Such engagement may occur within the City's buildings, including the Council Chamber and the ~~Civic Centre Meeting~~ conference Rooms. However, it is considered important that such political engagement is controlled to:
 - prevent the City being aligned with any particular party; and
 - avoid such engagement being used for electoral advantage.
- b. To achieve political engagement, the following requirements shall apply:
 - i. All requests to be made in writing.
 - ii. Approval for engaging a politician or political party must be given by the Mayor.
 - iii. The engagement should relate to a matter of concern to the City or its residents.

- iv. Where engagement occurs with a political party or government member on a particular matter, equal opportunity should be given to alternative political parties or relevant opposition members.
 - v. The Council Chamber and ~~Civic Centre Meeting~~ conference Rooms shall not be used for political engagement when the election process commences for a local government ordinary election.
 - vi. The Mayor shall make a decision on whether it is appropriate to use the Council Chamber and ~~Civic Centre Meeting~~ conference Rooms for political purposes in situations where an extraordinary election has been called but the election has yet to occur.
- c. Outside of political engagement, the Council Chamber and ~~Civic Centre Meeting~~ conference Rooms located in the Joondalup Civic Centre may only be used for official ~~Council purposes~~ City business unless the Mayor provides prior consent.
 - d. Requests to use the Council Chamber or ~~Civic Centre Meeting~~ conference Rooms, other than for political engagement, should generally fall into one of the following categories:
 - i. The request is directly related to the business of local government.
 - ii. The request is directly related to the support of community service within the City or the region.
 - iii. The request is from a not-for-profit agency operating within the region.
 - e. Approaches from external parties to use the Council Chamber or ~~Civic Centre Meeting~~ conference Rooms should be via the Office of the Mayor.

2.2 Use of Councillors' Lounge and other rooms:

- a. The Councillors' Lounge is for the exclusive use of City business including civic receptions and events; presentations; and dining for elected members.
- b. The use of the Councillors' Lounge by elected members outside of 2.2(a) is at the discretion of the Mayor.
- c. Where an elected member is granted permission to use the Councillors' Lounge, a maximum of four guests are permitted to accompany an elected member. The Councillor's Lounge is to close at 10.30pm and is not to be accessed after hours.
- d. Ward offices are available for the exclusive use of elected members for official City business only. These rooms may be booked through the Executive Assistant to the Mayor.
- e. A reading room is available for elected members use at any time and does not need to be booked.

2.23 Recording of the Proceedings of Meetings:

- a. All Council Meetings, including Electors' Meetings, shall be electronically recorded. Electronic recordings of Council Meetings are to be made available to the members of the public on the City's website.
- b. Elected Members may obtain a copy of the electronic recording free-of-charge and may obtain a transcript of a particular section or all of a Council Meeting at the discretion of the Chief Executive Officer.
- c. Members of the public may purchase a copy of the electronic recording of the proceedings ~~or may listen to the electronic recording under the supervision of a person designated by the Chief Executive Officer.~~
- d. All recordings of Council Meetings and Electors' Meetings will be retained as part of the City's records in accordance with the *General Disposal Authority for Local Government Records* produced by the State Records Office.

2.34 Filming/Videoring of Council Meetings:

In accordance with the City's Meeting Procedures Local Law 2013, ~~Recording of Meetings~~ (through video or other means) must only occur with the prior approval of the ~~Chief Executive Officer~~ Mayor. Approval to record will not be granted where, in the opinion of the ~~Chief Executive Officer~~ Mayor, the Meeting is, or could be closed to the public in accordance with the *Local Government Act 1995*.

Creation Date: March 2012

Formally:

- *Elected Members — General Policy*

Amendments: CJ213-06/99, CJ227-09/00, CJ001-02/01, CJ187-06/01, C212-09/03, CJ121-06/02, C169-08/03, CJ206-10/05, CJ238-12/06, CJ207-10/07, CJ052-04/08, CJ123-06/09, CJ032-03/12 ~~CJXXX-XX/XX~~

Related Documentation:

- *Local Government Act 1995*
- *Meeting Procedures Local Law 2013*
- *Elections Caretaker Policy*
- *General Disposal Authority for Local Government Records*
- ~~*Register of Delegation of Authority*~~

Elected Member 1

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Objective:

This policy details the permissible functions of the rooms within the Joondalup Civic Centre Building along with the events and activities that can utilise the various rooms therein.

Definitions:

Civic Centre Building This Civic Centre Building facilities, as outlined on the map below, comprising Council Chamber, Ground Floor Entrance Lobby, Council Chamber Foyer (*if that's what we call it*), Conference Rooms, Mayoral Office, Ward Meeting Rooms, Councillor's Reading Room, Councillor's Lounge.

Provide map detailing the Civic Centre Building for ease of reference including marking out Councillor's restrooms, kitchen etc.

Official City & Council Business – Business that enables the City of Joondalup to carry out its civic duties and functions, including Council and Committee Meetings, Civic Functions, Ceremonies, Receptions and/or the Provision of Hospitality for the benefit of the City of Joondalup residents and ratepayers.

Policy Statement:

The Joondalup Civic Centre facilities fall under the jurisdiction of the Council with authorisation of their use delegated to the Mayor. Civic Centre facilities are chiefly to be used for Official City & Council business.

Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor, with Councillors being informed of approval for such events, via email.

Requests may be approved if conditions below are met:

- Demonstrate a benefit for the City of Joondalup or Joondalup's community
- Are non-profit groups and organisations
- Are not private events, receptions or functions

Use of Rooms:

Council Chamber

The Council Chamber may be used for:

- City of Joondalup Council Meetings and Committee Meetings
- Citizenship Ceremonies
- Strategy and Committee Meetings

Ground Floor Entrance Lobby & Council Chamber Foyer

These areas may be used for:

- Council Meetings and Briefing sessions
- Civic Functions and Receptions

Conference Rooms

Priority for the use of these rooms must be provided to Councillors for the purposes of Committee Meetings, Strategy Sessions or Budget Meetings. These room may be booked by the Administration for other purposes, via the Office of the Mayor.

Mayoral Office

The Office of the Mayor is for the exclusive use of the Mayor and may not be booked for other purposes.

Ward Rooms

Ward Rooms are for the exclusive use of Councillors to provide meeting/ work rooms to carry out their civic duties. Subject to availability, booking is not necessary, however bookings may be made via the Office of the Mayor and will take precedence over casual use.

Councillors' Reading Room

The Councillor's Reading Room is for the use of Councillors and is available at all times. The room will be regularly updated with the latest City of Joondalup publications and policies.

Councillors' Lounge

I seldom use the Councillor's Lounge and welcome other's views on how this should function.

Other

Kitchens

No preference on whether the policy needs to include the use of these.

Locker rooms

No preference on whether the policy needs to include the use of these.

Booking of Rooms:

Civic Centre Booking is to be directed through the Office of the Mayor.

Officeofthemayor@cityofjoondalup.wa.gov.au

Tel: 08 9400 4486

To check bookings and availability, all bookings will be recorded and made visible to Elected Members and Administration on the City's Shared Outlook Calendar.

Elected Member 2

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Objective:

This policy details the permissible functions of the rooms within the Joondalup Civic Centre Building along with the events and activities that can utilise the various rooms therein.

Definitions:

Civic Centre Building This Civic Centre Building facilities, as outlined on the map below, comprising Council Chamber, Ground Floor Entrance Lobby, Council Chamber Foyer (*if that's what we call it*), Conference Rooms, Mayoral Office, Ward Meeting Rooms, Councillor's Reading Room, Councillor's Lounge.

Provide map detailing the Civic Centre Building for ease of reference including marking out Councillor's restrooms, kitchen etc.

Official City & Council Business – Business that enables the City of Joondalup to carry out its civic duties and functions, including Council and Committee Meetings, Civic Functions, Ceremonies, Receptions and/or the Provision of Hospitality for the benefit of the City of Joondalup residents and ratepayers.

Policy Statement:

The Joondalup Civic Centre facilities fall under the jurisdiction of the Council with authorisation of their use delegated to the Mayor. Civic Centre facilities are chiefly to be used for Official City & Council business.

Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor, with Councillors being informed of [all applications and approvals](#) for such events, via email.

Requests may be approved if conditions below are met:

- Demonstrate a benefit for the City of Joondalup or Joondalup's community
- Are non-profit groups and organisations
- Are not private events, receptions or functions

Use of Rooms:

Council Chamber

The Council Chamber may be used for:

- City of Joondalup Council Meetings and Committee Meetings
- Citizenship Ceremonies
- [Strategy and Committee Meetings](#)
- [Civic Functions & Receptions](#)
- [Educational Tours?](#)

Ground Floor Entrance Lobby & Council Chamber Foyer

These areas may be used for:

- Council Meetings and Briefing sessions

- Civic Functions and Receptions

Conference Rooms

Priority for the use of these rooms must be provided to Councillors for the purposes of Committee Meetings, Strategy Sessions or Budget Meetings. These room may be booked by the Administration for other purposes, via the Office of the Mayor.

Mayoral Office

The Office of the Mayor is for the exclusive use of the Mayor [for Official City and Council Business](#) and may not be booked for other purposes.

Ward Rooms

Ward Rooms are for the exclusive use of Councillors to provide meeting/ work rooms to carry out their civic duties. Subject to availability, booking is not necessary, however bookings may be made via the Office of the Mayor and will take precedence over casual use.

Councillors' Reading Room

The Councillor's Reading Room is for the use of Councillors and is available at all times. The room will be regularly updated with the latest City of Joondalup publications and policies.

Councillors' Lounge

I seldom use the Councillor's Lounge and welcome other's views on how this should function. [I don't use it much either and would not go out of my way to take people there to show them around however I do support the views put forward by others of permitting EMs to take a few guests there and having a meeting but not needing to seek the approval of the Mayor but still notify the Mayor's office of the visit. Such visits and the attendees could be listed along with the EM dinners for the A&R committee to provide some level of review on the visits.](#)

Other

Kitchens

No preference on whether the policy needs to include the use of these.

[I think reference to these being for use by City staff and whilst access by EMs is available, they are limited to not using the food preparation facilities and appliances?](#)

Locker rooms

No preference on whether the policy needs to include the use of these.

[The locker rooms are part of the shower/end-of-trip facilities within the toilets so perhaps a basic reference to their usage by Elected Members as required to perform their roles.](#)

Booking of Rooms:

Civic Centre Booking is to be directed through the Office of the Mayor.

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Tel: 08 9400 4486

To check bookings and availability, all bookings will be recorded and made visible to Elected Members and Administration on the City's Shared Outlook Calendar.

Elected Member 3

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Statement

This Policy covers use of the City of Joondalup Civic Centre facilities (being the Council Chamber, Conference Rooms, Ward Rooms, Reading Room and Councillors' Lounge) by Elected Members and City Officers. This Policy does not cover the Mayoral Office, which is for the exclusive use of the Mayor.

Details

- Civic Centre facilities may be used by City Officers and Elected Members for official City or Council business only.
- City Officers and Elected Members must make bookings for Civic Centre facilities through the Office of the Mayor.
- City Officers and Elected Members must not invite guests into the Civic Centre unless a prior booking has been made through the Office of the Mayor.
- Where an Elected Member requests a booking to use the Councillor's Lounge to host guests, the number of guests shall be up to four (4) only.
- The Councillors Lounge is strictly closed to guests of Elected Members at 2230hrs.
- Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor.

Elected Member 4

Support draft of Elected Member 3 with the following comments:

- The only points I disagree with are the third and second last ones. It is considered that Councillors should be free to meet with local MPs to discuss Ward matters. Equally, the Mayor meets with local MPs from time to time for different matters too. This is an ordinary part of our Elected Member roles.
- However, there is probably a distinction between meeting with local MPs versus meeting with members of the Executive (Ministers). If there is a meeting in a formal capacity with a member of the Executive, it is agreed that the Mayor should liaise with the CEO on this and that Councillors should liaise with the Mayor and the CEO on this.

Elected Member 5

Support draft of Elected Member 1.