



**POLICY NO. CP 5.4.3**

**POLICY STATEMENT      CIVIC CENTRE ELECTED MEMBER LOUNGE**

**PURPOSE**                      To establish protocols for use of the Elected Member Lounge

**POLICY**

The Elected Member Lounge is provided as a private function room for Councillors, executive and senior employees to network and debrief in a social setting in accordance with the limitations on access and usage described in this policy.

**1.      Appropriate Use**

The Elected Member Lounge may be used under the following circumstances:

- 1.1      Councillors and the Executive Team may occasionally invite up to two guests into the Elected Member Lounge following a meeting. Where it is intended that guests be invited into the Elected Member Lounge following a meeting, where possible, the Councillor or Officer extending the invitation should advise the Mayor and Councillors of that invitation prior to the conclusion of the meeting.
- 1.2      Dignitaries or invited guests of the City who have attended a meeting or workshop at the City may be invited into the Elected Member Lounge at the discretion of a Councillor or an Executive Team member. In such circumstances, all dignitaries or invited guests may be invited into the Elected Member Lounge regardless of their number.
- 1.3      Where dignitaries and invited guests of the City are invited into the Elected Member Lounge, the Councillor or Executive Team member that invited the guests is to remain present with the guests.
- 1.4      The Elected Member Lounge is not to be used for general meetings with representatives of the community or the City's business associates (note: this does not include the boardroom). Councillors who require access to a meeting facility are required to use the facilities provided for this purpose within the Civic Centre.
- 1.5      As a matter of courtesy, Councillors and Executive Team members are to introduce their guests to the other Councillors or Executive Team members present in the Elected Members Lounge.

**2.      Behaviour and Dress Standards**

The behaviour and standard of attire of persons accessing the amenity of the Elected Member Lounge is at all times to be in accordance with the City's Code of Conduct and be appropriate to the purpose for which the Elected Member Lounge is being used.

**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995, s5.103 Local Government (Rules of Conduct) Regulations 2008
<b>Industry Compliance</b>	Nil.
<b>Organisational Compliance</b>	Council Policy 5.4.10 Code of Conduct – Councillors and Employees
<b>Process Links</b>	Nil.

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2022
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>			
1.	OC92/8/83	Adopted			
2.	OCM 1802/8/9/98	Amended			
3.	OCM 386/24/08/2010	Reviewed and amended.			
4.	OCM 418/24/09/2013	Reviewed with no amendments.			
5.	OCM 384/25/10/2016	Reviewed with amendments to simplify requirements for using the EM Lounge with procedural content and behaviour standards removed as it is covered in the Code of Conduct.			
6.	OCM 264/24/09/2019	Reviewed with no changes			