



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 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 may invite up to two guests into the Elected Member Lounge for refreshments after a council meeting. Where it is intended that guests be invited into the Elected Member Lounge following a meeting, where possible, the Councillor extending the invitation should advise the Mayor of that invitation prior to 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 guests of the City are invited into the Elected Member Lounge, the Councillor 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 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 in the Elected Member Lounge is to be appropriate to the purpose for which the Elected Member Lounge is being used.

**GOVERNANCE REFERENCES**

Statutory Compliance	Local Government Act 1995, s5.103 Local Government (Model Code of Conduct) Regulations 2021
Industry Compliance	Nil.
Organisational Compliance	Code of Conduct for Councillors, Committee Members and Candidates
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
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.			
7.	OCM 96/18/04/2023	Reviewed and amended.			