



POLICY NO. CP 5.4.9

POLICY STATEMENT CIVIC CENTRE MEETING AND FUNCTION FACILITIES

PURPOSE To determine the nature and extent of the use of the Civic Centre meeting and function rooms.

POLICY

1. The meeting and function rooms located within the City's Civic Centre are provided to facilitate the operations of the City. Therefore, the Civic Centre facilities generally will not be made available for hire or use by the public, community groups or external organisations.

2. It is acknowledged however, that in circumstances where an event is proposed by an individual or organisation that could either provide Councillors or staff with an opportunity for learning and development or has value to our local community, then a request to use the facilities may be considered.

3. Requests to use the City's Civic Centre meeting and function room facilities may be made in writing to the Chief Executive Officer. The Chief Executive Officer will determine whether to approve or refuse the request, in consideration of the following matters:
 - (a) The event is appropriate and considered to be of broad benefit to the City;
 - (b) The event can be adequately hosted and staged within the City's facilities; and
 - (c) The event should have minimal impact on the City's operations and customer service.

4. COUNCILLOR ATTENDANCE

- 4.1 Subject to clause 4.3, the Mayor is to be extended an invitation to attend any City events held in the Civic Centre meeting or function rooms to open the meeting and welcome guests to the City following which she or he would act as an observer.

- 4.2 Where an event being held in the Civic Centre meeting or function rooms is not generally open to the public, Councillors may attend those events subject to them first obtaining the consent of the event organiser.

- 4.3 Notwithstanding subclauses 4.1 and 4.2, the Mayor and Councillors will not be invited to attend meetings organised for staff or operational purposes.



GOVERNANCE REFERENCES

Statutory Compliance	Nil
Industry Compliance	Nil
Organisational Compliance	Nil
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.	Protocol 22/12/88	New policy proposed.
2.	OCM 489/3/89	New policy adopted.
3.	FCS 372/11/1996	Policy Amended.
4.	OCM 1804/9/98	Policy Amended.
5.	OCM 711/27/08/2002	Policy Amended.
6.	OCM 425/10/08/2004	Policy Amended. (Ausinfo No. 138034)
7.	OCM 403/22/08/2006	Policy Amended.
8.	OCM 426/11/09/2007	Policy Amended.
9.	OCM 409/25/08/2009	Title changes and to clarify the considerations to be made in assessing an application to use the Civic Centre facilities
10.	OCM 375/23/08/2011	Reviewed and amended.
11.	OCM 415/28/08/2012	Reviewed and amended to clarify availability of the Civic Centre facilities and a new provision regarding Councillor attendance.
12.	OCM 372/22/09/2015	Reviewed and amended to remove clause 3 (to a Corporate Procedure) as well as remove information relating to Cr. Attendance at events which reflects either common courtesies or obligations contained in the Code of Conduct policy.
13.	OCM 302/11/09/2018	Reviewed with minor amendments.
14.	OCM 261/24/09/2019	Reviewed and amended.
15.	OCM 96/18/04/2023	Reviewed and amended.