

<b>POL</b>	<b>COUNCIL ADMINISTRATON CENTRE – DESIGNATION OF AREAS &amp; ACCESS PROTOCOLS</b>	<b>SC16</b>
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<b>POLICY CODE:</b>	SC16
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support
<b>SERVICE UNIT:</b>	Executive Support
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/001
<b>DATE FIRST ADOPTED:</b>	19 June 2001
<b>DATE LAST REVIEWED:</b>	12 December 2013
<b>ATTACHMENTS:</b>	Yes
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	2

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	17 July 2008 22 March 2012 28 November 2013
OCM:	14 August 2008 12 April 2012

**BACKGROUND:**

Council has established a Policy that identifies areas within the Council Administration Centre that are primarily for Elected Members and the Staff, as well as those parts of the Centre that are to be accessible to the public.

**PURPOSE:**

To designate areas within the Council Chambers and Administration Centre, their intended use and access protocols.

**POLICY:**

(1) Defined Areas

The Elected Members' Area is exclusively for Elected Members and is defined on the attached plan and includes:-

- The Mayor's suite
- The Elected Members' suite

Public Access Areas that can be accessed by the Elected Members (at all times), approved staff and members of the public (attending authorised meetings) are defined on the attached plan and include:-

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- The Council Chamber
- The Function Room/Reception Area (including bar)
- Dining Room
- Bar (Elected Members and designated Staff only)
- Kitchen (authorised catering staff only)
- Gallery
- Public Toilets
- Front Foyer
- Committee Room 1
- Committee Room 2

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above).

(2) Public Access Areas Usage Policy

1. Council Chamber

The Council Chamber will be used for all Ordinary and Special Meetings of Council, as well as Annual Electors' Meetings.

In addition, any Committee or organisation which is formally represented by a Council delegate may conduct its meetings in the Chamber, subject to such meetings not clashing with any organised City of Cockburn meeting or function and provided that such meetings are not suited or able to be conducted in Committee Rooms 1 or 2.

The normal protocol is that the Chamber will remain permanently set up for its primary purpose. Specific or occasional one-off usage of the Council Chamber may be approved by the Mayor from time to time.

2. Function Room/Reception Area

This is the primary area for conduct of large-scale public meetings, workshops, civic receptions and other formal occasions. These occasions are to be strictly controlled, so as not to place an undue burden on the condition and function as the City's primary civic space.

3. Dining Room

The Dining Room may be used for the serving of sit down meals to be provided for Council representatives and guests who are attending a meeting or presentation at the Council building.

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The Mayor or Chief Executive Officer may approve occasional use of this facility, subject to availability.

While access to the Function and Dining Room also provides access to the adjacent bar, the provision of alcohol and other beverages will only be the norm for major civic functions; eg. Council meetings and citizenship ceremonies. On these occasions it is necessary for persons serving alcohol to be in possession of a valid 'Responsible Service of Alcohol Certificate'.

The Bar facility shall be made available to provide hospitality to Elected Members and visitors who are present in the Elected Members area on Council related business. Any Elected Member present in these circumstances may open the bar and offer refreshments on behalf of Council. In the absence of an Elected Member, the Chief Executive Officer or his nominee is authorised to offer hospitality to appropriate visitors.

For Staff use, the Chief Executive Officer is the approving authority for any request to open the bar outside of these civic events.

4. Mayor's Suite

The Mayor's Suite is available for the Mayor to use at his or her discretion on Council related business or activity. This use also applies to the Deputy Mayor, or an appointed Councillor, in the Mayor's absence, performing Council duties pursuant to Sec. 5.34 or 5.35 of the Local Government Act, 1995.

5. Elected Members' Suite

This area is exclusively for Elected Members and staff members assigned to assist them on specific projects. It provides offices with desktop computers, a printer and access to other reproduction equipment, separate ablutions and a lounge area.

Secured facilities will be made available for Elected Members for the placement of any material related to the performance of their Council functions and for other purposes.

The Mayor and individual Councillors inviting members of the public to the Elected Members Suite as their guests, are:

- (a) To be responsible for the entertainment and conduct of the guest(s).
- (b) To escort their guest(s) from the area upon departing.
- (c) To observe security arrangements.
- (d) To introduce guests to the Mayor and/or other Councillors, if they are utilising the facility at the time of visit.

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Note: The inviting Elected Member must remain in the room until his/her guest(s) has/have departed, or make arrangements with another Elected Member to host the visitor(s).

As the room is provided as a working and relaxation area for Elected Members, individuals are to ensure that courtesy and respect is shown for other users at all times, including an acceptable standard of dress.

(3) After Hours Security

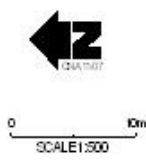
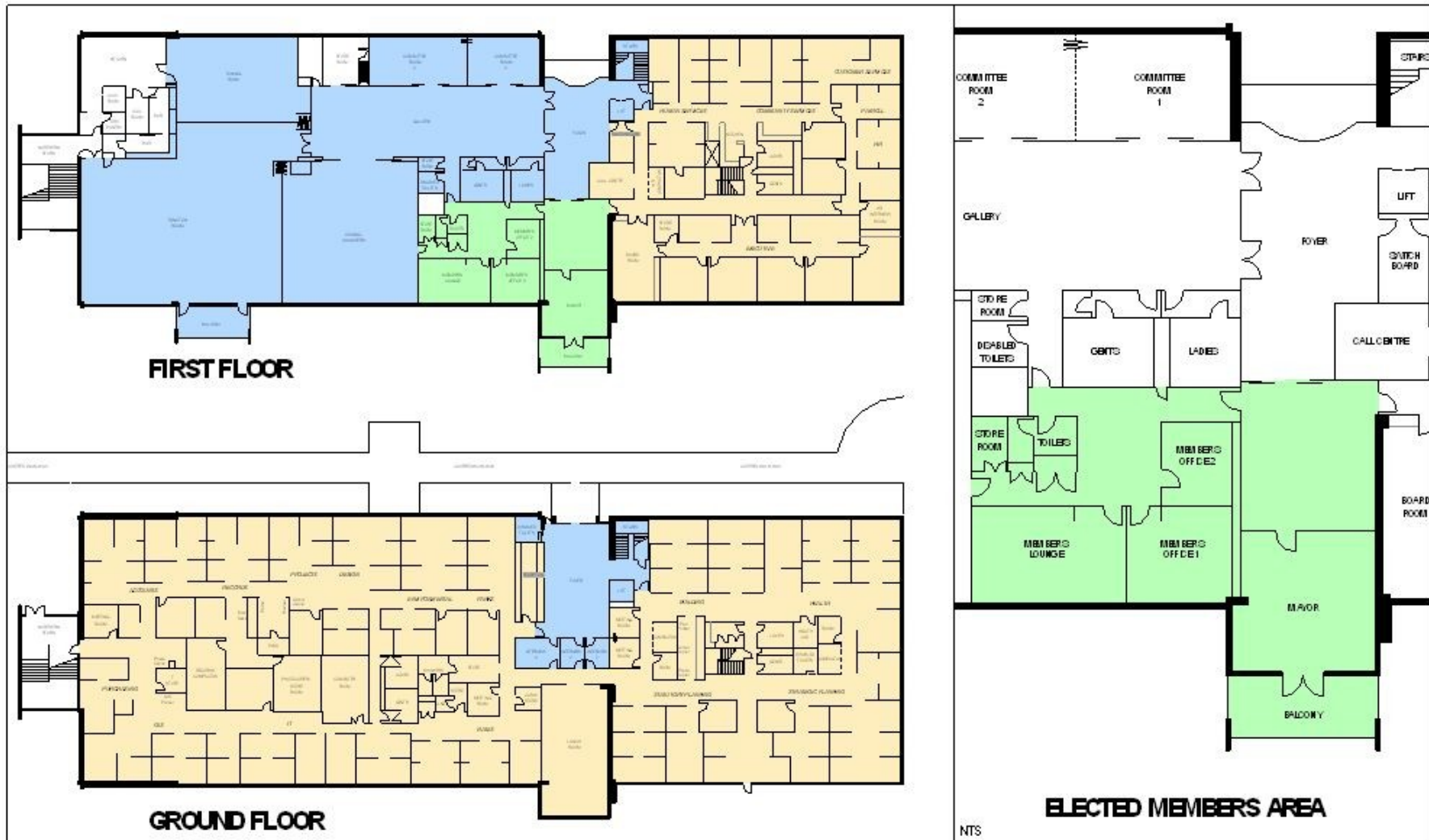
The primary means of entry to the Council Administration Centre is via the front foyer. In the event of an emergency any person in the building may exit via the foyer or the fire emergency exits located on the northern stairwell and western end of the ground floor in the staff area.

The security alarm will be deactivated prior to the conduct of meetings. At times outside of ordinary office hours when any person having made arrangements to enter the Council Administration Centre area they should:-

1. ensure that they have with them the security access card;
2. ensure that the alarm system is deactivated immediately upon entering the building;
3. ensure that the Caretaker is advised prior to leaving the building (contact number is located in bar next to telephone).

(4) re-activate the alarm and turn off lights and airconditioning unless requested otherwise by the Caretaker.

ELECTED MEMBERS' AREA



- Public Access Area
- Elected Members Area
- Staff Work Area

**DESIGNATION OF AREAS**  
**COUNCIL ADMINISTRATION BUILDING**