

# Councillors' Lounge - Public Access

## Policy Objective

To outline the accessibility of and etiquette required of attendees when they are present, following a meeting of Council or an official Council function in the:

1. Council Reception Area; and
2. Councillors' Lounge.

Elected Members who extend invitations to members of the public to attend either the Council Reception Area or Councillors' Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

## Policy Detail

### 1. Council Reception Area

Members of the public do not have access to the Council Reception Area unless they are specifically invited following a Council meeting or attending an official Council function.

The Mayor may extend an invitation to the general public and the press in attendance at a meeting to join the Mayor and Elected Members in the Council Reception Area.

Individual Elected Members are welcome to invite up to a maximum of two members of the public to the Council Reception Area for thirty minutes following a Council meeting or official function, on condition that the Elected Member will:

- a) act as host for guest(s) (e.g. provide them with refreshments);
- b) adhere to 'responsible service of alcohol' guidelines
- c) take full responsibility for the actions of their guest(s);
- d) not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor; and
- e) escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires and secure the premises.

The Elected Member must remain in the Council Reception Area until their guest(s) depart.

### 2. Councillors' Lounge

Members of the public do not have access to the Councillors' Lounge following a Council meeting or an official Council function.

At the Mayor's discretion invitations may be extended to a special guest(s).

The Councillors' Lounge should be reserved for Elected Members, employees and their families only, and Elected Member's guests should be entertained in the Council Reception Area in accordance with Part A of this policy.

### **3. Etiquette**

No person shall remain in the Councillors' Reception Area or Councillors' Lounge if they fail to maintain an acceptable dress code or they engage in antagonistic or antisocial behaviour.

The Mayor shall be the sole judge of a breach of etiquette and is authorised to expel a person from the Reception Area or Lounge for such a breach.

Where the Mayor is not in attendance or has departed then the person responsible for the exercise of the powers of the Mayor under this policy shall be determined in the following order:

- a) the Deputy Mayor;
- b) a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion;
- c) a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.

The Chief Executive Officer may authorise the use of the Councillors Lounge and Reception area for times when not in use by Elected Members. However, the Mayor has "absolute" authority regarding access to the Councillors' Lounge.

## **Reference/Associated Documents**

Responsible Service of Alcohol – [Liquor Control Act 1988](#)

## **Reference to Internal Procedure**

Nil.

## **Definitions**

Nil.

<b>This Policy is supported by:</b>		
Policy No:	CP19	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.5 Engage and consult the community in decision-making	
Register of Delegations:	N/A	
Service Area:	Executive Services	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
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27/09/16	Review - Minor	12.9
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22/08/23	Review - Minor	12.10