

CP19 - Elected Member's Lounge - Public Access

Policy Objective

1. 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:
 - a) Council Reception Area, and
 - b) Elected Members Lounge.
2. Elected Members who extend invitations to members of the public to attend either the Council Reception Area or the Elected Members Lounge must adhere to the accessibility and etiquette requirements as set out in the policy.

Policy Detail

1. Council Reception Area

- a) Members of the public do not have access to the Council Reception Area unless they are specifically invited by the Mayor or Elected Members as provided under this policy following a Council meeting or an official Council function.
- b) 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:
 - i) act as host for guest(s) (e.g. provide them with refreshments),
 - ii) adhere to 'responsible service of alcohol' guidelines,
 - iii) take full responsibility for the actions of their guest(s),
 - iv) not invite the same guest(s) for two consecutive Council meetings unless they obtain prior approval from the Mayor, and
 - v) escort their guest from the Council Reception Area when their guest wishes to leave or when the allotted time expires and secure the premises.
- c) The Elected Member must remain in the Council Reception Area until their guest(s) depart.

2. Elected Members Lounge

- a) Members of the public shall not be permitted access to the Elected Members Lounge at any time.
- b) At the Mayor's discretion, invitations may be extended to a special guest(s).
- c) The Elected Members Lounge should be reserved for Elected Members and City employees, and Elected Members guests should be entertained in the Council Reception Area in accordance with Clause 1, Council Reception Area, above.

3. Etiquette

- a) No person shall remain in the Council Reception Area or Elected Members Lounge if they fail to maintain an acceptable dress standard or engage in antagonistic or antisocial behaviour.
- b) The Mayor shall be the sole judge of a breach of etiquette and authorised to expel a person from the Reception Area or Lounge for such a breach.
- c) 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:
 - i) the Deputy Mayor,
 - ii) a person appointed by the Mayor to exercise the powers of the Mayor under this policy for that specific occasion,
 - iii) a person appointed by the Deputy Mayor to exercise the powers of the Mayor under this policy for that specific occasion.
- d) The Chief Executive Officer may authorise the use of the Elected Members Lounge and Council Reception Area for times when not in use by Elected Members. However, the Mayor has absolute authority regarding access to the Elected Members Lounge.

Reference/Associated Documents

Responsible Service of Alcohol – *Liquor Control Act 1988 (WA)*

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP19	
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.	
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Policy Stakeholder:	n/a	
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27/09/16	Review - Minor	12.9
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