



Civic Centre Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To guide the use of the City's civic facilities.

1. **Authority Statement:**

The City's civic facilities (being the Council Chamber, conference rooms, ward rooms and Councillors' Lounge) should only be used for official Council City business and Elected Member activities.

hHowever, it is recognised that the City will, from time to time, need to engage with external bodies including political parties. The use of the Ccivic facilities should be controlled ~~and offer equity when the City engages with political parties so that a perception of any political alignment is avoided.~~

2. **Details:**

2.1. **Use of Council Chamber and ~~Civic Centre Meeting Rooms~~ conference rooms:**

- a. The City of Joondalup Council Chamber and ~~Civic Centre Meeting~~ conference Rooms are to be used predominantly for official Council City purposes, however it is considered important for the City to engage with politicians at both the State and Federal level, to progress the interests of the City and the Joondalup community. Such engagement may occur within the City's buildings, including the Council Chamber and the ~~Civic Centre Meeting~~ conference Rooms. However, it is considered important that such political engagement is controlled to:
 - prevent the City being aligned with any particular party; and
 - avoid such engagement being used for electoral advantage.
- b. To achieve political engagement, the following requirements shall apply:
 - i. All requests to be made in writing.
 - ii. Approval for engaging a politician or political party must be given by the Mayor.
 - iii. The engagement should relate to a matter of concern to the City or its residents.

- iv. Where engagement occurs with a political party or government member on a particular matter, equal opportunity should be given to alternative political parties or relevant opposition members.
 - v. The Council Chamber and ~~Civic Centre Meeting~~ conference Rooms shall not be used for political engagement when the election process commences for a local government ordinary election.
 - vi. The Mayor shall make a decision on whether it is appropriate to use the Council Chamber and ~~Civic Centre Meeting~~ conference Rooms for political purposes in situations where an extraordinary election has been called but the election has yet to occur.
- c. Outside of political engagement, the Council Chamber and ~~Civic Centre Meeting~~ conference Rooms located in the Joondalup Civic Centre may only be used for official ~~Council purposes~~ City business unless the Mayor provides prior consent.
 - d. Requests to use the Council Chamber or ~~Civic Centre Meeting~~ conference Rooms, other than for political engagement, should generally fall into one of the following categories:
 - i. The request is directly related to the business of local government.
 - ii. The request is directly related to the support of community service within the City or the region.
 - iii. The request is from a not-for-profit agency operating within the region.
 - e. Approaches from external parties to use the Council Chamber or ~~Civic Centre Meeting~~ conference Rooms should be via the Office of the Mayor.

2.2 Use of Councillors' Lounge and other rooms:

- a. The Councillors' Lounge is for the exclusive use of City business including civic receptions and events; presentations; and dining for elected members.
- b. The use of the Councillors' Lounge by elected members outside of 2.2(a) is at the discretion of the Mayor.
- c. Where an elected member is granted permission to use the Councillors' Lounge, a maximum of four guests are permitted to accompany an elected member. The Councillor's Lounge is to close at 10.30pm and is not to be accessed after hours.
- d. Ward offices are available for the exclusive use of elected members for official City business only. These rooms may be booked through the Executive Assistant to the Mayor.
- e. A reading room is available for elected members use at any time and does not need to be booked.

2.23 Recording of the Proceedings of Meetings:

- a. All Council Meetings, including Electors' Meetings, shall be electronically recorded. Electronic recordings of Council Meetings are to be made available to the members of the public on the City's website.
- b. Elected Members may obtain a copy of the electronic recording free-of-charge and may obtain a transcript of a particular section or all of a Council Meeting at the discretion of the Chief Executive Officer.
- c. Members of the public may purchase a copy of the electronic recording of the proceedings ~~or may listen to the electronic recording under the supervision of a person designated by the Chief Executive Officer.~~
- d. All recordings of Council Meetings and Electors' Meetings will be retained as part of the City's records in accordance with the *General Disposal Authority for Local Government Records* produced by the State Records Office.

2.34 Filming/Videoring of Council Meetings:

In accordance with the City's Meeting Procedures Local Law 2013, ~~Recording of Meetings~~ (through video or other means) must only occur with the prior approval of the ~~Chief Executive Officer~~ Mayor. Approval to record will not be granted where, in the opinion of the ~~Chief Executive Officer~~ Mayor, the Meeting is, or could be closed to the public in accordance with the *Local Government Act 1995*.

Creation Date: March 2012

Formally:

- *Elected Members — General Policy*

Amendments: CJ213-06/99, CJ227-09/00, CJ001-02/01, CJ187-06/01, C212-09/03, CJ121-06/02, C169-08/03, CJ206-10/05, CJ238-12/06, CJ207-10/07, CJ052-04/08, CJ123-06/09, CJ032-03/12 [CJXXX-XX/XX](#)

Related Documentation:

- *Local Government Act 1995*
- [Meeting Procedures Local Law 2013](#)
- [Elections Caretaker Policy](#)
- *General Disposal Authority for Local Government Records*
- ~~*Register of Delegation of Authority*~~