

Civic Centre Council Policy

Responsible directorate: Governance and Strategy

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

1. Authority:

The City's civic facilities should only be used for official Council business and Elected Member activities; however, it is recognised that the City will, from time to time, need to engage with external bodies and political parties. The use of the Civic 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:

- a. The City of Joondalup Council Chamber and Civic Centre Meeting Rooms are to be used predominantly for official Council 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 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 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 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 Rooms located in the Joondalup Civic Centre may only be used for official Council purposes unless the Mayor provides prior consent.
 - d. Requests to use the Council Chamber or Civic Centre Meeting 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 Rooms should be via the Office of the Mayor.

2.2. 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 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.

2.3. Filming/videoing of Council Meetings:

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

Creation date:	June 1999 (CJ213-06/99)
Formerly:	Elected Members — General Policy
Amendments:	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
Last reviewed:	March 2012 (CJ032-03/12)
Related documentation:	<ul style="list-style-type: none">• Local Government Act 1995• General Disposal Authority for Local Government Records• Register of Delegation of Authority
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