



## Use of Elected Member Meeting Rooms and Facilities

**Policy Type: Council Policy**

**Policy Owner: Governance Coordinator**

**Policy No. CP- 004**

**Last Review Date: XXXXXXXX 2021**

### Policy Objectives

To ensure that a consistent approach is adopted when using the ~~Council's~~ City's facilities.

### Policy Scope

This policy applies to the use of the Council Chambers, Elected Members' Reception Lounge, the Swan Room, the Canning Room and Conference Room at the City of Melville and outlines the positions responsible for authorising the use of these rooms.

### Policy Statement

#### Council Chamber

The Council Chamber is to be used for official Meetings of the Council and for State Government Committee meetings (such as Joint Development Assessment Panel (JDAP)). Other uses of the Council Chamber are to be approved by the Mayor or the Chief Executive Officer.

#### Members' Reception Lounge

The Elected Member's Reception Lounge is available to Elected Members. Use of the Elected Member's Reception Lounge to entertain guests is to be determined by the Deputy Mayor after checking its availability with the Chief Executive Officer.

#### Meeting and Conference Rooms

The use of the Swan, Canning or Conference Rooms is determined by the Chief Executive Officer for all bookings during and after business hours.



**Other References Applicable to this Policy**

Policy: CP-016 Civic and Ceremonial Functions

Delegated Authority No:

Procedure No:

Other Documents: Internal Request for Approval to host a Civic Function  
Civic Facilities Room & Event Service Request (catering)  
Civic Function Organisation Process Level 1  
Civic Function Organisation Level 2

**ORIGIN/AUTHORITY**

Administration & Community Services Committee  
Formerly Council Members Policy 21

05/10/99

**ITEM NO.**

A99/1015

**REVIEWS**

House Committee

14/03/02

2.2

Community & Technical Services Committee

01/06/04

C04/5010

Community & Technical Services Committee

01/11/05

C05/5010

Ordinary Meeting of Council

15/12/09

C09/5097

Ordinary Meeting of Council

21/02/12

C12/5124

Ordinary Meeting of Council

18/02/14

M14/5341

Ordinary Meeting of Council

18/10/16

M16/5505

Ordinary Meeting of Council

19/02/2019

M19/5664

Ordinary Meeting of Council

XX/XX/XXXX

M21/XXXX