

Title	Administration Building Access
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## Policy Type

Council

## Policy Purpose

This policy designates areas within the City of Cockburn Administration Building, their intended use and access protocols.

## Policy Statement

The City Administration Building has defined areas for Elected Members, staff and the public. These areas are shown on the layout diagram at the end of this policy and use/access is described below.

### 1. Elected Members' Area

The Elected Members' Area is primarily for the use of Elected Members and includes:

- 1.1 Council Chamber - used for all Ordinary and Special Meetings of Council, as well as Electors' Meetings.
- 1.2 Mayor's suite – used by the Mayor for Council related business; or in the Mayor's absence, an Elected Member performing Council duties pursuant to Sec. 5.34 or 5.35 of the *Local Government Act, 1995*.
- 1.3 Elected Members' suite – used for Council related business. If an Elected Member is hosting a member of the public within this suite, they are responsible for conduct and security. Members of the public are not to be in the facility without a host.
- 1.4 Function Room/Reception Area (including bar) – used for public meetings, workshops and civic functions.
- 1.5 Dining Room – used for meetings, briefings and meals.
- 1.6 Committee Room 1- used by staff but use by Elected Members takes precedence.
- 1.7 Committee Room 2 - used by staff but use by Elected Members takes precedence.
- 1.8 Bar – mainly used for civic functions.
- 1.9 Kitchen – commercial kitchen for use by catering and civic support staff.
- 1.10 Upper level foyer
- 1.11 Gallery
- 1.12 Toilets
- 1.13 Elected Members Office

Requests for use other than that listed above may be considered by the Mayor, Councillors or Chief Executive Officer.

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## 2. Staff Area

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above). The Mayor has authorisation to access the Executive and Civic Support areas.

## 3. Public Areas

The entry level foyer on the ground floor may be freely accessed by the public to conduct business with Council, during business hours. Outside of business hours, access is restricted. Access to the upper level areas is restricted at all times to ensure security.

## 4. Security

All areas are subject to a range of security including swipe card access, surveillance cameras, alarms, physical locks and security personnel. Evacuation plans and signage is located throughout all the areas. Access to the building is controlled by Civic Support, Executive Support and Customer Service as appropriate.

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