



Council Policy Manual

CP18.12 USE OF COUNCIL HOUSE FOYER FOR EVENTS AND DISPLAYS

POLICY OBJECTIVE

To establish the criteria by which, determinations may be made for use of the Council House Ground Floor Foyer for events and displays that promote or support the City, Community and interested parties.

POLICY STATEMENT

1. Criteria for Use of the Council House Ground Floor Foyer

The Council House Ground Floor Foyer may be used for events and displays which meet the following criteria:

- a. promotes the City and its role within the community;
- b. promotes or supports the City's strategic objectives;
- c. promotes or supports the City's relationships with stakeholders, partners or key community members or service providers within our community;
- d. does not detract from the aesthetics of the Council House building;
- e. does not unreasonably or negatively impact on the functions or operations of the City and Council House tenants;
- f. does not contain political and/or culturally sensitive material.

2. City Use and Access

Use of the Council House Foyer will be managed to ensure that the foyer is available for use for City purposes for no less than 32 weeks of the available time per annum.

Where the Foyer is not required for City purposes to this extent, it may be approved for external use.

3. External Use

3.1 The Council House Foyer may be made available for use by external organisations, via an application for a permit, in accordance with the City of Perth Local Government Property Local Law 2005, and may only be granted where the proposal is aligned with the criteria detailed in clause 1 and to an applicant that is a not-for-profit organisation.

3.2 No fee shall apply to a permit for the use of the Council House Ground Floor Foyer.



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It is however, a condition of a permit that the applicant must use the City’s staff and or contractors for any contingencies associated with an approved event or display (i.e. catering, security, staging, infrastructure, cleaning), with all associated costs being reimbursed to the City.

This condition ensures that the City maintains standards of presentation appropriate to the City and Council House.

- 3.3 Access to use the Council House Foyer is determined by the Criteria for Use and availability. Where an application does not meet the Criteria or is unable to be accommodated; the City may identify alternative venues for the organisation’s consideration.
- 3.4 The City’s Administration will consider and determine applications for use of the Council House Foyer in accordance with this policy.

Elected members will be advised (i.e. through Desk of the CEO) of all permits issued or refused by the Administration.

Document Control Box							
Document Responsibilities:							
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Decision Maker:	Council						
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2.	OCM 30/04/15 (161/15)		Custodian position title amended due to organisational restructure.				