

USE OF COUNCIL CIVIC AREAS

- Intent** The intent of this policy is to clarify the criteria for the use of the Civic areas within the Spence Street, Cairns Regional Council building.
- Scope** This policy refers to areas which can be used for civic purposes within the Spence Street building.

PROVISIONS

The Civic Reception Rooms, Civic Reception Foyer area, and Committee Room are to be reserved primarily for use by Council for civic, ceremonial and administrative purposes.

The Civic Reception Rooms can be booked for use by bona fide not-for-profit and community groups through the Marketing and Communications branch, provided such activities do not conflict with Council requirements. External organisations booking the rooms do so under the proviso that Council's requirements take precedence and Council has the right to cancel the booking but must provide four (4) weeks' notice.

The Civic Reception Foyer area provides space for visual images and information relating to community organisations, which do not exhibit at other venues. These foyer areas also provide space for Council's community engagement activities when required. Council abides by the directions from the National Symbols Officer in the display of officially recognised flags in accordance with the Flags Act 1953.

This branch is also responsible for the administration of bookings and equipment for these areas. The branch will coordinate access to lighting, air conditioning, sound, tables and chairs.

All external organisations shall be responsible for their own information technology requirements and other electronic equipment.

Use of the Civic Areas for other than Council purposes is restricted to normal working hours (8.30 am to 5.00 pm) Monday to Friday.

Access to these areas out-of-hours will only be allowed if a council officer or Councillor is in attendance for the duration of the booking.

Exhibitors must be responsible for the "bump-in/bump-out" of their exhibitions and arrange for their own catering requirements.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Human Resources and Organisational Change

ORIGINALLY ADOPTED: 18/12/2002
CURRENT ADOPTION: 02/10/2018
DUE FOR REVISION: 02/10/2022
REVOKED/SUPERSEDED:



John Andrejic
Chief Executive Officer