



# Administration Buildings

# Policy

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## Purpose

1. This policy guides the operation of Central Coast Council's (Council) Administration Buildings, public notice of building closures, and the use and hire of Council Chambers and Function room facilities.

## Scope

2. This policy applies to service centres and facilities at two Council Administration Buildings:
  - a. **Wyong Service Centre** – 2 Hely St WYONG, New South Wales (Wyong)
  - b. **Gosford Service Centre** – 49 Mann St GOSFORD, New South Wales (Gosford).
3. This Policy covers all elected members of Central Coast Council, all personnel employed by Central Coast Council, any person or organisation contracted to or acting on behalf of Central Coast Council, and any person or organisation employed to work on Central Coast Council premises or facilities.

## General

### Opening hours and public closure notices

4. Regular opening hours for community members (at Gosford and Wyong) are 8:30am to 5pm, Monday to Friday. Closed on public holidays.
5. Whenever an Administration Building will be closed due to holidays, or other events or emergencies, Council will give adequate notice by posting signs at the building entrances. Closure notices and alternative contact details are also published on the [Council website](#).

### Visitors

6. All visitors to an Administration Building must register on arrival at reception. This includes contractors and people attending Council meetings or other Council events.

## Use of Council Chambers and Wyong Function Room facilities

### **Council Chambers at Wyong and Gosford available for Council business with approval**

7. The Council Chambers are reserved for Central Coast Council meetings and Citizenship Ceremonies as a priority.
8. The Council Chambers may be used for other Council related functions, with approval. These uses must be:
  - a. for a council related function
  - c. booked in advance and
  - d. approved by the Administration Building team leader

### **Wyong Function Room available for approved Council events and public hire**

9. The Wyong Function Room (Les Taylor Room) is located at the Wyong administration building and is available for hire for the conduct of conferences, seminars, exhibitions and social functions by community members during business hours and after hours, both during the week and on weekends.
10. After hours hire is conditional upon hirers paying for Council staff to maintain building security.
11. The Wyong Function Room is also available for staff use, training etc, as approved by the Administration Building's Team Leader, when not booked by community members or groups.
12. Fees for hiring the Wyong Function Room are set annually and are adopted as part of Council's [Operational Plan](#).
13. All room bookings must be registered in Council's booking system, either:
  - a. online via Council's website, or
  - b. via Council's customer contact centre by phone, email or in person.

The Administration Building Team Leader will then make contact to confirm details and availability.

14. If a not-for-profit organisation requires assistance via in-kind support through the provision of subsidised access to Council venues, they should contact Council's Community Planning and Funding Team on 4350 5360 to discuss if they are eligible under Council's Community Support Grant Program or visit the Grants and Sponsorship page on Council's website <https://www.centralcoast.nsw.gov.au/residents/support-programs/grants-and-sponsorships/community-support-grant-program>.

## Committee rooms at Wyong and Gosford available for Council business with approval

15. The Committee Rooms (one at Wyong, one at Gosford) are available for:
  - a. Council, Committee and Council Sub-Committee meetings,
  - b. Councillor briefings, and
  - c. other Council related functions or activities,during business hours or after hours (subject to the below).
16. The use of a Committee Room must be booked in advance and approved by the Administration Building Team Leader.
17. Priority use of a Committee Room will be given to the Mayor, Councillors and Council Executive Team members. Other bookings may be relocated or delayed to accommodate priority bookings by the Administration building team leader.

## Compliance, monitoring and review

18. It is the personal responsibility of all Central Coast Council employees and agents to have knowledge of, and to ensure compliance with this policy.
19. Suspected breaches or misuse of this policy are to be reported to the CEO. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code of Conduct and in the Procedures for the Administration of the Code of Conduct.

## Definitions


20. In this policy:
  - a. **CEO** means the Chief Executive Officer of Central Coast Council.
  - b. **Council** means Central Coast Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council Policy and strategies.
  - c. **Team Leader** means the person responsible for the operation of the Administration Buildings.

## Related resources

### 21. Associated resources:

- a. Council [Code of Conduct](#).
- b. Council room booking enquiries (online, by email [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au) or phone 1300 463 954 – 8.30am to 5pm)
- c. Council [Fees and Charges](#) (Operational Plan).

## History of revisions

Amendment history	Details
Original approval authority details	 Gary Murphy - Chief Executive Officer 26/06/2020  This policy harmonises and updates the following policies for Central Coast Council: <ul style="list-style-type: none"><li>• Operation of Civic Centre Premises policy (former Wyong Shire Council, WSC045) and</li><li>• Closure of Administration Building policy (former Gosford City Council, Min No's 699/1996 and 388/2013)</li></ul> CM document number D14048733