

## 1.2 USE OF COUNCIL CHAMBERS AND MEETING ROOMS

---

### OBJECTIVE

To determine the nature and extent of use of Council Chambers and meeting rooms by external parties.

### POLICY

1. The Council Chambers and meetings rooms within the Shire's Administrative Centre are provided to facilitate the operations of the Shire and the achievement of the Shire's strategic objectives. Therefore, the Council Chambers and meeting rooms shall generally not be made available for hire or use by the public, community groups or external organisations, and any requests by organisations should be directed to other public buildings owned by the Shire.
2. It is acknowledged however, that in circumstances where an event is proposed by an individual or organisation that could either provide councillors or employees with an opportunity for learning and development, or is aligned with the Shire's strategic objectives, or has a broad civic value to supporting our local community, then an application may be considered.
3. Requests to use the Shire's Council Chambers and meeting room facilities may be made in writing to the Chief Executive Officer for evaluation and determination.

### GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	Nil
<b>Industry Compliance</b>	Nil
<b>Organisational Compliance</b>	Nil

### POLICY ADMINISTRATION

<b>Review Cycle</b>	2 years	<b>Next Review</b>	2021
<b>Department</b>	Office of the CEO		

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	18/05/1995	Policy adopted
2.	19/04/2011	Policy reviewed
3.	21/01/2020 - Item 11.1.2	Policy reviewed and amended