



Use of Council Chambers Policy

Responsible Officer	Chief Executive Officer
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Objective

To regulate the use of the Council Chambers and ensure public usage reflects the best interests of Council and the Community.

Policy

The Council Chambers may be made available for Public Meetings on the following basis:

1. An application has been made in writing to the CEO seeking written approval for the use of Council Chambers for the specified Public Meeting and the CEO has given written approval of said meeting.
2. The meeting is related to Council business, or is associated with Council involvement.
3. A Councillor or an Executive Manager is an attendant of all meetings taking place during normal Shire office hours.
4. The Chief Executive Officer is an attendant of all meetings taking place outside of normal Shire office hours.
5. The meeting is not a private function, nor used for political or electoral purposes.

Definitions

Executive Managers –The Chief Executive Officer, the Deputy Chief Executive officer, the Manager of Works and Services and the Buildings Project Manager are Executive Managers.

Office Use Only

Relevant Delegations				
Council Adoption	Date	unknown	Resolution #	unknown
Reviewed/Modified	Date	26/3/2014	Resolution #	41/2014
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05