

## MANAGEMENT PROCEDURES

<b>Title:</b>	<b>4.1 Administration Building and Council Chambers</b>
<b>File No:</b>	
<b>Statutory Environment:</b>	
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>September 2015</b>
<b>Review Date:</b>	<b>September 2019</b>

**Objective:**

To provide direction on the use of Council Chambers.

**Procedure:**

The Shire President and CEO may authorise the use of the Council Chambers by community or Government organisations for the purpose of conducting meetings during office hours.

The Council Chambers may be made available to community organisations that have a Councillor or Shire Administration staff member as a Council delegate on the committee.

Keys to the Administration Centre are only available to Administration Staff and shall not be passed on to other committee members.