



4.01 ADMINISTRATION BUILDING AND COUNCIL CHAMBERS

Distribution: Elected Members, All Employees, Visitors, Volunteers

Responsible Officer: Chief Executive Officer

Date Adopted: September 2015 – Version 1 – Resolution 092015.SM

Last Review: March 2024 – Version 3 – Resolution 032024 767

Purpose

To provide direction in the use of Council Chambers.

Scope

Elected Members, All Employees, Visitors, Volunteers

Standard

The Shire President and Chief Executive Officer 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 Councilor 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.

Roles and Responsibilities

Elected Members

- Ensure annual review of the policy
- Ensure compliance with the policy.

Chief Executive Officer

- Authorise requests for use where appropriate.

Administration Staff

- Facilitate the authorized use of Council Chambers

Legislation

Nil

Resource Documents

Nil



POLICY MANUAL ADMINISTRATION

Local Law

Nil

Delegation

Not Applicable