



Policy

34 USE OF THE COUNCIL CHAMBERS

Version 02

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Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

The Berrigan Shire Council Chambers is a venue suitable for use by a range of groups for meetings. The Council has an interest in ensuring that the space is made available to these groups.

However, the Council has interests that it needs to ensure are protected as part of this use. These include:

- Security of the Council Administration Office as a whole
- Workplace Health and Safety issues relating to the Council Administration Office's status as a workplace
- The perception of others of Council endorsement of the views of other groups using the Chambers.

It is important that these competing aims are assessed when allowing use of the Council Chambers by groups other than the Council.

2. PURPOSE

This policy aims to regulate the use of the Council Chambers by organisations other than Berrigan Shire Council.

3. SCOPE

This policy applies to:

- Community groups and other organisations wishing to use the Council Chambers as a meeting venue.
- Council staff responsible for managing the use of Council facilities.

4. OBJECTIVE



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This policy is developed to assist the Council with Operational Plan Objective 2.2.2.

Council operations support ethical, transparent and accountable corporate governance.

5. DEFINITIONS

The “Council Chambers” is defined as the room in the Council Administration Office building where the Council meetings are held as well as the adjoining Mayoral office, kitchen and associated toilets.

The “Council Chambers” does not include other rooms and spaces in the Council Administration Office building.

6. POLICY IMPLEMENTATION

6.1. Use by the Council

The primary use of the Council Chambers is for meetings of the Council and its committees and this use takes priority over all others.

Other internal uses should be made booked the Council’s usual booking procedures.

The Council Chambers may also be used for other Civic and Mayoral receptions convened by the Council or other meetings deemed by the General Manager, the Mayor or the Council as a whole to be directly associated with the Council’s activities.

6.2. Use by community groups and other government agencies

Meetings for community purposes or by other government agencies will be permitted in the Council Chambers with the authorisation of the General Manager, or the Council by resolution.

The group wishing to hold the meeting will appoint a designated person to be responsible for the security of the Council’s building and property during and following the meeting.

The designated person will also be responsible for the safety of the persons attending the meeting and ensure that all attendees follow the Council’s workplace health and safety policies and procedures.

No fee shall be payable for use of the Council Chambers by authorised groups.

Unless specifically requested, groups using the Council Chambers will **not** be required to provide evidence of public liability insurance coverage.



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6.3. Prohibited use

Meetings supporting political parties or candidates shall not be held in the Council Chambers.

6.4. Bookings

To ensure that double-bookings are avoided, all use of the Council chambers by external organisations is to be booked through the Council's formal booking procedure via the Council's customer service team. On booking, the user body will be provided with a copy of this policy.

External organisations using the Council chambers are to supply their own refreshments such as tea, coffee, milk and the like.

Groups wishing to use the overhead projector or the Council's wi-fi must contact the Council's Information Technology team in advance.

7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Work Health and Safety Act 2011*
- *Berrigan Shire Council Code of Conduct*
- *Policy 37 - Payment of Expenses and Provision of Facilities to Councillors*
- *Policy 124 – Work Health and Safety Policy*