



POLICY NO:-
<b>CP1-004 – USE OF COUNCIL CHAMBERS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	N/A	<b>Administrative Policy Link:</b>	

ADMINISTRATION INFORMATION							
<b>History</b>	1	CS1.2	OCM	6/10/20	Res: 8577	<b>Synopsis:</b>	Policy reviewed in Sept 2023.
<b>Version:</b>	2	CP1-004					Policy renumbered to CP1-004 and reformatted in accordance with new Policy Framework.

**1. RESPONSIBLE DIRECTORATE**

Chief Executive Officer

**2. PURPOSE OR OBJECTIVE**

Policy statements outline the Council’s views on issues and provide guidance for staff, the community and Council itself when assessing similar matters for decision.

**3. POLICY**

The Council has absolute discretion over all uses and applications for usage of the Council Chambers.

In recognising administrative requirements for allocating usage of the Council Chambers, the Council, by virtue of this Policy, authorises the Chief Executive Officer (or his nominee) to approve applications for use of the Council Chambers and all or any conditions which might attach to such approvals.

The Council Chambers shall only be used for community based purposes.

Any uses approved from time to time by resolution of the Council shall be deemed to be uses for community based purposes.

Under no circumstances shall the Council Chambers be used for commercial, political or for profit purposes irrespective of whether the applicants are community based organisations or commercial entities. This shall exclude occasions when the group is invited by Council to present.

In considering applications for use of the Council Chambers, any proposed meetings or functions of the Council or Council employees shall take precedence. The Council or the Chief Executive Officer (or his nominee) may however negotiate alternative arrangements to the mutual satisfaction of all parties.

All meetings or functions held in the Council Chambers shall ensure that community standards relating to decency, propriety and accountability are maintained at all times.

The Chief Executive Officer (or his nominee) is not bound to allocate use of the Council Chambers upon receipt of any application but where an application is refused the applicant will be advised in writing of the refusal and the reasons therefore. The refusal can be appealed by the applicant to the Council.

#### **4. REFERENCE DOCUMENTS**

*Local Government Act 1995 – section 2.7(2)(b).*