



Council Chambers and Meeting Room Policy

Strategic

1. Purpose

The purpose of this policy is to identify the usage and access to the Warrumbungle Shire Council's Offices meeting rooms.

2. Objectives

The objective of this policy is to clarify the usage and access to the meeting rooms in the Council office buildings.

3. Scope

The policy applies to 14-22 John Street, Coonabarabran and 59 Binnia Street, Coolah and the following meeting rooms:

- Coonabarabran Chambers – when available
- Gallery Meeting Room Coonabarabran (the gallery end of the main chamber that can be cordoned off with the operable wall in the middle of the room)
- Coolah Chambers – when available
- Coolah Office Meeting Room.

In the past the Council Chambers has been used as a meeting room for different community groups, this service was offered to the community while there were no other meeting venues available. This practice raised security and risk issues, it also has coordination issues.

Warrumbungle Shire Council provides the following council alternatives at a fee including:

- Coolah School of Arts HACC Meeting Room
- Coonabarabran Community Services Meeting Room
- Dunedoo Old Bank Building Meeting Room and Managers Office
- Mendooran Community Building Meeting Room.

4. Legislation and Associated Documents

4.1.

ASSOCIATED POLICIES	
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i>
ASSOCIATED DOCUMENTS	<ul style="list-style-type: none"> • Warrumbungle Shire Council Meeting Code of Practice

5. Definitions

~~Key words of the policy which should be defined.~~

~~Example: Council Properties: Council owned facilities such as halls, depots, houses etc~~

Term	Definition

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6. Policy Statement

That the Coonabarabran Council Chambers, Coolah Chambers, Coonabarabran Gallery Meeting Room and Coolah Office Meeting Room be used only for directly related Council business, Council committee meetings, Council community meetings, meetings of councillors and/or staff with community representatives and the annual NAIDOC Flag Raising Ceremony. These meeting rooms may also be used by NSW and Federal Government Agencies or visiting Members of Parliament upon request, subject to availability. Bookings are made through the administration offices of Council in Coonabarabran and Coolah. For any after hours use a designated staff member needs to be in attendance at the meeting at all times and be responsible for security and control of public access within the building.

7. Responsibilities

The Manager ~~Property and Risk~~ Urban Services and Facilities will hold responsibility over this policy

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8. Getting Help

The staff member/s who can assist with enquiries about the Policy:

Position: Manager ~~Property and Risk~~ Urban Services and Facilities and Property Officer
Department: Technical Services

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9. Version Control

Review Date: September ~~2024~~ 2024 or when relevant legislation changes:

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Staff Member Responsible for Review: Manager ~~Property and Risk~~ Urban Services and Facilities

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DEPARTMENT	Development Services <u>Technical Services</u>		
RESPONSIBILITY	Manager Property and Risk <u>Urban Services and Facilities</u>		
VERSION CONTROL			
Policy Name	Id No and Version	Resolution	Date Adopted
Council Chambers Usage	1	33	14 August 2007
Council Chambers and Meeting Rooms Usage	2	30/1314	18 July 2013
Council Chambers and Meeting Rooms Usage	3	31/1718	20 July 2017
Council Chambers and Meeting Rooms Usage			
Next Review Date	<u>September 2024</u>		

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