



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 of the Policy

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

3. Policy 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.

4. Background

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.

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.

5. 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.

6. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

7. Associated Documents

Warrumbungle Shire Council Meeting Code of Practice.

8. Getting Help

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

Position: Manager Property and Risk

9. Version Control

Review Date: September 2021 or when relevant legislation changes

Staff Member Responsible for Review: Manager Property and Risk.

Policy Name	Version	Resolution	Date
Council Chambers Usage	1	33	14 August 2007
Council Chambers and Meeting Rooms Usage	2	30/1314	18 July 2013
Council Chambers and Meeting Room Usage	3	31/1718	20 July 2017