	Hire/Use of Council Facilities Policy <i>Policy No. ADMPOL 03</i>		Version No:	1.0
			Responsible Officer/s:	Deputy CEO
			Issued:	15 Jul 2013
			Next Review:	Dec 2019

1. Purpose

The Council Chambers is a special part of the Council building complex, set aside for the purpose of the conduct, in public, of Council meetings and to enable the formal and civic functions of the Council to be discharged.

The Training Room provides a facility for the conduct of less formal meetings and activities of the Council.

2. Scope

The use of the Council Chambers and Training Room for conduct of Council business and functions does not preclude them from being used by Community groups and others as determined by the Chief Executive Officer or Deputy Chief Executive Officer.

3. Definitions

Council Chambers - located in the main office building at 324 Commercial Street West, Mount Gambier and accessed via the front doors.

Training Room - located at the rear of the main office building (old Council Chambers) and accessed via doors located on the western side of the building.

4. Policy

The Council Chambers are primarily available for meetings conducted by Council and Committees of Council including:

- Council meetings;
- Committee meetings including Section 41 Committees and other committees/advisory groups of Council;
- Other meetings associated directly with Council's activities, such as meetings of adjoining councils; and
- Civic Receptions and/or Ceremonies.


The Training Room is available for other Council related activities including:

- Staff training;
- Staff meetings;
- Informal gatherings.

The Council Chambers and Training Room may be hired by community groups for community related meetings which are of benefit to the whole of the community. No hire fee will be charged to such groups.

Other groups/organisations may hire either facility with the approval of the Chief Executive Officer or Deputy Chief Executive Officer.

Any group or organisation wishing to hire these facilities will be required to complete a [Permit for Hire/Use of Council Facilities](#) and pay the applicable fee to Council. Fees, Terms and Conditions are outlined in the Permit.

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After Hours Hire

With the exception of meetings where Council staff members or an Elected Member will be in attendance (or arrangements made with the Chief Executive Officer), Council will not hire the Council Chamber or Training Room to external groups after hours unless they are prepared to pay overtime plus on-costs etc for a staff member to be in attendance and secure the premises.

Use of Kitchen Facilities

The Kitchen/Dining Room at the Mount Gambier premises is for use by Employees and Elected Members for morning and afternoon teas, and meals.

This room is not to be used for meetings or as an entertainment area between the hours of 8.30am and 5.00pm, Monday to Friday without the approval of the Chief Executive Officer or Deputy Chief Executive Officer. All meetings during these hours are to be held in the Meeting Rooms located in the front office and Community Services department, or Training Room.

5. Responsibilities

All staff must comply with this policy.

6. Review

This Policy shall be reviewed at minimum every four (4) years, within 12 months of a general election (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	15 July 2013	13074.2
Reviewed	1 February 2016	16009.3