

Use of Elected Member Meeting Rooms and Facilities

Policy Type: Council Policy Policy Owner: Executive Support and Governance Officer	Policy No. CP- 004 Last Review Date: 18 October 2016
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Policy Objectives

To ensure that a consistent approach is adopted when using Council facilities.

Policy Scope

This policy applies to the use of the Council Chambers, Elected Members' Reception Lounge, the Swan Room, the Canning Room and Conference Room at the City of Melville and outlines the positions responsible for authorising the use of these rooms.

Policy Statement

Council Chamber

The Council Chamber is to be used for official Meetings of the Council. Other uses of the Council Chamber are to be approved by the Mayor.

Members' Reception Lounge

The Member's Reception Lounge is available to Elected Members. Use of the Elected Member's Reception Lounge to entertain guests is to be determined by the Deputy Mayor after checking its availability with the Chief Executive Officer.

Meeting and Conference Rooms

Use of the Swan, Canning or Conference Rooms is determined by the Chief Executive Officer for all bookings during business hours and for Council approved committees after hours.



Other References Applicable to this Policy

Policy: CP-016 Civic and Ceremonial Functions

Delegated Authority No:

Procedure No:

Other Documents: Internal Request for Approval to host a Civic Function
Catering Civic Facilities Service Request Form
Civic Function Organisation Process Level 1
Civic Function Organisation Process Level 2

ORIGIN/AUTHORITY

ITEM NO.

Administration & Community Services Committee
Formerly Council Members Policy 21

05/10/99

A99/1015

REVIEWS

House Committee

14/03/02

2.2

Community & Technical Services Committee

01/06/04

C04/5010

Community & Technical Services Committee

01/11/05

C05/5010

Ordinary Meeting of Council

15/12/09

C09/5097

Ordinary Meeting of Council

21/02/12

C12/5124

Ordinary Meeting of Council

18/02/14

M14/5341

Ordinary Meeting of Council

18/10/16

M16/5505
