



POLICY DOCUMENT

16.63.1

Policy Name	Council Chamber Use
Policy No	16.63.1
Reviewed By	Anna Bell Executive Assistant
CEO Authorisation	Rob Donaldson CEO
Review Details	Date Adopted: 4 May 2015 Date Reviewed: 18 November 2014 Next Review Date: ELECTION 2018

1. POLICY

The Council Chamber is to be used for Council meetings and Council associated activities. The Chamber is not available for public hire, and enquirers should be directed to Ravendale, the Nautilus Arts Centre or other local function facilities.

All hire enquiries are to be directed to the Executive Assistant and must be approved by the Chief Executive Officer. Direct phone contact details are 8621 2325 or email plcc@plcc.sa.gov.au

For all Council associated activities eg: Local Government training or seminars, the organising group are encouraged to supply their own tea, coffee, biscuits, milk etc or make arrangements with the Executive Assistant to use Council stock for a small contribution. Bookings need to be made prior to the function date via the Executive Assistant. The Council Chamber must be returned to its original format and left clean and tidy after each use. Groups who use the Chamber during business hours are required to check in at the front counter on arrival. Groups approved to use the Council Chambers after hours will need to make the necessary arrangements for access, security and closure with the Executive Assistant.

Requests for use of the Council laptop, data projector and screen etc must be made with the Executive Assistant at the time of booking or no later than the day prior to the booking.

2. REVIEW

This policy shall be reviewed by the City of Port Lincoln within twelve months after the conclusion of each periodic election, or on significant change to legislation or aspects included within this policy.

3. REFERENCES

16-6-T5 Council Chambers Checklist