



Title: Function Room Use

Category: Operating - Service design or service definition

Key words: Function room, use, councillors, staff, booking, approval

File number: Required

Policy owner: Director Corporate Services (Corporate Services)

Authorisation: 15 April 1993 by Council Minute 126

Review date: This policy is to be **Integrated** by 30 June 2008

Modification history:

Related legislation:

Related policies:

Related procedures:

- Policy:**
1. **THAT** the Function Room be made available to the Mayor, Councillors and staff of Council free of charge, provided the use is directly related to Council business/activities and involves the actual attendance of Councillors and/or Council staff.
 2. **THAT** staff usage (referred to in Item 1 above) be approved by the General Manager.
 3. **THAT** booking be administered in the normal manner through the Property Bookings Manager.
 4. **THAT** use of the bar area be only permitted in connection with functions and meetings held in accordance with Item (1) above.
 5. **THAT** the Canterbury Community Consultative Committee, the Campsie Neighbourhood Watch and the Arthritis Foundation be permitted continued use of the Function Room pending alternative arrangements being successfully negotiated, subject to the administrative building being vacated by 8.45pm.
 6. **THAT** this policy take effect from the 1 May 1993.