

ADMINISTRATIVE BRANCH POLICY STATEMENT 3.04
BRANCH MEETING ROOMS

1. USE OF BRANCH MEETING ROOMS

“Meeting Rooms” means the three main meeting rooms at the eastern end of the office used by Council, Committees, Branch staff and approved external organisations.

1.1 Meeting Rooms are primarily for use by:

- Branch meetings and events
- eviDent Foundation Board and Committees
- Strategic allies and affiliates

1.2 The booking and use of Branch meeting rooms will be according to the Appendices 1, 2 & 3, as reviewed and amended from time to time.

1.3 A copy of the ADAVB Emergency Procedures must be provided to the room hirer at the time the booking is made.

2. USE OF MEETING ROOMS BY NON-AFFILIATED ORGANISATIONS AND GROUPS

2.1 Non-affiliate organisations and groups can use the meeting rooms at the discretion of the CEO.

3. MEETING ROOM HIRE RATES

3.1 Meeting room hire rates shall be reviewed on an annual basis by Branch Council on recommendation of the Finance, Risk and Audit Committee as part of the Budget approval process. (refer to the Appendix 2)

Branch Policy Statement Number	3.04
Adopted by Council	20 July 2009
Reviewed by Constitution and Policy Committee	17 March 2016 21 February 2019 10 February 2022 06 February 2025

Amended by Council	3 September 2012 21 March 2016 25 February 2019 21 February 2022
Relevant Rules	
Relevant By-Laws	
See also	Historical policy reference 156/01, 155/01

- Appendix 1 Use of ADAVB Meeting Rooms
- Appendix 2 Meeting Room Hire Rates
- Appendix 3 Meeting Room Hire Terms and Conditions