

Community Use of Council Meeting Spaces and Facilities

Responsible officer:	Senior Customer Service Officer
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Purpose

Council is committed to ensuring that its facilities can be appropriately used by local community groups where they require a space for meetings or other approved gatherings or activities, and where the space is not being used by Council in its normal operation. The objectives of this policy are:

- To enable local community groups to gain access to and use of Council facilities either free of charge or a minimal cost;
- To ensure that usage is appropriate, safe and covered by an appropriate insurance; and
- To ensure consistency of approach across all Council owned, operated and/or managed facilities.

Scope

This policy is applicable to the venues listed in the Fees and Charges schedule of Council's Budget which is available on Council's website.

The policy does not apply to Community Centres which are managed by an independent committee of management such as Recreation Reserve facilities or Public Halls. The organisations with delegated authority for the respective venues will be required to put in place appropriate processes and set their own fees.

Background

Many community groups request the use of Council facilities to hold meetings or other activities during the course of the year. In many cases these groups do not have the financial resources to pay room or venue hire fees on a commercial basis.

Deployment

The Senior Management team is responsible for ensuring this policy and its associated guidelines and procedures are adhered to in respect of the facilities for which they are individually responsible.

Guidelines

The following guidelines will be adhered to:

Bookings

Booking requests for use of Council rooms and facilities are to be made to Council's customer service staff. Please note that a staff member is required to be present at any meetings conducted (after hours) at the Tallangatta Council office.

Bookings for the purposes of Council business take precedence over all other bookings regardless of when the bookings are made. This may occasionally lead to cancellation of pre-approved community bookings with limited notice. While all endeavours will be made to avoid this situation, Council's decision will be final and binding.

Bookings will be confirmed through placement in the Outlook Calendar for that particular space or facility.

Hire Rates

Council's Schedule of Fees and Charges published in Council's Budget should be referred to for the most up to date list of venues which are available for hire by community groups.

Hire rates only include the use of the meeting room / facility and the whiteboard (if available). All groups must bring their own supplies and refreshments.

Documentation

Staff must ensure that all groups and organisations who book a facility complete and submit the following prior to access being granted:

1. A hire agreement form, lease, contract or memorandum of understanding for the facility;
2. The required fee (if applicable);
3. A current copy of their public liability insurance unless the organisation does not have their own insurance, in which case an exemption may be sought. Exemptions are to be approved by the Occupational Health and Safety Officer who will ensure that sufficient coverage under Council's policies is available.

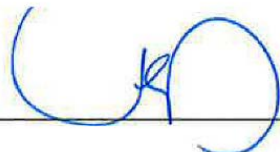
Human Rights

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity. It is considered that this policy supports the rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Results

The deployment of this policy together with the results achieved will be reviewed at least annually.

Authorised by: _____



Juliana Phelps
Chief Executive Officer