

## Scope

The City of Ryde is committed to providing a range of Community Halls and Meeting Rooms for the hire on a casual or regular hire arrangement to the community of Ryde. This policy establishes guiding principles and guidelines under which Community Halls and Meeting Rooms for hire will be managed.

This Policy applies to all of Council's Community Halls and Meeting Rooms for hire and includes Council's community buildings managed under a licence, where provisions are made within the licence agreement for the shared use under a community hall hire and meeting room hire arrangement. This Policy should be read in conjunction with Council's Adopted Fees and Charges Schedule.

## Purpose

This Policy aims at establishing a framework for the allocation and management of Council's Community Halls and Meeting Rooms to support the efficient and effective usage of Council's halls and meeting rooms, thereby ensuring a fair and reasonable access to Council's facilities by all users across the City of Ryde's community in assisting Council to prioritise the usage of its facilities.

## Policy Objectives

- Establish the principles that will guide the allocation and management of Council's Community Halls and Meeting Rooms.
- Establish a management model that defines the criteria, which must be met to enter into a permit for the use of Council's Community Halls and Meeting Rooms.
- Establish the ownership arrangements for existing and any new upgrades within Council's Community Halls and Meeting Rooms allocated under a permit agreement.
- Establish the protocols for accepting and assessing applications and applying fees to ensure the optimal usage of Council's Community Halls and Meeting Rooms.

## Principles

The principles stated below will guide all practices associated with the allocation and management of Council's Community Halls and Meeting Rooms.

### Principle 1 – Fairness and Impartiality

Fairness and Impartiality - is the key principle that will guide ethical behaviour in all

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dealings with applicants for, and users of, Council's Community Halls and Meeting Rooms. All applicants and users will be treated equally and no preferential treatment will be given to applicants or users.

## Principle 2 – Transparency of Process

Transparency of Process - is the core principle that ensures procedural integrity. All processes and procedures established for the allocation and management of Council's Community Halls and Meeting Rooms will be created and implemented in a transparent and open manner.

## Principle 3 - Equitable Usage

Equitable Usage - underpins the fair allocation of facilities to community groups to allow a degree of continuity of usage without permitting one user group to monopolise a facility, unless under an exclusive licence agreement.

## Principle 4 – Co-location and Sharing of Facilities

Co-location and Sharing of Facilities - is vital to ensuring optimal usage of Council's Community Halls and Meeting Rooms, so as to prevent the unnecessary duplication of facilities and the wastage of community resources.

## Principle 5 – Multi-purpose

Multi-purpose - will be a key design consideration when assessing applications or requests from community groups and organisations to upgrade, expand or replace existing facilities, thereby ensuring the long term sustainability of facilities.

Entities who have Council approval and are contributing to the upgrades of Community Halls and Meeting Rooms to meet their specific needs will not receive exclusive access to such facilities. There is no guarantee given by Council to continued booking arrangements beyond the specified period within the existing Permit. Council will retain ownership of all its Community Halls and Meeting Rooms for hire, including any subsequent improvements made by third parties.

Council recommends that Community Groups and Organisations who wish to undertake major upgrades to existing hire facilities at their expense and retain exclusive or long term access, approach Council's Community and Cultural Buildings team to assist in locating an appropriate alternative venue under a licence arrangement.

## Principle 6 – Financial Sustainability

Financial Sustainability - is a critical factor in ensuring the maintenance of Council's Community Halls and Meeting Rooms to a high standard and as such, all users are required to make ongoing financial contribution in line with Council's Fees and Charges Schedule.

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## Definitions

- **Community Halls and Meeting Rooms** -refers to Council owned or controlled buildings that are principally used to support community services, leisure and cultural activities (e.g. Civic Hall, Community Halls and Centres, Meeting Rooms ).
- **Licence** -refers to a legal agreement issued by the City of Ryde that grants either exclusive or non-exclusive occupancy over all, or part of, a community facility owned or under the control of City of Ryde
- **Permit** -refers to a legal agreement issued by the City of Ryde for non-exclusive, seasonal or casual hire of all, or part of, a community facility owned or under the control of City of Ryde.
- **Community Organisation** -refers to an incorporated organisation that has a charitable status and principally provides community services for the aged, disabled, youth, children, families and multi-cultural communities.

Organisations claiming to be a Community Organisation or Not for Profit; including religious groups will be required to provide proof of such through the provision of either a copy of their certificate of incorporation stating the above or a copy of their Australian Charity and Not for Profit Commission registration.

- **Community Group** -refers to an unincorporated club or a group of people engaged in a hobby, and or social and cultural exchange that provides some community benefit.
- **Funded Community Group or Organisation** -refers to an incorporated or unincorporated body as indicated under a Community Organisation or Community Group , that receives Federal, State or Local Government Funding for operational or targeted program delivery.
- **Unfunded Community Group or Organisation** -refers to an incorporated and unincorporated body as indicated under a Community Organisation or Community Group, that does not receive Federal, State or local Government Funding for operational or targeted program delivery.
- **Private Organisation** -refers to incorporated private or commercial organisations that operate on a for profit basis.
- **Individual** -refers to a person or group of people that are not operating as a community group or any other type of organisation.

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- **Schools** -refers to pre-primary, primary and secondary educational institutions that are operated by the state government, private sector, or religious organisations.
- **Government Organisation** -refers to a State or Federal Government Department or Authority.
- **Poor Public Citizen** -refers to individuals, community organisation, community groups, schools, private organisations, sporting clubs and associations or any other users that have been granted a permit to use Council’s Halls and Meeting Rooms and have been subsequently deemed by the General Manager of Council (at his/her sole discretion) to have used those Council’s Halls and Meeting Rooms in an unacceptable manner. In this regards, “unacceptable manner” means, but is not limited to, the following:
  - (a) the receipt by Council of substantiated complaints as a result of the use including regular noise and public nuisance complaints ; and
  - (b) where repeated requests from Council to modify the unacceptable behaviour have been ignored by the users; or
  - (c) the use has resulted in malicious damage to Council’s venue.
- **Sporting Association** -refers to an incorporated, principal, regional or state organisation that governs the terms of operation, or conduct of sporting clubs from a particular code of sport (e.g. Soccer Association). Sporting Associations are usually incorporated under the Associations Incorporation Act or the Companies Act.
- **Sporting Club** -refers to an incorporated club that has been established to run a sporting activity/s.
- **Historical Arrangements** – refers to Community Organisations, Community Groups, or any other entity under the definitions of this Policy where previous provisions or commitments were made either through a Council nominated officer or by a resolution of Council, that granted the use of Council’s Community Halls and Meeting Rooms at rates not aligned to Council’s Fees and Charges Schedule applicable for that purpose.
- **Fees and Charges Schedule** – refers to the legal instrument which stipulates Council’s Fees and Charges and the specific criteria that all users hiring Council Halls and Meeting Rooms fall under.

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## Fees and Chargers Schedule

Council's Fees and Charges Schedule heading for Community Hall and Meeting Room Hire will be in line with the headings provided for in the definitions of this Policy.

## Guidelines /Procedures

Council currently honours a number Historical Arrangements where supporting documentation for the use of Council's Halls and Meeting Rooms for hire is not always available or where a resolution of Council has granted the use of facilities at rates that are not in line with Councils Adopted Fees and Charges Schedule. In line with the principles of this Policy, Council will continue to honour these existing Historical Arrangements for a period of up to 6 months after the endorsement of this Policy. During this 6 month period Council officers will prepare a report to Council identifying these groups and the conditions that apply to each group under these Historical Arrangements . Council officers will make recommendations to Council for adoption pertaining to each arrangement. Once adopted, these arrangements will remain in place for a period of 3 years and be reviewed every 3 years thereafter.

Council uses three types of agreements to manage community facilities, namely leases, licences and permits. This policy deals only with Permit Allocations and makes references to aspects of Council's Community Building Licensing Policy. The criteria that must be met to enter into a permit arrangement for the use of Council's Community Halls and Meeting Rooms, and the entities eligible to enter into these types of agreements with Council are documented below:

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# Community Halls and Meeting Rooms Hire Policy

Legal Instrument to be used	Types of entities that can apply	Criteria/ Conditions to be met	Term of Agreement
Permit	<ul style="list-style-type: none"> <li>• Community Organisations</li> <li>• Sporting Associations</li> <li>• Sports Clubs</li> <li>• Community Groups</li> <li>• Private Organisations</li> <li>• Government Organisations</li> <li>• Schools</li> <li>• Private Individuals</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed use of the facility supports the stated principles of this policy and has the potential to address the priority needs of the community.</li> <li>• Applications for the New Financial year bookings will open on the first week of March each year and close on the second Friday of April. Applicants will be notified in writing of the status of their application no later than the end of the third week of May each year.</li> <li>• Regular bookings will not exceed the duration of the financial year.</li> <li>• Casual bookings as defined by Council's Hall Hire terms and conditions may be made up to 12 months in advance from the date of enquiry.</li> <li>• The Permit will charge the stated Council Fees for the use of the facility applicable to the relevant user category.</li> <li>• In line with Council's venue hire Terms and</li> </ul>	<p><b>Minimum</b> 2 hours</p> <p><b>Maximum</b> 1 year.</p> <p>If usage booked is across the entire financial year the user must reapply through the annual allocation process.</p> <p><b>Financial year.</b> This is in line with Councils fees and Charges Schedule and begins on the 1 July and ends on the 30 June each year.</p> <p><b>Terms and Conditions.</b> Will be in line with City of Ryde's Venue Hire Application Forms</p>

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		<p>Conditions the applicant may be required to demonstrate financial capabilities to meet the financial obligations of the permit, if the permit is for a period greater than 6 months.</p> <ul style="list-style-type: none"> <li>• The proposed use of the facility must comply with the City of Ryde’s Plans of Management, Planning Controls and Policies of Council.</li> <li>• The applicant must not be a re-formed legal entity that previously owed monies to Council under its prior legal entity.</li> <li>• Under the definitions specified in this Policy, groups claiming to be a Community Organisation or Not for Profit; including religious groups, will be required to provide a copy of their certificate of incorporation stating the above or a copy of their Australian Charity and Not for Profit Commission registration. This applies to both funded and unfunded Community Groups</li> <li>• The applicant must not have been a “poor public citizen” as defined in this Policy, that was subject to regular complaints</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Historical Arrangements under this policy will be honoured for 6 months after endorsement of this policy pending a review and endorsement by Council of any new arrangement.</li> <li>• Entities falling under the definition of Historical Arrangement will be required to provide evidence that they still meet community outcomes at each review period. If this evidence is not provided, Council's nominated Fees and Charges will apply.</li> </ul>	
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**References – Legislation**

- Local Government Act (1993) - Specifies how Council Manages its Affairs.
- Smoke Free Environment Act (2000) - Specifies regulations on Smoking in Public Spaces.
- Community Strategic Plan - Specifies how community obligations are met.
- Asset Management Plan - Specifies how Council manages its Assets.
- Long Term Financial Plan - Specifies how Council meets its financial obligations over the next 10 years
- Plans of Management - Specifies current and future use of facilities

**Review Process**

This Policy should be reviewed within 1 year from date of adoption and every 3 years thereafter, and endorsed by Council.

Existing Historical Arrangements as defined in the Policy are to be reviewed and endorsed by Council every 3 years.

**Attachments**

This Policy is to be read in conjunction with the Term and Conditions identified on the Venue Hire Application Forms and Community Buildings Licensing Policy referencing shared use in a none exclusive agreement.

<b>Title:</b>	<b>Trim Reference</b>
Community Halls and Meeting Rooms Policy	D16/30959
Venue Hire Application Form	D16/35542
Community Buildings Licensing Policy	D13/45946

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