

| | |
|-------------------------------------|--|
| Policy Name | Community Centres and Hall Hire |
| Policy Number | CD30 |
| Responsible Section | Community Development |
| Responsible Department | Community Development |
| Date Last Adopted | 9 March 2021 |
| Date of Next Review | March 2024 |
| Applicable Legislation | Local Government Act 1999 |
| Related Governance Documents | Council Policy – Public Integrity – Complaints and Investigations Policy Council Policy – Social Development Policy Conditions of Hire – Facilities By-Law No. 3 Fees and Charges Schedule |
| City Plan Theme | Community |

1. PURPOSE/OBJECTIVE

This policy outlines the principles which govern the hire of Council's community facilities and provides a framework for the equitable, efficient and effective management of requests from the public.

The policy outlines the use, occupancy arrangements and management of the hire of Council owned Community Halls and Community Centres.

2. SCOPE

This policy applies to all hirers of Council's Community Centres and Halls. Community Centres include Council Community Stadiums, Lefevre Community Stadium and The Lights Community and Sports Centre.

3. POLICY PRINCIPLES

Priority for use of Council's community facilities will be given to City of Port Adelaide Enfield residents, locally based groups and not-for-profit organisations.

Council's Community Centres will be used primarily for activities that provide community development outcomes and benefits for City of Port Adelaide Enfield residents.

Council recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

Council will provide fair and equitable access for all user groups to its community facilities.

Council is committed to the provision of well-maintained and fit for purpose buildings and related infrastructure and welcomes feedback from users as to both the standard, maintenance and cleanliness of the infrastructure together with opportunities for service improvement.

All hirers of community facilities will be required to enter into an agreement with Council and comply with the terms and conditions of hire and payment of fees and charges.

Use of community facilities for conducting commercial or business activities unless run by and for a not-for-profit organisation, will be limited especially where there is no demonstrable community benefit and will require the approval of the Council or its delegate.

Benefit may be gained from grouping similar activities, or activities which are likely to appeal to a particular community demographic or cohort in a specific facility. This may assist residents and ratepayers to get to know and understand the types of activities and programs available at each facility.

Council's community facilities are not to be used for the purpose of holding any activities that may be deemed discriminatory, racially intolerant, or in any way discredits Council.

3.1 Priority for use of Community Centres will be given to (in priority order):

1. Council conducted programs and activities based on the City Plan and local Community needs
2. Programs operated in direct partnership with Council in accordance with a documented agreement
3. Locally based community and not-for-profit groups or those providing a local benefit
4. Other community and not-for-profit groups
5. Businesses providing community benefit activities.

Community Centres are provided for hire, so that they:

- Prioritise supporting ongoing programs (e.g. weekly, fortnightly, annually);
- Provide specifically for residents in the local area
- Support community development outcomes (i.e. training in life skills, cultural development, health & fitness, building social networks, etc.)

- Will not be available to hire for private parties and functions where there is no demonstrable community benefit or community development outcome.

3.2 Priority for use of Community Halls and meeting rooms will be given to (in priority order)

1. Council conducted activities and programs.
2. Programs operated in direct partnership with Council in accordance with a documented agreement.
3. Locally based community and not-for-profit groups or those providing a local benefit.
4. Other community and not-for-profit groups.
5. Businesses providing community benefit activities.
6. Businesses undertaking business or associated activities.
7. Individual/ private functions.

Halls and meeting rooms are provided for hire, so that they:

- Support a range of activities, events and functions conducted by community organisations and residents.
- Be used for both public and private events and functions.
- Primarily support activities and functions conducted by City residents or locally-based organisations.

3.3 Conditions

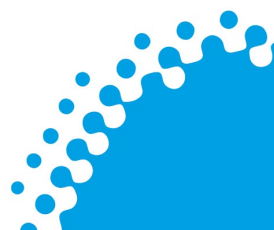
All venue hire is subject to the terms and conditions in the City of Port Adelaide Enfield Conditions of Hire Agreement.

There will be an annual review and renewal process at which time Council Administration will, in conjunction with the hirer, assess the proposed continuing hire agreement before renewing it for another 12 months. This will include assessment of the hirer's activities, date/ time, future plans, proportion of participants who are PAE residents, together with any complaints received about the group's conduct and any other internal/ external issues. Council Administration may, as part of this process or at any other time during the year, require a hirer to change facility or time/ date for the benefit of broader Council and community needs, or may decline to continue the hire arrangement.

Hours of use of community facilities will be limited where there exists the potential for adverse impact for local residents from noise or other disturbance arising from facility hire.

The City of Port Adelaide Enfield reserves the right to decline or cancel any booking request at any time.

The Chief Executive Officer or nominee is delegated with the authority to make decisions dealing with special requests and those uses which are not covered in the Policy.



With the exception of private bookings for parties and unincorporated groups, all hirers will be required to have public liability insurance and maintain this for the duration of their hire.

Incorporated community or commercial organisations must hold a current public liability insurance policy for a minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses which may be brought or made or claimed against them in relation to the activity for the period of the hire.

Evidence of the policy must be provided via a Certificate of Currency at the time of securing the booking and whenever requested.

Council will maintain on its website a list of private and community facilities available for hire. If a booking cannot be accommodated or is deemed not suitable for Council facilities, the person/ organisation will be directed to this webpage.

3.4 Fees and Payments

Fees and Charges will be applied to hire of community facilities in accordance with Council's Fees and Charges Schedule.

Hirers will be required to pay a bond and key deposit as per Council Schedule of Fees and Charges.

Application of discount or community rates will be at Council's or delegate discretion and will take into account the type and purpose of the activity and the benefit it may have for the community.

This policy is publicly available on the City of Port Adelaide Enfield website. Any complaints in relation to the use of the facility or the service received will be actioned in accordance with the Public Integrity – Complaints and Investigations Policy, this policy is available via the City of Port Adelaide Enfield [click here](#) .

4. ROLES AND RESPONSIBILITIES

The Community Development Manager is responsible for the implementation and management of the policy.

Community Staff are responsible for the booking of Community Centres and halls.

5. DEFINITIONS

Community Facilities - means Council owned Community Centres, Halls and Lefevre Community Stadium and The Lights Community and Sports Centre.

Hirer - means any Club or Community Group, Incorporated Association, Business or individual entering into an agreement for use of a Community Facility.

Locally-based - means community organisations which conduct their activities within the Council area and/or for the primary benefit of Port Adelaide Enfield residents.

Council – Decision of Council or delegated officer.

