
Facility Hire Policy

February, 2019



Northern Grampians Shire Council
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Facility Hire Policy



Council Policy

Responsible director	Director Corporate and Community Services
Responsible officer	Manager Financial Services
Functional area	Customer Service
Date adopted by Council	1 August, 2016
Review date	18 February, 2023

Purpose

The purpose of this document is to set out the framework for hiring of the following Northern Grampians Shire Council halls, meeting rooms and facilities on a regular or casual basis:

- Stawell Town Hall and Entertainment Centre
- St Arnaud Town Hall
- Stawell Media Centre
- Western Highway Community Precinct
- St Arnaud Community Room
- St Arnaud Perry Room
- Halls Gap Hub

Hire arrangements will reflect Council's commitment to providing facilities for use by the community and supporting and promoting not for profit use and events.

Background

Northern Grampians Shire Council has several excellent multi-purpose facilities available for use by both community groups and private hirers as well as for its own use.

Council is committed to ensuring a consistent and transparent approach is undertaken when hiring its facilities to the community and considers the best fit for the facility, the needs of the hirer, other facility users and the wider Northern Grampians Shire community.

Policy

Council will provide its facilities for use by community groups and private hirers for meetings and events, subject to availability, on receipt of a signed undertaking to comply with Conditions of Hire and payment of any fees applicable.

Council has developed hire procedures and booking requirements to ensure that Council facilities are managed and used in a safe, accessible and equitable manner.

This policy document is supported by a standard *Application for Hire form*, a detailed '*Conditions of Hire*' which are designed to set out the terms under which facilities may be used in order to keep them in good condition for future use, and a Schedule of Fees and Charges as set by Council from time to time setting out the fees payable.

Bookings

All applications to hire a Council facility must be made on the *Application for Hire form* which is available on Council's website or by contacting the Council offices in Stawell and St Arnaud on 03 5358 8700.

All bookings will be treated as tentative by the Booking Officer until a completed and signed *Application for Hire form* is received by Council and all relevant fees are paid. Upon confirmation of the booking, the hirer will liaise with the Booking Officer and/or Facility Co-ordinator as required.

Council reserves the right to refuse applications for hire of its facilities.

Conditions of Hire

Conditions of Hire will be provided to all hirers, which by virtue of the Application for Hire form will form the basis of an Agreement to hire the relevant facility.

Conditions of Hire must be adhered to at all times. Any breach of the conditions will render the hirer subject to the consequences as stated in the Conditions of Hire.

Deposits

Deposits are not generally required for hirings where alcohol will not be consumed.

However, for private hirings, or when alcohol is to be consumed, Council reserves the right to request a deposit be paid in addition to any fees applicable. The deposit will be refundable following the hire, subject to compliance with the Conditions of Hire.

Notwithstanding the above, the Conditions of Hire provide an undertaking from the Hirer to pay for any damage to Council facilities during any hire or non compliance with the *Conditions of Hire* as stated.

Fees

Fees applicable to the hiring of Council's facilities are set by Council as part of the annual budget process and outlined in the Schedule of Fees and Charges.

Fees for hire are payable no less than 14 days prior to the event and will be based on the current Schedule of Fees and Charges at the time of booking.

Council will provide the hirer with a compliant Tax Invoice for payment of fees.

Failure to pay fees as specified will result in cancellation of the booking.

Council provides facilities to assist and encourage community events, and as such will waive **base hire fees** for hiring of those facilities if all of the following criteria are met:

- the community group is from within the Northern Grampians Shire
- the community group is defined as a Not for Profit, Charity or Public Benevolent Institution by the Australian Tax Office
- the community group can demonstrate a direct benefit from the hire to Northern Grampians Shire residents.

Any fees for additional requirements or non-compliance charges (as per the Schedule of Fees and Charges) will be payable including but in no way limited to CFA False Alarm call out charges or cleaning and repair costs.

If there is any dispute regarding waiving of fees, the matter will be referred to the Manager Customer Experience for resolution.

Cancellations by Hirer

Cancellations must be advised in writing, no later than 7 days prior to the booking. Cancellations less than 7 days prior to the booking will be subject to a cancellation fee, as set out in the current Fees and Charges Schedule at the time of the cancellation.

Events

All events, whether community or private, held at Council facilities must be registered with a Customer Support Officer as part of the community event application process. An officer will assist hirers in recognising their obligations and facilitate compliance with additional requirements, such as Public Liability Insurance, Permits, Liquor Licence etc.

Annual Bookings

Organisations/groups with annual bookings are required to complete a new *Application for Hire form* each year, no group has exclusive rights to any rooms.

Long Term Bookings

This policy is relevant for bookings made for a period less than 10 consecutive days. Any proposed booking greater than 10 consecutive days that is accepted by Council will be referred to the Risk & Lease Administration Officer to establish an agreement.

Emergency Management

In the event of a municipal emergency, bookings may be cancelled. Emergency response procedures are contained within the *Conditions of Hire*. It is the responsibility of the hirer to ensure that they are familiar with these procedures, and to direct attendees to evacuate in the case of an emergency evacuation.

Council Plan Objective/Strategy

One of the objectives in the *Council Plan 2017-21* is to improve organisational effectiveness. By reviewing and updating the Facility Hire Policy, Council is ensuring that the policy provides clear conditions of hire and reflects the current fees and charges schedule.

Legislation and Standards

NGSC Facility Conditions of Hire

Responsibilities

Director Corporate Services and Manager Customer Experience are responsible for the development and management of the policy.

Stakeholders

This policy will give stakeholders such as community organisations and private hirers the necessary information when considering the hire of one of Northern Grampians Shire Council facilities.

Review

Assessment of the policy will be undertaken every four years to ensure it remains current with Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures. The associated Schedule of Fees and Charges will be reviewed annually.

Communication and implementation

This policy will be communicated to internal customers via workflow in Council's EDRMS and external customers via Council's website.

References

NGSC Council Plan 2017-21

NGSC Risk Management Strategy

Privacy and Data Protection compliance

This policy considers the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* which adopts a risk-based approach to protective data security. Council's procedures and IT systems will be used to protect information provided when booking Council facilities.

Charter of Human Rights compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

Definitions

A **Policy** is what we will do and why (eg legislation governs Council actions)

Regular hire means any community organisation, group or individual that hires a Council facility on an ongoing basis for a specified minimum number of bookings

Casual Hire refers to any community organisation, group or individual that hires a Council facility on an ongoing basis for a specified minimum of 25 bookings

Community group is an incorporated not for profit organisation registered with Consumer Affairs Victoria or a charitable organisation with Deductible Gift Recipient Status from the Australian Tax Office and registered with the Australian Charities and Not for Profit Commission. established for the benefit of the community of the Northern Grampians Shire. Primarily voluntary staff and/or committee.

Review history

Date	Review details	Action
1 August 2016	Policy developed	Adopted by Council
4 February 2019	Policy reviewed and updated to align with Council decision to remove the alcohol charge.	
12 August 2022	Policy updated to include Halls Gap Hub and change of responsible officer	Councillors informed via Councillor Bulletin