



Council Policy

Policy Title:	Managing Council's Community Facilities and Halls
Policy Number:	1.6
Priority Area:	Making Council Great
Service Area:	Governance & Advocacy
Meeting Adopted:	20 March 2018 – 200318/11

OBJECTIVE

Provide Council with a framework for the equitable, efficient and effective management of its community facilities.

The framework provides that all volunteer committees will:

1. Ensure the cleanliness, security and safety of Council owned or controlled public halls and facilities
2. Ensure Council's halls and facilities are managed in an appropriate and financially sound manner.
3. Encourage innovative and cost-effective means of improving work practices and processes to ensure Council's halls and facilities are managed in accordance with best practice principles.
4. Minimise Council's exposure to risk by having a documented formal checking procedure in place for after each hiring event
5. Ensure that Council can continue to provide high quality and cost-effective facilities for social and cultural activities

POLICY

Scope:

Council operates 17 community halls and community centres. As part of Council's commitment to community partnerships, it provides opportunities for the community to be involved with the management of the facilities and services they use. The management of Council's Community Facilities and Halls is authorised by delegation under Section 355 of the Local Government Act.

This policy provides best practice guidelines to enable volunteer committees to ensure that community facilities and halls are run efficiently, meet the needs of

locals, community groups, businesses and visitors, and are managed ethically and sustainably. It also outlines the obligations of volunteer committees under Council's Code of Conduct.

To assist the volunteer committees a Volunteer Committee Manual is available entitled "Managing Council's Community Facilities".

This policy applies to all Council owned or controlled public halls and facilities in the Richmond Valley area.

Priority for use of Council's community facilities will be given to Richmond Valley 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 Richmond Valley residents.

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

1. Powers and Duties:

Council committees are regulated by Section 377 of the Local Government Act 1993, which makes the following rules:

Council committees are expressly prohibited from:

- (a) Fixing any charges, rates or fees (the committee may make recommendations to Council in relation to the fixing of charges, rates and fees for use of the facility under its control).
- (b) Adopting a Management Plan.
- (c) The borrowing of any monies without the express consent of Council on each occasion.
- (d) Adopting a Financial Statement not approved by Council.
- (e) The sale, lease or surrender of any land or other property vested in its care under the provisions of the Act.
- (f) Voting of money for expenditure on its works, services or operations unless approved by Council. The inclusion of budget items approved by Council is regarded as authority to expend such monies.
- (g) Accepting any tenders (as determined under the Act).
- (h) The payment of any reward, allowance or travelling expenses to its members, without Council's consent. The carrying out of any works on or to the facility, including alteration reconstruction or construction without the prior consent of Council. This consent may be contained within the approved annual works program and budget as advised to the committee.

- (j) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with Council's requirements and which is prepared to adhere to the rules adopted for use of the facility, providing an acceptable letting period is available. (In the case of specialist building, the Committee shall not approve casual or regular lettings which would unduly interfere in the use of the building for the purpose for which it was constructed, without the express approval of Council.)

Without limiting or restricting the preceding, the committee is required to:

- (a) Manage the reserve/facility in accordance with the approved plan of management. (Where plan of management does not exist these will be prepared in conjunction with Council.)
- (b) Maintain the reserve/facility to the satisfaction of Council.
- (c) Permit authorised Council officers to enter the reserve/facility at any reasonable hour for the purpose of carrying out inspections.
- (d) Comply with the requirements of relevant legislative requirements, rules and by laws and the requirements of the relevant public authorities including Council.

2. Composition

Each Council committee must elect at a minimum a Chairperson, Secretary and Treasurer. The Committee must provide Council with a list of committee members and contact details following the first quarterly meeting held at the beginning of each new financial year (or no later than 30 September each year). The Committee is also required to provide Council with details of newly appointed committee members following any meeting that committee positions are voted on and confirmed.

3. Procurement and Purchasing

All purchases should, where practical, be made at the Council Stores.

The Committee must comply with Council's purchasing policy and tender requirements when procuring goods.

4. Code of Conduct

Committee members are to adhere to Council's Code of Conduct at all times. Each member of the committee will be provided with a copy of the Code of Conduct.

The Chairman, Secretary and Treasurer must refer to the Code of Conduct at all times when acting in the capacity of the Committee's Board. The Code of Conduct is to govern the conduct of all business conducted by the committee.

The Chairman must report any breach of the code by members or staff to the General Manager for immediate investigation.

5. Insurance

Council's insurance policies cover community committees in the following areas:

Buildings and Contents – coverage extends for fire as well as extraneous peril (i.e., storm and tempest, rainwater, explosion, aircraft, riots and strikes, malicious damage, earthquake, water damage and car).

Note: Other Contents – any contents owned and stored in the building by user groups **must be insured by that group**. Contents owned by the committee only are covered

Public Liability – coverage extends to provide for public liability insurance cover.

Note: Public Liability insurance **DOES NOT** cover committee members for personal injury or property loss while acting in the capacity as a committee member.

Personal Accident – coverage extends to committee members and voluntary workers assisting Council with the care, control and management of specific facilities. Coverage to volunteers applies only in respect of those specific activities formally approved by the committee or Council.

Excesses apply to all Council insurance policies and may vary. It is the decision of Council whether to make a claim against a policy and/or repair or replace council property from its own budget.

The following requirements for volunteers working for Section 377 committees are:

1. That the volunteer has a clearly defined task and they have been briefed and understand that task.
2. That the volunteer is trained to undertake the task.
3. That volunteers are supervised.
4. That a register of volunteers' names, addresses, etc is kept.

Not complying with the requirements may affect the eligibility of a claim under this cover.

6. Reporting

At the request of Council the committee must provide to Council a copy of their monthly financial records or the minutes of each meeting. Financial data including income and expenditure records, bank statements, tax invoices and receipts should be presented to Council annually and at other times upon request.

REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

Version Number	Date	Reason / Comments
1	20/03/2018	Policy adopted (policy review program)