



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
COUNCIL MAJOR HALL HIRE POLICY	Policy No:
	Adopted by Council: 15 February 2023
	Next review date: February 2027
Responsible Executive:	Director, Infrastructure Development & Works
Responsible Officer:	Quality and Facilities Manager
Functional Area:	Infrastructure Development & Works
Introduction & Background	<p>The Council Major Hall Hire Policy provides a framework for the administration and management of the hire of Major Halls within the municipality.</p> <p>The West Wimmera Shire Council Plan 2021-25 follows strategic objectives to provide well planned and sustainable community infrastructure. Ensure key infrastructure is maintained and renewed as required to support our economy, community use and involvement.</p> <p>This policy supports these strategic objectives in order to optimise the use of Council halls for maximum community benefit.</p>
Purpose & Objectives	To provide consistent guidelines to Council and the Community on all aspects involved in hiring one of Council's Major Halls. Conditions of Hire can be obtained https://www.westwimmera.vic.gov.au
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <ul style="list-style-type: none"> (a) the community engagement principles (section 56); (b) the public transparency principles (section 58);
Definitions	<p>For the purposes of this policy and procedures which may exist under this policy, Major Halls shall refer to:</p> <ul style="list-style-type: none"> • Kaniva Shire Hall • Edenhope and District Community Centre



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Policy Details	
1.	<p>Risk Management Requirements</p> <p>Risk management shall be a consideration in Council decision making.</p> <p>In accordance with its common law duty of care, statutory responsibilities and Council policy, Council will ensure that resources are allocated to support:</p> <ul style="list-style-type: none">• Health and safety of staff and public;• Corporate assets;• Corporate liability;• Corporate reputation;• Any other circumstances which may cause a loss to Council. <p>This will be achieved through the implementation of the risk management process, which is designed to identify significant risk exposures, and find acceptable solutions for eliminating, reducing or transferring them.</p>
2.	<p>Responsibilities</p> <p>Council is responsible for approving the Major Hall Hire Policy and for ensuring there is adequate budgetary provision for the implementation and maintenance of this policy.</p> <p>Councils Quality and Facilities Manager and Customer Service Department shall be responsible for developing and maintaining operational guidelines for each facility, including (but not limited to) how:</p> <ul style="list-style-type: none">• information and booking requests received from the public are recorded and processed,• bonds/deposits/hire fees paid are receipted, and bond repayments are processed.• appropriate site induction for each facility being hired is conducted and recorded• emergency procedures <p>Council's Finance Department shall be responsible for processing any bond redemption requests received in a timely manner, and for pursuing any unpaid fees in an appropriate manner and timeframe. A schedule of hire rates will be submitted by the finance department to Council annually through the budget process.</p> <p>Public Hirers shall be responsible for providing a public liability insurance policy suitable to the event being held. Hirers are required sign a hire agreement indicating that they have undertaken an appropriate induction as outlined in the conditions of hall hire and that they understand their responsibilities, which may include but are not limited to:</p>



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	<ul style="list-style-type: none"> • Keeping the facility clean and free of hazards during use for the safety of the public/ patrons of the event or purpose for which the facility is hired. • Immediately reporting any major issues, incidents or hazards • Clean the hall appropriately after use, and shall leave the hall in a clean, and tidy manner, with all fixtures and fitting left in working order and all chairs, tables, etc returned to their original place. • Submit a request for bond repayments listing in good faith, any and all damage that occurred as a result of the hire that could not be reasonably described as wear and tear.
3.	<p>Description of Use</p> <p>Council reserves the right to refuse hire if the intended use is deemed dangerous, illegal activity, or contrary to the aims or goals of Council.</p> <p>Any use outside of that authorised by Council may lead to Council levying additional charges on the user. Council reserves the right to refuse any future hire requests from a hirer who has use the hall outside of their approved use boundaries.</p> <p>A hire request form will be a component of the operational guidelines and capture the nature of the intended hire.</p>
4.	<p>Limit of Use</p> <p>The hirer has the right to use the particular part(s) of the hall and associated equipment hired for the purposes advised to Council when hireing. Council reserves the right to use other parts of the hall or equipment which are outside of the hire agreement at anytime.</p>
5.	<p>Sub-Letting</p> <p>A hirer may at no time sub let any part of a hall or equipment under a hire agreement unless express written permission is given by Council to do so.</p>
6.	<p>Insurance and Security</p> <p>A commercial hirer must have public liability insurance with a minimum of \$20 million cover for any one event. Any hirer which holds its public liability insurance which will provide cover with respect to any personal injury, death or property damage must provide the Council with a certificate of currency for the policy, and a copy of the policy must be forwarded to Council prior to the hire of the hall.</p> <p>The policy must be valid for the date(s) of hire and provide cover to the satisfaction of the Council. If in Council's opinion insufficient public liability insurance and/or the security is insufficient for the nature of the hire, Council will refuse to hire the hall.</p>



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	<p>A community hirer can enquire and pay to obtain a one off event public liability coverage for their event.</p> <p>Bands and catering suppliers at events in the halls must have their own public liability coverage.</p> <p>It is the responsibility of the hirer to provide sufficient security to cover any damage likely to arise from the event for which they have hired the hall.</p>
7.	<p>Smoking</p> <p>All Council buildings are smoke free zones. No smoking is permitted within Council major halls and within 10 metres of doorways or other openings.</p>
8.	<p>Alcohol</p> <p>Alcohol can be consumed on the premises but when sold the hirer must arrange a temporary liquor licence and shall at all times be in accordance with the conditions of that licence. All costs associated with obtaining such licence shall be at the hirer's expense. The hirer must not allow any person without a Responsible Serving of Alcohol licence serve alcohol on the premises. The hirer will provide evidence of such licences to Council on demand. Failure to do so by the hirer may result in the bond/security being forfeited and cancellation of the hire. Temporary liquor licence https://www.vgccc.vic.gov.au</p>
9.	<p>Hire Rate</p> <p>The hire rate applied shall be the applicable rate as disclosed in the current Fees and Charges Schedule as appended to Council's Annual Budget.</p>
10.	<p>Damage</p> <p>Council reserves the right to recover any costs incurred in repairs originating from damage caused by a hirer from the hirer.</p>
11.	<p>Bond</p> <p>A bond is required to be lodged at the time of hiring as a guarantee for fulfilment of these conditions and as a security against damage to the building and/or any furniture, fittings or contents (including crockery and cutlery) contained therein or for abnormal cleaning of the portion of the building used by the Hirer.</p> <p>Should the hirer not fulfil the conditions of hire the bond will be forfeited. If there is no breach of the conditions of the Hire or damage or injury to the building or any fittings or furniture or contents therein or abnormal cleaning to be done (of which the Council shall be the sole judge) the bond will be returned in full.</p>



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