

Public Halls Management Policy

Corangamite Shire

February 2022



**CORANGAMITE
SHIRE**

Council Policy



Public Halls Management Policy

Introduction

Public Halls provide a community space which can contribute to the social fabric of our communities. Quality facilities provide an opportunity for residents and visitors to participate in a wide range of social, recreational and cultural activities.

Purpose

This policy aims to detail Council's involvement in the funding and management arrangements of Public Halls located within Corangamite Shire.

Scope

This policy applies to township halls in Cobden, Darlington, Derrinallum, Lismore, Port Campbell, Simpson, Skipton, Terang and Timboon and other rural halls in the Corangamite Shire which provide general public access and are used for community purposes on both Council owned land and land not owned by Council.

This policy does not include Camperdown Theatre Royal and Killara Community Centre as this facility is managed directly by Council.

This policy provides direction to Council consistent with current arrangements and may need to be reviewed, subject to circumstances.

Definitions

'Community Asset Committee' – is a committee established by Council under section 65 of the Local Government Act 2020 to which special functions and powers have been delegated by the Chief Executive Officer to assist in the management and operation of community assets.

'Instrument of Delegation' – charter of responsibility, terms and conditions of committees delegated under Section 65 of the Local Government Act 2020.

'Rural Hall' – a hall or community centre located within Corangamite Shire that is not specified as a 'Township Hall' but which provides general public access and is used for community purposes.

'Rural Hall – Council Owned' – a hall or community centre located within Corangamite Shire that is not specified as a 'Township Hall' but which provides general public access, is used for community purposes and is owned by Corangamite Shire Council.

'Township Hall' – a hall or community centre located in Cobden, Darlington, Derrinallum, Lismore, Port Campbell, Simpson, Skipton, Terang and Timboon and which provides general public access and are used for community purposes.

Policy Detail

Township Halls

1. Council will allocate an amount for each township hall as a part of its recurrent budget to assist with operational expenses.

Funding will be allocated in accordance with the following funding levels as a percentage of Council's budget discussions in each financial year.

Funding Levels:

Category 1	Funding Allocation
Cobden Civic	23%
Timboon Hall	23%
Terang Civic	23%
Category 2	Funding Allocation
Simpson Hall	6%
Skipton Mechanics Institute	6%
Darlington Hall	6%
Derrinallum Public Hall	6%
Lismore Community Centre	6%
Port Campbell Community Centre	6%

Table 1: Funding levels (includes rounding)

2. Council will provide a contribution for maintenance as a part of its recurrent budget which will be allocated according to the asset condition assessment, demonstrated need, financial capability and budget parameters.
3. Council will maintain building and contents (limited) insurance for the buildings.
4. Council can provide public liability insurance cover for otherwise uninsured casual hirers of halls (conditions apply).
5. Council will maintain costs for all property rates and charges.
6. Township Hall Committees will be responsible for all operational expenses outside those costs to be met by Council as identified above including phone, gas, electricity and water.
7. Township Hall Committees will retain all income received through the hire of the facility.
8. Township Hall Committees will co-ordinate hiring of the facility and will ensure that all hiring arrangements are appropriately documented.
9. Council and Township Hall Committees will be collectively responsible for sound asset planning and implementation of facility improvements in accordance with annual budget priorities and external funding opportunities.
10. Township Hall Committees will be invited to apply to Council's Facilities Grants Program each year for minor infrastructure works or related projects.

Rural Halls

1. Rural Hall Committees will be responsible for all day to day operational and maintenance costs.
2. Rural Hall Committees will be invited to apply to Council's Facilities Grants Program each year for minor infrastructure works or related projects.
3. Council will maintain building and contents (limited) insurance for the buildings.
4. Council can provide public liability insurance cover for otherwise uninsured casual hirers of halls (conditions apply).

Rural Halls – Council Owned

1. Rural Hall – Council Owned Committees will be responsible for all day to day operational and maintenance costs including utility costs.
2. Rural Hall – Council Owned Committees will be responsible for all capital costs.
3. Rural Hall – Council Owned Committees will be invited to apply to Council's Facilities Grants Program each year for minor infrastructure works or related projects.
4. Council will maintain building and contents (limited) insurance for the buildings.
5. Council can provide public liability insurance cover for otherwise uninsured casual hirers of halls (conditions apply).
6. Rural Hall – Council Owned Committees will retain all income received through the hire of the facility.
7. Rural Hall – Council Owned Committees will co-ordinate hiring of the facility and will ensure that all hiring arrangements are appropriately documented.
8. Council will provide an annual operating allocation and/or service support consistent with current arrangements to assist with facility operations, subject to Council's annual budget and evidence of ongoing facility use.

Facility	Operating Allocation	Electricity	Capital Works
Berrybank Hall	Nil	Nil	Nil
Ecklin Hall	Yes	Nil	Nil

Hall Committees will be required to provide reporting detail in line with the instruments of delegation, including financial, asset improvements/upgrades and activities.

Review Date

January 2025

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.