



# POLICY

<b>Policy Name</b>	Civic Centre Venue Hire
<b>Policy Category</b>	Service Provision
<b>Department / Officer</b>	Corporate and Customer Service
<b>Date Adopted</b>	21 September 2009
<b>Date/s Reviewed</b>	27 February 2012, 25 August 2014, 22 July 2019
<b>Review Frequency</b>	Every Three Years
<b>Strategic Plan Reference</b>	Objective 2 – Attractive lifestyle and inclusive community <i>Approach 2.3 Provide and maintain open space and recreation facilities</i> <i>Approach 2.4 Encourage community participation and interaction</i> Objective 4 – Services and Infrastructure supporting the community <i>Approach 4.2 Provide key community infrastructure</i>
<b>Attachments</b>	Nil

## 1. Purpose

The purpose of the Civic Centre Venue Hire Policy has been developed to ensure that City of Victor Harbor (Council) Civic Centre is accessible to local community members, agencies and businesses who provide services and activities for our community. Adherence to this policy ensures Council is able to:

- Define a framework for access to and use of Council Civic Centre rooms and spaces.
- Document guiding principles for staff responsible for arranging the hire and / or use of Civic Centre rooms and associated equipment.
- Reinforce that the spaces in the Civic Centre are first and foremost for the use of the Council for operational, civic and ceremonial purposes.

## 2. Scope

This policy relates to the Civic Centre at 1 Bay Road, Victor Harbor and incorporates the Council reception, administration offices, Council chambers and community Library.

## 3. Policy Statement (Summary)

Various rooms and spaces are available to not-for-profit groups, government organisations and individuals during usual office hours consistent with this Policy. The Civic Centre is not available for hire on weekends.

Use of facilities for commercial purposes (for profit) or outside of usual office hours is generally not permitted unless negotiated with the Chief Executive Officer or their delegate.

#### 4. Legislation and Compliance

Council's Venue Hire Application Form and Schedule of Fees and Charges should be referred to when assessing applications. Application must be completed by the user of the facility prior to occupation. No application will be confirmed until the application form is lodged, together with any relevant fees (where applicable). Bookings by third parties will not be accepted.

#### 5. Definitions

For the purpose of applying this policy, the following definitions are provided.

**Not-for-Profit Community Group** means a group or organisation that provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.

**Government Organisation** means a federal or state agency, sometimes an appointed commission, is a permanent or semi-permanent organisation in the machinery of government that is responsible for the oversight and administration of specific functions.

**Commercial** means any individual, group of individuals or organisation that does not meet the 'not-for-profit' status and operates for self-benefit or financial profit.

**Individual** means a single person who does not meet the 'not-for-profit' status and operates for self-benefit or financial profit.

#### 6. Policy Content

Various space is available for hire and use by not-for-profit community organisations and groups, government organisations, commercial and individuals as detailed in this Policy. Including the Council Chambers, Encounter Room, Ground Floor Conference Room, Reception Foyer, Interview Room 2 and the Information Technology Room and Community Meeting Room in the Library.

All of these rooms are available for hire at Council's discretion and subject to the operational needs of the City of Victor Harbor.

Council's Civic Centre meeting rooms are located on the ground floor with disability access and only available during office hours unless negotiated with the Chief Executive Officer or his/her delegate.

#### 7. Risk Management

Staff should refer to Council's Risk Management Policy and to Council's generic 'Terms and Conditions of Agreement' document for the hire of all Council facilities to assess risks associated with booking requests.

## **8. Implementation/Delegations**

The Chief Executive Officer, Director of Corporate and Customer Service and the Corporate Administration Officer are the delegated authority to implement this policy.

## **9. Related Documents**

Civic Centre Venue Hire Application Form  
Donations Policy  
Fees and Charges

## **10. Availability of Policy**

This policy is available on Council's website at [www.victor.sa.gov.au](http://www.victor.sa.gov.au). It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.