

Community Venues Annual Allocations

February 2027

Policy

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1 Key Information

Community Venues Annual Allocations

Purpose	The purpose of this policy is to to establish a fair equitable framework to manage the regular, ongoing use of Council's community venues. This polic will: • Provide a clear, consistent framework for the application, assessment and management of annual hire arrangements for Council community venues • Maximise community benefits and positive social outcomes through the hire of Council-owned community venues • Promote equity and and transparency in the hire process • Encourage the activation of community venues through activites that contribute towards the objectives of Council's community strategic plan • Support the effective and sustainable management of Council's community venues • Minimise the risks associated with inconsistent decision making and ineffficent utilisation of Council assets
Scope	This policy has been developed in accordance with the Local Government Act 1993, including Division 2 – Use and Management of Community Land. This policy applies to all applications relating to the ongoing hire, licensing or occupancy of Council-owned community venues, including community centres, town halls, meeting rooms and other community facilities available for public hire. It applies to any community groups, not-for profit organisations, government agencies, commercial hirers and individuals applying for regular or ongoing use of these facilities This Policy does not apply to: • Casual or one off venue booking • Venue hire for Council run programs • Bookings relating to sporting fields, parks, reserves, libraries or Arncliffe Youth Centre • Commercial leases managed under separate lease agreements
Related Documents	Always read this policy in conjunction with the Related Documents: • Community Grants and Donations Policy • Bayside Council Fees and Charges (updated annually) • Operational Procedures and Guidelines as updated periodically as required • Terms and Conditions of Hire • Bayside 2035 Community Strategic Plan 2025-2035 • Relevants Plans of Managment

Legislative Requirements	• Local Government Act 1993 • Crown Land Management Act 2016		
Date Adopted	dd/mm/yyyy	Review Date	dd/mm/yyyy

2 Definitions

Term	Meaning
Applicant	• The name appearing on the official application forms for hire of Council's Community facilities. This name can be an individual, business, organisation or community group.
Auspice	An auspice is an incorporated organisation who receives financial assistance from Council. The auspice is required to: • Accept the Terms and Conditions associated with the facility booking • Provide Certificate of Currency with Public Liability Insurance of minimum \$20 million noting Bayside Council as an interested party • Accept any approved waiver of hire fees and pay any balance(s) owing • Be responsible for any support Council approves, including all correspondence
Community Groups or Clubs	• Incorporated or unincorporated groups or clubs in the Bayside Council area and operated predominantly through volunteers to provide community, social, cultural and leisure services to the Bayside community.
Community Organisation/Agency	• Incorporated community service providers which receive grant or other funding to deliver community, social, cultural or other services to the Bayside community. Organisations / agencies may or may not be based within the Bayside LGA.
Community Venues	• Community centres, community halls, community meeting rooms, Rockdale and Botany Town Halls, and any other community facilities as defined by Council for the purpose of this policy. This policy excludes sporting fields, sporting field amenities rooms, parks, reserves, Bayside Library meeting rooms or Arncliffe Youth Centre.
Fee Waiver	• An arrangement whereby Council foregoes revenue on things for which it would normally charge a fee. This may include facilities or park hire fees.

Hire Agreement	A confirmed booking for a community facility in Bookable.
Hirer	A person, organisation or community group who enters into a Hire Agreement with Council for the use of community facilities.
Incorporated Association	An association that has been incorporated in accordance with the requirements of the Associations Incorporation Act (2009) and whose structure establishes it as a legal entity separate from the individual members.
Licence	A formal, written agreement with Council that outlines the rights and responsibilities of the interested parties.
Not-for-profit	Refers to an organisation that does not operate for the purposes of profit or for gain its individual members, nor allowed to make any distribution, whether in money, property or otherwise to its members. Any surplus made by the organisation is retained by the organisation for the purpose of its operations.
Retrospectively	Something that has already been produced or taken place prior to application for assistance from Council.
Underrepresented or marginalised community groups	Refers to groups of people who experience social, economic, and/or political exclusion or discrimination based on characteristics such as cultural background, gender, sexual orientation, socioeconomic status, disability, or religion.
Unincorporated Community Group or Association	A group of people who act together for a shared interest or purpose. Unincorporated groups are not a separate legal entity from individual members.

3 Policy Principles

This policy provides a framework for the equitable allocation of bookings consistent with Council's social, economic, and environmental policy objectives and for the discounted use of venue hire spaces for eligible hirers. It provides guidance to Council officers to ensure venue charging and use is consistent, transparent, fair, and equitable and complies with Council's Community Grants and Donations Policy.

4 Roles and Responsibilities

Role	Responsibility
Manager Community Life	- Owner of the policy - Approve annual venue hire allocation

	• Ensure the policy is up to date and reviewed in accordance with the approved review periods
Internal Council Assessment Panel	• Assess all applications fairly and equitably against the defined criteria
Project Officer – Community Life	• Administer the EOI process • Assist applicants with their EOI • Communicate decisions to applicants • Administrate Fee Waiver and General Donation applications
General Manager	• Approval of fee waivers and general donations

5 Compliance

Compliance with this policy is mandatory.

6 Consultation

This policy has been developed in consultation with:

- Councillors via Committee and Council meetings
- Manager Libraries and Lifestyle
- Manager Governance and Risk
- Manager Property
- Coordinator Sport and Recreation
- Recreation Booking Officers

7 Approval and Review

Approval and Review	
Date Adopted	dd/mm/yyyy
Approver	Council
Owner	Manager Community Life
Endorser	Executive Committee
Review period	2 years
Review Date	1/02/2029
Date to commence next review	1/06/2028
Class of document	Council Policy
Published	Choose an item.
Unsubstantial administrative changes	The Council authorises the General Manager to approve non-significant and/or minor editorial amendments that do not change the substance of this Policy.

8 Document Control

Content Manager			
Policy reference (PP)		Bayside Policy Register folder reference	F16/951
Word document reference	26/215524	Word document folder reference	SF26/4569
Evidence of approval			

9 Version History

Version	Date Adopted	Approved By	Author	Comment
1.0	Click or tap to enter a date.	Choose an item.	Manager Community Life	Document drafted

10 Appendices



Bayside Council

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Visit our Customer Service Centres
Monday to Friday 8:30am – 4:30pm
Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens



Telephone Interpreter Services - 131 450

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