

Community Venues Annual Allocations

February 2027

Procedure

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1 Key Information

Community Venues Annual Allocations

Purpose	The purpose of this procedure is to: • Optimise the intended social outcomes (or community benefit) • Establish equity of access to hire of Council community venues • Provide a framework for the application of discounting of hire of Council community venues • Improve transparency through reporting on how eligible community use is subsidised and the social outcomes realised through this support.		
Scope	This procedure articulates the purpose of Council's venues, halls, and meeting rooms available for hire and their intended community benefit. This procedure 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 will provide 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.		
Related Documents	Always read this procedure in conjunction with the Related Documents: • Community Venues Annual Allocations Policy • 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		
Compliance Requirements	• Local Government Act 1993 • Crown Land Management Act 2016		
Procedure Owner	Manager Community Life		
Date Adopted		Review Date	

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 Process

3.1 Applications

Applications will be invited through an Expression of Interest process. The applicant must provide the following:

- Dates, times and venue requested
- Organisation Details where applicable
- Contact Details
- Program details including target groups and how it addresses council's strategic plan
- Public Liability Insurance Certificate of Currency

3.2 Eligibility Criteria

3.2.1 Eligible Applicants

Annual hirers must:

- Have adequate public liability insurance.
- Have no outstanding debts owing to Council that are 30+ days outstanding.
- Not be in payment arrears for the hire of any Council community facility or recreation facility.
- Be able to supply financial statements and information as requested.
- Demonstrate the proposed activity complies with relevant Local, State and/or Federal laws.

Applicants for annual hire should demonstrate their activity, event, or service:

- Meets a broader community need.
- Encourages local community participation.
- Increases community access to activities and services, particularly access by disadvantaged and socially isolated groups.
- Embraces Council's commitment to access and equity, health and wellbeing, and lifelong learning.
- Is of benefit to the residents of Bayside Council, by providing the percentage of service users residing in the Bayside LGA.
- Charges a nominal or preferably no entry fee or fee for participation, increasing accessibility and removing barriers to participation.

3.2.2 Ineligible Applicants

Organisations, community agencies and or groups that do not align with Bayside Council's community vision, values and policies will not be eligible for venue hire. The intended use of Council halls and meeting rooms is to strengthen and contribute to the social, cultural and environmental development of our community. Any bookings deemed not to foster and contribute to social cohesion or align with Council's Community Strategic Plan, will not have their booking / hire application processed.

3.3 Requests for Fee Waiver

Any discretion to reduce fees or provide additional subsidy due to hardship is subject to consideration by the General Manager prior to the event or activity.

Requests for Council-funded use of community facilities must be submitted in writing to Manager Community Life outlining reasons for the request including the purpose of the booking and the benefits to the Bayside community.

Requests to be submitted 2 weeks prior to the event date with a completed Application for Fee Waiver. Council Officers will assess the application in line with terms of the Hire Agreement and the Community Grants and Donations Policy with a recommendation made to the General Manager or their delegate for approval.

In special hardship circumstances, discretion can be used to reduce or waive fees or provide additional subsidy subject to consideration by the Council. Decisions regarding Council funded use of community facilities will be reported within the Annual Report to ensure transparency and equity. Waiver of fees only applies to the hire cost of the community facility. All associated costs (e.g., bond, public liability insurance, crowd controller requirements, equipment hire, caretakers), must be paid prior to the event date.

3.4 Assessment Process

All applications for community facilities hire under this Policy must be aligned with Council's Community Strategic Plan and the Operational Plan for the financial year in which application is made. Applicants must clearly demonstrate how the venue usage will benefit the residents of Bayside.

Applicants must provide all requested documentation and information to ensure the application is processed. Council reserves the right to seek additional information to

assist assessment, including recent financial statements with a current audited balance sheet if necessary.

Applications will be considered on merit, ensuring a balanced mix of use within individual community facilities. This includes maximising the opportunity for all applicants to be accommodated as close to their requested booking as possible, without one individual hirer dominating a community facility to the exclusion of other hirers.

Applications will be assessed by an Evaluation Panel comprising Council staff against the eligibility criteria as outlined in Section 3.6.

3.5 Allocations Procedure

Council will call for expressions of interest for annual community venue hire by 31 March each year. Eligible applicants will submit their request for community venue, the dates/days of months and times required no later than 30 April of that same year. Applicants are strongly encouraged to ensure their expression of interest addresses the Allocation Criteria to maximise the likelihood expression of interest is approved.

3.5.1 Allocation Criteria

Allocation Framework Criteria	Weighting
Community Benefit	40
Applicant is based in the Bayside local government area (LGA)	10
If applicant is outside the Bayside LGA, can demonstrate a partnership, collaboration or network with a non-profit organisation or community group located within the Bayside LGA	5
Active participants comprise 50% - 75% of Bayside residents	5
Active participants comprise 75% - 100% Bayside residents	10
Demonstrated need for the proposed activity / service / program	10
Inclusion and Diversity	30
Applicant is offering activities or initiatives that target one or more underrepresented or marginalised groups	10
Applicant has a history of delivering initiatives that target underrepresented or marginalised groups	10
Applicant can demonstrate that the proposed usage will encourage a diversity of community participation	10
Governance	30
Demonstrated track record of good tenancy in Council venues and/or facilities	5
Where proposed use involves activities for people under 18 years, applicant has a Child Safe Policy, including training, incident reporting process and a record of Working With Children checks	5
The proposed usage aligns with Council's community vision	5

Applicant has a risk management plan for proposed activities that clearly shows how any risks to participants will be mitigated	10
Applicant can demonstrate a pathway to long-term sustainability and viability (where relevant), reducing the need for Council financial assistance	5

3.5.2 Scoring Scale

Expressions of interest for annual usage of Council community venues are scored against the Allocation Criteria using a scoring scale from 0 to 5. Council officers will determine scores based on expressions of interest and the quality of evidence provided by applicants.

Scoring Scale	Definition
5	Meets criteria to the full extent
4	Meets criteria to a high level
3	Meets criteria to a medium level
2	Meets criteria to a low level
1	Barely meets criteria
0	Does not meet criteria

Where two or more expressions of interest are received for the same dates/times for the same venue, the expression of interest with the highest score will be approved for the use of that community venue.

3.6 Exclusions

Applications will generally not be considered where:

- An application has been submitted retrospectively.
- An application has been received after the publicised due date for applications.
- An application has not supplied all the required documentation, including applications that are illegible.
- An applicant has an outstanding debt to Council of more than 30 days past due.
- Proposed use of a community venue directly benefits an individual.
- Proposed use of a community venue has little direct benefit to Bayside residents.
- The applicant is deemed ineligible.

4 Roles and Responsibilities

Role	Responsibility
Manager Community Life	• Owner of the procedure • 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 procedure is mandatory.

6 Consultation

In developing this procedure internal consultation has occurred with the following Council staff:

- Executive Committee
- 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	18/06/2028
Approver	General Manager
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	Corporate Procedure
Published	Council Website and Intranet

Unsubstantial administrative changes	The General Manager authorises the Director City Performance or Manager Governance & Risk to approve non-significant and/or minor editorial amendments that do not change the substance of this Procedure.
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8 Document Control

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

9 Version History

Version	Date Adopted	Approved By	Author	Comment
1.0	18/06/2026	General Manager	Manager Community Life	New procedure



Bayside Council

Serving Our Community

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Visit our Customer Service Centres

Monday to Friday 8:30am – 4.30pm

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Westfield Eastgardens, 152 Bunnerong Road, Eastgardens



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