



TWEED
SHIRE COUNCIL

Policy

Community Halls Policy

Version 1.1

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Community Halls Policy

The Community Halls Policy demonstrates Tweed Shire Council's commitment to:

- provide and preserve spaces that contribute to the social, cultural, environmental and economic fabric of the community
- a collaborative partnership between Council and the community for the efficient and effective management of community halls

Policy Objective

The objectives of this policy are to:

- provide authority to community groups for the management of Council-owned community halls
- establish clear roles and responsibilities for hall committees with respect to legislative and statutory responsibilities
- establish guidelines and procedures consistent with legislative and statutory requirements
- provide a system of skills development and supporting documentation for hall committees

Definitions

Community Hall: Tweed Shire Council-owned and community-managed hall, located on:

- Public Land zoned either 'community land' or 'operational land' or
- Crown Land where Council is appointed as the Reserve Trust Manager

Community: Residents, community organisations and / or groups located in the Tweed Shire Council Local Government Area who collectively may share an interest in the ongoing activation and management of Tweed Shire's Community Halls.

Hall Committees: Volunteer community groups or associations tasked with the day to day operational management of the community halls.

Policy Background

Tweed Shire's community halls have historically been vibrant community hubs, providing spaces and opportunities for a range of social and cultural; recreational and educational; environmental and economic activities.

There are nine Council-owned community halls managed by volunteer management committees located in: Chillingham, Crabbes Creek, Crystal Creek, Doon Doon, Fernvale, Limpinwood, Piggabeen, Pottsville Beach, and Tumbulgum. Tweed Shire Council recognises that these halls are an integral part of our community, catering for

an eclectic range of activities including weddings, reunions and funerals; balls and dances; plays, concerts and festivals; arts, music and fitness classes; markets and auctions; workshops and community meetings.

Tweed Shire Council acknowledges the significant personal commitment and contribution community members make when they accept the stewardship of these halls.

Policy

This policy is developed in accordance with the Community Halls Advisory Committee Governance Model, and informs the development and implementation of long term community hall management strategies and operational procedures.

To encourage optimum usage of community halls and foster a respectful and enduring relationship between Council, Hall Committees and the wider community, Tweed Shire Council has adopted a Community Halls Advisory Committee Governance Model to facilitate effective and efficient operational management of Community Halls through appropriate supervision and support.

Through the Community Halls Advisory Committee, Tweed Shire Council shall:

- issue Community Hall Management Agreements to Hall Committees managing halls located on Crown Land and Public Land zoned "community" or "operational"
- issue leases or licences to Hall Committees managing halls located on Crown Land
- ensure that community hall insurance adequately meets the needs of Council, Hall Committees, and the community. Council will:
 - contribute funds annually to cover Hall Committee insurances which must include: Public and Product Liability, Personal Accident (Volunteers) insurance and Association and Officials Liability (if applicable)
 - maintain insurance to cover hall hirers with the following exemptions: (not being sporting bodies, clubs, associations, corporations or incorporated bodies) who hire a Council hall for non-commercial or non-profit making purposes
 - maintain property and building insurance
- ensure that risk management and safety procedures are understood and implemented by Hall Committees
- ensure that Hall Committees are adequately informed about, and comply with relevant Council policies and protocols including: Access and Inclusion; Model Code of Conduct, and Work, Health and Safety
- ensure Hall Committees are adequately informed about and comply with government legislation and regulations including: Local Government Act 1993;

the Crown Lands Act 1989; Disability Discrimination Act 1992, the Building Code of Australia, and the Disability (Access to Premises - Buildings) Standards 2010; Food Act 2003, Food Regulation 2010, Liquor Act 2007, Liquor Regulation 2008; and the Work Health and Safety Act 2011

- provide skills development, training and / or resources relating to government legislation, Council policies, health and safety, facilities management, and governance best practice
- provide timely responses to maintenance requests

Related Legislation

- Local Government Act 1993
- Crown Lands Act 1989
- Crown Lands Regulation 2006
- Environmental Planning and Assessment Act 1979
- Associations Incorporation Act 2009
- Disability Discrimination Act 1992
- NSW Disability Services Act 1993
- Building Code of Australia
- Disability (Access to Premises-Buildings) Standards 2010
- Workplace Health and Safety Act 2011
- Food Act 2003
- Food Regulation 2010
- Liquor Act 2007
- Liquor Regulation 2008

Related Policy

- Access and Inclusion Policy
- Code of Conduct (Model)
- Cultural Policy
- Asset Management Policy
- Procurement Policy
- Youth Policy

Compliance

Compliance with this Policy and related guidelines is mandatory and will be administered through the Community Halls Advisory Committee which is a collaborative partnership between Council and the community.

This policy includes a commitment to legislative compliance and to the continual improvement of Council facilities' management performance.

Forms

This policy is accompanied by the following documents:

- Fair Trading Model Constitution (Appendix A)

- Community Halls Advisory Committee Terms of Reference (Appendix B)
- Community Halls Advisory Committee Governance Model (Appendix C)

Review Period

This policy will be reviewed in 12 months, and then within 12 months of the election of each new Council or more frequently in the event of legislative changes or changes in circumstances.

Useful Links

[Tweed Shire Council website](#)

[Division of Local Government](#)

Appendix A

Fair Trading Model Constitution (individual committees may modify or develop their own Model Constitutions)

http://www.fairtrading.nsw.gov.au/Cooperatives_and_associations/Incorporating_an_association/About_the_constitution/Model_constitution.html

Appendix B

Community Halls Advisory Committee Terms of Reference

<http://www.tweed.nsw.gov.au/Committees>

Appendix C

Community Halls Advisory Committee Governance Model as endorsed by Council on 10 October 2014:



