Regular Hire Application Package for Community Facilities

## 25 January 2021 to 30 June 2021

# Table of Contents

[1. Background 3](#_Toc57978505)

[1.1 Council policy 3](#_Toc57978506)

[1.2 Victorian Government restrictions 3](#_Toc57978507)

[2. Community venues 4](#_Toc57978508)

[2.1 COVID-Safe venues 4](#_Toc57978509)

[2.2 Available venues 4](#_Toc57978510)

[2.3 Fees and charges 6](#_Toc57978511)

[3. Regular hire applications 8](#_Toc57978512)

[3.1 Application process 8](#_Toc57978513)

[3.2 Criteria for assessment 9](#_Toc57978514)

[4. Application resources 10](#_Toc57978515)

# Background

### Council policy

Council community centres provide a space for involving, enabling and engaging community in a holistic model of wellbeing.

They support various social, recreational, cultural, leisure and lifelong learning activities and services that benefit and strengthen the local community leading to increased community connection, participation, health and wellbeing.

Council makes community centres available for use and hire by members of the general public.

As a primary asset of Council however, there may be times where community use is temporarily restricted due to priority Council business, for example emergency relief, service relocation and community centre upgrades.

### Victorian Government restrictions

The Victorian Government announced on 22 November 2020 that community facilities are able to open for all purposes with a group limit of 20 people and venue patron cap of 150 people in line with the density quotient of one person per 4 square metres. These restrictions currently include no more than five people per space singing or using wind instruments for amateur groups.

In addition to this, we are required to consider physical distancing and patron safety for all venues that are available for hire.

These new restrictions mean that we will not be able to operate in the same way we have in the past as we must now take the following actions:

* Reduce the number of spaces available
* Reduce the capacity limits of spaces available
* Enforce breaks between bookings to allow for cleaning where appropriate
* Ensure all hirers provide a COVID-safe plan, risk assessment, Public Liability insurance and apply through the booking form
* Reduce the regular hire to a six-month period to support COVID normal and various changes to restrictions that are set to be introduced by the Victorian Government in the future.

Due to the reduction of venues available for hire, we cannot guarantee that your requested day, time and venue will be available.

# Community venues

### COVID-Safe venues

The following physical controls have been implemented at all Council community centres:

* Evening cleaning increased to once a day (seven days a week)
* Hand sanitiser station installed at each entry
* Implementation of reminder signage as appropriate
* Reduced capacity of each space in line with physical distancing rules
* Reduce overall spaces to avoid overlapping in common areas
* Remove community facilities staff from community centres to reduce risk.

Applicants should consider these controls and how they will fill any gaps for their operations within their COVID Safe Plan.

### Available venues

A summary of bookable spaces and maximum number of attendees per booking is below.

#### Betty Day Community Centre

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Hall | 37 |
| Multipurpose Room | 19 |
| Meeting Room 1 and 2 (combined) | 12 |

#### Koolin-ngal Family Centre

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Multipurpose Room | 7 |

#### Liardet Community Centre

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Hall | 24 |
| Meeting Room | 12 |

**Mary Kehoe Community Centre**

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Hall | 43 |
| Meeting Room 3 | 11 |

**Middle Park Community Centre**

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Multipurpose Room | 30 |

**Port Melbourne Community Centre & Trugo Club**

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Multipurpose Room | 15 |

#### Port Melbourne Community Room

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Multipurpose Room | 26 |

#### Sandridge Community Centre & Trugo Club

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Multipurpose Room | 17 |

#### Sol Green Community Centre

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Hall | 18 |
| Meeting Room | 12 |

#### South Melbourne Community Centre

|  |  |
| --- | --- |
| **Room** | **Maximum capacity** |
| Hall 1 | 33 |
| Hall 2 and 3 (Combined) | 40 |

### Fees and Charges

Fees and charges for regular or casual hire of community centres are determined on an annual basis in accordance with the *Local Government Act 2020* and Council’s Fees and Charges schedule. The fees and charges required by Council include:

1. Fees for hire based on group category (as per the below table)
2. Security bonds
3. Public Liability Insurance
4. Cancellation fees

A scale of different charges will apply to semi-commercial, community and private users as outlined below:

|  |  |  |
| --- | --- | --- |
| **Centre user category** | **Definition** | **Hourly Rate (GST Inclusive)** |
| Community Group Category 1 – Based within Port Phillip municipality | Any community-based group or organisation whose primary objective is to provide and engage in social, recreational, cultural, learning, leisure and/or health and wellbeing services and activities to the benefit of the Port Phillip community. This includes government, not for profit, charity and community organisations.  The proceeds from the activity (if any) cannot be distributed to individual members/organisers. Where a significant admission, registration or entry fee1 of any kind is received; semi-commercial rates may apply. Charitable fundraising activities are excluded. | $12.50 per hour |
| Community Group Category 2 – Broader community | Any community-based group or organisation whose primary objective is to provide and engage in social, recreational, cultural, learning, leisure and/or health and wellbeing services and activities to the benefit of the Port Phillip community. This includes government, not for profit, charity and community organisations.  The proceeds from the activity (if any) cannot be distributed to individual members/organisers. Where a significant admission, registration or entry fee1 of any kind is received; semi-commercial rates may apply. Charitable fundraising activities are excluded. | $19.00 per hour |
| Semi Commercial | An organisation, including incorporated body, cooperative society, partnership or sole trader conducting community activities for the purposes of deriving a profit e.g. charging fees. | $45.00 per hour |
| Private | Invitation only activities that are not available to the general public or for public benefit e.g. private birthdays and functions, body corporate meetings and business activities. | $63.50 per hour |

# Regular hire applications

### Application process

1. Read the Terms and Conditions of Hire   
   It is important that you and your members understand the Terms and Conditions of Hire as a breach of these terms, by any member of the group, may result in cancellation of the Hire Agreement.
2. Prepare a Risk Assessment  
   All applicants are encouraged to complete a full risk assessment of their activity and booking to clearly identify potential risks and possible mitigations to inform your COVID-Safe Plan. A risk assessment template has been included with the application package.
3. Prepare a COVID-Safe Plan  
   All applications must include a completed [COVID-Safe Checklist for Venue Hire](https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/resources) covering off on how you will keep your operations COVID-safe in a multi-use environment. This will include details of how you will:
   * Communicate your safety controls to members ongoing.
   * Screen members to ensure people do not attend if they are unwell.
   * Limit attendees and manage physical distancing
   * Implement measures to protect your members against COVID-19 such as:  
     - Ongoing provision of hand sanitiser and wipes   
     - Regular cleaning of equipment and resources throughout the event   
     - Regular hand washing   
     - Restricting access to any areas that remain non-accessible   
     - Signs advertising restrictions and COVID-Safe behaviours
   * Manage the safety of participants who may be at higher risk of COVID-19
   * Track attendance in line with COVID contract tracing requirements.

A draft resumption plan has been provided at the end of this document for your use.

1. Obtain current Public Liability Insurance Certificate  
   Contact your insurance agent to ensure that your public liability insurance policy is still active given the current restrictions and changes in practices and operations due to COVID-19. Please also check that your policy covers all booking dates which you are applying for.
2. Apply online

You can apply using our [Community Facility Hirer 2021 online application form](https://webform.portphillip.vic.gov.au/Forms/community_facilities_form.asp) and ensure that you upload all relevant documentation listed above. Please note that applications received after the due date may not be assessed however casual hire will still be available.

### Criteria for assessment

All applications for regular hire must comply with Council’s processes to be eligible including the requirement that applications are submitted using the correct forms and that the appropriate supporting documentation is provided

Assessment of all hire applications will be conducted in accordance with the [Community Access and Allocation Policy](https://www.portphillip.vic.gov.au/about-the-council/strategies-policies-and-plans) to ensure fair and transparent allocation of space.

In the current environment, priority will be given to:

1. Council COVID-19 support services
2. Council core functions
3. Council-funded initiatives

Allocation of space after these priorities will be based on activities and services of highest benefit to the Port Phillip community in accordance with Council’s social, health, recreational, cultural and lifelong learning and participation objectives with groups prioritised as follows:

1. Government, not for profit, charity and community organisations – based in Port Phillip
2. Government, not for profit, charity and community organisations – broader community
3. Semi-commercial organisations, including incorporated body, cooperative society, partnership, sole trader conducting community activities for the purposes of deriving a profit, for example by charging fees. This includes community groups with significant membership fees.
4. Private functions including invitation-only activities that are not available to the general public or for public benefit, for example private birthdays and functions, body corporate meetings and business activities.

Further consideration will be given to the following:

1. Ensuring that centres are accessible by multiple users and not dominated by individual groups to the detriment of others.
2. Ensuring hirers provide services and programs that are non-restrictive, inclusive, allow equity of access to services, value diversity, connect the community and provide a respectful and non-discriminating environment for all
3. The compatibility of the use with other centre users and the space being applied for
4. Uses that support under-represented and emerging groups that meet identified community need
5. An applicant’s willingness to be flexible and adapt to changing use
6. The historical use of space to encourage stability of programs that are meeting community need.

There will be consultation with user groups to ensure the best possible outcome for all users and maximise available community centre space. Council reserves the right to propose alternative arrangements to existing centre users which are more appropriate to the management of the centre and Council’s requirements.

# Application resources

Please find the following documents on the Resources page on the City of Port Phillip website at [portphillip.vic.gov.au/explore-the-city/venues-and-event-support/resources](https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/resources):

* COVID-Safe Checklist for Venue Hire
* Risk Assessment Template

The Terms and Conditions are listed on each venue page. Go to the Find a venue page: [portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue](https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue)

Click through to the specific venue and you will find the Terms and Conditions document for that venue listed on the page.