



# Casual Hire of Civic Centre Public Meeting Rooms Policy

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## 1. PURPOSE

The purpose of this Policy is to state Council's position in regards to the hiring of its Civic Centre public meeting rooms to external groups. This Policy outlines the criteria that will apply to the booking and use of Council's Civic Centre public meeting rooms, which is aimed at assisting Council in its response to the various requests that it receives.

## 2. POLICY

This Policy will apply to the following Civic Centre public meeting rooms:

- Corporate Area (Ground Floor):
  - The Corporate Area includes the rooms and maximum occupancy rates as listed below referenced within the approved floor plan forming part of the Development Authorisations:
    - Public Gallery and Chambers (90 persons)
    - Acacia Room (commonly referred to as the Immunisation Waiting Room) (75 persons)
    - Banksia Room (100 persons)
    - Civic Foyer (100 persons)
  - The maximum occupancy rate for all of the above-mentioned areas opened up into one room will not exceed 365 persons.
- Library Area (Lower Ground Floor):
  - Community Learning Centre (70 persons)

The prescribed uses of the Civic Centre public meeting rooms nominated within this Policy are in accordance with the two current Development Authorisations for the building.

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## 2.1 Corporate Area

As a priority, the Corporate Area is used for Council and Committee meetings, council workshops, civic functions, council arranged meetings and delivery of council services. Bookings may be refused on this basis. If available, the Corporate Area can be booked on a first-in-first-served basis, subject to any criteria within this Policy.

The Corporate Area may be booked and used by external groups for the following purposes:

- Local Government - For meetings called for Local Government purposes by external groups who deliver services on behalf of Council (e.g. St John Ambulance) or are linked to Local Government
- State and Australian Government - For State or Australian Government initiatives that involve the City of Tea Tree Gully community (not for non-community related purposes such as training). In these instances, Elected Members are to be advised of the function.
- Community groups from the local City of Tea Tree Gully area
- Business or corporate groups from any location
- Civic Park hiring groups using the facility as headquarters for events

Hire costs apply but can be waived at the discretion of Council or the CEO.

Bookings outside of Council business hours require one or more security guards to be present, which will be procured and arranged by Council. Costs will be passed on to hirers.

The Civic Centre will not be hired for political purposes.

This does not include hiring of facilities by Electoral Commission SA for polling booth purposes during an election.

The General Conditions of Permit on the Hire Application Form and the Guidelines Governing the Hiring of Council Owned Facilities govern the use of the Corporate Area meeting rooms.

## 2.2 Library Area - Community Learning Centre

As a priority, the Community Learning Centre adjacent to the Library Area is used for community learning opportunities and activities contributing to the role and purpose of the Community Learning Centre (e.g. community group activities, seminars and workshops, discussion groups, interactive displays, public meetings, skills development programs, and information evenings).

Local not-for-profit community groups can book the Community Learning Centre free of charge pending completion of the accreditation process, although relevant costs relating to additional booking requirements may apply.

To make an application, these community groups/organisations must submit a Community Learning Centre Accreditation Application Form. To be eligible to receive accreditation, the organisation or group must be a non-profit group (as identified by the Australian Taxation Office) and based within the community of the City of Tea Tree Gully. The group or organisation must be able to demonstrate they are providing services that directly and significantly benefit the Community, or provide opportunity for community engagement through open membership in the quest for linking leisure and learning.

These groups/organisations that have received accreditation are to have priority use of this area. External groups that meet the criteria to book the Corporate Area meeting rooms may also use the Community Learning Centre subject to meeting room availability. The Community Learning Centre Permit primarily governs the use of the Community Learning Centre meeting rooms, as well as any other criteria within this Policy.

## 2.3 Additional Booking Requirements

Where the appropriate external groups or organisations request use of the meeting rooms, the following requirements will apply:

- Applications to book meeting rooms cannot be submitted more than three months in advance.
- The applicant will be required to pay all additional costs incurred in the use of the meeting room(s) including:
  - Security bond(s) (where applicable)
  - Preparation and set up by Council employees (only available for Corporate Area meeting rooms) e.g. room setup and dismantle
  - Cleaning (if required)
  - Payment for security guard(s) which will be required for all use outside of business hours
  - Other unintended costs e.g. call out fee for accidental activation of monitored alarm.

Credit card details may be required to be supplied at the time of booking, which will be utilised to cover these costs.

Further information may be provided regarding specific parking requirements.

## 3. DEFINITIONS

For the purposes of this policy the following definitions apply:

### Development Authorisations

Refers to any approval granted under the Development Act 1993 relating to the use of the Civic Centre and as referred to within this Policy. A Development Authorisation may only be issued when planning and building consent has been obtained.

## 4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

### 4.1 Other references

Council's document including:

- Fees and Charges Register
- Hire Application Form - Casual Hire
- Hire Application Form - Regular Hire
- Community Learning Centre Permit
- Planning Consent 070/17915/1993 – Civic Centre and Offices
- Building Consent 070/61641/1994 - Civic Centre and Offices
- Development Authorisation 070/78167/2001 - Leisure and Learning Centre

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

| Objective  | Comments  |
|--|---|
| Community  |   |
| <i>People feel a sense of belonging, inclusion and connection with the City and the community</i>  | To provide a range of high quality facilities that are appealing and easy for members of the community to access  |
| <i>A local economy that is resilient and thrives, where businesses are supported to grow and prosper, provide local jobs and sustain our community and visitors and utilize technology to improve the livability of our city</i> | Our local economy prospers and people feel a sense of purpose and belonging.<br>Providing spaces and access for the community to feel connected and have a warm and inviting space to learn and experience the different skills offered through the community and achieve their individual and group goals. |

### 5.2 Organisation Plan

|               |   |  |
|---------------|---|--|
| Customer Care | We have the skills and capabilities to deliver positive, streamlined and personalised customer experiences which are inclusive and accessible | We increase available spaces available for the community to connect. |
|---------------|---|--|

|                   |  |  |
|-------------------|--|--|
| Future Capability | Planning and advocacy is focussed on the long-term interests of current and future community needs | The Civic Centre should facilitate a hub for economic and business prosperity in CTTG now and in the future. |
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## 6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

## 7. ACCESSIBILITY

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: [www.cttg.sa.gov.au](http://www.cttg.sa.gov.au)

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council's Civic Centre at 571 Montague Road, Modbury SA 5092.

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|---------------------------------|--|
| Record number                   | D23/9405   |
| Responsible Manager             | Manager Customer & Communications<br>Manager Library Services Arts & Culture   |
| Other key internal stakeholders | General Manager Community Services<br>General Manager Corporate Services<br>Manager City Strategy<br>Manager Governance & Policy<br>Manager Customer & Communications  |
| Last reviewed                   | 28 February 2023   |
| Adoption reference              | Council  |
| Resolution number               | 84   |
| Previous review dates           | 21/8/19, 29/08/17, 12/08/14, 16/05/12 (Previously titled: Use of Council Civic Centre Public Meeting Rooms Policy), 09/10/07 (Previously titled: Use of Council Civic Centre Public Meeting Rooms by External Groups Policy), 25/02/03, 13/03/01 |
| Legal requirement               | N/A  |
| Due date next review            | 2027   |