

Community Facilities Management Policy

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Document control disclaimer

Minor amendments to this document may be required from time to time. Where amendments don't materially alter a document, they will be made administratively, without a requirement for formal approval.

Printed copies of this document are considered uncontrolled.

Acknowledgement of Country

Moonee Valley City Council respectfully acknowledges the traditional custodians of this land – the Wurundjeri Woi-wurrung people of the Kulin Nation, their spirits, ancestors, elders and community members past and present.

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Purpose

The purpose of the Community Facilities Management Policy (Policy) is to facilitate fair and equitable access to Councils broad range of community facilities, for the purpose of conducting activities for community benefit and engagement.

The Victorian Charter of Human Rights and Responsibilities 2006 requires councils to consider human rights in developing laws, policies and delivering services. This Policy has adopted a human rights framework by embedding the values of inclusion, access and participation by all.

Scope

The Policy applies to community members, groups and other organisations (such as commercial hirers, government and non-government education providers) seeking regular and casual use of Councils' community facilities (facilities) through hire agreements, including but not limited to the following venues:

- Community halls
- Community centres
- Early years' centres (outside of other organised use i.e./ kindergarten)
- Keilor East Synthetic Soccer Pitch (outside of seasonally allocated club hours of use)
- Libraries
- Neighbourhood centres
- Multipurpose pavilions and sports grounds (outside of seasonally allocated club hours of use)
- Moonee Valley Athletics Centre (outside of seasonally allocated club hours of use)
- Riverside Tennis and Netball Centre (outside of other leased use)
- Essendon Hockey Fields (outside of other licensed hours of use)

This policy does not extend to leased facilities, facilities managed by others or seasonal allocations of facilities.

Exclusive use of a Council owned property or facility is covered in the Council Property Leasing Policy.

Non-exclusive use of a space or facility for an agreed term is covered through Licence agreements and the [Seasonal Sport Allocation Policy](#).

Council Policy

Policy statement

Community facilities are vital for service delivery, social interaction, connectedness and place making. It is critical they remain relevant and able to fulfil a central role in Moonee Valley's community life. This policy will guide Council's provision of its community facilities in line with Councils MV2040 strategy, and will assist in improving facility management, utilisation and enhancing the community's experience.

Council is committed to an improved experience for our community and a more consistent cross-organisational management approach. This means implementing a fair, equitable, transparent and consistent approach when managing and providing access to its' broad range of community facilities. In doing so, Council ensures it is meeting the needs and demands of its diverse community groups.

Policy principles

Council will manage its community facilities by following these principles:

Priority of access	<p>Community facilities are used for activities where significant community benefit and demand is evident.</p> <p>Vulnerable populations and groups are given first priority, and community use is prioritised over commercial use. (see Appendix 2)</p>
Optimal and fit for purpose use of facilities	<p>Facilities are hired in a way that maximises opportunities for participation.</p> <p>Hirers are using a facility that matches their activity, participant numbers and profile.</p>
Fair and equitable access	<p>Facilities are affordable and accessible to the community. (see Appendix 2)</p> <p>All hirers must meet Council's mandatory selection criteria (Appendix 1).</p>

Responsibilities

The following Council departments and business units have direct and / or supporting responsibilities associated with this policy:

Who	Responsibility
Audit and Risk Committee	The Audit and Risk Committee provides an oversight function regarding:

Who	Responsibility
	<ul style="list-style-type: none"> • Council's policies • Risk management system • Compliance controls • Audit functions
Councillors	<p>Endorse Community Facilities Management Policy</p> <p>Support organisations and community groups to utilise Council owned facilities.</p>
Director, Strategy and Planning	<p>Recommend the Community Facilities Management Policy.</p> <p>Endorse the Terms and Conditions and supporting documents for Manager approval.</p> <p>Communicate with Councillors, staff and the public in a fair and respectful manner.</p>
Manager Sport and Recreation	<p>Approve the Community Facilities Management Policy.</p> <p>Sponsor and support Councils community facility projects and processes.</p> <p>Take all necessary steps to ensure Council's full compliance with this policy, including undertaking or delegating the tasks of:</p> <ul style="list-style-type: none"> • establishing and maintaining supporting internal systems, procedures and processes • monitoring and addressing non-compliance <p>Make decisions in circumstances where it may be necessary to deviate from the principles outlined in this policy.</p>
Sport and Recreation Department	<p>Coordinate the implementation, maintenance and review of the Community Facilities Management Policy.</p> <p>Administer procedures relating to the Community Facilities Management Policy.</p>
<p>Other Council Departments including but not limited to:</p> <p>Family and Children Services Department</p>	<p>Administer procedures relating to the Community Facilities Management Policy.</p> <p>Consider facility use in the development of related policies and plans</p>

Who	Responsibility
Community Development Department Age and Disability Department Community and Corporate Planning City Futures	

Definitions

A full list of definitions can be found in the [Corporate Glossary](#).

Word/Term	Definition
Commercial Hirer	A hirer that is making use of a council facility for the purpose of running a commercial activity or business. i.e. businesses selling goods, products or services.
Community Hirer	A hirer that is making use of a council facility to run activities that support community based activities. i.e. Playgroups, senior citizens groups.
Government Education Provider	An education provider administered and funded by state or federal government.
Moonee Valley Club/Group	A club or community group that meets the criteria of being a Moonee Valley based organisation, based on historical ties to Moonee Valley, the location of the group and the percentage of its members that are Moonee Valley residents.
Non-Government Education Provider	An education provider not considered a government provider, or another institution or organisation that provides vocational training and education.
Private Hirer	A hirer that is making use of a council facility for the purpose of a private non-commercial activity that is not related to the council's business. i.e. birthday parties.
Vulnerable Group	A group that is primarily made up of persons identified as belonging to target populations defined

Council Policy

Word/Term	Definition
	in the Community Vision, Council Plan and Health Plan 2021-2025 .
Vulnerable Group Subsidy	A subsidy that a vulnerable group may be eligible for upon application to Council (see Appendix 2).

Related legislation and reference sources

- [Local Government Act 2020](#)
- [Victorian Charter of Human Rights and Responsibilities 2006](#)
- [Gender Equality Act 2020](#)

Related Council documents

- [Moonee Valley Community Vision, Council Plan and Health Plan](#)
- [Moonee Valley Council Property Leasing Policy](#)
- [Moonee Valley Seasonal Sport Allocation Policy](#)

Appendix 1

Mandatory Selection Criteria

The hiring of community facilities is informed by the following criteria:

Mandatory Criteria	<ul style="list-style-type: none"> • Adheres to Councils relevant hire terms and conditions • Evidence of conformance with relevant government legislation where applicable • Have processes and operations that are compliant with the Child Wellbeing and Safety Act 2005 and associated legislation • Hold Public Liability Insurance to Councils minimum requirements • Have no outstanding debt or if in arrears, have a debt repayment plan with Council
Organisation/Hirer Specific Criteria	<ul style="list-style-type: none"> • The extent to which a hirer has core objectives, principles or policies that align with Council’s own adopted plans, strategies and positions • The extent to which a hirer can demonstrate a welcoming, inclusive and respectful environment for a broad cross section of the community • The extent to which the hirer is Moonee Valley based or targets local residents
Facility Specific Criteria	<ul style="list-style-type: none"> • The history of an applicant’s use of and contribution to the facility • Projected utilisation of the facility • Suitability of the facility for the request.

Council Policy

Appendix 2

Priority of access and financial considerations

1. Booking priority

Access to Council facilities are prioritised to hirers in the following order:

Booking Priority Category	Booking Priority
Services supporting vulnerable groups and target priority populations	1
Moonee Valley Clubs/groups	2
Organisations providing services which support the local community	
Residents and other private bookings	
Commercial entities and other organisations.	3

2. Financial considerations

The Policy acknowledges that fees will be applied for all community facilities in line with Council's annual adopted fees and charges, and in line with the relevant Fees and Charges policy.

Hirers may be eligible for discounts on fees in line with the facilities relevant Fees and Charges policy.

Cumulative discounts may be applied for the following reasons:

- Community groups discount
- Regular hirers discount
- Full day (8 hours+) hire discount

Hirers may also be eligible for a further vulnerable group subsidy, obtained via application to Council, based on criteria such as:

- They are an organisation or group whose charter directly services low or no-income earners.
- The type of service/activity/programs the booking enables and how it demonstrates significant community benefit.
- Consideration of the demographic profile of members/participants benefiting from the service.
- The capacity the organisation and members/participants have to pay and any other subsidies the organisation has received.