

Policy

Community Halls

Version 2.0

Adopted by Council at its meeting on 17 November 2022

Division:
Section:
File Reference:
Historical Reference:

Sustainable Communities and Environment
Community Services
Council Policies/Protocols/Procedures
See Version Control

Tweed Shire Council is committed to using plain language so that our documents and publications are easy to understand.

The purpose of this document is to provide clear information about the efficient and effective management of community halls by community groups in the Tweed. The main readers of the document are Tweed residents and business owners.

1. Community Halls Policy objective

The Community Halls Policy describes Tweed Shire Council's commitment to providing sustainable spaces that contribute to the social, cultural, environmental and economic fabric of our communities.

The objective of this policy is to enable and support the efficient and effective management of community halls by community groups through licence agreements.

1.1. 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

Licence: The generally non-exclusive right to use land and/or facilities for agreed purpose and term, in consultation with all relevant stakeholders.

Not for Profit Incorporated Association: An organisation meeting each of the following requirements:

- (a) An association incorporated under the Associations Incorporation Act or a company limited by guarantee registered under the Corporations Act
- (b) Involved in the promotion, arranging and managing of sporting, recreation or other activities for non-commercial community purposes
- (c) A not-for-profit organisation included on the Australian Charities and Not-for-Profit Commission Register or registered with the NSW Department of Fair Trading as a Not-for-Profit Incorporated Association

1.2. Policy background

Tweed Shire's community halls have the potential to be vibrant community hubs, providing spaces and opportunities for a range of social, cultural, recreational, educational, environmental and economic activities that serve local residents and visitors.

This Policy covers the following nine Council-owned community halls: 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 groups make when they accept the stewardship of these halls.

2. Policy

To encourage optimum usage and benefits of community halls, licence arrangements to manage a Council hall may be made with interested not-for-profit incorporated associations. Council will support these incorporated groups (Licensees) to develop skills to ensure the long-term sustainability of halls.

Council will facilitate a collaborative approach through regular learning and information sharing workshops with the various Licensees to provide continuous support, training and skill development in managing a Council hall. Topics may include:

- Governance requirements
- Legal requirements
- Risk and safety procedures
- Various other topics as identified

To ensure Licensees are adequately resourced, Licensees can request financial assistance through the appropriate request form. Upon request for financial assistance by Licensees, Council will consider these on a case-by-case basis. The amount provided for financial assistance will be determined by Council annually.

2.1 Asset Management Plan

Council will manage its community halls in line with Council's Asset Management Plan. This includes regular condition reporting, maintenance and 'useful life' plans. Should an asset be deemed unsafe or unsustainable due to its age or condition, the community will be consulted on options for the future of the asset and a review of local community needs.

3. Related legislation

- Local Government Act 1993
- Crown Lands Act 1989
- Crown Lands Regulation 2006
- Environmental Planning and Assessment Act 1979
- Associations Incorporation Act 2009.

3.1 Related Policy

- Procurement Policy

4. Compliance

This policy includes a commitment to legislative compliance and to the continual improvement of Council facilities' management performance, consistent with the Community Facilities Plan 2019-2036.

5. Forms

This policy is accompanied by the following documents:

- Nil.

6. Review period

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

7. Useful links

[Tweed Shire Council website](#)

[Tweed Shire Community Facilities Plan 2019-2036](#)

8. Version control

Version #	Summary of changes made	Date changes made
1.0	Draft Policy adopted for public exhibition.	18/06/2016
1.1	Policy adopted by Council.	17/09/2015
2.0	Reviewed and amended to ensure clarity about the status of hall management committees, i.e. they no longer constitute a formal Committee of Council nor are they Committees under s355 of the Local Government Act 1993. Policy adopted by Council on 15/11/2022 - Minute 19.8,	15/11/2022