



COMMUNITY FACILITIES HIRE, LICENSES AND LEASES AGREEMENT POLICY

OPERATIONAL GUIDELINES

The Community Facilities Hire, Licences and Leases Agreement Policy will be implemented throughout the Community Wellbeing Directorate using the following guidelines to ensure the aims of the policy are met.

Community Facilities covered under these Operational Guidelines include:

- a. Community Halls
 - Community Halls and Meeting Spaces.
 - Guide Halls.
 - Scout Halls.
 - Senior Citizens Centres.
 - Sports Pavilion Community Rooms designed for community use during non sports club allocated hours.
- b. Neighbourhood Houses and Community Centres, including:
 - Cairnlea Community Hub.
 - Delahey Community Centre.
 - Hunt Club Community and Arts Centre.
 - Sydenham Neighbourhood House.
 - West Sunshine Community Centre.
 - Westvale Community Centre.
- c. St Albans Community Centre Community (STACC) spaces for hire.
- d. Brimbank Learning Futures (BLF) Community spaces for hire.
- e. Other facilities as determined suitable to be covered by the scope of this policy.

1.0 Type of Hire Agreement and Tenure

1.1 Council's Community Facilities across the Community Wellbeing Directorate will be allocated as follows:

- a. Community groups or individuals that are seeking a once off booking for a function, event or celebration, or bookings from Regular Hire groups outside of their allocated times including on weekends will be considered for a Function Hire Agreement.
 - b. Incorporated community groups (or those auspiced by one) that are seeking 10 or less bookings per year to undertake community activities that are not classified as a function (refer to 2.9), will be considered for a Casual Hire Agreement.
 - c. Incorporated community groups (or those auspiced by one) that are seeking more than 10 bookings per year to undertake community activities that are not classified as a function (refer to 2.9), will be considered for a Regular Hire Agreement.
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- d. Incorporated community groups that are sole users or with priority access to a community facility for historical reasons will be considered for a Licence Agreement with a maximum period of 3 years.
- e. Incorporated community groups that have previously been on a lease and/or are a sole tenant of a facility with exclusive use will be considered for a Lease Agreement for a maximum period of five years.

2.0 Hire – Regular, Casual or Function

2.1 All applications for hire must be made on the relevant application forms and are subject to meeting the Allocation Criteria and facility availability.

2.2 Facilities Available

a. Community Halls and Meeting Spaces

Community Halls and Meeting Spaces managed by Council's Community Facilities Unit are unstaffed facilities.

For these community halls and meeting spaces the Regular Hire application period is September/October annually, requests must be received prior to the closing date in order to inform the following year's bookings. Once approved, requests for additional regular days/times will only be considered by exception as remaining availability is typically reserved for casual and function bookings. Council officers may change the application period based on business needs and will communicate with users should this take place.

b. Neighbourhood Houses and Community Centres

Neighbourhood Houses and Community Centres play an important community development role in the community with neighbourhood house and community centre programs and activities having priority use of Neighbourhood House and Community Centre facilities.

For Neighbourhood Houses and Community Centres regular hire schedule is aligned to the calendar year. Existing and new Regular Hire applications must be made annually, in September/ October in order to inform the following year Regular Hire Schedule. Regular hire and/or casual hire is not available to individuals with the exception of the tennis court at West Sunshine Community Centre. Function hire is available for individuals.

Any Regular Hire applications received after the development of the Annual Regular Hire Schedule will be assessed against the criteria below and a part year agreement made if criteria is met. Council officers may change the application period based on business needs and will communicate with users should this take place.

c. St Albans Community Centre (STACC)

St Albans Community Centre is Council's premier arts and performance facility. Its purpose is to support community engagement with arts and cultural activities. As such, requests for hiring the facility will only be considered for activities related to these focus areas, including on weekends. Regular hire can be applied for throughout the year.

d. Brimbank Learning Futures (BLF)

Brimbank Learning Futures currently located at Visy Cares Hub in Sunshine, focuses on supporting the community with training education and employment. As such, requests for hiring the facility will only be considered for activities related to these focus areas. Regular hire can be applied for throughout the year.

- 2.3** Function or Casual Hire bookings will not be accepted for the following calendar year until the Regular Hire schedule is established.
- 2.4** Regular Hire applications will not be considered from new organisations unless they are an existing Casual Hirer who have had a booking at a Brimbank City Council Community Facility within the last 12 months. Special consideration may be given on request.
- 2.5** Following the closure of the application period for Regular Hire, the relevant Council Unit that manages the facilities will assess Regular Hire applications using the following Allocation Criteria as a minimum to determine the allocation of Community Facilities:
- a. History of tenancy.
 - b. Capacity/availability of the facility.
 - c. Compatibility/variety of Regular Hirers using the facility.
 - d. All information and supporting documents submitted.
 - e. Ability to provide community activities that benefit and engage with the community.
 - f. Applicants alignment with Council's Vision, Mission, Values and objectives.
- 2.6** Regular Hire enquiries received outside of the Regular Hire application period will be deferred to the Casual Hire process and if successful, offered the opportunity to apply for Regular Hire the following calendar year when applications open. Special consideration may be given under exceptional circumstances (refer to 2.8).
- 2.7** The assessment criteria at a minimum for the suitability of Casual and Function Hire requests is as follows:
- a. Availability of the desired facility for hire.
 - b. Suitability of the facility for intended hire.
 - c. Fit with Council's Vision, Mission, Values and objectives and in line with the Community and Council Plans.

Casual Hire booking enquiries for one-off events and / or activities that are considered a function, will not be approved as casual hire.

- 2.8** Expressions of Interest (EOI) for Regular Hire of community halls and meeting spaces can be submitted to Community Facilities at any time.

This option is for organisations that:

- a. Are requesting special consideration for Regular Hire outside of the standard process due to exceptional circumstances.
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This EOI process requests the following information:

- a. Organisation details.
- b. Performance against the Allocation Criteria (refer to 2.5).
- c. Ability to provide community activities that benefit and engage with the community.
- d. Applicants alignment with Council's Vision, Mission, Values and objectives.
- e. Explanation why a Regular Hire booking request should be considered outside of the standard process.

2.9 The fees and charges for Regular, Casual and Function Hire are set through Council's Annual Budget process under the following categories:

Level 1 A - Community

Community groups running activities to benefit the Brimbank community and encourage social connection and enhance health and wellbeing. Must be a registered Incorporated Association or auspiced by one. The group must declare that the purpose of the activity provided is not to make profit from participants but can charge a fee to cover associated costs of activity and hire of facility.

Level 1B – Strategic Priorities Aligned

Community groups with at least 50% Brimbank residents who can demonstrate the group's activities are aligned to the below Strategic Priorities from the Council Plan and receive minimal or no funding (with the exception of Brimbank Community Grant recipients). Must be a registered Incorporated Association or auspiced by one.

Groups that would align to this category would be those who demonstrate they offer:

- Programs that build employment and entrepreneurial skills.
- Activities that connect people to lifelong learning opportunities, this may be offering programs that build the capacity of the community.
- Activities and programs that foster inclusive artistic and cultural experiences.

Level 2 – Social Justice Framework

Not for profit organisations, that are a registered Incorporated Association (or auspiced by one) delivering programs or services for individuals/ groups who are experiencing significant disadvantage due to those individuals current circumstances (as identified in Council's Social Justice Framework) from the list below.

- Unemployment or underemployment
- Homelessness or insecure housing
- Family and domestic violence
- Poverty or very low income
- Substance dependence
- Gambling harm
- Seeking asylum or having refugee status
- Visa status and new arrivals
- Involvement with the child protection system
- Involvement with the justice system

The programs or services would provide activities that build skills/capability of group members and receive minimal or no funding (with the exception of Brimbank Community Grant recipients). This rate is subject to evaluation and approval by relevant Department Manager based on established criteria.

Level 3 – Standard

For profit organisations and those not eligible for Levels 1, 2 & 4.

Level 4 – Partnership Agreement

Programming aligned to Council services that enables Council to deliver identified outcomes instead of delivering its own services. Subject to evaluation and approval by relevant Department Manager.

Level 5 – Function Standard

Private or community group functions, including but not limited to, social nights, dinner dances, birthday parties, engagements, performances, meetings, festive and cultural celebrations.

Level 6 – Function Regular Hire Group and Community Grant recipients

Community group with current approved Level 1, 2 or 4 Regular Hire agreement in place holding function linked to group activities or fundraising for Department Manager approved cause (and not private purposes).

- 2.10** The Seniors Category from the Community Facilities Hire, Licences and Leases Agreement Policy is being ceased in the 2026 policy update, with existing seniors groups under this category continuing as a legacy matter but the fee will change to a per hour fee for a maximum of five hours per day.
- 2.11** Council will set the fees for each category, booking fees and any other relevant fees through the Annual Budget Process.
- 2.12** Council will not provide any hire of community facilities to community groups under the categories above at no charge or discounted rates as the rates are already subsidised by Council, with the exception of Partnership Agreements as approved by Department Manager.
- 2.13** To allow sufficient time to organise all aspects of bookings a minimum of 10 working days notice of bookings is required. Special consideration will be given in the event of unplanned events that are able to demonstrate a case on compassionate grounds such as wakes.
- 2.14** Bookings that are deemed to be high risk including but not limited to 16th – 21st birthday parties will not be considered for Neighbourhood Houses and Community Centres, STACC or BLF, but will be considered at other facilities and have additional requirements including:
- a. Bookings must be registered with the Victoria Police Party Safe Program and evidence of this must be supplied to Council.
 - b. Compulsory security guard attendance for the duration of the booking to be organised through a Council approved supplier with costs to be met by the hirer. A minimum of 2 security guards are required for bookings up to 60 people and a minimum of 4 security guards for bookings over 60 people.
 - c. Bond may be required and amount is set through Councils Annual Budget Process.
 - d. No alcohol consumption for parties under the age of 18, with security guards to contact the Police if this requirement is not met.
 - e. Other requirements as deemed appropriate by Council.
- 2.15** All hirers must comply with the Conditions of Use relevant to the facility that they are hiring. This information is provided on Council's website and provided to hirers and may differ across various facilities, depending on the intended use and purpose of the facility. The Conditions of Use will outline information including the access times for the relevant facility, bond forfeiture conditions (if
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bond charged), ability to charge the hirer appropriate incurred costs for breaches and other important information. Hirers must exit the facility by the curfew time including having carried out pack-up and clean-up responsibilities as per the Terms of Conditions of Use. Terms and Conditions of Use will be reviewed and updated on a regular basis by Council Officers.

- 2.16** Community facilities available for Function Hire may not be available for Regular and Casual Hire on Saturday nights to accommodate the high demand for Function Hire space at this time.
- 2.17** Council does not provide private viewings of unstaffed facilities. Instead, Council's website includes virtual tours, photos and floor plans to enable potential hirers to view the facilities.
- 2.18** For unstaffed facilities Council operates an external Hall Keeping Service for the open and close of Function Hire bookings with the costs covered under the booking fee charged for each booking. Any further Hall Keeping call outs are at the hirers cost. Any advice offered by Hall Keepers is done so voluntarily and does not overrule the Terms of the Conditions of Use.
- 2.19** The following information is required from the hirer if they intend to engage any external service providers during their hire in order for a decision to be made by Council if it is permitted:
 - a. Service providers business details including name, address, contact number and ABN.
 - b. Service provider's Public Liability Insurance Certificate with a minimum cover of \$20 million.
 - c. Description and Proposed location of activities on the site.
 - d. Measures the hirer / external service provider will take to ensure no damage is done to Council assets as a result of the activities of the external service provider.

3.0 Licence and Lease Agreements

- 3.1** The application/allocation process for new, acquired or vacated community facilities will be managed in accordance with the Community Facilities and Reserves Allocation Policy. For Artist Studios an Expression of Interest process will be undertaken.
 - 3.2** Licence Agreements for Artist Studios for a maximum of two years, Licence Agreements for facilities will be offered for a maximum period of 3 years, and Lease Agreements will be offered for a maximum of 5 years at Council's discretion.
 - 3.3** Community groups operating on a Licence or Lease Agreement (except for those using Artist Studios) must provide the following documentation on an annual basis as a minimum:
 - a. Name and contact details of the Liaison Officer of the community group.
 - b. Information of community group participation numbers.
 - c. Details of all current committee members of the community group.
 - d. Copy of current Public Liability Insurance Certificate for \$20m.
 - e. Copy of AGM minutes held within the last 12 months.
 - f. Copy of Annual Report for previous year including financial statement as per requirements of Associations Incorporation Act 2012.
 - g. Community Facility Key Register.
 - h. Current Business Plan (or equivalent).
 - i. Copy of Liquor Licence/Food Registration Certificate (if applicable).
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- 3.4** Annual fees for community facilities operated on a licence (except for Artist Studios) will be calculated according to the standard of the facility. This model is based on the 'Sports Facility Hire, Licences and Leases Agreement Policy' taking into account the discounts available to sports clubs and limited ability of community groups to generate income. Licence fees will be set as per the table below at the start of the initial agreement and annual increases will be determined through Councils Annual Budget process. Fees for future subsequent licences will start at the fee charged in the final year of the previous agreement plus 4% or an increase as determined through Council's Annual Budget process.

Annual fees for Leases will be charged at peppercorn rates (nominal minimal amount) taking into account the limited Council investment and maintenance of these facilities due to the varying ownership of the land and buildings. Lease fees will be set as per the table below at the start of the initial agreement and increases will be set for the duration of the lease at 4% or as determined through Council's Annual Budget process. Fees for future subsequent leases will start at the fee charged in the final year of the previous agreement plus 4% or an increase as determined through Council's Annual Budget process.

Community Facility Categories, Agreement Types and Fees

Category	Definition	Type of Agreement	Agreement Starting Fee
A	New building or building on Council land which has been significantly upgraded by Council in the last 5 years	Licence	\$500
B	Building on Council land which was built or extensively upgraded by Council between 5 and 7 years ago	Licence	\$400
C	Building on Council land which was built or last upgraded more than 7 years ago	Licence	\$300
D	Community Group owned building on Council Land	Lease	\$300
E	Community Group owned building on Crown Land	Lease	\$200
F	Council land without building	Licence/Lease	\$300

Community Facilities on Licences and Leases

Category	Facility
A	Nil at time of policy adoption
B	Nil at time of policy adoption
C	Deer Park Senior Citizens Centre – Station Rd, Deer Park Keilor Community Hub, Old Calder Highway St Albans Scout Hall – Percy St, St Albans St Albans Senior Citizens Centre – Arthur St, St Albans Thomas Hall – Furlong Road, Sunshine North Brimbank Traffic Education School – Clubhouse Place, Keilor Downs
D	Barclay Reserve Scout Hall – King Edward Ave, Albion Deer Park Scout Hall – Station Rd, Deer Park Sunshine Scout Hall – Nixon St, Sunshine
E	Keilor Guide Hall – Bonfield St, Keilor Keilor Scout Hall – Bonfield St, Keilor
F	Nil at time of policy adoption

- 3.5** Maintenance responsibilities will be outlined in each tenancy agreement with community groups expected to undertake their responsibilities safely and with Council permission where required.
- 3.6** Council officers will schedule formal facility inspections of community facilities on Council land to ensure the terms and conditions of the agreements are being adhered to and that facilities are being maintained at the required standard.
- 3.7** Council officers will regularly engage with community groups operating on licences and leases to maintain contact, address issues as they arise and ensure groups are meeting the operational requirements of their agreements.
- 3.8** Council officers will collect information from community groups on an annual basis to ensure they are sustainable, maximising the use of facilities, engaging with their local communities and planning strategically for the future.
- 3.9** Council may suspend or terminate an occupancy agreement if it has good cause including, but not limited to:
- The community group has breached the terms and conditions of the occupancy agreement.
 - The community group has failed to pay their fees or utility bills.
 - The community group has refused or ignored a reasonable request to share the facility.
 - The community group has failed to provide information requested by Council by the designated time frame.
 - The facility is determined to be no longer suitable for use due to its condition or other factors.