

COMMUNITY FACILITIES PRIORITY OF ACCESS POLICY



Approval Body:	Council
Endorsement Date:	19 September 2023
Current Version:	<i>Policy documents change from time to time and it is recommended that you consult the electronic reference copy on the Intranet to ensure that you have the current version.</i>
Compulsory Review Cycle:	4 years
Review Date:	19 September 2027 <i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i> <i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of ELT.</i>
Responsible Department:	Active Communities
Responsible Team:	Community Facility Management
Relevant Legislation:	NA
Relevant Council Documents:	Community Facilities Planning Framework 2019 (containing the Community Facilities Access Principles) Council Plan 2021-25 Economic Development Strategy 2021-25 Infrastructure Strategy 2021-25 Environment Strategy 2021-25 Health and Wellbeing Strategy 2021-25
ECM ID:	17515657

1. Purpose and Intent

Council is committed to the provision of community facilities that meet residents' needs for community services, community engagement and connection.

The *Community Facilities Access Principles* define Council's position and provide a consistent approach to the provision and management of the diverse range of community facilities that are owned and managed by Council and are available for hire.

These principles have been applied to develop a policy to inform the priority of access of community facilities.

Community Facilities Access Principles

Appropriate

Council facilities will enable the delivery of an appropriate mix of Council and community programs, activities and services in response to local need that will provide positive social, health and wellbeing outcomes to the Casey community.

An appropriate mix is defined by the specific facility team - informed by data, community reference group priorities and community consultation.

Equitable and Fair

Council is committed to delivering, developing and providing spaces for hire where all community members can access services and information, have something to do, and feel connected to their community free of discrimination and according to need.

Local Priority

Groups and organisations that live, work or have a connection with Casey residents and those that service the local community surrounding the facility (including regional groups and organisations providing services for Casey residents) will have priority over groups and organisations providing services for people outside of the municipality.

2. Scope

The use of this Community Facilities Priority of Access Policy (Policy) applies to:

- all groups, organisations and individual hirers currently accessing community facilities for regular hire that are owned and managed by Council.
- all groups, organisations and individual hirers who will access spaces for regular hire in the future at existing and new Council owned and managed community facilities.

The Policy is to be utilised for any Council owned and managed community facilities where spaces are available for regular hire except for those within Bunjil Place, The Factory Rehearsal Centre for the Arts, Old Cheese Factory, Wilson Botanic Park and Myuna Farm.

Requests for casual hire fall outside the scope of this policy and will be managed on a case-by-case basis.

3. Definitions

Key term	Definition
Casual hire	An occasional or one-off booking.
Council	means Casey City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i>
Councillors	means the individuals holding the office of a member of Council
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer
Community group	A community group is a collection of individuals located in a common geographical area who come together to promote a common cause and/or provide activities for community and broader public benefit. Typically, community groups: • are not for profit. • have an independent management committee. • rely on volunteer support • do not receive ongoing local, state, or federal funding. • invest profit back into their group's activities and programs Examples include art and craft groups, health and wellbeing groups, community networks, residents' associations and general interest groups.
Community facilities	Any Council owned and managed community facility except Bunjil Place, Narre Warren; The Factory Rehearsal Centre for the Arts, Cranbourne East; Old Cheese Factory, Berwick; Wilson Botanic Park, Berwick; and Myuna Farm, Doveton.
Community Service Organisation (CSO)	An organisation that is established with the purpose of providing services that support the community. All profit made is invested back into the community through the provision of services. These not-for-profit agencies assist individuals and families by: • providing psychosocial, physical, educational, financial and other support services. • strengthening community ties and building healthier and stronger communities. • benefiting the community rather than its own members and is accountable to a governing body. Examples include disability services, support services and welfare agencies.
Commercial, business or training organisations	Any business that is established for the purpose of making a profit from their services. Any training organisation that offers accredited training and is registered as a private training organisation. Examples of this type of organisation include those charging attendees for tutoring, music lessons, dance classes.

Direct Council service	Direct Council services which are provided by any Council department in response to identified local needs.
Local	Located within the Council municipality.
Private hire	Events or hires not open to the public. Examples of this type of hire are birthday parties and family celebrations.
Regional	Adjoining the Council municipality e.g., Knox City Council, Yarra Ranges Council, Cardinia Shire Council, Mornington Peninsula Shire, Frankston City Council, or City of Greater Dandenong.
Regular hire	A recurring booking over an agreed period of time during a calendar year.
Standard	Measures to compare assessments after Priority of Access Levels have been assigned.

4. Context

Council has a wide variety of community facilities that are available for hire. Often groups will request the same day, time or space and a choice has to be made by Council officers as to which group the space is allocated to.

Council also has facilities that accommodate Community Service Organisations (CSOs) through a lease or license agreement, where a fair and consistent process is required to decide CSO allocation.

Based on the Community Facilities Access Principles listed above, this Policy will provide equitable distribution amongst the competing needs of the various stakeholders and will support prioritisation using the three levels of priority defined below. These Principles apply to all groups, organisations and individual hirers when undertaking venue hire with the exception of casual hirers.

Priority of Access Levels

- » **Priority One** – Direct Council services are given the highest priority for access and use.
- » **Priority Two** – Not-for-profit community groups and Community Service Organisations
- » **Priority Three** – commercial and private hirers conducting activities for the purposes of deriving a profit.

After placing applicants in the appropriate Priority of Access Level, the relevant community facility management team will further assess each potential hirer's request by considering their hiring history and four criteria (noted below).

Hirer History Check

Council values ongoing mutually supportive relationships with community groups and the local community. Therefore, Council considers the applicant's current and previous occupancy record when allocating spaces in facilities..

If applicants have not previously complied with Council's terms and conditions of hire or if any complaints have been upheld against them, they will not be considered for allocation. If a potential hirer

Criteria

1. Community priorities
2. Health and Wellbeing Strategy alignment
3. Local organisation with local participants
4. Under-represented or emerging groups' service or program

The Policy ensures Council has a clear and transparent process for prioritising hire and leasing/licensing of community spaces. This Policy enables the gathering of appropriate information about each potential facility user to support the decision-making process.

Alternative solutions may be offered if the request cannot be accommodated.

CRITERIA	REASON
1. Community priorities	Priority will be given to community groups and CSOs that will have the biggest impact on service gaps in the local context. Applicants will therefore be asked to outline how they meet Council's community priorities using the assessment questions in Appendix 2.
2. Health and Wellbeing Strategy alignment	The Health and Wellbeing Strategy outlines the health and wellbeing priorities for the City of Casey that have been developed in close consultation with the local community.. Applicants will therefore be asked to outline in the assessment question how they meet these priorities - <u>Health and Wellbeing Strategy (2021-25)</u>

6. Responsibilities

Who	What
Community Facilities Officer, City of Casey	Assist potential hirers to complete the application form if required.
Coordinator Community Facilities, City of Casey	Application form assessed, and outcome communicated to potential hirer.

7. Breaches

Where a potential applicant provides misleading information on their application form, their tenure will be reconsidered and they may be excluded from hiring any Council community facilities in the future.

8. Relevant Forms

NA

9. Document History

Date approved	Change Type	Version	Next Review Date
19 September 2023	Document Initiation	1.0	19 September 2027

APPENDIX 1

Table 2 – Assessment Scoring

Criteria	Maximum of 20 points allocated	Maximum of 15 points allocated	Maximum of 10 points allocated	Answer worth 0 points
Community priorities (question 1)	Service meets two or three Council identified community priorities	Service meets one of Council identified community priorities	Service is valued by community, but it is not focused on meeting any Council identified community priorities	
Health and Wellbeing Strategy (question 2)	Service meets three or more of the priorities in Council's Health and Wellbeing Strategy	Service meets two of the priorities in Council's Health and Wellbeing Strategy	Service meets one of the priorities in Council's Health and Wellbeing Strategy	Service is valued by community, but it doesn't align to Council's Health and Wellbeing Strategy
Local organisation with local participants (question 3)	The organisation is locally based with a local focus. Only has local participants attending	The organisation is a locally based service, outlet or project but has a regional focus. Most participants are local	The program is a locally based service, outlet or project that is part of a state-wide or larger organisation. Participants are a mix of local and regional	The organisation isn't locally based and has no local participants
Under-represented or emerging community groups' service or program (assessed by officer comparison)	A unique service or program (one of a kind)	A community service or program provided by two groups	A community service or program provided by three or more groups	A community service or program meeting a less critical community need (in terms of Council identified targets)
Complementary and integrated service delivery	The organisation will collaborate with other tenants to coordinate their services and activities so that they provide	The activities or services of the organisation go well together and could have mutual benefits	The activities or services of the organisation will not adversely impact those of other tenants	The activities or services of the organisation may provide an unsafe environment for other tenants and community

	maximum community value			
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Each assessment will be scored according to the information provided in Table 2 above and the total points achieved by the potential hirer will indicate their Access Priority Ranking detailed in Table 3.

Table 3 – Access Priority Ranking

<i>Category</i>	<i>Category A</i>	<i>Category B</i>	<i>Category C</i>	<i>Category D</i>
Points Range	61 - 80 points	41 - 60 points	21 - 40 points	0 - 20 points
Access Priority	Excellent	Good	Possible	Low

APPENDIX 2 – Assessment Questions for facility hire

Inclusive practices

Question 1 – Does your organisation/group’s program or activity... (Please tick all that apply and provide further information in the space below):

- ☐ Support Casey’s culturally diverse community?
- ☐ Create pathways to employment?
- ☐ Engage families, children and young people?
- ☐ Reduce social isolation?
- ☐ Provide access for all abilities?
- ☐ None of the above

Please explain how your organisation/group’s program or activity does this:

Health and Wellbeing Strategy priorities

Question 2 – Which of the following health and wellbeing priorities in Council’s *Health and Wellbeing Strategy (2021-25)* does the service or program your organisation/group provides meet? (Please tick all that apply):

- ☐ Reduce harm from alcohol, drug and tobacco use.
- ☐ Support community adaptation to climate change.
- ☐ Reduce violence and gender inequality.
- ☐ Increase healthy eating and food security.
- ☐ Improve mental wellbeing and social inclusion.
- ☐ Increase physical activity and active living.
- ☐ Supports Living and Ageing Well.
- ☐ None of the above.

Local organisation with local participants

Question 3a – Where is your organisation based? (Please tick only one option):

- ☐ Organisation is locally based and stand alone, with a local focus.
- ☐ Organisation is locally based and stand alone, with a regional focus.
- ☐ Organisation is locally based and part of a state-wide or larger organisation.
- ☐ Organisation is not locally based.

Question 3b – Where do your participants come from? (Please tick only one option):

- ☐ All participants are local.
- ☐ Most participants are local.
- ☐ There is an approximately equal mix of local and regional participants.
- ☐ Most participants are regional.
- ☐ There are no local participants.

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NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive

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TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى ਦੁਆਰੀਆ ਕਾਸ਼ਮੀਰੀ

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