

Places of Assembly/Community Facilities

Council Policy Number	157
Date adopted	25 June 2019
Scheduled for review	June 2023



1. Purpose

To inform decisions on planning, provision and management of places of assembly and community facilities across the municipality.

2. Definitions

Places of Assembly	meaning venues in which activities, meetings and other gatherings are conducted or a premises used for a community use which provides for artistic, social or cultural activities or community support services to the public and may include the preparation and service of food and drink.
Community Facilities	<p>meaning venues in which activities, meetings and other gatherings are conducted or a premises used for a community use which provides for artistic, social or cultural activities or community support services to the public and may include the preparation and service of food and drink.</p> <p><i>Note:</i> Places of Assembly and/or Community Facilities include halls (public, Church, school, etc), club rooms, sporting venue social rooms, meeting rooms (e.g. Churches, Service Clubs, Fire Stations), stadiums, conference centres, function rooms, neighbourhood houses, public houses, etc.</p>
Accessible	meaning includes, but is not limited to, reference to physical accessibility as understood in the <i>Disability Discrimination Act</i> , equity of access as understood in the <i>Equal Opportunity Act</i> , and; appropriate for a range of users as understood by the Principles of Universal Design.

3. Policy Statement

Places of assembly and community facilities are important assets in towns and districts as typically they are venues in which activities, meetings and other gatherings are conducted that collectively are the cornerstones for maintaining strong and inclusive communities. Such facilities are used for wide ranging purposes, such as sporting, cultural, educational and social activities.

Campaspe Shire Council ('Council') has an obligation to foster community cohesion and encourage participation in civic life. The availability of places of assembly and community facilities supports the achievement of these obligations.

This policy sets the framework by which Council will ensure the availability of places of assembly and community facilities across the municipality to meet community need. It does not prescribe that all or any facilities available to communities are to be provided by Council.

The framework adopted by Council is to be used to determine the availability of facilities and guide decision making for planning, provision and management and includes the renewal, upgrade, acquisition and disposal of places of assembly and community facilities.

3.1 Principles

Seven principles are to be applied for the future planning, provision and management of places of assembly and other community facilities with the key function to accommodate public gatherings.

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| i) <i>Diverse</i> | <i>A range of facilities are to be available across the municipality to firstly, ensure that the community has access to a variety of different indoor spaces and settings, and secondly, to cater for different needs in relation to quality.</i> |
| ii) <i>Maximise Use</i> | <i>Facilities must be utilised to maximum potential.</i> |
| iii) <i>Accessible</i> | <i>Facilities will be accessible to and welcome people of all ages, genders, abilities and cultural backgrounds.</i> |
| iv) <i>Sustainable</i> | <i>Facilities will be located, designed and managed, having regard to longevity, relevance and financial viability.</i> |
| v) <i>Adaptable</i> | <i>Facilities will be designed and managed to be flexible use spaces to meet a range of existing community needs, and when required, have the capability to be responsive to new or emerging needs.</i> |
| vi) <i>Partnerships</i> | <i>A collaborative and partnership approach be adopted between Council, community and stakeholders to support the day to day planning and management of community facilities.</i> |
| vii) <i>Financially Responsible</i> | <i>Financial viability and cost effectiveness of Council-owned facilities will be considered in all aspects of their planning, development, use and management.</i> |

3.2 Hierarchy of Facilities

A hierarchy of the capacity and level of amenity for facilities has been established to determine appropriate provision of service is available across the municipality. The following criteria has been established for the level of facilities available for a range of purposes.

1. Local – level facilities are generally meeting places with low capacity and amenity. These facilities support activities and events conducted by the immediate surrounding community.
2. Township – level facilities are the most commonly provided facilities, and typically have good flexibility of use due to their size, their location within a catchment, good provision of support infrastructure. These facilities have the capability to support a broad range of activities and events for surrounding communities.
3. District – level facilities are generally designed and fitted out to a higher level of amenity and can accommodate larger gatherings of people (200+). These facilities have the capability to support a broad range of activities and events for surrounding districts.

The table below outlines the Hierarchy of provision of Places of Assembly/Community Facilities.

Criteria	Local	Township	District
Catchment (Driving time from household)	0 – 15 minutes	15 – 20 minutes	20+ minutes
Capacity (Number able to be seated)	Up to 80 people	80 – 300 people	200 – 400 people
Kitchen (see definitions below)	Kitchenette, or access to an urn/hot water and fridge while within the building.	Basin to large kitchen connected to room by a servery	Large to commercial kitchen connected to a room by a servery
Toilets	Available within the building or adjacent outside	Likely connected directly to the building	Likely connected directly to the building

Storage	Little or no storage space available for regular users	May have lockable space available for user groups	Will have lockable storage space available for user groups
Stage	No	May have a stage, or area designed to accommodate a portable stage or lectern	May have a stage, or area designed to accommodate a portable stage or lectern
Audio-Visual Equipment	Unlikely to be permanently installed. Not likely to have equipment available on site.	Unlikely to be permanently installed, but equipment available on site.	Likely to have permanently installed, but equipment available on site.
Disabled Access	Will have disabled car park and a disabled toilet	Will have disabled car park and a disabled toilet	Will have disabled car park and a disabled toilet
Car Parking	On-street parking	Off-street parking available for a minimum of 30 vehicles	Off-street parking available for a minimum of 50 vehicles
Kitchen Definitions Kitchenette = benchtop, sink and concealed fridge within the room Basic Kitchen = small in area with domestic sink, stove, fridge and other appliances Large Kitchen = large in area with multiple bench spaces, and likely to have at least one unit of each appliance and/or some commercial appliances Commercial Kitchen = designed and fitted out to commercial kitchen regulations			

3.3 Ratio of Facilities

The ratio of facilities to population for the municipality has been calculated as follows:

- District – One facility per 10,000 people
- Township – One facility per 3,000 people
- Local – One per facility per 2,000 people

Exclusions

Nil

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Related Legislation

Local Government Act 1989

Related Policies/Strategies

Council Policy 91 - Sustainable Asset Management

Internal Policy 118 - Asset Rationalisation

Places of Assembly Strategy

Attachments

Nil

Review Period

Four years

Responsible officer

Manager Community Development

Administrative Updates

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 the policy, such a change may be made administratively. 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 Council.

Approval History

Adopted	21 November 2017	Minute Book Reference No 3396 (item 6.6)
Revised	25 June 2019	Minute Book Reference No 1988 (item 7.1)
Revised	1 March 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: 

Date: 3/3/2021

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