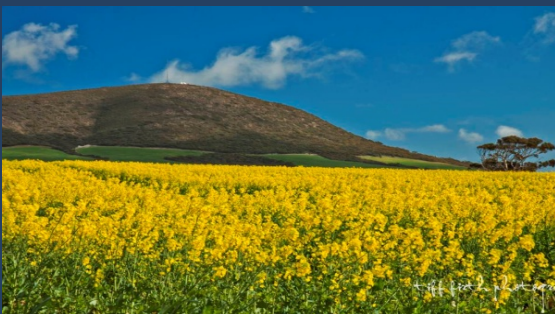
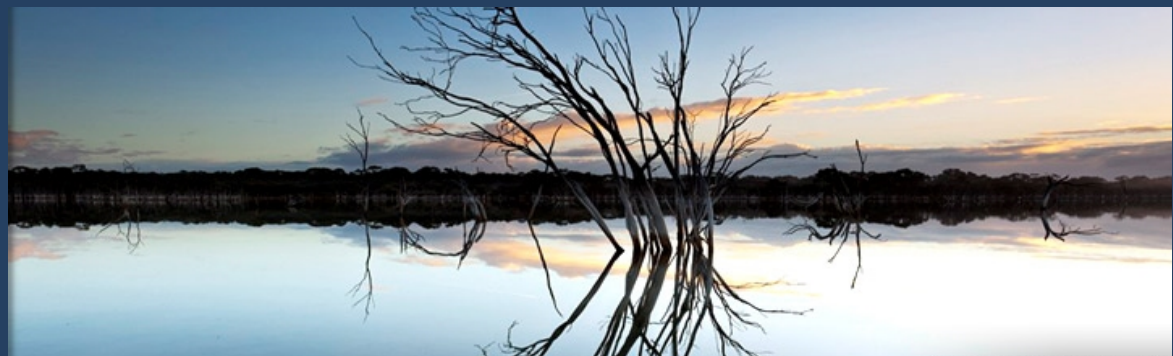




LOWER EYRE  
COUNCIL

## Policy – Hire of Council Chambers



“Working with our Rural & Coastal Communities”



# PRM-POL-01 – COUNCIL CHAMBERS HIRE

Version No:	1.3
Issued:	April 2023
Next Review:	March 2026

Responsible Department:	Corporate Services
Policy Adopted	19/04/2023
Minutes Reference:	18.1 – OCM/23/025
Applicable Legislation:	N/A
Related Policies/Procedures/Codes:	PRM-FORM-01 – Council Chambers Hire PRM-FORM-01.02 – Council Chambers Hire – Day of Hire Checklist
Review Frequency:	Following Council Election

## 1. INTRODUCTION

The Lower Eyre Council ("the Council") Chambers is to be used for Council related activities, meetings that are to the benefit of the community and Council associated community meetings, seminars or presentations.

Not for profit organisations will be encouraged to use existing facilities within the township (Cummins Community Hotel, Bowling Club, RSL, Hall Supper Room etc) in the first instance, however the Chambers will be made available to not for profit organisations meeting any of the above criteria if other options have been exhausted and the function is deemed appropriate to be held in Chambers.

## 2. POLICY STATEMENT

Bookings for the Chambers are to be made with the Executive Assistant and requests for use of the Council laptop, data projector, screens, white boards etc must be made at the time of arranging hire (at least 24 hours prior).

Groups are encouraged to supply their own tea, coffee, biscuits, milk etc or make arrangements with the Executive Assistant to use Council stock for a small contribution. Any further catering requirements will be arranged by the hirer.

Groups who use the Chambers during business hours are required to check in at the front counter where they will be provided with an attendance list and a copy of the hire agreement to be returned to Council at the conclusion of hire.

The Chambers must be returned to its original format (as per the hire agreement) and left clean and tidy.

Groups who wish to use the Chamber after hours will be encouraged to utilise the Cummins Hotel or other venues within town in the first instance.

If Chambers is required at night a member of staff may be requested to attend the meeting and Council reserve the right to recoup this staffing cost from the organisation.

If a staff member is not able to attend the meeting, a representative of the group must collect a code for the lunch room door and alarm from the front counter between 9am-5pm on the same working day. Codes for the door and alarm will be changed the following day.

### 3. CONDITIONS OF HIRE

- 3.1 Confirmation of booking is subject to room availability, the completed and signed booking form and any required fees paid.
- 3.2 Bookings are subject to change. Council reserves the right to cancel a booking should an urgent need to utilise the Chambers for Council purposes arise and will endeavour to provide 48 hours notice to a hirer (where possible).
- 3.3 Council provides tea/coffee making facilities and supplies. If Council consumables are utilised, a small fee may apply.
- 3.4 The Chambers and meeting rooms are left set up in meeting style. If the hirer requires the room to be set out any other way Council are not responsible for setting up tables and chairs in either of these rooms. The hirer will need to ensure they allow enough time to arrange the room to suit their requirements. No furniture is to be removed from any room without the prior permission from Council.
- 3.5 The kitchen is fully equipped with crockery, cutlery etc however it is the responsibility of the hirer to clean up afterwards and put the items away.
- 3.6 The venue and furniture must be left in a clean and tidy condition. If cleaning is required a fee may be charged.
- 3.7 Smoking is not permitted in any facility owned or operated by the Lower Eyre Council.
- 3.8 No working papers, posters etc are to be stuck on any wall within the building (e.g. by use of blu-tack, sticky tape etc). Whiteboards and magnets will be made available for use upon request.
- 3.9 The Lower Eyre Council will not accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests.
- 3.10 The hirer is responsible for all breakages to equipment, furniture and fixtures and any Council property that may be removed from the venue.
- 3.11 Prior to the event the hirer/user must specify all the equipment that will be required and make themselves familiar with the equipment as there is no technical support available.
- 3.12 When leaving the premises the hirer must ensure that all lights have been turned off, all guests have vacated the building and the door exited by is locked and security system activated (if applicable).
- 3.13 Hire fees – A fee of \$66.00 (or part thereof) may be charged for the hire of Chambers at Councils discretion. Once the completed booking form has been received and the request for hire has been approved, a tax invoice will be provided to the hirer (if fees are applicable). Payment is required prior to use of the facility.
- 3.14 The Chambers is only available to be hired for a maximum 8 hour period.
- 3.15 Council reserve the right to request noise / activity be suspended at any time.



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## DOCUMENT HISTORY

Version:	Issue Date:	Description of Change:
1.1	May 2019	Reviewed without amendment
1.2	August 2019	Reviewed without amendment
1.3	19/04/2023	Reviewed with minor amendment – Inclusion of parking to front of office during business hours



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## SECTION 1 - TO BE COMPLETED BY COUNCIL REPRESENTATIVE

### Hirer Details

<input type="checkbox"/>	Outlook calendar noted?
Address: _____	
Email: _____	
Contact Person: _____	Phone: _____
Reason for use: _____	
_____	
_____	
Date of Use: _____	Time In: _____ Time Out: _____
Are supplies for morning / afternoon tea required? Yes / No	
Are any other catering arrangements in place? Yes / No	
Details: _____	
_____	
_____	

### Other requirements:

<input type="checkbox"/>	Council Laptop	<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>	Other: _____
Number of People: _____		Agreed amount to be invoiced: _____		\$ _____	

Arranged by (EA): _____	Dated: _____
Approved by: _____	Dated: _____

### Other requirements

<input type="checkbox"/>	Copy of Policy PRM-POL-01 provided (may have been emailed)
<input type="checkbox"/>	Copy of this form provided (on day of hire)
<input type="checkbox"/>	Copy of Induction sheet & attendee list provided (on day of hire)

### Alarms / Codes

<input type="checkbox"/>	Security advised
<input type="checkbox"/>	Code on kitchen door changed



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## SECTION 2 - HIRER TO COMPLETE

Hirers of the Chambers are welcome to use crockery and cutlery as provided, however, the drinks and food items in the fridge or cupboards are for Council use ONLY unless prior arrangements has been made. Any unauthorised consumption may be invoiced to the hirer.

### CHECKLIST

#### Introduction:

- Induction list explained to attendees
- Attendee list returned to front office

#### At end of hire:

- All tables & chairs returned to original position
- Tables clear of materials
- IT equipment switched off
- Dishes stacked in dishwasher and washer on (refer instructions in drawer)
- Urn switched off
- Leftover food / bottles disposed of
- Bench tops wiped clean
- Air conditioner switched off (button switch near control unit)
- Lights off (kitchen & Chambers)
- Kitchen door closed properly
- Checklist returned to front counter

Are there any faults to report? Yes / No

Details:

.....

.....

Responsible Hirer:

Council Representative:

.....

.....

### Office use:



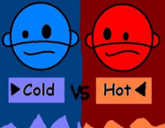






<input type="checkbox"/> Chambers / kitchen in satisfactory condition?	Yes	No
<input type="checkbox"/> Code/s changed	Yes	No



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## SITE SAFETY INDUCTION - COUNCIL CHAMBERS

The person facilitating the meeting or gathering is required to facilitate the site induction; the following information **MUST BE** presented to participants prior to the commencement of any session.

	<p><b>Attendee Roll:</b></p> <p>Attendees shall sign in and meeting organisers / training facilitators are required to keep the attendance list in the event of an emergency (A copy must also be left at the front counter for the information of Council staff).  <i>“Public Meetings attendees sign in optional”</i></p>
	<p><b>Exits &amp; Evacuation:</b></p> <p>There are two exits from Chambers, one on the eastern end of the room, through the meeting room and kitchen, and on the western end of the building, up the ramp and out the main entrance.</p> <p>Should an alarm sound (1 long blast of a whistle) then all attendees must evacuate the building and assemble in the designated area In the front of the Cummins Institute.</p>
	<p><b>Physical and Social Environment:</b></p> <p>Airconditioner automatically turns off after 2 hours. Press white button next to display unit to reactivate. Please speak to a presenter / organiser / representative if you are concerned or uncomfortable with the temperature or physical environment in Chambers.</p>
	<p><b>Hazards and Incidents:</b></p> <p>Report any hazards, incidents or accidents to presenters / organisers / representative who will then record this on the hire agreement checklist for Council follow up. Consider manual handling techniques when moving / lifting heavy items (bend the knees, not the back).</p>
	<p><b>First Aid:</b></p> <p><b>During Office Hours 9am – 5pm</b> – A first aid kit is located within the main administration area, near the photocopier on the northern wall.</p> <p><b>Outside Business Hours</b> – Assistance from SA Ambulance for emergencies dial 000.</p>
	<p><b>No Smoking:</b></p> <p>The Lower Eyre Council does not permit smoking in any Council facility or worksite.</p>
	<p><b>Security:</b></p> <p>Do not leave personal items unattended, if leaving a session in the late evening consider the personal safety of yourself and others. Council will not be liable for any loss or damage to belongings or equipment.</p> <p>All invitees, visitors and volunteers are asked to respect security requirements of the office and remain in the designated meeting area.</p>
	<p><b>Parking:</b></p> <p>During business hours parking is available at the front of the Council building on Railway Terrace . parking at the rear of the Council building and the rear kitchen entrance will be accessible after hours as the Chambers door will be locked (unless a Council employee is in attendance).</p>
	<p><b>Toilets (Male / Female):</b></p> <p>Unisex toilets are located to the east of the Council Chambers, off of the smaller meeting room.</p>



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HIRE**

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**COUNCIL CHAMBERS HIRE – ATTENDEE FORM**

This form is to be used to record all attendees on site when Council chambers has been hired by a third party. This form must be **returned to the front counter** after induction and sign in has occurred.

**Hiring organisation:** .....

**Responsible person:**.....

**Date:** .....

**Attendees: Must follow all instructions issued by Council staff in the event of an emergency.**

NAME	SIGNATURE