

REGIONAL COUNCIL OF GOYDER

 GOYDER South Australia's Heartland	COUNCIL CHAMBERS BOOKING POLICY	Department	C&C
		Version No:	1.1
		Adopted:	Nov 2018
		Reviewed	Nov 2020
		Next Review	Nov 2022
		Minute Ref	218/20
		Responsibility:	CDM

1. INTRODUCTION

The Regional Council of Goyder Council Chambers is to be used for Council related activities, meetings that are to the benefit of community and Council associated community meetings, seminars, presentations and workshops.

Organisations will be encouraged to use existing facilities within the township in the first instance, however the Chambers will be made available if other options have been exhausted and the function is deemed appropriate to be held in Council Chambers.

2. POLICY STATEMENT

Bookings for the Chambers are to be made with the Community Engagement Officer and requests for use of the Council laptop, data projector, white board and any other items must be made at the time of arranging hire (at least 48 hours in advance).

Groups will be required to provide their own tea, coffee, biscuits, milk and consumables or make arrangements with the Community Engagement Officer to use Council Stock for a small fee. Any further catering requirements will be arranged by the hirer.

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

Groups must supply a copy of their public liability certificate of currency at the time of application.

3. TERMS AND CONDITIONS

- 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 will provide tea/coffee and consumables for a small fee.
- 3.4 Food and drink may be consumed in the Council Chambers and meeting room. We ask that you refrain from eating and drinking in the foyer.
- 3.4 Council are not responsible for setting up tables, chairs or equipment. The hirer must ensure they allow enough time to arrange the room to suit their requirements. No furniture is to be removed without the prior permission of Council.
- 3.5 The kitchen is fully equipped however it is the responsibility of the hirer to clean up afterwards, load and switch on the dishwasher and return any other items to their rightful place including any items received from a caterer.
- 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 Regional Council of Goyder.

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- 3.8 No working papers, posters or other items are to be affixed to any walls within the building using tape, blue tack or other adhesive.
- 3.9 The Regional Council of Goyder will not accept liability for the loss of 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 has been removed from the venue.
- 3.11 Prior to the event the hirer/user must specify all equipment needed and make themselves familiar with it as there will be no technical support available.
- 3.12 Hire Fees will be charged at the discretion of Council. Once the completed booking form has been received and the request for hire approved, a tax invoice will be provided to the hirer (if applicable). Payment must be received prior to use of the facility.
- 3.13 The Council Chambers is only to be hired during normal business hours (9am – 5pm), this includes set up and pack up.
- 3.14 Council reserve the right to request noise / activity is suspended at any time.
- 3.15 Groups must supply a copy of their public liability certificate of currency at the time of application.

4. COVID-19

Keeping everyone safe and well is a shared responsibility. The Regional Council of Goyder has implemented a COVID Safe plan, additional cleaning, signage and other measures at this time. The hirer is to ensure that all legal requirements and recommendations communicated by the South Australian Government relevant at the date of the booking are met. <https://www.covid-19.sa.gov.au/>

In order to keep the community safe and healthy, the current capacity of the Council Chambers has been limited. The maximum capacity for the room is 41 people. Please note that the capacity may differ with changing restrictions and the particular activity and use of the room.

All hirers must comply with and sign a copy of the **Regional Council of Goyder's Room Hire COVID-19 Protocol** before hiring the facilities.

5. FEES AND CHARGES (AT COUNCIL'S DISCRETION)

4.1	<u>Council Chambers</u>	
	Not for Profit	\$0.00
	Other	\$100.00
	Government	\$150.00
4.2	<u>Meeting Room</u>	
	Not for Profit	\$0.00
	Other	\$75.00
	Government	\$100.00
4.3	<u>Tea & Coffee Facilities</u>	
	Not for Profit	\$0.00pp
	Other	\$1.50pp
	Government	\$2.50pp

6. RECORDS

All records should be treated in accordance with Local Government GDS40

7. REVIEW

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This document shall be reviewed by Council within two (2) years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

8. REVIEW HISTORY

Document History	Version	Issue date	Description of change
	1.0	20/11/2018	Adopted
	1.1	17/11/2020	Amended with changes refer minute 212/20

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PROCEDURE

Complete sections 1, 2 and 3 in full and return to Council. You will be contacted shortly after informing you if your application has been approved and if there are any other requirements or fees to be paid.

Section 1: CONTACT DETAILS

Organisation Name:	
Organisation Type:	<i>eg. not for profit, government, business</i>
Contact Person:	
Postal Address:	
Phone Number:	
Email Address:	

Section 2: ROOM HIRE DETAILS

Chambers/Meeting Room	
Date/s Required:	
Times Required:	
Number of Attendees:	
Reason/Hire Purpose	
Kitchen Required:	
Kitchen Facilities Required:	
Tea & Coffee Facilities Required:	
Equipment Required (circle):	PROJECTOR SCREEN WHITEBOARD LAPTOP

Section 3: AGREEMENT

The applicant agrees to abide by all terms and conditions, as outlined in the attached "Terms and Conditions".

Organisation:	
Name:	
Position:	
Signature:	
Date:	

Public Liability Insurance Attached (circle): **YES**

Regional Council of Goyder's Room Hire COVID-19 Protocol Signed and Attached: YES

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Section 4: OFFICE USE ONLY	
Approval:	
Chambers / Meeting Room	
Approved By:	
Position:	
Signature:	
Date:	
Equipment approved:	

Section 5: OFFICE USE ONLY	
Hire Charge:	\$
Invoice to be addressed to:	
Date Invoice Sent:	
Date Invoice Paid:	
Receipt Number:	
Completed by:	
Signature:	

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The purpose of this document is to outline how the community facilities within, the Regional Council of Goyder, will operate during the COVID-19 pandemic. Please note that the protocols of this document may change as per South Australian government requirements.

Purpose of this document

- Help protect the health and safety of community facility users by preventing the spread of COVID-19.
- Encourage safe use of community facilities and provide clear communication of protocols for users to follow.

Our Commitment

Council are committed to working together with the community to help prevent the spread of COVID-19. Council acknowledge that we must work together to ensure the health, safety, and wellbeing of all community members.

Hirer Commitment

The hirer will be responsible in ensuring the protocols of this document are followed, to protect the health and safety of themselves and others.

Hirers recognise that we must work together to ensure the health, safety, and wellbeing of the community. It is the responsibility of the hirer to ensure that any additional requirement for their specific activity, as detailed by SA health, are met.

Access Requirements

On arrival to Council's community facilities, users must ensure the following protocols are met-

- You are not unwell or do not have any symptoms associated with COVID-19. Such as, fever, cough, sore throat, shortness of breath, sneezing/runny nose, or loss of sense of smell)
- You are not waiting on test results from COVID-19 or currently have been diagnosed with COVID-19 (current)
- You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned or been in contact with anyone else who has returned from overseas in the past 14 days.

Social distancing and gathering numbers

Physical distancing, otherwise known as "social distancing", is about keeping a safe distance from others to help prevent the spread of COVID-19. SA health advises that keeping 1.5 meters from others where possible. All users are to apply social distancing measures where possible.

As per the current SA Government requirements, the hirer must determine the maximum number of people allowed in the space, based on the size of the room hired. Maximum capacity of Council community facilities and room sizes is provided upon application and is displayed on the chambers door.

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Personal Hygiene

Hirers must ensure that participants use hand sanitiser or wash their hands with soap and warm running water before starting an activity within the facility.

Participants MUST follow good hygiene practices such as coughing into elbow, handwashing regularly and at least for 20 seconds and drying.

Commonly touched surfaces and or equipment being used by the hirer/users must be regularly cleaned with antibacterial products.

Hirers are to ensure that participants experiencing cold and flu symptoms will not enter the facility being hired.

COVID Safe Plan and Marshals

It is the responsibility of the hirer to complete a COVID Safe Plan or a COVID Management Plan.
<https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>

It is the responsibility of the hirer to provide a COVID Marshall for the Hire period if required as part of their COVID Safe Plan.

All hirers must keep record of attendees of Public Activity undertaken at the community facility by completing a Contact Tracing Record. Copies of this register are provided at Council facilities and Council will retain a copy of the register after hire. Any information retained on the register will be kept confidentially and passed onto appropriate officials if required.

Cleaning Responsibilities

The cleaning responsibilities outlined below are in addition to current hire conditions outlined for each Council facility.

The Hirer will:

- Clean the venue at the end of the hire period
- Remove all rubbish
- Wipe down with disinfectant all chairs, tables, benches, toilets.
- Wipe with disinfectant all touch points

Breach of Protocols

Any breach of the protocols outlined in this document may result in:

- Refusal to accept future bookings
- Extra cleaning charges being incurred

Organisation:

Printed Name:.....

Signature:

Date: