

Halls Policy

Relevant Legislation

There is no relevant applicable legislation

1. Policy Objective

- 1.1 On 12 July 2007 Council adopted the community meeting places/halls policy, which outlines how the partnership arrangement between Council and local hall committees will be managed. Council does not own halls which are managed by hall committees operating as Incorporated Societies, however, in most instances it does own the land that halls occupy.
- 1.2 On 10 September 2009 Council agreed to amendments to the policy. These included reviews of the levels of service required by halls occurring during the regular reviews of the ward reserve management plans (RMPs) and providing for a separate review process of halls to occur outside of the RMP reviews, if required. The sections on funding, condition assessments, Areas of Benefit, and insurance were also amended and in some instances clarified.

2. General Approach

- 2.1 Council will remain in the business of community meeting places/halls and this will be managed through a partnership with local hall committees.
 - 2.1.1 Council confirms its policy of not owning community meeting places or halls.
 - 2.1.2 Council will form partnerships with hall committees.
 - 2.1.3 Council will lease the land on a peppercorn basis, for the purpose of fulfilling the functions of community meeting places.
 - 2.1.4 As part of the partnership arrangement with hall committees, Council will remit 100% of rates.
 - 2.1.5 Council funding of capital works and renewal works.
 - 2.1.6 Council will address the levels of service required by halls during the five-yearly review of individual ward reserve management plans (RMPs). Provision will be made for a separate process to occur outside the reviews of RMPs, if required, to consider the future of halls.

Halls Policy

3. Policy criteria and conditions

Funding

- 3.1 Council may fund significant capital works and renewal costs of halls situated on Council owned land/ not on council owned land listed in Schedule A. Halls not on council owned land will be subject to the requirements of section 8.0 in the Halls Policy.
- 3.2 Capital works includes projects such as new buildings and additions. Renewal works could be classified as projects that maintain or extend the life of a building which for example are indentified in the condition assessments.
- 3.3 Hall committees could prepare annual works programmes based on the halls condition assessments, including capital works (and if required a project funding plan), along with spread 10-year budgets (spreading is optional). These works programmes, budgets and the proposed uniform annual charge on rateable properties in the area of benefit will be consulted through the draft annual plan or draft long term council community plan.
- 3.4 The funding plan could include funding from sources such as the uniform annual charge across the area of benefit, grants, financial contributions (where appropriate) and fund raising. Hall Committees are encouraged to seek external funding where possible.
- 3.5 Hall committees planning significant capital works could build up a reserve fund for up to two years through the area of benefit annual charge, to cover costs such as seeking design advice or for resource consents.
- 3.6 The following general principles will apply:
 - 3.6.1 The community facility must be available to the public.
 - 3.6.2 The proposed project must be consistent with what has been identified as capital works and renewal work required in the hall's condition assessment report or in the ward reserve management plan.
 - 3.6.3 The hall committee must be able to demonstrate its ability to account for funding received from Council and provide copies of audited financial accounts if requested.
 - 3.6.4 Council staff will assess proposed projects against this policy.
 - 3.6.5 The wider community will have the opportunity to submit on proposed projects and the associated funding source through the draft long term council community plan or draft annual plan submission process in April/May each year. Final decisions on proposed projects will be made at the end of June when Council adopts the long term council community plan or annual plan.

Halls Policy

3.6.6 Funding will be released for approved projects in accordance with Council's policy on Significant Financial Commitment.

Levels of service

- 3.7 The necessary levels of service required by halls will be addressed during the five-yearly reviews of the individual ward reserve management plans.
- 3.8 There will be provision for a separate process to occur under certain circumstances outside the review of the ward reserve management plans, if Council deems it necessary. Circumstances triggering a separate review may include changes in the current and expected usage of the community meeting place/hall, or financial considerations, or provision of nearby similar community facilities, or governance of the hall. The need for separate reviews could be identified of either by Council, hall committees, or a submission via the draft annual plan or draft long term council community plan.

4. Policy procedures

Condition assessments

- 4.1 Confirmation of maintenance programmes outlined in the condition assessment will be required prior to funding. The following procedure will apply:
- 4.1.1 Confirmation forms will be sent to hall committees in October each year requesting the Committee's agreement to the maintenance project scheduled for the following financial year as outlined in the condition assessment. Completed confirmation forms must be received by Council from each hall committee, by December 1 each year.
- 4.1.2 In general, the hall committee will have responsibility for the management of the project funded, but where projects would benefit from Council's ability to purchase, or manage complex projects, Council involvement in the management of a project may be negotiated as part of the project confirmation process.
- 4.1.3 Capital works and renewal costs will be funded through a Uniform Annual Charge over an Area of Benefit or Financial Contributions where appropriate.

Areas of Benefit

- 4.2 Staff will work with hall committees and councillors to establish/amend Areas of Benefit for each hall. Each hall listed on schedule A shall have a defined area of benefit. The Area of Benefit boundaries can be amended through the ward reserve management plan or a separate process to occur under certain

Halls Policy

circumstances and then consulted through the draft long term council community plan or draft annual plan.

Town centre halls

- 4.3 Council may fund additional capital development costs associated with facility enhancement of town centre halls. Additional funding of this kind will be subject to the development and approval of a twenty year town centre development plan.

Building insurance

- 4.4 If requested by a hall committee, halls can be insured through Council's insurance scheme and funded through the application of a uniform annual charge on rateable properties within a hall's area of benefit (on the basis of hardship), and included in the spread 10-year budgets. Where a portion of the insurance costs are paid by another party eg Ministry of Education, then the remainder could be funded through a halls area of benefit funding.

Compliance costs

- 4.5 If requested by a hall committee, the costs of meeting compliance schedule and building warrant of fitness requirements can be funded within a hall's area of benefit (on the basis of hardship) and included in the spread 10-year budget.

Operational costs

- 4.6 Halls are expected to fund the operational costs of the hall through rental income which is expected to cover operating costs such as cleaning, electricity, water, contents and building insurance, and furniture. Income could also be derived from grants and donations.

Relocation of community halls

- 4.7 Council may provide a contribution towards funding the relocation of community halls to Ministry of Education land or other publicly owned sites on a case by case basis and subject to:
- 4.7.1 an assessment of building code compliance regarding the suitability of the site for relocation of the hall;
 - 4.7.2 consultation and agreement of the local community, and;
 - 4.7.3 assessment of halls against the adopted services levels.
 - 4.7.4 Where growth need is being met this proportion of the project will be assessed in accordance with Council's Facilities in the Community Policy and funded from this Financial Contribution envelope (Schools only).

Halls Policy

Halls not on Council owned land

- 4.8 Council may provide a contribution, in proportion to the public use portion, towards expenditure of a capital nature for 'halls not on Council owned land'. Council would determine eligibility of such halls for Area of Benefit funding on a case by case basis, taking into account the following criteria/principles:
- 4.8.1 One Hall per Area of Benefit - an Area of Benefit for a Hall situated on land not owned by Council should not overlap with any other Hall Area of Benefit.
 - 4.8.2 Community Need – applicants must demonstrate that their facility meets a community need, that is recognised in Council's strategic planning frameworks for example ward reserve management plans, structure plans and comprehensive development plans.
 - 4.8.3 Reasonable Access – the aim of the hall must be to provide access to the facility for all members of the community. There must be no main interest group that has priority use of the hall. Eligible community halls must be safe and easy to use, and affordable to users. Access must also be available to community members to become part of the management group for the facility.
 - 4.8.4 Non-Profit Making - the hall must not be run for commercial purposes. Fees for hall usage should be as affordable as possible, and used for maintenance or making improvements to the facility. Labour for administering and maintaining the hall should be primarily voluntary.
 - 4.8.5 Building and site design should incorporate good urban design principles taking into account passive environmental design, and public amenity and functionality.

Halls Policy

Schedule A

Halls on Council owned land that have an area of benefit

Katikati Hall
Ohauiti Hall
Omanawa Hall
Omokoroa Settlers Hall
Oropi Hall
Otamarakau Settlers Hall
Paengaroa Hall
Pukehina Beach Community Centre
Pukehina Hall
Pyes Pa Hall
Te Puke Hall
Te Puna Community Centre
Te Puna Hall
Waihi Beach Hall
Whakamarama Hall

Halls not on Council owned land that have an area of benefit

Kaimai Hall
Te Ranga Hall

Hall on Council owned land that does not have an area of benefit

Pongakawa Hall

Associated Policies

- Western Bay of Plenty District Council's Long Term Council Community Plan
- Western Bay of Plenty District Council's Annual Plan
- Western Bay of Plenty District Council's Community Development Plans

Associated Procedures

The submissions process for the draft long term council community plan and draft annual plan and adoption of these final plans.

Council Policy



Halls Policy

Group	Engineering Services	Contact (3rd Tier Manager)	Strategic Property Manager	
Supersedes				
Creation Date		Resolution Reference	Link to minutes	
Last Review Date		Resolution Reference		
Review Cycle	Three yearly/legislative revisions, not later than		Date	2012/13
Authorised by	Management Team/Council		Date	