

# Expression of Interest Policy for Community Venues



**VERSION NO.** 1  
**APPROVAL** Chief Executive Officer  
General Manager Community Strengthening  
*Signature:*  
  
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**POLICY OWNER** Manager – Inclusive Communities

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<b>REVISION RECORD</b>	<b>Version</b>	<b>Revision Description</b>
N/A		

## 1. Purpose

The purpose of this Policy is to define Council's position, process and decision-making framework for the fair, transparent and appropriate use of Council owned and managed community facilities.

Council is committed to the equitable and inclusive use of community facilities. Use should be afforded to a broad range of groups and organisations that deliver a community benefit, align with the strategic direction of Council and aid in building a resilient, inclusive and diverse community.

## 2. Scope

This Policy applies to community organisations and service providers, community groups, clubs, associations, schools, and private and commercial organisations wishing to apply for an allocation of space within a community facility, that is owned and managed by Kingston City Council.

Council officers will initiate an Expression of Interest (EOI) process when:

- a community facility, or space within a community facility, becomes available for use at the end of a period of tenancy
- when use of a community facility or space is determined to be underutilised
- when a community facility or space is re-purposed or following a new build or redevelopment
- or at times deemed appropriate by Council officers.

EOI processes will be scalable and appropriate to the available facility or space. Each EOI will be promoted broadly through community networks and digital media.

### **3. Governance Principles and Council Plan alignment**

#### **3.1 Governance Principles**

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (c) - the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (e) - innovation and continuous improvement is to be pursued.

Principle (g) - the ongoing financial viability of the Council is to be ensured.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

This policy addresses the above Governance Principles.

#### **3.2 Council Plan Alignment**

Strategic objective 1.1: Our city will be a vibrant, enjoyable and easy place to love

Strategy: Invest in high-quality community assets

Strategic objective 4.1: We are progressive, inclusive and prioritise the wellbeing of all members of our community

Strategy 4.1.4: Support the inclusion of everyone in community life

Strategic objective 6.1: Council will be collaborative, accountable, transparent, responsive, well-informed and efficient

Strategy 6.1.2: Focus all of our decision making on the long term best interests of the Kingston community

Strategy 6.1.3 Look after the community's financial resources responsibly and efficiently.

Through the Municipal Public Health and Wellbeing Plan 2021-25, Council aims to increase the accessible and equitable supply of facilities, services and activities.

### **4. Policy Details**

Over the last decade, Council has made a significant investment in community facilities, including foreshore clubs, pavilions, community centres and early year centres. This investment has ensured a suite of high quality community facilities that have the potential to meet a variety of service and community needs.

However, to support responsible management of resources, meet Council's strategic objectives and respond to community demands, the need to maximise the use of community facilities through increased shared use by community members, community groups, organisations, clubs and service providers, has been identified.

This Policy ensures Council has a clear and transparent process and decision-making framework for prioritising use of community facilities or space within a community facility. The Policy enables the gathering of appropriate information about each potential user to support the decision-making process.

## 4.1 Eligibility

Applicants must:

- Be registered as, or auspiced by, a legal entity (such as an Incorporated Association)
- Have no outstanding debts to Kingston City Council
- Provide current public liability insurance with a level of cover appropriate to the facility use
- Accept the terms and conditions of facility hire
- Ensure the EOI complies with Council's requested process, with the appropriate supporting documentation. Applications received after the due date will not be assessed.
- Ensure that the proposed use is permissible and compatible with other facility users (where relevant).

## 4.2 Criteria for Assessment

Access to community facilities will be prioritised based on the type of user group, as follows:

- 1) Not-for-profit community organisations / service providers
- 2) Not-for-profit community groups
- 3) Government schools
- 4) Private / commercial hirers and private schools

Applications via an Expression of Interest are required to address set Criteria for Assessment. The applicant must provide evidence of the following:

Item	Criteria for Assessment	Weighting
<b>Council and Community Priorities</b>		<b>20</b>
1	Providing services/programs which are aligned with Council Plan priorities	5
2	Illustrated key outcomes regarding how the proposal improves the health and wellbeing of the community	5
3	Proposals and programs that meet an identified gap in meeting community need, for which there is community demand	5
4	The proposal promotes community participation, inclusiveness and partnerships	5
<b>Access for the Kingston community</b>		<b>20</b>
5	The intended use makes good use of the space and offers good opportunity for the community to access the services offered	5
6	The intended use is a good fit for the neighbourhood and neighbouring services/facilities	5
7	50-75% of active participants live, work, play or study in the City of Kingston	5
8	75-100% of active participants live, work, play or study in the City of Kingston	5
<b>Governance</b>		<b>10</b>
9	Previous history of good tenancy at Kingston facilities	5
10	Sustainability and waste management practices are implemented and communicated with members, contributing to Council's target of zero emissions by 2030	5

### **4.3 Assessment and Decision-Making Process**

Once the EOI application process is complete, eligible applications will be assessed against the Criteria for Assessment by a panel of nominated Council officers.

Panel members will score each item on a scale of 0 to 5 based on the evidence provided in the application.

<b>Scoring Scale</b>	<b>Criteria</b>
5	Meets criteria to the full extent
4	Meets criteria to a high level
3	Meets criteria to a medium level
2	Meets criteria to a low level
1	Barely meets criteria
0	Does not meet criteria

Once applications have been scored, recommendations will be presented to the General Manager Community Strengthening for review and approval.

Applicants will be notified of the outcome and details of allocations will be negotiated to form an agreement for facility use. Unsuccessful applicants may be offered an allocation at alternate community facilities if suitable spaces are available.

### **4.4 Other Considerations**

Where appropriate, and particularly when demand exceeds supply of available space, there will be consultation with applicants to ensure the best possible outcome for all users to maximise facility use.

Council reserves the right to propose alternative arrangements to existing centre users which are more appropriate to the management of the facility and Council's requirements.

### **4.5 Breaches**

Where a potential user deliberately provides false evidence on the application form, appropriate corrective action will be taken as soon as the breach is identified. This may require the potential user to give up their preferred times or days to another applicant, and the possibility of the potential user being excluded from occupying any Council community facilities for up to twelve months.

Council reserves the right to refuse use where the user has not adhered to terms and conditions in the past or has failed to adhere to relevant Council policy, procedures or processes in making bookings.

### **4.6 Fees**

All fees and charges for use of Council facilities are approved within Council's adopted Fees and Charges.

### **4.7 Terms**

Agreements for use will be issued for a period of one to three years, as deemed appropriate by Council officers. Agreements will be reviewed annually through a reporting process which may include key performance indicators (KPI's) to measure the level of community impact.

At the end of the tenancy period, applicants may need to re-apply through the EOI process outlined in this Policy. Further tenancy beyond the agreed period is not guaranteed and will be subject to organisational priorities, consideration of other applicants and community needs.

## 5. Key Stakeholders

This Policy was developed and will be implemented by the Inclusive Communities Department. This Policy will be referenced by various departments responsible for allocating community facilities.

## 6. Internal and External Assessments

Relevant internal and external assessments have been performed.

### 6.1 Risk Assessment

No significant risks have been identified.

### 6.2 Delegation and Authorisation (Compliance Framework)

In accordance with the Lease and Licence Policy where the lessor is Council in relation to the non-exclusive use of land or property for a specified use and period. Once an outcome has been determined, this Policy comes into effect and there are no delegated positions with responsibilities for this Policy.

### 6.3 Gender Impact Assessment

A Gender Impact Assessment was completed and the significance rating is high. Refer to Content Manager, record number 23/252799.

### 6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

### 6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

## 7. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Council	<i>Authorises new Council policies and material updates to Council policies where Council is legally required to have a policy position, or on other issues that need a strategic position as a guide or direction to management and the community.</i>
General Manager	<i>Enter into a lease or licence with community organisations, not for profits who are successful in the Expression of Interest for community facilities.</i>

## 8. Related Documents

### 8.1 Legislation

- Local Government Act 2020
- Gender and Equality Act 2020

### 8.2 Documents and resources

- Municipal Public Health and Wellbeing Plan 2021-2025
- Lease and Licence Policy 2018 (*Draft Lease and Licence Policy 2023*)
- Commercial Use of Council Land Policy 2018

## 9. Definitions

<b>Term</b>	<b>Definition</b>
<b>Community venues</b>	Council-owned buildings, or spaces within buildings, designated for community use
<b>Not-for-profit community organisations and service providers</b>	Organisations who are registered with Consumer Affairs Victoria as not-for-profit, do not earn a profit for owners or members, provide direct services, and facilitate services by other community groups
<b>Not-for-profit community groups</b>	Organisations who are registered with Consumer Affairs Victoria as not-for-profit, do not earn a profit for owners or members, and provide services to support the needs of their members
<b>Active participants</b>	People currently involved in the organisation i.e. does not include past members