

POLICY: **PUBLIC HALLS**

GROUP RESPONSIBLE: Services and Assets

DATE APPROVED: 23/9/93

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POLICY DETAIL:

1.0 RESPONSIBILITIES

Halls are regarded to be a community amenity and therefore responsibility for administration of them is retained at Community Board, Community Development Area Committee or Hall Committee level. It is the community's responsibility to set the standard of maintenance and to fund this standard within the general outlines of this policy document.

The District Council's responsibilities are to:

- (a) Set and monitor the overall standards of halls with respect to safety, maintenance and cleanliness.
- (b) Provide technical assistance on a consultancy basis if requested.
- (c) Provide operating accounts and accounting services for funds raised through Community Centre levies on a hall rating area.

2.0 HALL TYPES

There are four main types of hall:

Category A

Those administered directly by Community Boards or Community Development Areas with Community Centre rating areas (Te Anau, Mossburn, Wyndham, Edendale, Nightcaps, Ohai, Tuatapere, Orepuki, Thornbury, Woodlands and Athol).

[11]

Category B

Those administered directly by Community Boards but without rating areas (Otautau, Winton).

[4]

Category C

Those administered by Hall Committees with rating areas. Only the insurance and safety requirements of this policy apply to Category C halls. [39]

Category D

Privately operated halls. [40]

This Policy does not apply to Category C and D halls except in respect of the safety requirements.

3.0 **FORWARD PLANNING**

Forward plans covering at least a three year period shall be prepared by the Property Supervisor for halls in **Categories A and B**.

The plan shall address such issues as:

- (a) Current usage of the hall and trends in usage.
- (b) Expected changes in usage and reason for this.
- (c) Recent major upgrading work done.
- (d) The present state of the building, fixtures and grounds.
- (e) Maintenance, repairs and upgrading needed.
- (f) Income and Expenditure reports for the last three years together with income and expenditure projections for the next year.

Hall plans are to be updated every year.

4.0 **FUNDING ASSISTANCE**

Hall Committees wishing to undertake minor improvements may apply for a grant through the District Council's Amenity Fund. Applications are to be made to Council no later than 15 October each year. Submissions will be considered by Council's Allocation Committee in November.

No application will be processed unless an updated forward plan has been received and approved by the Group Manager Services and Assets. Other sources of funds may be available. Guidance of funding sources can be obtained by enquiry to Council's Policy and Planning Group.

5.0 **INSURANCE**

Halls in categories A, B and C with rating areas shall be adequately insured to the satisfaction of the Group Manager Services and Assets.

6.0 SAFETY

In accordance with the Building Act 1991 **every** hall having features such as:

- fire safety egress
- automatic fire sprinklers
- emergency fire alarms
- emergency lighting
- air conditioning systems

requires an annual warrant of fitness. Initially the District Council will issue a compliance schedule. The compliance schedule sets out the inspection, maintenance and reporting procedures to be followed by independent qualified persons in respect of the listed features, and in addition to systems or features relating to:

- means of escape from fire
- safety barriers
- access and facilities for the disabled
- fire fighting hose reels
- signs relating to all of the above.

The compliance schedule is to be kept at the hall and made available for those with responsibility to inspect the building.

Each year the hall owner shall arrange for the inspection, maintenance and reporting requirements set out in the compliance schedule to be carried out by independent qualified persons (not having any financial interest in the hall). Proof that the compliance schedule has been followed shall be forwarded to the District Council in the form of a warrant of fitness.

The warrant of fitness states that the requirements of the compliance schedule have been fully complied with during the previous 12 months. A new warrant of fitness should be supplied to the District Council on each anniversary of the issue of the initial schedule and a copy of the WOF shall be publicly displayed at the hall.

If required up-to-date fire evacuation plans shall be maintained and forwarded to the necessary parties.

7.0 HALL CUSTODIANS

A Hall Custodian is to be appointed to each hall on a contract basis for **Category A and B** halls. The Group Manager Services and Assets will be responsible to draw up the terms and conditions of the contract in consultation with local administrators. All matters relating to the appointment, management, disciplining and dismissal of the Custodian will be handled by the Property Supervisor.

8.0 MAINTENANCE

All halls are to be maintained to a **high** standard of cleanliness and repair so that the community can take pride in the facility and be encouraged to make

full use of it. The Custodian is to report any faults as soon as possible to the Property Supervisor.

9.0 REPAIRS AND UPGRADING

Repairs and upgrading shall be undertaken in accordance with the forward plan for the hall.

10.0 APPOINTMENT OF LOCAL LIAISON OFFICERS

A Local Liaison Officer may be appointed by the relevant Community Board for each hall, in **Categories A and B**.

11.0 DUTIES OF LOCAL LIAISON OFFICERS

The duties of the Local Liaison Officer shall be as follows; to:

- (a) Visit the hall once a month and check that the building and building services are functioning correctly.
- (b) Receive any requests for repairs and maintenance from users and to either implement work accordingly or to pass on the request as appropriate.
- (c) Liaise with the Property Supervisor regarding matters of upgrading, repair and maintenance.
- (d) Authorise minor or emergency repairs costing up to \$250.
- (e) Check that such authorised works are properly carried out and completed to a high standard of workmanship.
- (f) Receive invoices for authorised work, verify them as correct and forward them to the Property Supervisor.
- (g) Forward a brief report on activities and issues affecting the hall to the Property Supervisor on 1 June and 1 December each year.

12.0 FINANCIAL AUTHORISATION

The Local Liaison Officer is given authority to spend up to \$250 a time on minor or emergency repairs. This authority also carries the responsibility to receive and validate invoices for payment and forward them to the Property Supervisor.

13.0 TERMS OF APPOINTMENT

The position of Local Liaison Officer is an honorary one and carries no remuneration.

Officers shall be appointed for a term of three years with the term being renewable subject to mutual agreement of the Liaison Officer and the Community Board.

The term may be terminated after one week's notice by a decision of the Community Board if the Board considers that there are reasonable grounds for termination. If a Liaison Officer wishes to relinquish the role, one week's notice should be given.

14.0 **CONDITIONS OF HIRE**

The administering body for each hall is to ensure that written conditions of hire are available and given to individuals and organisations hiring the hall.

The conditions shall set out such things as:

- The hireage fees
- Amount of bond - Responsibilities for cleaning and disposal of rubbish
- Responsibilities for repair of damage
- Contact name for giving out and receiving hall keys.