



## 1.4.5 TOWN HALL MANAGEMENT POLICY

### Community

<b>Title:</b>	<b>1.4.15 TOWN HALL MANAGEMENT POLICY</b>
<b>Adopted:</b>	18 June 2025
<b>Reviewed:</b>	New Policy
<b>Associated Legislation:</b>	<i>Local Government Act 1995</i> <i>Occupiers Liability Act 1985</i> <i>Civil Liability Act 2002</i>
<b>Associated Documents:</b>	Risk management Policy
<b>Review Responsibility:</b>	Governance & Community Manager
<b>Delegation:</b>	Nil.

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Previous Policy Number/s N/A

#### **Objective:**

To establish a clear framework for the safe, conditional use and responsible management of the Mingenew Town Hall, ensuring that public safety risks are mitigated in the short term while supporting the Shire's long-term intention to restore and refurbish the facility.

#### **Scope:**

This policy applies to all community groups, individuals, and organisations seeking to access and use the Mingenew Town Hall. It outlines permitted usage, safety obligations, responsibilities of supervisors, access restrictions, and the Shire's long-term asset planning for the facility.

#### **Roles and Responsibilities**

*Council* has oversight and responsibility for the allocation of funds and resources to upgrade and maintain the asset and to enable implementation of this Policy. Council will ensure that resources are allocated to support:

- Public safety and liability
- Staff health and safety
- Asset Management
- Legal Compliance

*The CEO* is responsible for the day-to-operations, including general facility management and risk management. The risk management process will identify significant risk exposures and find acceptable solutions for eliminating, reducing or transferring them.

*Shire staff* are responsible for taking bookings, payments, cleaning and inspecting the asset.

*Public Hirers or Users* shall be responsible for providing a public liability insurance policy suitable to the event being held. Hirers/Users must ensure they comply with any conditions placed on the hire/use of the Hall and are required to clean the hall appropriately after use, and shall leave the hall in a clean, and tidy manner, with all fixtures and fitting left in working order and all chairs, tables, etc returned to their original place.



### **Background:**

The Mingenew Town Hall, constructed in 1959, has remained closed to the public for over a decade due to structural and safety concerns. Following a 2025 LGIS Preliminary Liability Assessment, the Shire intends to allow conditional access to the main hall area only, while unsafe and isolated areas remain closed. A comprehensive renovation is scheduled for 2028/29 and 2029/30, subject to funding.

### **Policy Statement:**

#### 1. Permitted Use

- Conditional access is limited to the open main hall area only.
- All other sections of the Town Hall (e.g. stage area, rear rooms, deck, kitchen) are to remain isolated and inaccessible to users.
- Permitted uses include:
  - Mingenew Arts & Crafts Pop-Up Shop (indoor markets)
  - Youth discos (maximum capacity: 100 persons)
  - Mingenew Primary School

#### 2. Conditions of Use

- All hall bookings must be made through the Shire's facility hire system.
- Users must:
  - Nominate a minimum of one supervisor who will attend the event.
  - Ensure the supervisor completes a site-specific safety induction provided by the Shire.
  - Sign a use acknowledgement form outlining the risks and responsibilities.
  - Comply with all relevant terms and conditions outlined in the hire agreement.
- The Shire reserves the right to:
  - Conduct inspections during use.
  - Refuse or revoke approval where safety protocols are not met.
  - Adjust permitted use if engineering advice indicates elevated risk.

#### 3. Safety and Maintenance Responsibilities

The Shire will:

- Remove the rear access deck and secure associated doors to eliminate fall and access hazards.
- Isolate all unsafe and unsupervised areas with secure physical barriers or boarding.
- Undertake short-term, safety-focused works based on updated engineering advice (due mid-2025).
- Limit maintenance and repairs in the interim to those required for public safety

Approved users agree to:

- Not enter, or allow others to enter, excluded zones
- Participate in safety inductions and instructions
- Report, as soon as reasonably practical, any building damage or new safety risks, and immediately isolate any areas that may pose a risk to the public



#### 4. Long-Term Commitment

- The Shire remains committed to restoring and refurbishing the Mingenew Town Hall.
- Renovation works are planned for 2028/29 and 2029/30 as stated in its Long Term Financial Plan.
- Funding must be secured by 2028 to deliver the full scope of works.
- This policy will be reviewed and updated upon development of the short-term remediation plan from the structural engineer's 2025 re-assessment

#### **Policy Review:**

This policy is to be reviewed:

- Upon receipt of the 2025 structural engineering remediation plan, or
- Prior to commencement of major renovation works, or
- At least once every two years.



### Risk Assessment – Conditional Public Use of Mingenew Town Hall (Main Hall only)

Hazard	Potential Risk	Risk Rating (before controls)	Current Controls in Place	Residual Risk (after controls)	Further action required
Damaged ceiling in the main hall	Ceiling material (Gyproc) may fall and strike occupants	High	Structural engineers to assess ceiling; unsafe sections to be made safe – (builders recommendation to nett or ply cover these sections)	Medium	Ensure engineer signs off on safety; routine inspections pre/post use
Rear areas (stage, kitchen, rooms)	Entry to unstable / unsafe zones; exposure to slips, trips, structural failure	High	Areas fully boarded off, power isolated, no public access	Low	Fixed barriers, signage: "No Entry – Restricted Access"
Unsafe rear deck	Fall from height is accessed; attraction to children	High	Deck scheduled for removal; doors to be sealed or secured	Low	Prioritise deck removal
Corroded front steel column	Structural compromise may lead to collapse or injury	High	Prioritised for remediation per engineer advice – Excavated and damage photographed.	Medium	Repair by qualified contractor before public use allowed
Potential presence of asbestos	Health hazard from disturbance	Medium	Samples tested (2016) – no asbestos found in main hall samples; exclusion of suspect areas	Low	Avoid disturbance of suspect areas; follow asbestos protocol during works – ensure all surfaces remain coated.
Crowd safety (youth events)	Exceeding capacity, emergency evacuation challenges	Medium	Capacity limit (100); trained supervisors on site; emergency exits identified	Low	Clearly post max capacity; test evacuation plan; provide emergency lighting
Slips, trips and falls	Uneven floor, debris, cords, water ingress	Medium	Area cleaned prior to use; users responsible for setup safety	Low	Include in induction; provide mats/covers for cords; inspect prior to events



Fire safety / utilities	Fire risk due to outdated wiring or blocked exits	Medium	Isolate power to unused areas; functional extinguishers; accessible exits	Low	Conduct test of fire systems; include fire evacuation in induction
Lack of trained supervision	Breach of conditions, unsafe conduct	High	Mandatory site induction for all nominated supervisors	Low	Maintain log of inducted supervisors; spot checks during events
Legal / liability exposure	Injuries leading to litigation or reputational harm	High	Induction, acknowledgement forms, exclusion zones, signage	Medium	Maintain insurance; review incident reports; policy reviewed annually or as needed