

HOBSONS
BAY CITY
COUNCIL



Council+ Pod Meeting Room

Terms and Conditions of use

Acknowledgment of Country

Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past, present and emerging.

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1. Purpose

The “Council+ Pods” are available free of charge for community members requiring short access to video conferencing or quiet spaces for essential tasks (e.g. job interviews, telehealth appointments, private study).

They are not intended for regular office use, long-term study arrangements, or the operation of private business activities such as tutoring services.

2. Background

Council+ Pods and rooms have been introduced to provide equitable access to quiet, functional spaces for essential community use. Demand for these spaces continues to grow, requiring clear guidelines to ensure fair access, appropriate usage, and efficient booking processes.

3. Scope

This policy applies to all Council+ Pods and rooms listed in Pronestor, specifically:

- Altona Council Plus Room
- Altona Meadows Council Plus Pod & Altona Meadows Media Room
- Altona North Council Plus Room
- Laverton Hub Council Plus Room
- Newport Hub Council Room
- Seabrook Community Centre Council Plus Pod
- Williamstown Council Plus Pod

This policy covers booking rules, usage conditions, eligibility criteria, and staff authority relevant to these spaces.

4. Policy and principles

4.1 Fair and Equitable Access

- Spaces are for short-term, essential activities only.
- Regular, repeated, or commercial use is not permitted.
- Council may review or adjust bookings to ensure equitable access.
- Excessive or repeated bookings by a single user may trigger a usage review.

4.2 Appropriate Use

- Spaces must not be used for business operations, tutoring, paid client meetings, or commercial activities.
- Content displayed must be appropriate for a public library setting.
- Activities must not create disruptive noise.

4.3 Compliance

- Users must observe all Council rules, directives, and legal obligations.
- Council staff may decline, cancel, or terminate bookings that violate policy.
- Users must keep spaces clean, tidy, and free from damage.

5. Procedural guidelines

5.1 Hours of Use

- Spaces are available during the facility's opening hours.
- Bookings must finish **10 minutes prior to closing**.

5.2 Booking Procedure

Booking Limits:

- Standard limit: **2 hours per person per day**.
- A same-day discretionary extension of **1 hour** may be granted if no other bookings are requested.
- The Altona Meadows Media Room may be booked for **up to 6 hours** if equipment (lights, green screen, etc.) is essential to the purpose.

How to Book:

- In person at a Council+ site
- By phone: **1300 179 944**

5.3 Booking Criteria

Advance Bookings (up to 7 days prior) permitted only for:

- Teleconferencing
- Interview appointments
- Audiovisual recording

All other purposes must be booked on the same day the space is required.

Bookings will NOT be accepted for:

- Tutoring
- Private business use
- Client services
- Multiple/regular/long-term bookings

For commercial or regular use, customers must hire a meeting room via **libraryspaces@hobsonsby.vic.gov.au**.

5.4 Walk-In Bookings (Same-Day)

- Available for up to **2 hours**.
- Must be arranged at the front desk before using the pod.

5.5 No-Shows and Late Arrivals

- Bookings are forfeited if the user is **10 minutes late**.
- Staff may reallocate the space without notice.
- Repeated no-shows may result in suspension of booking privileges.

5.6 Usage Conditions

- Short-term use only; not a substitute for a workplace.
- No food; drinks only if in lidded containers.
- Users must:
 - Clean spills
 - Remove belongings

- Clean whiteboards
- Vacate promptly at the end of the booking
- Unattended items will be taken to lost property.

5.7 Conditions of Use

- Users must comply with all relevant laws and copyright requirements.
- Users must maintain good order and follow staff instructions.
- Staff may enter the room at any time.
- No blu-tack, sticky tape, glue, or alterations to equipment.
- Personal property remains the responsibility of the user.
- Activities must not compromise insurance, fire safety, or emergency access.

5.8 Service Restrictions

- Client services, counselling, interviews, or similar service delivery are not permitted.
- Such services must be arranged directly with council staff.
- Applies to both profit and not-for-profit services.

5.9 Compliance and Assistance

By making a booking, users agree to comply with all terms. Non-compliance may result in cancellation or suspension of booking privileges.

For assistance:

- **libraryspaces@hobsonsby.vic.gov.au**
- **1300 179 944**

6. Roles and Responsibilities

Council Staff:

- Manage bookings and walk-ins
- Verify purpose of use
- Enforce compliance with policy
- Reallocate forfeited bookings
- Maintain facility safety and order
- Provide assistance and respond to queries

Users/Customers:

- Use spaces only for approved purposes
- Comply with time limits and conditions

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v0.1

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- Maintain cleanliness and good order
- Follow instructions from authorised officers
- Ensure their activity complies with legal and insurance requirements

7. Definitions

Council+ Pod/Room:	A small bookable space for short-term essential tasks such as video conferencing or private study.
Advance Booking:	A booking made up to 7 days prior, permitted only for teleconferencing, interview appointments, or audiovisual recording
Walk-In Booking:	Same-day booking made in person at the front desk.
Commercial Use:	Any activity involving payment, business operations, client services, tutoring, or ongoing service delivery.
Essential Tasks:	Activities such as telehealth appointments, job interviews, or private study that require temporary access to a quiet, private environment

8. Related documents

- Code of Conduct and Conditions of Entry Libraries

9. Related legislation

- Copyright Act 1968 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

10. Review date

This policy will be reviewed three years from the date of endorsement by [Council or ELT], unless it is required to be updated sooner.

11. Further information

For further information concerning this policy please contact Savva Giannikos on 9932 1206 and/or sgiannikos@hobsonsabay.vic.gov.au.

12. Document control

Policy Name	Council+ Pod Meeting Room
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13. Version history

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