

**CS 2 – USE OF COMMUNITY FACILITIES****Objective**

- To provide facilities to the community for cultural, recreational, sporting and other activities as required
- To provide facilities for civic purposes and other community services as co-ordinated through the Shire
- To manage the facilities in a way that ensures equitable, appropriate and affordable access to the community
- To maximise community use of facilities through planned asset maintenance and upgrade, promotion of the availability of facilities, booking planning and related strategies
- To generate income from the use of facilities to partially fund maintenance and upkeep of the facilities

**Policy**General

1. The Shire Manager of Community Services is the contact point for the community to liaise with Shire on use of Community Facilities. Current community facilities are Poon Saan Community Hall and George Fam Centre meeting rooms.
2. Council will manage community facilities on behalf of the community for the amenity of the community. Amenity of the community means both direct uses by community organisations and community members and for civic and other community services provided or coordinated by the Shire.
3. Council will maintain management of current facilities and will seek to expand community facilities under its management wherever possible and appropriate.
4. Council will work with the Commonwealth to negotiate the best arrangements under which Council will own and/or manage these facilities.
5. Council will set fees and charges for use of community facilities through its annual budget. Council will determine fees and charges for new facilities on a needs basis between annual budgets. Fees and charges will not be levied on a cost recovery basis; rather fees and charges will go towards the maintenance and upkeep of the facilities.
6. Council will maintain all insurances and indemnities required and keep the facilities in a good condition to ensure safe access and use by the community.

Conditions of Use

6. Priority of access and use of community facilities will be given as follows:

- Community activities by community groups (eg community festivals, cultural and religious events, school holiday recreation programs, public meetings, local and Federal government elections)
  - Private or club activities by community groups (eg sports and leisure events, training courses and meetings)
  - Private community use (eg weddings and other private functions)
  - Commercial use (eg trade fairs, promotion of products and services)
7. Notwithstanding any request for use or access, the Shire reserves the right to refuse any such request or to cancel a booking once made for any reason.
8. Access to community facilities will be on the following general terms (where applicable):
- No use or access of the facility without the prior agreement of the Shire.
  - All air conditioners, ceiling fans and lights must be turned off when not in use/at the end of hire/use period.
  - The facility must be locked when not in use/at the end of hire/use period.
  - The facility must be returned in good and clean condition. In the event of any damage or a requirement to do additional cleaning, the user will be responsible for the cost incurred.
  - Two working days notice of cancellation must be given or fee will be charged (where applicable).
  - A deposit of \$35 must be paid for issuance of a key to the facility. This will be refunded on return of the key. The key must be returned on the next working day after the facility has been used, or sooner if arranged. The deposit fee is payable at the Community Services Section at the George Fam Centre during office hours.
  - No fixtures or fittings can be placed in the facility without prior advice to and permission from the Shire.
  - The Shire must be advised of any proposed activity in the facility that requires a permit or licence (eg fire crackers, selling of alcohol, food stalls).
  - The Shire reserves the right to refuse or cancel facility hire if the Shire believes any proposed activity in the precinct is dangerous, hazardous or affects the amenity of the facility.
9. Keys are provided on the basis that they are for the specific use of the facility only.
10. In the case of regular or recurrent users, keys will be able to be kept rather than returned between uses on the basis that the keys are not given to anyone else to use, and a maximum of 2 keys are issued to the organisation concerned.
11. Invoices will be issued requesting advance payment for all regular and block bookings for use of the facility and must be paid according to the terms and conditions as indicated on the invoices.
12. Should payment for use of the facility not be complied with, the Shire reserves the right to deny access to its facility and replacement of new locks at the costs of the users.

### Free of Charge Use

13. In certain circumstances the Shire has the right to provide access to facilities on a free of charge basis. Free of charge access will only be considered in the following circumstances:
- The activity for which the facility is required is a community activity by a community group; that is, it is open to any member of the community to attend; and
  - The activity is free of charge
14. The Chief Executive Officer is delegated the authority to determine free of charge use on a case-by-case basis. Free of charge use can be agreed on a one-off basis for a particular event or for a period of up to one year in the case of regular or recurrent use. Regular or recurrent use means at least twice per month.

#### Storage Facilities

15. In certain circumstances use of ancillary facilities such as storage areas can be included in facility hire charges or free of charge use. As a general rule storage facilities would only be available for recurrent or regular community group users of a facility on the following terms and conditions:
- The Shire will allocate the storage area
  - The Shire will have the right to withdraw or change storage area use, including requiring storage areas to be shared, to accommodate other needs
  - The Shire will have first call on storage areas for its own use
  - No appliance or other fixture or fitting can be installed in a storage area unless the Shire grants permission
  - Misuse of a storage area will result in withdrawal of access
  - Keys will be made available to be held by the regular or recurrent user provided that the key deposit is paid and the other key use conditions are adhered to.

In all other circumstances storage fees will apply as per the fee schedule.

#### Community Facility fees and charges

16. The fees and charges for use of community facilities shall be the rates as fixed by the Shire of Christmas Island in its Annual Fees and Charges Schedule. Details of the fees and charges applicable to Use of Community Facility are obtainable from the Shire.

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Key Performance Indicators	Extent to which community understands the policy as demonstrated by applications for use and acceptance and adherence to conditions of use
Key Words	Community Facilities Hire & Use of Facilities Free of Charge use
Related Policies Related Procedures/ Documents	Various booking forms
Delegation Level	CEO
First Adopted by Council Resolution No.	24 August 2010 127/10

Adoption Conditions Consultation	Nil Community to be advised of policy via The Islander. Existing regular users of community facilities to be advised of policy via a letter
Reviewed by Council Resolution No.	26 September 2017 88/17
Adoption Conditions Changes to Policy as a Result of Review	Nil
Date Document Updated	September 2017
Next Review Date	September 2021
FILE REFERENCE	2.11.16

A copy of this policy was inserted into the First Edition of the Councillors Policy & Practice Manual in May 2003.