

<b>DA</b>	<b>USAGE &amp; MANAGEMENT OF COMMUNITY &amp; SPORTING FACILITIES</b>
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<b>DIVISION:</b>	Community Services
<b>BUSINESS UNIT:</b>	Recreation Services
<b>SERVICE UNIT:</b>	Recreation Services
<b>RESPONSIBLE OFFICER:</b>	Head of Recreation Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10 December 2020
<b>POLICY REF.:</b>	Usage & Management of Community & Sporting Facilities
<b>VERSION NO.</b>	8

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	28 February 2019
	28 August 2014	23 May 2019
	26 May 2016	26 November 2020
	25 August 2016	
OCM:	9 April 2009	8 September 2016
	14 June 2012	14 June 2018
	11 September 2014	13 June 2019
	9 June 2016	

**FUNCTION DELEGATED:**

The authority to apply specific conditions for the casual hire of Council controlled Community and Sporting Facilities, in accordance with the Terms and Conditions of Hire, which may be amended from time to time.

**CONDITIONS/GUIDELINES:**

- (1) The following conditions can be approved under this delegation in conjunction with conditions listed in Council Policy "Usage and Management of Community and Sporting Facilities"
  1. Community Facilities
  2. Community Sporting Facilities
  3. Passive Reserves
- (2) Any reduction of fees may be applied a customer service measure.
- (3) Any payment extensions for unpaid usage fees that enable continued access.
- (4) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

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As provided in Council Policy 'Usage and Management of Community and Sporting Facilities'

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act, 1995 sec 5.42 and 5.44  
Council Policy 'Usage and Management of Community and Sporting Facilities' refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

Head of Recreation Services  
Co-ordinator Recreation Services