

Appendix 1 - COMMUNITY FACILITIES OCCUPANCY POLICY - OCCUPANCY CLASSIFICATION MATRIX

Community	A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.
Community Service Not for Profit	An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Individual	Paid casual user or membership holder of Maroondah Leisure facilities and /or Karralyka patrons.

OCCUPANCY TYPE	LEVEL OF ACCESS	TENURE AVAILABLE	CLASSIFICATION TRAITS
Casual Hire	<ul style="list-style-type: none"> - Access to the space for booked time period. (ie not exclusive use of whole facility) - May have temporary loan of keys - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Once off use - Sporadic bookings - Hall hire <10 bookings 	<ul style="list-style-type: none"> - Individual or organisation - Public Liability Coverage - Council cover available for casual hall hire. - Maroondah based and non Maroondah based groups
Regular Hire	<ul style="list-style-type: none"> - Exclusive access to the space for booked time period. - Long term key allocation - No maintenance or utility responsibilities 	<ul style="list-style-type: none"> - Maximum annual allocation for specified period ie weekly, monthly, bimonthly. 	<ul style="list-style-type: none"> - Individual or Organisation - Public Liability Coverage - Council cover available for casual hall hire - Weekly hire - >10 consecutive weeks - Fortnightly hire ->10 consecutive fortnights - Monthly hire -> 10 consecutive months.
Membership	<ul style="list-style-type: none"> - Shared use - Signed usage agreement - Designates regular usage within defined parameters. 	<ul style="list-style-type: none"> Range of Maroondah Leisure Memberships. Karralyka Season pass. 	<ul style="list-style-type: none"> - Maroondah Leisure memberships for example -.Individual, Family. Mates. One facility or multiple facilities. - Karralyka season pass provides access to nine theatre season shows.
Seasonal Allocation	<ul style="list-style-type: none"> - Exclusive access to the facility at specified times for the allocated season. - Keys allocated for the season - Facility may be accessed by Council Officers & allocated to other uses in available times. - Partial maintenance & full utility responsibilities - Additional usage must be applied for separately (ie finals) 	<ul style="list-style-type: none"> - Winter season – 6 mth regular season - Summer season – 6 Months 	<ul style="list-style-type: none"> - For mainly Sporting facilities - Incorporated Organisation - Own Public Liability Insurance Coverage - Demonstrated direct benefit to local Community - No outstanding debt to Council - No notices or outstanding maintenance requirements
Licence	<ul style="list-style-type: none"> - Exclusive access to specific area, for specified days & hours - A number of licencees can occupy one facility - Keys allocated for the term of the licence - Facility may be accessed by Council Officers & allocated to other uses in available times. - May have partial maintenance & utility responsibilities 	<ul style="list-style-type: none"> - 2 year term with option for further 2 years (new users) - 3 year term with 2 further options of 3 years (current) 	<ul style="list-style-type: none"> - Incorporated Organisation - Own Public Liability Insurance Coverage - Demonstrate direct benefit to Maroondah Residents - No outstanding debt to Council
Lease	<ul style="list-style-type: none"> - Exclusive access (may have specified hours of access) - Keys allocated on a permanent basis (for period of agreement) - Council must obtain permission to enter the premises - Agreed maintenance responsibilities 	<ul style="list-style-type: none"> - 2 year term with option for further 2 years (new users) - 3 year term with 2 further options of 3 years (current) - Council discretion for significant capital contribution 	<ul style="list-style-type: none"> - Incorporated Organisation - Own Public Liability Insurance Coverage - May have made significant capital contribution to the facility. - Demonstrate direct benefit to Maroondah Residents - Specific permanent storage &/or set up requirements - Purpose built facility for specific function - No outstanding debt to Council
Deed of Delegation * No new instruments to be issued	<ul style="list-style-type: none"> - Non exclusive access. - Keys allocated on a permanent basis - Facility may be allocated by Council or Committee - Partial maintenance and reporting responsibilities 	<ul style="list-style-type: none"> - Deed of delegation is renewed every 4 years New instruments are not available 	<ul style="list-style-type: none"> - Committee under Council delegation authority - 8 -12 local residents or user group representatives who demonstrate the ability to effectively manage the facility and legal reporting requirements on behalf of Council.