

## **COMMUNITY CENTRES AND HALLS POLICY**

### **PURPOSE**

This policy describes the municipality's overall management role with regard to the provision, maintenance, usage and charges for community centres and halls.

### **DEFINITIONS**

"Community centres": an area or building used substantially for community services or activities, which promote the physical, cultural or emotional well-being of persons within the community. Community centres are not designed to be monopolized by a specific user group.

"Community Hall": a large room or building for meetings, with basic facilities, where community activities take place.

"Community Resource": the physical features within a community centre or other building which can be used for the provision of community services or for community development.

"Community Service": a non-profit or government funded service which provides individual or social benefits to the community.

"Community Agency": a non-profit organization providing community services to the residents or workers.

"Community Group": a non-profit voluntary organisation concerned with the quality of life of its members or community generally.

"Management Committee": an incorporated committee that manages a community centre or hall on behalf on the municipality and the community.

### **RATIONALE OF MUNICIPAL INVOLVEMENT**

Municipality may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and wider public, subject to Constitution and other law.

### **OBJECTIVES OF COMMUNITY CENTRES**

Municipality's aim is to provide community centres that meet the diverse needs of our residents and visitors. Community facilities extend the community's capacity to conduct activities, develop links amongst people, and build self-help and mutual support. As well, they should meet the recreational, cultural and community support needs and strengthen local community networks.

### **COMMUNITY CENTRES HAVE SEVERAL OBJECTIVES THAT MUNICIPALITY WISHES TO PROMOTE**

Community centres provide:

- Focal points for community interaction and for people contribution towards developing a friendly, supportive community with lively, viable local centres where people come to meet each other and find social support they require;
- Places and resources for delivering community services, including space for the volunteers who provide these services.
- Places that strengthen the life of the community; building strong, responsible, and safe communities;
- Places where people can build relationships, and provide a focus for building community identity.

## **PRINCIPLES FOR COMMUNITY CENTRE OPERATION**

### **Multi-purpose**

To allow community facilities to be used for varying purposes, the internal and external areas and the equipment should be able to be used in different combinations for different types of activities.

### **Greatest use**

To optimize community benefits. Municipality preference is to maximize the number of people using the facility, the intensity with which it is being used, and the times it is used.

### **Widest use**

To spread the benefits of community centres amongst the community. Municipality preference is for use by as many different people and groups as feasible.

### **Accessible**

To promote equitable access, all new community centres should be equipped for disability access, be accessible by public transport, be promoted in community language, have well maintained informative signage on the facility and adequate directional signs to it. The existing centres the upgraded to conform to this principles of accessible.

### **Equal opportunity**

To award all residents the opportunity to use centres, each should have a clear and non-discriminatory usage and booking procedure.

### **Responsive**

To ensure community centres reflect community needs, provision should be responsive to the community and not imposed participation of residents is crucial.

## **CORE ROLES OF THE MUNICIPALITY**

- To investigate community needs and avail funding for the construction and maintenance of community centres in line with relevant budgeting processes.

- To design and construct the community centres in line with appropriate building standards.
- To maintain and modify the municipal community centres to improve use amenity to ensure safety.
- To establish management committees and provide clear guidelines on their responsibilities.
- To support management committees in their management of the centres.
- To monitor and evaluate the performance of management committees.
- To provide and maintain fire safety equipment for community centres and halls.
- In partnership with the Management Committee, Municipality will bear responsibility of risk management of community centres and halls.
- To develop a detailed maintenance schedule for the community centres.
- The community centres and halls remain the municipal property and therefore has to be included in the asset register and conform to municipal asset management regulations.

### **ROLE OF MANAGEMENT COMMITTEE**

Management committees are the representatives of municipality and have to conduct their operations within the guidelines set here under:

- Municipality reserves the right to utilize the facility for activities that are beneficial to the community.
- Management committee is responsible for ensuring that use of the facility promotes cleanliness, safety and tranquility.
- The management committee will be responsible for the cleaning of community centre or hall.
- Management committee will provide all consumables such as toilet paper, light bulbs, cleaning materials, etc.
- The management committee will be required to make the facility accessible to the community in an equitable manner.
- User charges to cover for consumables will be determined by the municipality and set out as a standard tariff for hiring of community halls.
- All income from user charges is used for facility maintenance, general running and specific usage costs.