

Community facility quick start guide

For new committee members

Welcome to your role – Thank you for supporting your community facility.

Community facilities rely on volunteers like you to keep them safe, welcoming, and active. This quick guide highlights the most important things to focus on in your first weeks.

1. Your top priorities

Things to do first:

- Read and understanding your lease or licence agreement
- Confirm insurance is current and appropriate
- Ensure the facility is safe and ready for public use
- Understand how bookings and hirers are managed
- Agree how the facility will be used and promoted in the community.

If you are unsure about anything, contact Council early.

2. Your core responsibilities

As a committee member, you help ensure the facility is:

- Safe for all users
- Well-managed and cared for
- Accessible and welcoming to the community
- Financially sustainable and responsibly governed.

Key things to do:

- Read the lease or licence agreement
- Meet with other committee members to confirm roles
- Review budgets and basic finances
- Check health and safety processes are in place
- Confirm insurance cover is current and appropriate
- Understand booking and hirer processes

- Ensure keys/access and security arrangements are clear
 - Save the quarterly reporting link and set reminders.
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3. Safety essentials (do this early)

Make sure you know:

- Where fire exits and extinguishers are
- How to evacuate the building
- Any known hazards in the facility
- Who is responsible for opening and closing the building
- What to do if something is unsafe or damaged.

If something looks unsafe, it should not be used until it is made safe.

4. Bookings and use

Ensure your organisation has:

- Clear booking rules and processes
- Defined hire times (including set-up and pack-down)
- Occupancy limits clearly understood and enforced
- Expectations for cleaning and behaviour
- A system for managing regular and casual users.

Well-managed bookings help reduce conflict and protect the facility.

5. Ongoing good practice

Over time, ensure your organisation:

- Keeps records (maintenance, incidents, bookings)
- Monitors how the facility is being used
- Encourages regular community use
- Addresses issues early before they escalate
- Maintains good communication within your committee
- Keeps in regular contact with us.

Small issues are easier and cheaper to fix early.

6. Get support

You are not expected to manage everything alone.

Contact us if you need help with:

- Lease or property questions
 - Maintenance issues
 - Health and safety concerns
 - Governance or operational advice
 - Uncertainty about responsibilities.
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Key contacts

Leasing consultant:

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Community advisor:

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Council contact: 03 941 8999