

Community facility toolkit

Practical tools for managing your facility

About this toolkit

This toolkit provides simple, practical tools to help you manage your community facility effectively.

It is designed to support:

- Day-to-day operations
- Health and safety management
- Maintenance tracking
- Basic governance tasks.

You don't need to use every tool at once. Use what is relevant to your facility and your committee.

How to use this toolkit

Use the tools as needed:

- **Hazard register** - Identify and manage risks
- **Incident log** - Record accidents, near misses, or issues
- **Maintenance responsibility guide** - Understand who does what
- **Maintenance tracker** - Track repairs and follow-ups
- **Annual checklist** - Stay on top of key obligations
- **Hire fees guide** - Support consistent and fair pricing.

Keep this document accessible and update it regularly. It should be shared with all committee members.

Key principle:

Keep things simple, safe, and well documented.

Good records help to:

- Protect your organisation and volunteers
- Support funding and reporting requirements
- Ensure continuity when committee members change
- Improve safety and decision-making
- If you are unsure about anything, contact us before acting.

These tools are designed to help you stay organised, meet your responsibilities, and keep your facility running safely and efficiently.

Hazard register

Use this to identify and manage risks at your facility.

Hazard	Risk level (low/medium/high)	Control measures	Review date

Incident log

Record any accidents, near misses, or safety issues.

Date	Incident	Action taken	Reported to

Maintenance responsibility guide

Use this to help work out who is responsible for different types of maintenance. If you're unsure, contact us before arranging work.

Issue	Responsibility	Guidance examples
Structural damage	Council	Roof, walls, foundation
Roof leaks	Council	Report promptly
Electrical faults	Council	Safety-critical
Major plumbing	Council	Burst pipes
Minor plumbing	You	Blocked sinks
Interior painting	You	Cosmetic upkeep
Cleaning	You	Day-to-day
Grounds maintenance	As per lease	Check agreement
Vandalism	Shared	Report to Council

Maintenance tracker

Track issues and repairs to ensure they are resolved.

Date reported	Issue	Reported to	Status	Date completed

Annual compliance checklist

Track issues and repairs to ensure they are resolved.

Use this checklist to stay on top of key obligations.

- ☐ Insurance renewed
- ☐ Hazard register reviewed and updated
- ☐ Health and safety systems checked
- ☐ Financial position reviewed
- ☐ Lease or licence obligations reviewed
- ☐ Facility condition inspected

Completed by:

Date:

Actions required for the coming year

Action	Owner	Due date

Hire fees guide

Use this as a guide to set fair and sustainable hire fees.

User group	Example hourly fee
Community	\$15
Private	\$40
Commercial	\$60

Good practice

- Keep fees affordable for community use
- Offer discounts for regular users where appropriate
- Ensure fees contribute to basic operating costs
- Review fees annually.

Guiding principle

This facility is a community asset.

Fees should balance:

- Accessibility for the community
- Long-term financial sustainability.