

**Subject:** COMMUNITY STORE - OPERATING 2013

**Description:** This document describes Council's policy on the operation of the Street Stall facility.

**Objective:** To ensure a consistent and equitable method is used each week in dealing with organisations that have been allocated Community Store dates.

#### PART 1 – POLICY

1. A key to the facility will only be issued to a representative of the organisation allocated that week's Community Store use.
2. A refundable key deposit of \$40 will also need to be paid prior to the issue of the key, and will be refunded on return of the key, provided the stall has been left in a clean, tidy, and undamaged manner. The key should be returned on the Monday morning following the week of use of the Community Store.
3. Failure to return a key will mean loss of the key deposit and a charge for the lock replacement cost.
4. The organisation having the Community Store will be responsible for securing the facility each day at the close of business.
5. The organisation holding the Community Store will be responsible for any damage that occurred during Street Stall hours, the daily cleaning of the Stall and removal of any waste material.
6. Council will not be responsible for any item/matter left in the Store.
7. It is recommended that a representative of the organisation holding the Community Store inspects the Store internally on occupation. Any damage to the Store should be reported to Council as soon as possible.
8. A poster advising of the Community Store holder may be displayed on a sandwich board. The board is to be stored within the facility at night and all material to be removed from sandwich board at the end of the week. The appropriate placement of the A frame sandwich board is the responsibility of the stallholder.
9. Failure to comply with the policy may lead to an organisation not being granted a date for a Community Store use the following year (if applied for).
10. No animals be allowed within the premises of the Community Store, with the exception for guide dogs.

## PART 2 – EXEMPTIONS

Nil

## PART 3 – CRITERIA

1. To ensure that keys are returned to Council's Office.
2. To ensure a key is only issued to a person representing the designated Community Store holder.
3. To provide for the security of the Community Store.
4. To ensure the Community Store is maintained and left in a clean and acceptable condition for the following user.
5. To ensure that no animals are permitted into the Community Store.
6. To ensure organisations conducting the Community Store are able to advertise their use without interfering with footpath access.
7. To ensure that if the Community Store is damaged it is requested the holder report it to Council as soon as possible.

## PART 4 – OTHER MATTERS

Nil

**Review:** This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.

**Resolution No: 41/01; Reviewed March 05: 94/05; October 06: 387/06; August 08:279/08; Revised September 2009: 419/09; Revised June 2011: 207/11; Revised August 2013: 249/13**