



# VARIATION TO OPERATING HOURS AT COMMUNITY FACILITIES

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## 1. OBJECTIVE

To establish clear principles for and enable the City of Karratha (the City) to vary the operational hours at the City's community facilities.

## 2. PRINCIPLES

To ensure that the community is provided the greatest opportunity to access City community facilities while maintaining responsible facility management practices.

To provide as consistent approach as possible, recognising that each community facility is different, to the opening hours and on-going management of the City's community facilities.

The City owns and/or operates a number of community facilities with varied uses, services and activities that are accessible to the public. This policy applies to the following community facilities:

- Karratha Leisureplex;
- Red Earth Arts Precinct;
- Karratha Library;
- The Youth Shed;
- Karratha Indoor Play;
- Dampier Library;
- Wickham Recreation Precinct;
- Wickham Library;
- Roebourne Library;
- The Base; and
- Roebourne Aquatic Centre.

### 2.1 Operating Hours

Community facilities will have set operating hours for weekdays, weekends and recognised public holidays, which will be reviewed at a minimum, annually for approval by the Director Community Services and subsequently communicated to the public through display on site at each location and Council's various communication channels.

Due to the varied nature of the City's community facilities and their associated services, not all facilities will have the same operating hours.

#### 2.1.1 Variation to Operating Hours

Any review or variation of established operating hours will be based on the Principles consistent with this policy, approved by the Director Community services, and take into consideration:

- Patronage;
- Special programs, events or activities;
- Maintenance and/or capital work requirements;
- Staffing requirements;
- Industry standards;
- Seasonality; and
- Inclement weather.

### 2.1.2 Public Holidays

Notwithstanding the above, the City's community facilities will be closed on Christmas Day, and Good Friday.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

## 4. ROLES AND RESPONSIBILITIES

All Officers are responsible for applying this policy in their decision making, operation of community facilities, recommendations and delivery of products and services.

## 5. REFERENCES TO RELATED DOCUMENTS

- N/A

Policy Number:	CS-16
Previous Policy Number:	N/A
Resolution Numbers:	14307-Feb 2008; 151979-Apr 2012; 154840-Jul 2021
Last Review:	July 2021
Next Review:	July 2026 [Every 5 years]
Responsible Officer:	Manager Community Facilities

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*