



Facility Use Policy and Procedures

Background

With the completion of the office extension into Shop 3, Tiwi Place in Darwin, Healthy Living NT has 4 consulting rooms, a meeting room and a training room available for HLNT internal business needs and programs and casual or regular use and/or hire by external practitioners or services.

Policy Objective

The purpose of this policy is to provide clear guidance on the approved uses for HLNT facilities and hire, the terms and conditions of hire and necessary prerequisites to ensure HLNT, its clients and staff are protected in terms of statutory and policy requirements such as OHS, privacy and reputational risks.

Facility Availability

Availability is subject to fit with Healthy Living NT needs and complementarity of service; preference is generally given to practitioners or services which support people with chronic conditions.

Consulting room or facility availability and uses, in order of priority, is as follows:

Use	Status
<p>1. HLNT internal and business needs, programs and client activities which will benefit from additional space/facilities. These include:</p> <ul style="list-style-type: none"> • Use of the Meeting Room for client consults where 3 or more clients are involved or where disabled access is required, provided a prior booking has been made • Use of the Training Room: <ul style="list-style-type: none"> ➢ for the cardiac rehab group and Healthy Territory Kids programs ➢ for diabetes education group sessions where numbers are likely to exceed 15 attendees ➢ for any other educational session, function or meeting where numbers are likely to exceed 15 attendees <u>or</u> the activity requires the additional space <p>All other internal uses must receive prior approval from the CEO or delegate (MES/FAM).</p> <p>Diary bookings must be made for the use of the consulting rooms, meeting room and training room and any existing bookings take precedence.</p> <p>N.B. Use of the management area of the shop 3 extension for client consults is <u>not permissible</u>.</p>	Free



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Status	Approved	Facility Use Policy and Procedures	Document ID	G0055
Consultation	Board		Date of Issue	7/12/2018
Approval By	Board		Current Version Number	1.0
Circulation (on approval)	Staff and Board	Page 1 of 3	Review Cycle	Annual

2.	Existing services delivered co-jointly by HLNT and external providers such as the Paediatric Endocrine clinic to the extent of the level of 2018 usage. Any increase in usage (and the terms and conditions applying) must be approved by the CEO or delegate (MES/FAM).	Free
3.	New services or practitioners with specific linkage to HLNT programs, detailed in a formal agreement approved by the CEO.	Case by case
4.	External services or practitioners complementary to the needs of people with chronic conditions. Approval by the CEO or delegate required (MES/FAM).	Fees Payable
5.	Other external health or medical services or practitioners. Approval by the CEO or delegate required (MES/FAM).	Fees Payable
6.	Charitable organisation use. Approval by the CEO or delegate required. Fees may be waived in some cases(*).	Fees Payable (*)
7.	Non-health practitioners or services. Approval by the Board required.	Fees Payable

Pre-conditions for External Hire

External practitioners or services paying fees for the hire of space or facilities at Healthy Living NT:

- Will be required to sign a confidentiality agreement with Healthy Living NT requiring the practitioner maintain the confidentiality of Healthy Living NT business, staff and clients.
- Will be required to enter into a Hire Agreement with Healthy Living NT and acknowledge the terms and conditions of hire.
- Need to acknowledge that the extent of the agreement is for facility use only on a strictly commercial basis without any additional implied or explicit relationship with Healthy Living NT.

Healthy Living NT will not formally or informally refer any clients to services hiring our facilities as a result of their use of HLNT facilities. While health professional staff employed by Healthy Living NT do refer or suggest external health professionals to clients, this is based on an assessment of a client's personal preferences and clinical needs, and with full reference to the broader range of practitioners available. Healthy Living NT will not favour one practitioner or practice over others in accordance with HLNT's Ethical Practice policy.

In order to avoid potential triggers that may lead to a conflict of interest, the terms and conditions for room/facility use by external practitioners will be on the basis of a direct commercial transaction i.e. hire fee payable based on period of use. Healthy Living NT will generally not enter into income sharing arrangements based on the external practitioner's client throughput.

Procedure

Internal Use:

Cyclical use of the Training Room or other facilities in shop 3 for approved HLNT internal purposes will be diarised by the Admin Officer (or Customer Service staff);

Ad hoc use of the Training Room or other facilities in shop 3 for HLNT internal purposes (eg large Getting Started Groups) will be diarised by the Admin Officer (or Customer Service staff) based on an assessment of projected numbers;

Other Use requests are to be referred to the CEO or delegate for approval

External Use:

All requests for use of facilities by external parties are to be referred immediately to the Information Services Officer in the first instance, or in her absence, the Finance Admin Officer. They will consult with the CEO as necessary in determining approval of use.

Applicants must complete a Facility Hire Application and agree to comply with the terms and conditions of the Facility Hire Guide and Agreement.

Responsibility for Policy

The Board of Diabetes Association of the NT Inc. is responsible for ensuring this policy is up to date and complied with.

Approval

Original Approval Date: Board Meeting 5/18 of 20 October 2018

Circulation: All HLNT Board Members and staff.

Sign off by: Chair of the Board

A handwritten signature in black ink, appearing to read 'Ron O'Brien', with a large, stylized flourish at the end.

Signature: Ron O'Brien

Related Documents

Ethical Practice Policy

Privacy Policy

Confidentiality Agreement

Cybersecurity Policy

Wi-Fi Usage Policy

Facility Hire Guide and Agreement

Facility Hire Application

Healthy Living NT Facility Guide and Hire Agreement

Healthy Living NT welcomes the use of its facilities at Shop 1-3 Tiwi Place, Tiwi by external practitioners, services and organisations. Either casual or more permanent hire is available for health practitioners or services, not for profit organisations and other practitioners.

Availability is subject to fit with Healthy Living NT needs and complementarity of service; preference is generally given to practitioners or services which support people with chronic conditions. Facilities are available for hire as follows:

Function / Facilities	Consulting Rooms	Meeting Room	Training Room
Use	4 rooms suitable for private health/medical consultations, with seating for up to 3 clients in each room. One room has an examination bed	Suitable for private meetings up to 10 people	Suitable for training and seminar groups up to 25 people
Reception	Reception providing forms supplied by you to your client; notify practitioner of arrival	Meet and greet; direction of clients to Meeting room	Meet and greet; direction of clients to Training room
Waiting Area	✓	✗	✗
Disabled Access	✓	✓	✓
Phone	✓	Teleconference Phone	✓
Internet / Wi Fi	✓	✓	✓
Desktop Computers with Internet Access	✓	✗	✗
Laptop	✗	Available on request	✓
Photocopier	Available for a reasonable fee		
Printing	Available for a reasonable fee		
A/V	✗	Projector available on request	Laptop and screen
Whiteboards	✗	✓	✓
Tea / Coffee / Cold Water Facilities	✓	✓	✓
Kitchenette and Fridge	✓	✓	✓
Toilets	1 * Disabled Toilet with shower and baby change facilities 1 * Ambulant Unisex Toilet		
Parking	Excellent free parking facilities are available. Additional car parking is located adjacent to Tiwi Oval, capable of serving in excess of 25 vehicles during the day.		
Public Transport	Healthy NT is conveniently located as part of the general health network in the area. Bus Stop C on Routes 1 and 1h is located directly outside the office on Tiwi Gardens Road. These routes are dedicated to Royal Darwin Hospital and other health and community services located in Tiwi.		

Rates and General Conditions of Hire

Rates (excluding GST)	General Conditions		
Availability	Monday to Friday - 0800 - 1600 hours After hours availability to 1830 hours subject to a \$50/hour (or part thereof) surcharge. After hours access must be booked in advance.		
GST	All charges are subject to GST		
Charitable Discount	A discount of 10% applies to charitable users		
Casual Hire	Casual Hourly Rental Subject to room availability and pre-payment		
Consulting Room	\$50 per hour (minimum of 3 hours)		
Meeting Room	\$75 per hour (minimum of 2 hours)		
Training Room	\$100 per hour (minimum of 2 hours)		
Cancellations	14 days notice of cancellation required otherwise full fee will be payable		
Regular Hire	6 month minimum agreement payable monthly, one month in advance. Regularity can be weekly, fortnightly or monthly.		
Consulting Room Rates	Weekly	Fortnightly	Monthly
Regular 1 day	\$100	\$150	\$200
Regular 2 days	\$150	\$200	\$250
Regular 3 days	\$200	\$250	\$300
Regular 4 days	\$250	\$300	\$350
Regular 5 days	\$300	\$350	\$400
Meeting Room Rates	Hourly	Half Day	Full Day
Regular Booking	\$60	\$200	\$350
Training Room Rates	Hourly	Half Day	Full Day
Regular Booking	\$85	\$300	\$550
Catering	Morning and afternoon tea can be arranged for a daily charge Menus for catering can also be provided		

Rates are effective from 1 November 2018-30 June 2019

Please contact us to discuss your requirements, make a booking or to take a tour:
email info@healthylivingnt.org.au or phone us on 0889 278 488

Facility Hire Agreement

Specific Terms and Conditions of Hire and Use

Bookings will not be accepted by Healthy Living NT without receipt of an Application Form and other applicable documents. Approval of booking and confirmation will be sent after availability confirmed.

Healthy Living NT reserves the right to absolute discretion in the hiring of its facilities and has the right to refuse any person or persons, body or organisation or to cancel any booking without giving reason.

The Hirer is only permitted to use, and have access to the premises and equipment on the dates and at the times specified on the Application form. It is recommended that Hirers take into consideration when making your bookings to include time for set-up and clean/pack-up. This time is included in the hire time and will be charged at the appropriate hourly rate.

The Hirer must have Public Liability Insurance with at least \$10 million indemnity. A copy of the Certificate of Currency must be included with the Application Form. Healthy Living NT will not be responsible for any injury, loss or damage to the person or property of the Hirer, or any person in their employ or under their direction or any person attending any function organised by the Hirer of the venue.

The Hirer agrees to indemnify Healthy Living NT against loss or damage it suffers if the Hirer, or persons in their charge admitted to the premises during the period of hire:

- a) damages or destroys any property;
- b) injures any person;
- c) fails to observe any of the Hirer's obligations under this agreement.

The Hirer must sign a Confidentiality Agreement with Healthy Living NT undertaking to maintain the confidentiality of Healthy Living NT business, staff and clients.

In the event of a dispute or difference arising as to the interpretation of the agreement or as to anything therein contained, or to the meaning of any of the terms and conditions, the decision of the Healthy Living NT Board shall be final and conclusive.

Obligations of the Hirer:

Healthy Living NT agrees to hire their various venues and equipment to the Hirer subject to the following obligations. All Hirers are required:

- To read and adhere to all Terms and Conditions of the Facility Hire Agreement
- To read and agree to pay all Fees and Charges listed in the General Conditions of Hire in the manner and time agreed.
- To complete the relevant Facility Hire Application documents, and pay the associated costs to secure their booking. Bookings will not be confirmed without this being undertaken.
- To inspect facilities/equipment prior to hiring date to ascertain that the facilities are deemed fit for their particular needs/usage and satisfy their requirements.
- To identify any special needs such as catering, laptop or teleconference phone requirements and ensure they are fully detailed in the booking form. Additional fees will be chargeable and indicative costs will be advised by HLNT in advance.
- To provide their own Client Record Systems (where relevant).
- To leave the facilities and equipment in satisfactory condition. The hirer shall be responsible for

leaving the Premises clean and tidy at the conclusion of the hiring and Healthy Living NT may carry out, at the expense of the Hirer, such cleaning or other work as may be required to restore the Premises to a satisfactory condition.

- Excepting fair wear and tear, the Hirer shall be liable to Healthy Living NT for any damage to Premises or to any fittings, equipment, furniture, carpets or other property, which occurs during the period of hiring.
- Not to remove anything owned by Healthy Living NT.
- Not to use any exhibits or decorations in the facilities without the prior agreement of the Healthy Living NT.
- Not to connect any devices to Healthy Living NT ICT systems, without prior approval from Healthy Living NT.
- To comply with HLNT's Wi-Fi Usage Policy where such access is granted.
- To report any loss or damage to property to Healthy Living NT and to pay for its repair or replacement.
- Not to permit smoking within the facility.
- To switch off all lights, air conditioners, sound and AV systems and all other equipment before vacating the facility.
- To keep, in effect and in force, Public Liability Insurance cover as outlined the Facility Hire Agreement.
- During the period of hire not to create nuisance either by way of noise or otherwise so as to inconvenience adjoining neighbours or activities.
- Not to carry out any illegal activity anywhere in or about the facility.
- Not to serve liquor on the premises, without prior permission from Healthy Living NT.
- To return all hire facilities to the condition they were in prior to arrival.
- To provide prior safety briefing (fire and emergency) for the persons under their charge at the event/activity. The Hirer is responsible for evacuating the hired facility in the case of an emergency and shall:
 - arrange for attendees in their charge to leave the building in the case of an emergency.
 - ensure that attendees in their charge proceed to the nearest designated assembly area.
 - conduct a head count to make sure all attendees in their charge have evacuated the building.
 - ensure that attendees do not return until advised by the Fire Brigade or other appropriate authority.
- To comply with all Occupational Health and Safety Regulations.
- To acknowledge that authorised Healthy Living NT staff may be in attendance in and around the Premises during the hire period.
- To comply with all directions, venue policies and procedures provided to the Hirer by or on behalf of Healthy Living NT.

I have read, understood and agree to the Hire terms and conditions as stated above. I agree to the Terms and Conditions stated in this Facility Guide and Hire Agreement. I accept that this Agreement:

- does not constitute endorsement, partnership or other commercial agreement between the hiring party and Healthy Living NT beyond that described in the Facility Hire Agreement, and
- does not authorise the hiring party to use or advertise the Healthy Living NT logo or branding in its material.

Charges as per Facility Booking Request

Cost

_____	_____
_____	_____
_____	_____

Name: _____ **Signature:** _____

Position: _____ **Organisation:** _____

Date: _____

Name: _____ **Signature:** _____

Position: _____ **Organisation:** _____

Date: _____

Please sign and either email to info@healthylivingnt.org.au or fax back to 0889 278 515

Healthy Living NT Facility Booking Request

Please ensure that you read Healthy Living NT's *Facility Guide and Hire Agreement* prior to completing this application. Please discuss any queries you have by contacting Healthy Living NT on 0889 278 488.

1. General Information				
Title:		Name:		
Organisation Name				
Position:				
ABN: (if applicable)		GST Registered:	Yes / No	
Postal Address:				
Mobile Phone:		Email:		
Charity:	Yes / No	Public Liability Insurance Certificate attached:	Yes / No	
Facility Sought:	Consulting Room:	<input type="checkbox"/>	No. of rooms required:	
	Meeting Room:	<input type="checkbox"/>	Training Room:	<input type="checkbox"/>
Type of Hire:	Casual:	<input type="checkbox"/>	<i>Please go to Section 2</i>	
	Regular:	<input type="checkbox"/>	<i>Please go to Section 3</i>	

2. Booking Information - Casual			
Date(s) sought:			
Start Time:		Finish Time:	
	<i>Allow sufficient time for set up and pack-up After-hours availability from 1630-1830 hours subject to a \$50/hour (or part thereof) surcharge. After hours access must be booked in advance.</i>		
Purpose: (attach additional information if necessary)			
Est. No. of Attendees:		Self-Catering:	Yes / No
Special Needs: (please specify)			

Healthy Living NT Facility Booking Request

3. Booking Information - Regular

Frequency:	Weekly: <input type="checkbox"/>	Fortnightly: <input type="checkbox"/>	Monthly: <input type="checkbox"/>
Date(s) sought from:			
Date(s) sought to:			
Preferred Days:			
Start Time:	Finish Time:		
<i>Allow sufficient time for set up and pack-up After-hours availability from 1630- 1830 hours subject to a \$50/hour (or part thereof) surcharge. After hours access must be booked in advance.</i>			
Purpose: (attach additional information if necessary)			
Est. No. of Attendees:	Self-Catering:		Yes / No
Special Needs: (please specify)			

Name: _____ **Signature:** _____

Position: _____ **Organisation:** _____

Date: _____

Please sign and return the booking request to either email: info@healthylivingnt.org.au
or fax : 0889 278 515

On receipt of your booking request, Healthy Living NT will assess whether rooms are available and confirm by email. If availability is confirmed, Healthy Living NT will also advise an estimated cost of the hire.

Payment must be made prior to facility usage and the booking will not be confirmed until:

- payment has been received
- A Hire Agreement has been signed and
- A Confidentiality Agreement has been signed.

Healthy Living NT accepts payment by Visa Card, Master Card, cheque, cash or via Electronic Funds Transfer to BSB: 035-306 Account number: 322088.