

## Guidance Note - RULBA - Schedule 2 – Common Areas and Schedule 3 – Land

### Process for Completion of Schedules 2 and 3 RULBA

The school is to provide a copy of the School Site plan for discussion (or use the hard copy aerial photo provided).

The Principal and the Business Manager (if needed) will arrange to meet with the Parish Priest to discuss the use of the site with the view to identifying the area used solely by the school.

**Schedule 3** requires completion of a site map by drawing a line that shows the land portion that is solely attributed to the school for its use and the land being used by the wider Parish.

The school portion shown on this map will be the subject of the RULBA – Schedule 3.

If the use of a part, or parts, of the site remain undecided please contact the Governance secretariat on 9267 0320 for further discussion to resolve.

Draw lines on the site map, indicating the boundaries of the land that is for the use of the school and the land that is for use of the wider parish. Within each of these two areas, further indicate if any part of the land is used by both the school and the wider parish as a common area. You may do this by using different colours, and shading the areas of land used by the school, the areas of land used by the wider parish and, finally, each area within those areas that is used by both the school and the wider parish and providing a note indicating which colour relates to a particular use of that area of land. See below

**Schedule 2** requires any building or land area that is shared, or is a **common area** during the day for both the school and the wider parish, to be hatched/coloured on the site plan and the Schedule 3 completed accordingly. This Schedule outlines the agreed access times or cost arrangements, as applicable for each party. This Schedule 2 can be changed and updated at any time in the future following agreement by both the School and the Parish. The key Guiding Document for Schedule 2 is attached - *“Key principles for the use of parish and school facilities”* which is included in the Working Together in Mission Charter.

At the highest level a **School facility** is a school building, carpark or facility that the School-:

- Has unlimited and exclusive access to when it so chooses
- Has management oversight of the facility and makes the decision if and when a third party can make any ad hoc use of it
- Pays all associated capital, maintenance and utility costs from school funds
- Has used school funds or government capital funding to refurbish and/or construct any element of the facility at any time in the last twenty years
- Manages the hiring of a facility to a third party and receives the income
- Is included in the school land allocation in Schedule 3 of the RULBA. Schedule 3 should have a line drawn around all of these to indicate school right to use

A facility would be considered an **Owner (Parish) facility** if:-

- The parish has management oversight of the facility and makes the decision if and when a third party can any regular or ad hoc use of it
- The parish pays all associated capital, maintenance and utility costs
- No school funds have ever been used to refurbish and/or construct the facility
- Manages the hiring of a facility to a third party and receives the income
- Is not included in the school land allocation in Schedule 3 of the RULBA

**Common Areas** are those areas such as halls or carparks that are used by both the school and the parish during school hours on a regular and agreed basis but sits on one party's land which necessitates written arrangements regarding agreed access times and shared costs. A Common Area would normally result in both parties sharing a portion of all capital, maintenance and utility costs, and any income, on an agreed basis based on pro rata usage.

**School Facilities Common Areas** are those Common Areas managed by the school and is included in the school portion of Schedule 3. To be shown as hatched on Schedule 3.

**Owner (Parish) Facilities Common Areas** are those Common Areas managed by the parish and is included in the parish portion of Schedule 3. To be shown as hatched on Schedule 3.

Examples of Common Areas would be a Parish Hall used once a week for school assemblies, a Parish Hall being used two days a week for school use, a School Hall being used once a week for Bingo or Parish activity

**An Ad hoc Basis**:- where the school or parish have use of the other party's facilities on an agreed irregular and ad hoc basis. Examples of ad hoc usage by Parish of a School Hall or carpark would be funerals.

**Third Party usage of facilities**:- Frequently arrangements are made with third parties for use of a school or parish hall. For example, sporting clubs. If the hall is included as a school facility on Schedule 3, the school would manage the third party hiring arrangements and receive any income; and vice versa for a Parish Hall.

It is intended that ad hoc usage by either party would be reasonably available by local agreement at no cost but can be documented in Schedule 2 if preferred.

## Schedule 2 (example only)

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<b>Item 1</b> <b>School Facilities Common Areas</b>	School Hall School Car Park
<b>Item 2</b> <b>Owner Facilities Common Areas</b>	Tennis Courts
<b>Item 3</b> <b>MACS' Access Times</b>	School Hall: all times except for Owner's Access Times School Car Park: all times Tennis Courts: 2.00pm – 5.30pm each Friday and 8.30am to 1.00pm each Saturday
<b>Item 4</b> <b>Owner's Access Times</b>	School Hall: 2.00pm to 6.00pm each Thursday School Car Park: 8.00am to 6.30pm each Sunday Tennis Courts: all times except for MACS' Access Times
<b>Item 5</b> <b>MACS' Expense Contribution</b>	School Hall: 95% School Car Park: 100% Tennis Courts: 10%
<b>Item 6</b> <b>Owner's Expense Contribution</b>	School Hall: 5% School Car Park: Nil Tennis Courts: 90%
<b>Item 7</b> <b>School Facilities Ad Hoc Usage Fees</b>	School Hall: \$20 p/h School Car Park: \$Nil
<b>Item 8</b> <b>Owner Facilities Ad Hoc Usage Fees</b>	Tennis Courts: \$10 per court p/h
<b>Item 9</b> <b>End Date</b>	School Hall: N/A School Car Park: N/A Tennis Courts: N/A

## **Examples of Cost Sharing Formula intended as a Guide only**

### **School Facility Common Area – School Hall**

The Hall is a school facility however is used by the Parish every Thursday for Bingo and community activities from 2pm until 6.00pm.

The Hall requires refurbishment of \$100,000 and the school pays all outgoings and maintenance expenses as it is a School facility.

In this instance the capital cost would be shared on the basis of-

7 days per week with parish part use on 1/2 day per week. Therefore parish contribution to capital cost would be:-

- ½ day per week/7days total  
0.5 day/7 days
- Approx. 7% of total or agreed at 5%

In respect of paying outgoings the Owner's Expense contribution would also be 5%. A simple way to manage this scenario would be that there is an agreed contribution paid by the Owner to the school at either an hourly rate, a daily rate or a yearly rate.

The main intent of Items 6 and 7 is to recognise and appropriately recompense each other for any regular and sustained use of the other's facility. There is no one formula but it is important to document the rationale for the allocation of expenses.

**School Facility Common Area - Carpark** arrangements should be considered within the spirit of the Working Together in Mission document. Cost sharing will mostly relate to capital expenditure.

The carpark is nominated as a School facility but is used by parishioners to park solely for church services on the weekend on a time when the carpark is not in use by the school.

The carpark requires asphalt resurfacing at a cost of \$100,000 and the school pays all outgoings and maintenance expenses as it is a School facility.

In this instance the capital cost would be borne by the school.-

Expenses related to ongoing costs would be minimal in this instance.

**Owner (Parish) Facility Common Area - Tennis Courts** arrangements should be considered within the spirit of the Working Together in Mission document. Cost sharing will mostly relate to capital expenditure.

The Tennis Courts are nominated as an Owner (Parish) Common Area with the school having agreed access to the courts on 2.00pm – 5.30pm each Friday and 8.30am to 1.00pm each Saturday. The Parish have arrangements with a Tennis Club and a tennis coach at other times of the week.

The Tennis Courts require resurfacing at a cost of \$100,000 and the parish pays all outgoings and maintenance expenses as it is an Owner facility.

In this instance the capital cost could be shared with the school on the basis of-

7 days per week with school part use on two, half days per week. Therefore school contribution would be:-

- $\frac{1}{2} \times 2$  days/7days total
- 1 day/7 days
- 14% of total

Expenses related to ongoing costs would be minimal to the school in this instance but could be based on the same formula if they can be substantiated.

If the Parish is receiving other income for the hiring of the courts presumably this income would also contribute to the capital works.

**Owner (Parish) Facility Common Area - Carpark** arrangements should be considered within the spirit of the Working Together in Mission document. Cost sharing will mostly relate to capital expenditure.

A carpark is nominated as an Owner (Parish) facility but is used by school staff to park during the day as well as parish visitors Monday – Friday and for church services on the weekend.

The carpark requires asphalt resurfacing at a cost of \$100,000 and the parish pays all outgoings and maintenance expenses as it is an Owner facility.

In this instance the capital cost could be shared on the basis of-

7 days per week with school part use on 5 days a week. Therefore school contribution could be:-

- $\frac{1}{2} \times 5$  days/7days total
- 2.5/7
- 35% of total

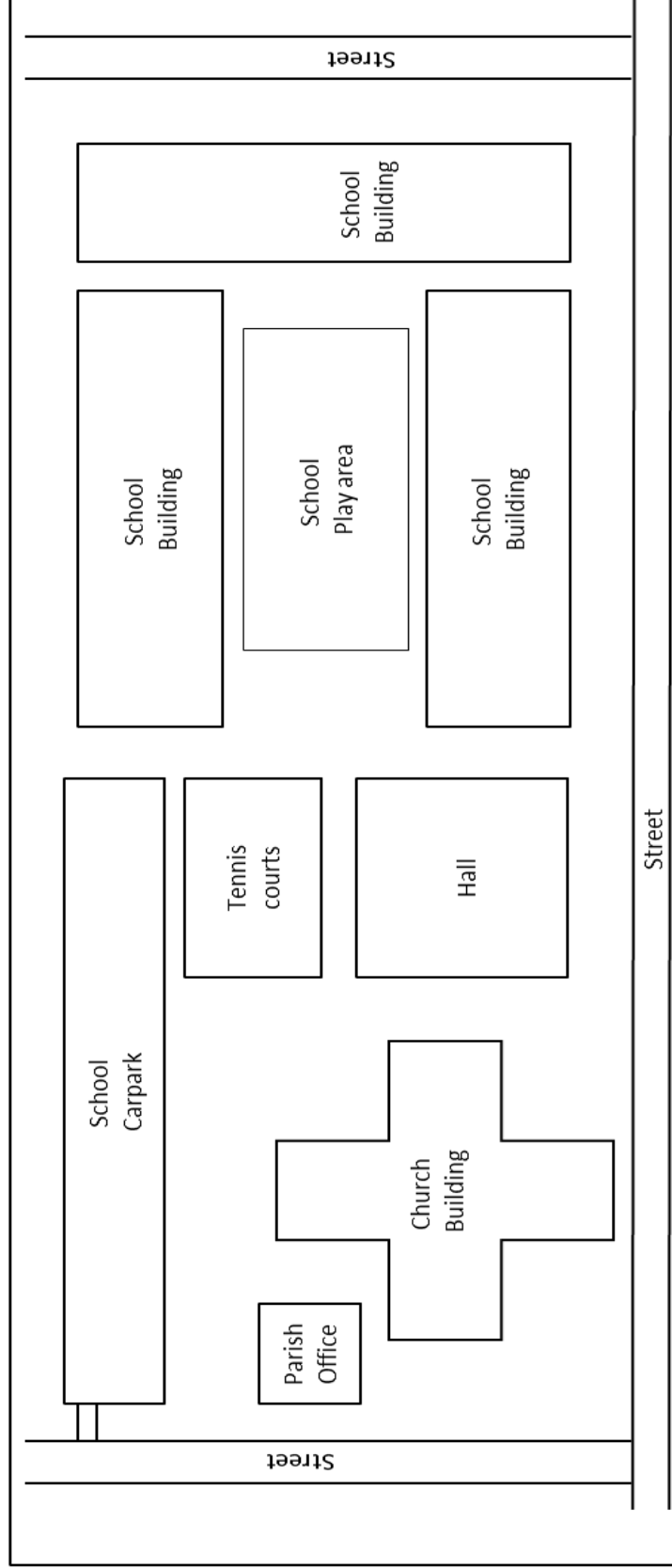
Expenses related to ongoing costs would be minimal in this instance but could be based on the same formula if they can be substantiated.

**Note:**

Celebrations of the Eucharist and other sacraments and liturgical celebrations are a vital part of the Catholic formation of the members of the parish school community. Schools are exempt from any hiring charges for celebrations in the parish church or other parish facility for these purposes.

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RULBA Guidance – Schedule 3 – Example Site Map



Example School Site Map

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RULBA Guidance – Schedule 3 – Example Site Map



School Facilities – Common



Parish Facilities – Common

Example School Site Map