



Come & See

St Philip's Anglican Church O'Connor

St Philip's O'Connor Facilities Use Policy

St. Philip's Parish Council by resolution adopts this policy

Resolution date 18 November 2025

Next review 18 November 2030

1. Scope of Policy

This Policy applies to property held on trust by the Anglican Church Property Trust, Diocese of Canberra Goulburn, for St. Philip's O'Connor Anglican Church.

The Policy sets out the principles and conditions under which these facilities may be used by:

- Parishioners and Parish groups
- Diocesan organisations
- Approved community groups and other users

The Policy sets out the overarching intent, priorities, and limitations for facility use, ensuring alignment with Parish mission, and Diocesan governance requirements. It does **not** cover detailed operational steps, which are addressed in the Facilities Use Procedures.

2. Statement of Intent

The building, grounds and other facilities of St. Philip's are for use primarily by Parishioners and Diocesan organisations.

These uses include worship services, sacraments, Christian education for all ages, fellowship and recreation consistent with Anglican practices and traditions, as well as activities conducted by the Diocese that are hosted by the Parish.

We also make our facilities available to community groups that engage in activities approved by Parish Council in partnership with the Rector, as part of our strong commitment to our local community.

This is a key approach by which we advance our mission, which is *“to connect people who are disconnected into a growing relationship with Jesus Christ.”* It also contributes to the financial viability of the Parish, including the upkeep of our facilities. However, religious services (including Divine Liturgy, Baptism, Lenten and Holy Week services) will always have priority over other uses.

3. St Philip’s Facilities

3.1 This policy applies to the facilities list in the table below.

Facility Name	Description
Church	Seating for about 120 people; heated by 14 x ~2kW overhead radiant panels (28kW total).
Church Hall & Playground	Reserved for long-term lease; not available for short-term external use.
Lamerton Centre	Two multi-purpose spaces; meeting room seats up to 30; kitchenette; appliances; heating/cooling.
Studio	Office-sized room; 2.4kW oil heater and fan.
Toilets	Three accessible from courtyard; includes disabled toilet with change table.
Car Park	Off-street parking for about 14 cars, including two disabled spaces.
Courtyard	Landscaped area adjoining all facilities.

3.2 Disabled access is available in all buildings. The disabled toilet is wheelchair accessible. A hearing loop has been installed in the church.

4. Who May Use the Facilities?

4.1 The following bodies may use our facilities:

- a) Groups and members of St. Philip’s as part of Parish ministry.
- b) Individual members of St. Philip’s approved by Parish Council in partnership with the Rector.

- c) Diocesan groups hosted by St. Philip's.
 - d) Not-for-profit community, service, charitable and cultural organizations approved by Parish Council in partnership with the Rector.
 - e) Other not-for-profit and for-profit groups approved by Parish Council in partnership with the Rector.
- 4.2 Parish Council in partnership with the Rector will not approve a particular use of our facilities by persons or groups where it deems that:
- a) Such approval could lead to reputational damage to St. Philip's, or could cause controversy or division within the Parish.
 - b) Such persons or groups hold, advance, or advocate beliefs, or engage in practices that are inconsistent or conflict with policy positions held by the Diocese.
- 4.3 Under the *Governance of the Diocese Ordinance 2000*, authority and responsibility for the use of our facilities ultimately rests with the Bishop of the Diocese.
-

5. Compliance

- 5.1 The Parish Council, members of Parish and other users of St. Philip's facilities, must comply with this Policy, the St Philip 's Facilities Use Procedures as amended from time to time, and all relevant law and regulations applicable to the use of the facilities.
-

Noise

- 5.2 All users of the facilities must comply strictly with the ACT Government's noise limits, which is situated in a residential area (RZ2 Suburban Core Zone). Under the *Environment Protection Regulation 2005*, the maximum permissible noise levels are:
- **45 dB(A)** during daytime (7:00 am – 10:00 pm)
 - **35 dB(A)** at night (10:00 pm – 7:00 am)
For flats or townhouses in multi-unit complexes, the limits are stricter:
 - **40 dB(A)** during daytime
 - **30 dB(A)** at night

Noise is measured at the property boundary. Certain activities (e.g., garden maintenance, building work) may exceed these limits if they comply with specific conditions. Further details are available at [Access Canberra Noise Management](#).

- 5.3 The Parish Council will take steps, including in the Facilities Use Procedures to ensure neighbours are notified of noise from uses of the facilities that involve higher than usual level of traffic and will involve music or amplification, and will have regard to Access Canberra's guidance on [Residential Noise](#).
-

6. Weddings and Funerals

St. Philip's has scheduled charges for the use of church facilities for weddings and funerals. These fees contribute to the general upkeep and cleaning of the facilities. The Rector may choose to waive fees for weddings or funerals of members of the Parish or their family.

7 Baptisms and other rites of passages services

- 7.1 Rites of passages services eg baptism, confirmation etc will usually be held as part of the usual scheduled weekly services.
- 7.2 The Rector does not charge for conducting 'rite of passage' services for members of the Parish and their family.
- 7.3 In some circumstances, it may be appropriate for an honorarium to be paid. A suggested honorarium is set out in the Facilities Use Policy.
- 7.4 If a rite of passage service is performed outside the usual service times, members of the Parish and others a further honorarium would be expected to pay clergy or Lay Readers traveling costs.
-

Review of Facility Use Policy

Parish Council will review this Facility Use Policy every 5 years or sooner if necessary.