

# RECREATION COMMUNITY FACILITIES

## HIRE AND USE FEES AND

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## 1. OBJECTIVE

1. Outlines principles of hire and use to ensure a fair and equitable approach in charging fees and charges based on a user pays system.
- ~~4.2.~~ To ensure that appropriate fees are charged ~~so as~~ to assist ~~Council the City~~ in maintaining and improving its recreation community facilities.
- ~~2.1. To ensure a fair and equitable approach in charging fees and charges based on a user pays system.~~
3. To use fees and charges to support development of junior sport community groups within the City of Karratha.
- ~~3.4. To minimise risk associated with lease, use and hire of City owned or controlled facilities and to ensure all users are responsible for obtaining public liability insurance for the period of lease or hire of the community facility (ies).~~

## 2. PHILOSOPHY

### 2.1 Social Equity

The City has a basic philosophy of encouraging participation at as wide a range of recreation community facilities as possible. ~~In doing~~ In doing so it recognises that the economic, social and demographic profile of the community must be taken into account especially with respect to “capacity to pay”. As a basic principle there will be no concessions/subsidies on fees for any organisation, which is of a commercial nature or where the facility is being utilised for commercial or personal gain. The City considers community demand and capacity of its facilities to ensure spaces are used and fit for purpose.

### 2.2 Financial

The City subscribes to the objective of establishing fees, ~~and~~ charges and bonds which are affordable, transparent and equitable having regard to the type, use, function and purpose of the facility. The objective is to have a consistent approach in raising fees and charges between all community facilities whether they are active reserves, ~~pavilions pavilions, or~~ halls or other community facilities.

### 2.3 Community Group Donations/fee waiver

The City receives requests from community groups for a donation/fee waiver towards an activity, event or program with a charitable or community service purpose. These requests are often associated with the hire of community facilities including active reserves, pavilions, halls and major facilities such as Red Earth Arts Precinct and Karratha Leisureplex. To provide clear guidelines on the equitable assessment of these donation requests, the following principles will apply and reviewed annually:

- Community User Groups (see definitions below) ~~will~~ may be considered for a one off donation/fee waiver per year, if the purpose they are seeking a donation/fee waiver for, has a charitable purpose (eg. proceeds go to a charity);

- ~~Requests will only be considered from Community User Groups one per year;~~
- ~~A minimum of 6 weeks is required to consider a donation/fee waiver request;~~
- ~~All other Community User Group fees will be charged the applicable discounted Community group rate as per Council's adopted fees and charges.~~

### 3. DEFINITIONS

The following definitions are applicable to assist in clarifying this policies provision:

~~Recreation Community Facilities – Defined as Councils Active Reserves, Pavilions, and Halls and Community Facilities – other.~~

**Junior** - Defined as any individual who is under the age of 18 years.

**Senior** - Defined as any individual who is ~~between the ages of 18~~ years of age or older and 54 years of age. In the case of there being a mixed age group (i.e. Juniors and Seniors) the booking will be charged on the basis of the ~~predominate age group~~ pro-rata distribution.

**Junior Sports** - Defined as those sports that are undertaken either in teams (as defined by the rules of the game) or individually by persons under the age of 18 years, and which utilise the City's recreation facilities. This definition also extends to other junior non-sport related community organisations.

**Adult Sports** - Defined as those sports that are undertaken either in teams (as defined by the rules of the game) or individuals, by persons who are over the age of 18 years and which utilise the City's recreation facilities. This definition also extends to other senior non-sport related community organisations.

**Season** - The word „seasonal“ or „season“ for the purpose of this policy means the seasons of summer and winter, for the purposes of defining seasonal hire. The summer season shall be regarded as the period between 1 October to the 31 March and the winter season from 1 April to the 30 September.

**Active Reserve Hire** - Defined as the usage of the City's Active Reserves for sporting and/or recreational purposes and include those areas under the City's control set aside for active recreation and sporting activities. ~~These include Roebourne Oval, Bulgarra Oval (East and West), KEC Oval, Pegs Creek Oval, Millars Well Oval and Hampton Oval.~~

**Pavilions and Halls** - Defined as usage of the City's buildings for sporting and/or recreational or community purposes, ~~and includes Millars Well Pavilion, Pegs Creek Pavilion, Dampier Pavilion, Roebourne Community Centre and the Karratha Entertainment Centre.~~

**Commercial User Groups** - A commercial user group is one, which is a registered business with the Department of Consumer and Employment Protection and results in private pecuniary gain (i.e. income generation & profit), and those organisations that do not meet the criteria for incorporation under the *Associations Incorporations Act*. Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the City's facilities.

**Community User Groups** - A community user group is defined as a non-profit organisation and shall include, but is not limited to, sporting clubs (that are incorporated under the *Associations Incorporations Act*), religious groups and demonstrated not-for-profit community groups or individuals that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community fee for all use of the City's facilities.

**Casual Hirers** - Those users of the City's recreation facilities that hire for a specific event or intermittent and/or irregular meetings during any given year to a maximum of 10 sessions per calendar year.

~~Special Events – defined as a ‘one-off’, annual or biannual event which attracts over 500 individuals.~~

## 4. PRINCIPLES

### ~~4.1 Community Facilities- Other~~

~~Fees and charges for other community facilities are set with community accessibility in mind while recoupling operating costs for each facility. This methodology applies to all City of Karratha Community Facilities including the Red Earth Arts Precinct and Karratha Leisureplex.~~

#### ~~4.1~~ Active Reserves

Fees and charges for active reserves are set utilising a user pays methodology that collectively aims to recover ~~approximately 10% a portion~~ of the operating costs to maintain ~~Councils the City's~~ active reserves.

The ~~u~~User ~~p~~Pays method is based on a set cost per standard player per use for the season. The method requires the nomination of a cost per use as adopted annually by Council when setting its fees and charges then multiplied by the average number of uses per week/season based on bookings provided by the Club/Organisation for seasonal grounds allocation, the number of teams in a Club / Association and the average number of players in the team.

Junior Sports shall receive a ~~75~~50% discount on the set cost per standard ~~and~~ senior player as adopted annually by Council when setting its seasonal fees and charges for active reserve use.

Junior sports shall be entitled to reimbursement of 50% of the cost of oval and court lighting.

All organisations or individuals who utilise active reserves outside of normal season use (e.g. season training) or are a casual hirers shall be charged a casual hire fee as set in Council's schedule of fees and charges. ~~The junior discount is not applicable to casual hirers of active reserves outside of seasonal bookings.~~

#### 4.2 Pavilions / Halls

Fees and charges for the use of ~~Councils the City's~~ facilities will be set annually by Council to offset utility and maintenance costs to ~~Council the City~~ in the provision of each facility and therefore hire fees of each may differ accordingly.

Fees and charges shall be set for both commercial and community user groups. Junior sports, as defined in this policy, shall receive a ~~75~~50% discount on the hourly community hire rate as adopted annually by Council when setting its fees and charges.

### ~~4.43~~ Support for Junior Sport

~~Any income generated annually from the hire of Councils active reserves shall be allocated by Council in a reserve fund and that those funds be used for:~~

- ~~• All types of junior sport development.~~
- ~~• Improvement of Council's recreation facilities.~~
- ~~• For the purpose of developing long term plans for a club or association with the intent of consolidating its viability.~~

~~Council shall also retain its current role in provisioning public amenities such as ovals, halls, swimming pools and courts for active and passive recreational pursuits and assist those organisations that aspire to institute their own facilities with a preference to the allocation of self-supporting loans and community grants & donations, as per Council's policies — Self Supporting Loans and Donations, Sponsorship & Community Grants.~~

### ~~4.54~~ Policy ExclusionsApplication of Policy

~~This applies to all individuals and groups, community user groups, commercial user groups, charities, businesses, teachers of recreational activities.~~

~~This does not apply to members of the public hiring City premises for one-off private functions, such as small gatherings, meeting, wedding receptions, social sporting events or birthday parties that do not qualify as a 'special event' who are required to sign an official indemnity form. Application of Council's junior discount is not applicable to commercial user groups and the hire of Council's Pavilion kiosks, the Roebourne Multi-Use Courts, Roebourne Aquatic Centre and the Karratha Aquatic Centre or available to education institutions for the hire of Councils recreation community facilities.~~

### 4.3 **Bonds**

To assist the City in maintaining community facilities following functions and large group bookings, bonds are charged using a fair and transparent system regarding the amount groups are charged for bonds; utilising funds from the bond to recover costs due to damage caused by user groups. Bonds for Community and Commercial user groups and special events are calculated utilising a Bond Matrix; this method is based on a risk assessment and associated cost related to the hirer's use of the City's facilities. There will be no subsidies/waiving for bond amounts for bookings of City facilities. All hirers are subject to the following conditions of hire for City Community facilities:

Bonds for hire of City facilities are required in accordance with the Fees and Charges set annually by Council and must be paid seven (7) days prior to the booking date. Failure to pay the bond stipulated in the confirmation letter by the due date will render any booking or agreement void. Failure to comply with the conditions outlines in the Conditions of Hire document may result in the forfeiture of all or a portion of the bond and the City reserves its right to impose additional charges for cleaning/and or repair of damage required as a result of the booking.

The Hirer acknowledges that a breach of the hire arrangement may result in the City refusing to agree to any future hiring to the applicant, including any future confirmed bookings.

### 4.4 **Insurance Requirements**

Community and Commercial user groups wishing to lease, use or hire City owned or controlled premises are required to hold and submit a certificate of public liability insurance cover of not less than \$10 million.

Members of the community who are not Community or Commercial user groups are not required to produce a certificate of insurance cover, however, they are required to sign an official indemnity form (Casual Venue Hire- Application Form) supplied by the City).

## 5. 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.

## 6. REFERENCES TO RELATED DOCUMENTS

- N/A

Policy Number:	CS-04
Previous Policy Number:	CS-08
Resolution Numbers:	5364-Dec 1997; 10618-Sep 1997; 12738-Sep 2002; 13497-Oct 2004; 14223-Oct 2007; 14272- Dec 2007; 14308-Feb2008
Last Review:	February 2008
Next Review:	July 2026
Responsible Officer:	Manager Community <del>Services</del> Facilities

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