

**Facility Hire & Use Policy**

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**Policy Owner:** Program Services, Community Development  
**Contact Person:** Manager Community Programs & Services  
**Date of Approval:** 2 May 2011 (CD02-05/11)

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**POLICY OBJECTIVE**

The purpose of this policy is to provide a framework for the hire and use of community facilities (hereby referred to as “facilities”) and parks and reserves (hereby referred to as “reserves”) across the City of Wanneroo. This policy does not apply to leased facilities or areas subject to a shared use agreement.

**POLICY STATEMENT**

The overall objective of facilities and reserves across the City of Wanneroo is to provide spaces and places for a variety of functions, events, and activities for the community. In order to ensure that conditions related to the hire and use of facilities and reserves throughout the City are applied consistently, this policy outlines:

- Relevant definitions
- Fees and charges applicable to facilities and reserves.
- Facility & Reserve Use
- Storage
- Events
- Noise
- Policy Exemptions

This policy DOES NOT APPLY to the City’s:

- Administration and Civic Centre at 23 Dundobar Rd, Wanneroo;
- Aquamotion Aquatic Centre in Wanneroo;
- Kingsway Indoor Stadium, Madeley – the use of sporting and fitness facilities only;
- Wanneroo Library and Cultural Centre, Wanneroo;
- Golf courses located at Marangaroo and Carramar; or
- Facilities currently under a lease agreement as defined by the City of Wanneroo Tenancy Policy.

**SCOPE**

Who this policy applies to for example: 'developers', 'users of the City's facilities, community groups applying for grants and donations'.

**BACKGROUND*****Fair Play Statement of Principle***

The City of Wanneroo is committed to providing the highest standards of community facilities, based upon the principles of social equity, environmental sustainability, financial affordability and transparency of process. These principles guide the development and interpretation of policy for community access to existing, new and proposed future amenities.

The City strives for improved fairness and equity in facility and service delivery with the goal of maximising community use. It encourages positive user attitudes and assists in the regulation of facility use. Efficient use of financial resources is a goal that does not prohibit subsidised use by key sectors of the community.

Whilst acknowledging its role within the wider region the City of Wanneroo seeks to protect the interests of its ratepayers by ensuring priority access to the City's residents and restricting subsidised use by individuals and clubs from other Local Government Authority areas.

**CONSULTATION WITH STAKEHOLDERS**

Consultation led by Community Facilities will be undertaken with Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management. Ongoing feedback from external stakeholders is addressed by Community facilities for input to policy review.

**IMPLICATIONS (Financial, Human Resources)**

NIL

**IMPLEMENTATION**

This policy was first implemented in July 2001 and due for the next review in August 2011.

**ROLES AND RESPONSIBILITIES**

Community Programs & Services are responsible for publication of this policy with assistance from Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management.

## DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

## WHO NEEDS TO KNOW ABOUT THIS POLICY?

Community Facilities, Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management.

## EVALUATION AND REVIEW PROVISIONS

The adopted policy will be evaluated as to its effectiveness in achieving its outcomes every two years.

### 1. **Conditions of Hire**

- 1.1 The Conditions of Hire applicable to all users of Council's facilities and reserves shall be made available to all prospective hirers when booking enquiries are made.
- 1.2 Facility Hire Contracts Conditions of hire are required to be signed by the prospective hirer prior to the function, event or activity taking place.
- 1.3 Conditions of hire applicable to Council facilities and reserves are as follows.

### 2. **Fees and Charges**

Fees and charges applicable to all facilities and reserves defined in this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and as amended from time to time. The schedule of fees and charges will be increased on an annual basis.

#### 2.1 *Apportionment of Charges*

In the event that a team does not wish to use a reserve for two training sessions and one match per week (which is the maximum permitted level of use when paying the full per team fee for use of reserves) Council will apportion charges for team use of active reserves on the following basis:

<b>% of Current Fee</b>	<b>Permitted Level of Use</b>
25%	Equals one competition event or one training night per team per week for the duration of the season.
50%	Equals two training nights only per team per week for the duration of the season.
75%	Equals one training night and one competition only per team per week for the duration of the season

100%	Equals two training nights and one competition per team per week for the duration of the season.
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The apportionment of fees is based on the current seasonal hire fee as per the current Council endorsed Schedule of Fees and Charges.

## 2.2 *Payment Terms*

The hirer shall pay in full the hire fees within 30 days of rendering of an account. Non-payment by the end of this period shall void the application for hire. In the event that there is an outstanding amount at the expiration of the hire period, the hirer shall be prevented from making a casual, seasonal or annual booking unless arrangements for payment to the satisfaction of the Manager Community Programs and Services have been made prior to a booking application being submitted.

## 2.3 *Application for waiver of fees*

Applications to waive fees and charges for special events or activities should be made, in the first instance, through the City's Community Funding Program, governed by the City's Community Funding Policy. If an application to waive fees and charges falls outside of the City's Community Funding Program's application period, written applications will be considered by Council. Bonds for the events, functions, or activities defined under this policy cannot be waived under any circumstance.

## 2.4 *Bonds applicable to facility and reserve hire*

Bonds detailed in the City's Schedule of Fees and Charges will be applied to the following categories of hire in addition to regular hire charges:

- Hire of a facility for the conduct of social functions, fundraising events;
- Any function or event where alcohol is consumed or sold; and
- Any major event such as carnivals, fetes or fairs.

The Manager Community Programs and Services may, where in their opinion circumstances warrant such action, withhold a bond as payment towards any damages arising from misuse or additional cleaning expenses of a facility or reserve hired.

If damages exceed the amount of the bond, the Manager Community Programs and Services will undertake to invoice the organisation or individual nominated on the facility hire form for additional amounts owed.

In circumstances where any of the above events, activities or functions have taken place and an inspection of the facility shows no damage or additional cleaning expenses, the bond shall be refunded to the hirer in full.

Bonds apply to hire of all Council facilities and reserves as outlined within Council's Schedule of Fees and Charges.

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## 2.5 *Subsidised Use*

In line with the City's current practice, subsidised use of facilities and reserves defined in this policy are available to the following groups:

### 2.5.1 Juniors

Junior clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities and reserves (subject to the provision noted below) except when the facility is used for fund-raising purposes when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, awards nights and presentation evenings during a club's regular season booking.

Fundraising, however include major functions and social events such as quiz nights, and the conduct of other social events with the expressed view of raising funds for the organisation. When a facility or reserve is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities and reserves for the types of activities nominated in this policy shall also apply to juniors and junior clubs, organisations or groups.

Junior clubs, organisations or groups must consists of over 50% junior members and have over 50% of members who reside within the City of Wanneroo to be eligible for the fully subsidised use provisions of this policy. Junior clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% juniors will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and charges.

Junior groups will need to submit satisfactory evidence that their group complies with the subsidised use clause by providing details on the Subsidised Use Form (available from the City of Wanneroo). These details are to include the total membership of the group, the suburb location of all members and the age category of the members that attend the facility. In the event that this information is not provided and verified by the group, then full fees will apply.

### 2.5.2 Seniors

All seniors clubs, organisations or groups defined under this policy shall have fully subsidised use of the City's facilities and reserves (subject to the provision noted below) except when the facility or reserve is used for fund raising purposes when the activity is promoted by a commercial operator.

Fundraising includes major functions and social events such as quiz nights, and the conduct of other social events with the expressed view of raising funds for the organisation. When a facility or reserve is used for these purposes, the relevant hire and bond charges shall be applicable. Bonds applicable to facilities and reserves for the types of activities nominated in this policy shall also apply to seniors and senior groups.

Senior clubs, organisations or groups must consists of over 50% senior members and have over 50% of members who reside within the City of Wanneroo to be eligible for the subsidised use provisions of this policy. Senior clubs, organisations or groups that are from

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outside of the City of Wanneroo will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and charges.

Senior groups will need to submit satisfactory evidence that their group complies with the subsidised use clause by providing details of surname, suburb of residence and year of birth of each member of the group that attends the facility otherwise full fees will apply.

### 2.5.3 Service Clubs and Charitable Institutions, and Emergency Service Organisations

All Service Clubs, Charitable Institutions and Emergency Service organisations defined under this policy shall be eligible to hire any of the City's facilities and reserves at 50% of the community rate nominated in Council's Fees and Charges Schedule, except when the facility or reserve is used for fund raising purposes or when the activity is promoted by a commercial operator.

When a facility or reserve is used for these purposes, the relevant hire and bond charges shall be applicable. Bonds applicable to facilities for the types of activities nominated in this policy shall also apply to Service Clubs, Charitable Institutions and Emergency Service organisations. The following list of service clubs, charitable institutions and emergency organisations shall be exempt from this provision and have free use of facilities for their regular meetings:

- Red Cross
- City of Wanneroo Volunteer Bushfire Services
- City of Wanneroo Volunteer Emergency Services
- Sea Rescue Services
- Progress and Ratepayers Associations

This exemption only applies to regular monthly meetings, with all other activities and events held by these organisations subject to the provisions for Service Clubs, Charitable Institutions and Emergency Service organisations.

The City's Community Development Directorate shall supply to Council, on a quarterly basis, a full financial schedule of subsidised use for all facilities and reserves defined in this policy.

### 2.5.4 Disability

All Disability clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities and reserves (subject to the provision noted below) except when the facility is used for fund-raising purposes when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, award nights and presentation evenings during a club's regular booking.

Fundraising does, however include major functions and social events with the expressed view of raising funds for the organisation. When a facility or reserve is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities and reserves for the types of activities nominated in this policy shall also apply to Disability clubs, organisations or groups.

Disability clubs, organisations or groups must consist of over 50% Disability members and have over 50% of members who reside within the City of Wanneroo to be eligible for the subsidised use provisions of this policy. Disability clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% Disability will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.

Disability groups will need to submit satisfactory evidence that their group complies with the subsidised use clause.

### 2.5.5 City of Wanneroo Elected Members

Provision is made under this policy for Elected Members use of the City's community facilities on a fully subsidised basis for the purposes of meeting with Ward constituents, on the following basis:

- A maximum of one booking per month per Elected Member;
- A maximum of one ward venue per month per Elected Member;
- A maximum duration of each booking being 2 hours;
- Use of meeting rooms at the City's various community facilities would be subject to availability;
- Use will be approved by the Chief Executive Officer and be managed through the City's existing facility booking process; and
- Access to the respective facility would be as per the existing keyholder system.

## **3. Facility Use**

- 3.1 Hire of Council facilities is available on a casual or annual basis as per the definition provided within this policy.
- 3.2 Council will consider applications for casual hire on an as required basis. Typically Annual Hire applications will be considered during the period of September & October each year.
- 3.3 With respect to Annual Hire, Council shall give preference to applicants who have previously been granted annual facility hire, and whose use of the facility has been to Council's satisfaction including settlement of all relevant accounts.
- 3.4 All use of Council facilities requires the prior written approval of the Council. Where granted, approval to use a facility strictly applies to the applicant only and the dates and times as expressly permitted by Council. The use of a facility on either a casual or annual basis without expressed permission of Council is forbidden and will result in future requests for the hire of Council facilities being refused.
- 3.5 All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form. Hirers will be

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- required to provide proof of age and residential address (excluding post office box) as submitted on the relevant hire application.
- 3.6 The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to Council Officers when required. In the case of a High Risk Event as determined by the Manager Community Programs and Services, the hirer must be in attendance at all times and may not delegate responsibility of the event to another individual.
- 3.7 At the discretion of Council, hirers may be required to engage suitably licensed crowd control staff at a ratio of 1 crowd controller per 50 patrons for the duration of the hire period. The hirer will be required to provide documented evidence that such measures have been put in place. Council has the right to refuse a booking application if these measures are not put in place by the hirer.
- 3.8 Any function, activity or event where the hirer or their nominated representative (over 18 year of age) is not present or has lost effective control of the event or function, will give rise to the event being cancelled by a relevant City of Wanneroo Officer or Police Officer and the attendees requested to leave the facility immediately. In this situation the hirer or any representative of the hirer shall not have cause to request the return or partial return thereof of hire fees. Any applicable bonds shall be returned subject to the provisions as set out in clause 2.4 – Bonds applicable to facility and reserve hire.
- 3.9 All City buildings are supplied with the correct number of tables and chairs as per health regulation accommodation numbers. If a hirer requires additional tables and/or chairs it must meet the following guidelines:
- Maximum room accommodation numbers must not be exceeded;
  - It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the designated premises;
  - Tables/chairs cannot be moved from another City of Wanneroo facility; and
  - Any additional furniture that is added to a facility must be removed at the conclusion of the designated booking time.
- 3.10 All hirers of City of Wanneroo facilities are required to have separate Public Liability Insurance to cover personal injury resulting from participation in the respective hirer's activity.

#### **4. Reserve Use**

- 4.1 Seasonal hire is defined as per the definition provided within this policy.
- 4.2 Typically Council will consider applications for the summer season use of reserves during the period of August and September and for winter season use during the month of February and March each year.

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- 4.3 Preference shall be given to applicants who have previously been granted seasonal use of the reserve, and whose use of the facility has been to Council's satisfaction including settlement of all relevant accounts. The next preference will be given to local sporting organisations.
- 4.4 All use of reserves requires the prior written approval of the Council. Where granted, approval to use a reserve strictly applies to applicant only and the dates and times as expressly permitted by Council. The use of Council's reserve shall be reserved for the Club for home fixtures only. The use of a reserve on either a casual or seasonal basis without expressed permission of Council is forbidden.
- 4.5 Payment of the seasonal hire fee does not confer any rights over the grounds other than at those times and periods approved by Council. Separate approval is required for pre-season access, which shall be charged at the pre-season casual hire fee as per Council's Schedule of Fees and Charges.
- 4.6 No club shall charge an entry fee to any of Council's reserve unless the charge has been authorised in writing by the Manager Community Programs and Services. A hirer granted approval to use a Council reserve is at no time permitted to sub-lease the reserve or make it available for hire to any other individual or group. A separate application is required from each club for any given reserve.
- 4.7 All club equipment and property is to be removed from the reserve on the completion of the seasonal hire period, unless the facility is leased by the club from Council. Clubs are not to erect or install any equipment without approval from Council.
- 4.8 When hiring a reserve on either a seasonal or casual basis, the hirer is entitled to the use of any changerooms, public toilets, storage areas, kitchen and kiosk for the duration of their period of hire. The hirer is not entitled to the use of any leased facilities that may be associated with the reserve.

The use of floodlighting will be included within seasonal hire, however will be charged as per the Council's Schedule of Fees and Charges for casual hire.

- 4.9 Temporary cessation of use of reserves will be subject to the following:
- a) The Manager of Infrastructure Maintenance shall be responsible for monitoring the condition of reserves and shall recommend to the Manager Community Programs and Services action to be taken to ensure that the grounds are maintained in a good state of repair.
  - b) In the event that the Manager Community Programs and Services, on the advice of the Manager Infrastructure Maintenance considered that any reserve used for organised sport requires withdrawal from use in order to facilitate turf rejuvenation, major maintenance and/or renovations the clubs concerned will be notified and re-located to a suitable alternative venues.

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- c) During the period of closure of a reserve, the reserve shall not be let, hired or permitted for use for any sporting activity, organised or otherwise.

4.10 The season changeover process will be subject to the following conditions:

- a) During the season changeover periods for both the summer and winter seasons, the City's reserves will be booked to the Manager Infrastructure Maintenance to enable required ground maintenance and renovation work to be undertaken.

4.11 Pre-season training requests will be subject to the following conditions:

- a) Pre season training will be considered on a case by case basis on the advice of the Manager Infrastructure Maintenance and subject to season changeover requirements. Any club wishing to undertake pre season training must make proper application to the Manager Community Programs and Services prior to commencement.
- b) No large ball sports may be undertaken on reserves until cricket pitches have been covered (where applicable).

4.12 Use of council reserves by Schools will be subject to the following conditions:

- a) Schools, both government and private, in or immediately adjacent to the City of Wanneroo may be granted, subject to the conditions hereunder, the free use of reserves.
- b) Approval to a school to use a sportsground shall not be granted unless the Manager Community Programs and Services is satisfied that the proposed use will not:
- Interfere with works in progress, or works planned on the reserve; or
  - Adversely affect the condition of the playing surface or conflict with other sports activities, having regard to the use of the ground for training and match purposes by local sporting clubs/organisations who may have been granted use of the sportsground.
- c) The Manager Community Programs and Services on the advice of the Manager of Infrastructure Maintenance may specify such conditions considered appropriate to maintain the sportsground/reserve in good condition:
- The free use of sportsgrounds to schools shall be restricted to normal use during school hours on school days. Outside these times, schools wishing to hire sportsgrounds shall be required to pay the hire charges applicable at the time. Such hiring shall be dependent upon the availability of the sportsground with respect to authorised use by local sporting clubs/organisations.

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- All sports carnivals or events, either during or after school hours, irrespective of any joint use agreement, must book the facility with the relevant Program Services Administration Officer – Facilities.
  - In the event of unforeseen deterioration of the playing surface of a sportsground, one week written notice with relevant reasons may be given to a school advising that approval for use is withdrawn or suspended for a time specified in the notice.
- d) The above conditions do not apply to schools within the City of Wanneroo who have entered into a joint use agreement with the City of Wanneroo.

4.13 Ground Marking of Councils reserves is subject to the following conditions:

- a) Clubs are responsible for marking of grounds and providing any other equipment related to ground marking. The following conditions apply to marking of grounds:
- Lime, creosote, sump oil, 'roundup' or any other chemical, which kills or impedes the growth of turf, is prohibited for marking grounds.
  - The only approved material for line marking is chalk, whiting or ground marking paint and ammonium nitrate. Clubs wishing to ensure that only approved materials are used for line making should contact the relevant City of Wanneroo Community Facilities Officer. .
  - If inappropriate line marking materials are used and subsequent damage is caused to the playing surface of the reserve, then the club responsible will be required to meet the cost incurred by the City of Wanneroo in rectifying the damage to the reserve.
- b) Grounds must be marked in accordance with the standards laid down by the Department of Sport and Recreation in its nationally adopted publication: "SPORT-Dimensions for Playing Areas". It is particularly important that the "Space about Playing Field" requirement is complied with. A copy of these sporting dimensions is available from the Department of Sport and Recreation.

4.14 The use of floodlighting on Council reserves is subject to the following conditions:

- a) The Manager Community Programs and Services will determine the control and use of floodlights on the City's reserves. Operation of floodlighting will be based on approved use only and shall commence no earlier than is necessary to undertake the training and shall cease at no later than 10.00pm or as approved by the Manager Community Programs and Services.
- b) Irrespective of outside financial contributions, Council will determine the control and utilisation of floodlights.

4.15 As per the Local Government and Public Property Local Law (1999), the following activities are not permitted on Council reserves, unless indicated otherwise:

- Play or practice golf, archery, pistol or rifle shooting;

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- Riding of a skateboard or roller blades;
  - Riding of a sandboard or similar device;
  - Launch of personal watercraft or boat; or
  - Radio Controlled Aeroplanes and rockets.

4.16 In all cases Council reserves the right to refuse entry or subsidised use of a facility or reserve to an individual or group.

4.17 All hirers of City of Wanneroo reserves are required to have separate Public Liability Insurance to cover personal injury resulting from participation in the respective hirer's activity.

## **5. Storage**

5.1 Storage in Council facilities is limited to those items required by the user to conduct their core activities.

5.2 Each hirer requiring access to storage, whether it is as a part of facility or reserve hire, is required to complete a Storage Application Form and to submit this form as a part of their hire application. Storage requirements of each group will be audited by Council administration prior to approval and storage is only permitted for the duration of the booking.

5.3 All hirers utilising storerooms associated with Council facilities or reserves are responsible for maintaining cleanliness and order of the storerooms.

5.4 The hirer is responsible for any damage or loss of equipment.

5.5 The storage of gas bottles in City of Wanneroo facilities is prohibited. Any gas bottles found stored in Council facilities will be removed and stored at the City of Wanneroo Depot for collection. Any gas bottles not collected in a reasonable time period will be disposed of. Storage of gas bottles in leased facilities can only occur with the City of Wanneroo's approval.

## **6. Alcohol**

The consumption, sale and storage of alcohol within Council facilities is subject to the following conditions:

6.1 The consumption of alcohol at any of the facilities or reserves defined in this policy is subject to prior approval from the City's Manager Community Programs and Services or nominee. As noted in this policy, any event, activity or function held at a Council facility involving the consumption of alcohol is subject to bond charges in addition to normal fees or charges, as per the City's Schedule of Fees and Charges.

6.2 Any club/group or individual wishing to hold an event, activity or function at the City's facilities or reserves which involves the sale of alcohol to attendees must apply to the Chief Executive Officer in writing for approval prior to the activity, event or function.

Approval for the sale of alcohol will only be considered for those clubs/groups or individuals, which have been granted either an Occasional, Club or Club Restricted Liquor License from the Office of Racing and Gaming (Liquor Licensing Division).

6.3 The Chief Executive Officer is the delegated authority to support applications for restricted liquor licenses under the following conditions:

- Where the applicant is the lessee of the premises;
- Where the applicant seeks a liquor license for regular bookings;
- Where the applicant is limited to within the following hours:
  - Thursdays - to 11pm
  - Fridays - to 12 midnight
  - Saturdays - to 12 midnight
  - Sundays - to 10pm

6.4 Where, in the view of the Chief Executive Officer, the application may have an unacceptable influence on local amenity, the matter may be referred to Council for decision. Support for applications for an unrestricted Club License will be referred to Council for decision.

6.5 The storage of alcohol is not permitted at any of the City's facilities that are multi-purpose in nature as defined under this policy. The storage of alcohol will only be permitted at those facilities across the City which are leased by clubs for exclusive use.

6.6 Generally, the consumption or sale of alcohol at activities or events, where the attendees are predominately juniors will not be supported. The City's Manager Community Programs and Services shall evaluate the approval of each event or activity on a case-by-case basis. Considering advice from the Department of Racing, Gaming and Liquor and any relevant governing sporting body guidelines or policy.

## **7. *Bin provision***

The City of Wanneroo will supply and service a maximum number of bins for each City of Wanneroo facility and reserve. Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer. The number of bins to be provided at each facility is to be determined by the City of Wanneroo based on individual facility or reserve's normal usage.

## **8. *Events***

8.1 Those individuals or groups wishing to conduct events within the City of Wanneroo must submit an Event Approval Application at least 8 weeks prior to the date of the event.

8.2 Event approval will not be granted until the Event Approval Application has been submitted and approved by the City of Wanneroo.

## 9. Noise Management

The management of noise emanating from the use of a Council facility or reserve is subject to the following conditions:

- a) If amplification equipment is to be used at the venue or reserve hired, the prospective hirer must liaise with the City's Environmental Health Service concerning this use.
- b) The hirer of a facility or reserve may be required to monitor the noise level during the event, activity or function at those property boundaries most likely to be adversely affected by noise emissions from the facility or reserve at the City's discretion.
- c) The costs of an Environmental Health "call out" to the facility or reserve during its period of use shall be deducted from the hirer's bond should noise levels exceed the provisions of the Environmental Protection (Noise) Regulations 1997.

## 10. Restrictions of Hours of Use

The City's Manager Community Programs and Services retains the delegated authority to restrict the hours of social functions, activities or events if, in their opinion, it is considered necessary. The curfew for all social functions, activities or events utilising the City's facilities or reserves is 12.00 midnight.

## 11. Policy Exemptions

The following exemptions apply to this policy:

Due to a long standing agreement related to the control of Wanneroo Showgrounds, the Wanneroo Agricultural Society is exempt from Section 1 of this policy, *Fees and Charges*, for the purposes of the annual Wanneroo Show. For the conduct of the annual Wanneroo Show, the Wanneroo Agricultural Society shall be entitled, under the delegated authority of the Chief Executive Officer, to the following:

- Eight days use of Wanneroo Showgrounds, inclusive of the duration of the annual Show and set-up and clean-up days. This use shall be free from any fees or applicable bonds; and
- Assistance by the City with reasonable clean-up procedures associated with the annual Show, to a total in-kind value of \$1000.00.

The Wanneroo Agricultural Society shall, however, be subject to all other provisions of this policy and provide sufficient annual notice (at least 6 months) of Show Day bookings to the relevant Council officer.

## DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Term	DEFINITIONS
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<p><b>Facilities</b></p>	<p>Facilities are defined as multipurpose community and recreation buildings supplied by the City and available for hire by the general community.</p>
<p><b>Reserves</b></p>	<p>Reserves are defined as all of those areas under the City's control set aside for passive recreation and sporting activities. This includes parks; active reserves (sport grounds) other passive reserves and foreshore reserves.</p>
<p><b>Juniors</b></p>	<p>Juniors are defined as individuals aged 18 years and under.</p> <p>Junior Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 18 years or under.</p> <p>Junior clubs, organisations or groups must consists of over 50% junior members and have over 50% of members who reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Junior clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% juniors will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
<p><b>Adult</b></p>	<p>Adults are defined as individuals that are between 19 and 54 years of age.</p> <p>Adult Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals between the ages of 19 and 54 years.</p>
<p><b>Seniors</b></p>	<p>Seniors are defined as individuals aged 55 years or and over.</p> <p>Seniors Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 55 years and over.</p> <p>Senior clubs, organisations or groups must consist of over 50% senior members and have over 50% of members who reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Senior clubs, organisations or groups that are from outside of the City of Wanneroo will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees</p>

	and Charges.
<b>Disability</b>	<p>Disability is defined as conditions, which are recognised under the Disability Services Act (1993) which:</p> <ul style="list-style-type: none"> <li>• is attributable to an intellectual, psychiatric , cognitive, neurological, sensory or physical impairment or a combination of those impairments;</li> <li>• is permanent or likely to be permanent;</li> <li>• may or may not be of a chronic or episodic nature; and</li> <li>• results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.</li> </ul> <p>Disability Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals recognised under The Disability Services Act (1993).</p> <p>Disability clubs, organisations or groups must consist of over 50% eligible members and have over 50% of members who reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Disability clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% eligible members will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
<b>Casual Hire</b>	<p>Casual hirers are those users of the City's facilities and/or reserves that hire for a one-off specific event or intermittent and/or irregular meetings during any given year to a maximum of 10 sessions per calendar year.</p>
<b>Annual Hire</b>	<p>Annual hirers are those users that hire the City's facilities on an ongoing basis, which results in more than 10 sessions per calendar year.</p>
<b>Season Hire</b>	<p>The word 'season' or 'seasonal' for the purpose of this policy shall mean the seasons of summer and winter, and is the basis of defining seasonal hire. The summer season shall be regarded as the period between the second Saturday in October to the last Sunday in March and the winter season</p>

	<p>from the second Saturday in April to the last Sunday in September.</p> <p>Seasonal hire entitles the hirer to two training sessions (max 2 hours each session) and one match/game session per week per team during the relevant season as defined by the City.</p> <p>Facility entitlements relating to season hire is outlined within section 4.8.</p>
<p><b>High Risk Bookings</b></p>	<p>High Risk bookings such as 18<sup>th</sup> and 21<sup>st</sup> Birthdays or others as determined by the Manager Community Programs and Services will only be approved upon successful submission and completion of an application to the City's Event Approval Process.</p>
<p><b>Commercial User Group</b></p>	<p>A commercial user group is one, which is a registered business with the Ministry of Fair Trading and whose intention it is to result in private pecuniary gain (i.e. income generation).</p> <p>Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the City's facilities.</p>
<p><b>Community User Group</b></p>	<p>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 or regulated by ASIC), stated not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and emergency service organisations and groups 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.</p>

**RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS**

NIL

**REFERENCES**

NIL

**RESPONSIBILITY FOR IMPLEMENTATION**

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Coordinator Community Facilities

<b>Version</b>	<b>Next Review</b>	<b>Record No:</b>
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
Full review due	August 2011	