
Facility Hire & Use Policy

Policy Owner:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	18 June 2024 (CE03-06/24)

POLICY STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high quality **facilities** which contribute to creating healthy, safe and connected communities.

POLICY OBJECTIVE

The purpose of this policy is to:

- Ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.
- Outline principles of hire and use which allow an appropriate return for the City.
- Define categories of facility use to ensure appropriate activation of facilities.

SCOPE

This policy applies to all types of hire (**casual, annual and seasonal hire**) of facilities owned or managed by the City (existing, new and proposed), excluding any that are leased or are subject to a **shared use agreement**.

The policy does not apply to Wanneroo Aquamotion, Kingsway Indoor Stadium, Wanneroo Civic Centre Council Chambers and Civic Golf Courses at Marangaroo and Carramar.

IMPLICATIONS

This policy supports compliance with relevant legislation and Local Laws including the *Public Places and Local Government Property Local Law 2015*.

IMPLEMENTATION

The following principles guide how the City manages its community facilities to ensure fair and equitable use:

Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.

To ensure the City is able to create connected communities, the City will promote appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods.

- The City may seek to amend existing bookings as required to achieve effective utilisation, diversity of use and activation.

Prioritising Local Residents

- The City seeks to protect the interests of its ratepayers by ensuring priority access for local residents, community groups and activities based within the City of Wanneroo.
- The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.

Promoting Diversity of Use

- The City ensures availability of different types of facilities to offer choice and meet the diverse needs of groups and organisations.
- The City encourages a range of uses within its facilities to maximise community participation and provide greater access for a range of local groups and organisations.
- The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.

Affordability of Hire

- Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.
- The City is committed to employing an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.
- The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges.

The City has determined eligibility criteria, as outlined in Annexure 1, where application of a concessionary rate for facility hire may be considered. Where applicable, concessionary rates can only be sought for one category only.

All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.

Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.

ROLES AND RESPONSIBILITIES

The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a determination.

EVALUATION AND REVIEW PROVISIONS

The policy will be evaluated every two years.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Term	DEFINITIONS
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per financial year..
Casual Hire	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 12 sessions per financial year.
Concessionary Rates	A reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure).
Facilities	Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sports regulated and fixtured matches are played, as defined by the relevant national, state or regional association. Seasonal hire entitles the hirer up to 2 x 2 hour training sessions per week and one match session, per team. This does not include pre- or post-season competitions or cup games held during the season.
Shared Use Agreement	Relates to the use of City of Wanneroo sports fields and hard-courts which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Facility Hire and Use Guidelines
- Facility Hire and Use Management Procedure
- Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure
- Food Truck Management Procedure
- Public Community Event Policy and Management Procedure
- Circuses and Performing Animals Policy
- Community Funding Policy and Management Procedure
- Community Led Initiatives and Collaborations Management Procedure
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Facility Booking
- City of Wanneroo Schedule of Fees & Charges

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971V2

18 June 2024 (CE03-06/24)
(extension to review date)

30 April 2025

ANNEXURE 1 – CATEGORIES OF USE

The City may consider requests to provide a concession for facility hire in accordance with the following criteria:

Category No.	Hirer Description	Reference	Method of Calculation for Concessionary Rate
1.	Junior Use	Applies to registered teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	Between 50 - 100% of the Adult Fee
2.	Adult Use	Applies to registered teams, clubs, associations and community groups whose membership is adults aged between 19 and 59 years of age.	N/A. As per Schedule of Fees & Charges
3.	Senior Use	Applies to registered teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	Between 50 - 100% of the Adult Fee
4.	Support Services	Community-based groups and organisations that provide essential support services to the Wanneroo community. Such organisations are not-for-profit and typically do not generate revenue sufficient to support facility hire costs.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
5.	Charitable Purpose Use	Any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
6.	Charitable Institutions	Applies to registered charities.	50% concession (as defined within the Facility Hire & Use Guidelines)
7.	Emergency Service Organisations	Groups that provide Emergency Service support to the community. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
8.	Government Use	State and Federal Government agencies with commercial rates applicable.	N/A. As per Schedule of Fees & Charges
9.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
10.	Commercial Use	Where the activity being undertaken is a profit making venture regardless of whether the body is incorporated or not.	N/A. As per Schedule of Fees & Charges

11.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges
12.	Sport Training	Small to medium size sports coaching using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges
13.	Personal Training	Small to medium size basic fitness training using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges