City of Wanneroo

Council Policy

FACILITY HIRE & USE POLICY

Responsible Directorate:	Community & Place
Responsible Service Unit:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	28 July 2026
Policy Review Committee Item No:	CP02-07/26

1. 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.

2. OBJECTIVE AND PURPOSE

Objective

The objective 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.

Purpose

The purpose of this policy is to:

- Outline principles of hire and use which allow an appropriate return for the City; and
- Define categories of facility use to ensure appropriate activation of facilities.

3. KEY DEFINITIONS

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

Term	DEFINITION
All Abilities	Programs and activities that are designed to be inclusive of individuals with disabilities, allowing them to participate in sports and recreation alongside their peers without disabilities.
Alternative Education Provider	For the purpose of this policy, alternative education providers are entities registered with the Department of Education WA that offer educational programs that differ from the traditional mainstream schooling model, including home schooling.
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 meetings to a maximum of 12 sessions per financial year.

Charitable Organisation	An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).
Charitable Purpose	Charitable purposes are: • Advancing health, education, social or public welfare, religion, culture and the natural environment. • Promoting and protecting human rights, preventing or relieving the suffering of animals, and protecting the safety of the general public. • Confirmed within a charity's registration with the ACNC.
Child Care Service	A service providing or intended to provide education and care on a regular basis to children under 13 years of age (or such other age as may be prescribed for the purposes of this section) that: • It is not an education and care service under the Education and Care Services National Law (WA) Act 2012; and • It is a type of service to which the Child Care Services Act 2007 applies
Commercial Entity	Refers to a for-profit business or organisation that does not qualify as a small business and has 20 or more full-time equivalent (FTE) employees. This category may also include franchise operations, national or multinational companies, and other commercial organisations.
Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine sub-categories as approved by the WA State Government's Community Services Framework: • Accommodation Services. • Community Support. • Counselling Services. • Emergency Services. • Grants and Subsidies. • Natural Disasters. • Rural Community Development. • Social Justice and Equity. • Transport Access Schemes.
Concessionary Rates	A reduced rate for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure 1).
Diversity of Use	The varied and inclusive utilisation of City facilities by multiple user types, activity categories, and purposes, reflecting the social, cultural, and operational needs of the community.
Education and Care Service	A service providing or intended to provide education and care on a regular basis to children under 13 years of age to which the *Education and Care Services National Law (WA) Act 2012* apply, being: • Long-day care services • Family day care services; or

	• Outside school hours services.
Emergency Response Services	Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include: • Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service and Surf Life Saving Clubs). • Recovery operations to restore community infrastructure and support social and economic recovery. • Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.
Essential Services	Critical systems and functions supporting public safety, health, and well-being. Includes basic public needs (electricity, gas, water, telecommunications, health, waste management) and emergency response services.
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.
Fundraising (benevolence)	Refers to any event, program, or activity intended to support a City of Wanneroo resident and/or their immediate family (including animals) in situations involving: • Health and Medical Needs: Including support for urgent, life-threatening or life-limiting illnesses, injuries, or medical conditions (for both people and animals). • Disaster or Emergency Relief: Assistance in response to natural disasters, accidents, or other unforeseen critical events. • Social Welfare Support: Aid for individuals or families facing immediate hardship or welfare-related emergencies.
Fundraising (charitable collections)	Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity with a licence issued by the Department of Local Government, Industry Regulation and Safety. To be eligible, the activity must: • Be conducted with a letter of authority from the registered charity. • Provide clear public benefit. • Be in alignment with the registered charity's charitable purpose.

Government Schools	Western Australian public schools delivering education under a formal mainstream schooling model, which include: • Primary and secondary schools. • Senior colleges. • Education support schools, centres and programs. • Language development centres. • Deaf education schools, centres and programs. • Distance education. • Agricultural education.
Junior Use	Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.
Lease	A contract by which the City grants exclusive possession of a Facility to another party for a specified time, usually in return for a periodic payment.
Non-Government Schools	Religious or faith-based Schools and Independent Schools delivering education under a formal mainstream schooling model.
Priority of Use	Preference shall be given to applicants whose previous use of the City's facility, if applicable, has been in accordance with the Local Law and Conditions of Hire, including timely settlement of all relevant accounts. Facility bookings are prioritised by applicant type as follows: a. Events and services delivered by the City of Wanneroo (or in formal collaboration with the City) for the benefit of the local community. b. Local community groups and clubs that are based in the vicinity of the facility. c. Local community groups and clubs that are based within the greater City of Wanneroo. d. Not-for-profit organisations providing programs or services that benefit the City of Wanneroo community. e. Registered charities delivering support services to residents within the City of Wanneroo. f. Small businesses (as defined by the Australian Small Business Register) that are locally based and contribute to the City's community or economic development. g. Commercial entities operating for profit, including those based outside the City of Wanneroo. h. Other groups and organisations. Subject to the above applicant hierarchy, sporting reserve bookings are

	prioritised by purpose as follows: i. Appropriateness of use (e.g., sport-specific bookings for relevant pitches or facilities). ii. Previous contribution to capital improvements by the applicant. iii. Seasonal sports bookings (e.g. recognised summer sports during the summer season). iv. Pre-season training for regular seasonal hirers of the facility. v. Out-of-season competition bookings for regular seasonal hirers of the facility.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sport's regulated and fixtured matches are played, as defined by the relevant governing body.
Self Help and Peer Support Groups	A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk etc.
Senior Use	Applies to registered Senior teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.
Shared Use Agreement	Relates to the use of sports fields and hard courts, which are co-located with the Department of Education schools. Refer to *Joint Development and Shared Use Facilities with the Department of Education Policy*.
Small Business	As defined by the Australian Small Business Register, a small business is a business entity with fewer than 20 full-time equivalent employees, including sole traders, partnerships, companies, and trusts.
Vicinity	In the context of facility booking prioritisation, this refers to the area in which a group or organisation has a direct, demonstrated connection to the local community served by the facility. This may include groups whose primary operations, membership base, or regular activities occur within the immediate catchment of the facility, as reasonably determined by the City.

4. SCOPE

This policy applies to **casual, annual and seasonal hire** of facilities owned or managed by the City.

This policy does not apply to facilities subject to other license arrangements, including but not limited to shared use agreements and leases, or facilities listed in **Annexure 2 – Facilities Excluded from Concession** of this policy.

5. IMPLICATIONS

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

6. IMPLEMENTATION

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

6.1 Maximising Usage and Activation

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

b) The City seeks to maximise usage by prioritising bookings that contribute to consistent activation and a broad mix of user groups.

c) The City may seek to cancel or amend existing bookings as required, where:

i. A group consistently fails to use their booked time without notice.
ii. The booking does not support diverse usage or prevent broader community access without clear benefit.
iii. The facility remains underutilised, and another user can demonstrate higher demand; or
iv. For reasons as outlined in the Conditions of Hire.

6.2 Prioritising Local Residents

a) The City is committed to prioritising access to facilities for its local residents, community groups and organisations. Priority will be given to users who are either:

i. Individuals who reside within the City.
ii. Groups and organisations where the majority of members reside within the City; or
iii. Activities or services that demonstrate benefit to the City's residents or meet identified local needs.

b) 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.

6.3 Promoting Diversity of Use

a) The City ensures availability of different types of facilities to offer choice and meet the diverse needs of local groups and organisations.

b) The City encourages a range of uses within its facilities to maximise community participation and access.

c) The City may 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.

6.4 Affordability of Hire

a) 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.

b) The City is committed to maintaining a fee structure that reflects a reasonable user contribution towards the cost of maintaining the facility.

c) The City will apply concessionary rates in accordance with the endorsed eligibility criteria and the City's Schedule of Fees and Charges.

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

All facility hire fees and associated concessionary rates are listed 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.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO or his nominee has the authority to approve facility hire and use as it relates to this policy.

8. ROLES AND RESPONSIBILITIES

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

9. DISPUTE RESOLUTION (if applicable)

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.

10. EVALUATION AND REVIEW

The policy will be evaluated every two years.

11. RELATED DOCUMENTS

- Fee Waivers, Concessions and Debt Write-Off Policy
- Circuses and Performing Animals Policy
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Council Facilities
- City of Wanneroo Schedule of Fees & Charges

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities.

REVISION HISTORY

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	19/419971[v2]
18 June 2024 (CE03-06/24) (extension to review date)	30 April 2025	
28 July 2026 – CP02-07/26	July 2030	19/419971[v3]

ANNEXURE 1 – CONCESSIONS

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	All Abilities Use	Applies to registered All Abilities teams, clubs, associations and community groups only.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not-For-Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession
2	Charitable Organisation	An organisation that must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC). Applies to registered charities. Charities that are registered with the Australian Charities and Not-for-Profits Commission (ACNC).	50% concession for regular bookings
3	Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine approved sub-categories as approved by the WA State Government's Community Services Framework. • Accommodation services. • Community Support. • Counselling Services. • Emergency Services. • Grants and Subsidies. • Natural Disasters. • Rural Community Development. • Social Justice and Equity. • Transport Access Schemes.	100% concession for bookings

4	Education – Alternative Education	Applies to hire of sporting field or community facility by an alternative education provider who is not a business.	50% concession of hourly hire rate, unless majority of participants are City of Wanneroo based, then 100% concession
5	Education – Government and Non-Government Schools	Applies to hire of a regional or district sporting field or facility, by a Government school, Religious or faith-based school or Independent school, outside of any field or facility under the school/s existing shared use agreement.	A 50% concession of the hourly hire rate applies to City of Wanneroo based schools, for both single school and multi-school use. No concession applies to school located outside of the City of Wanneroo.
6	Essential Services	Essential services are critical systems and functions required to support public safety, health, and well-being. These are divided into two main categories: **Basic public needs** • Electricity. • Gas. • Water. • Telecommunications. • Health (hospital, etc). • Waste and sewerage management. **Emergency Response Services** Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include: • Immediate response actions to protect life, property, and the environment (e.g., fire services, police, State Emergency Service and Surf Life Saving Clubs). • Recovery operations to restore community infrastructure and support social and economic recovery. • Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for bookings

7	Fundraising	**Benevolence** Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life-limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid. • Health and Medical (including animals). • Disaster Relief. • Social Welfare. **Charitable Collections** Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity. To be eligible, the activity must: • Be conducted with a letter of authority from the registered charity. • Provide clear public benefit. • Support recognised groups in need (as defined under charitable purposes). This excludes fundraising for the purposes of income generation for individuals and groups.	100% concession for bookings
8	Junior Use	Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not For Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession
9	Self Help and Peer Support	A City of Wanneroo based group of people who: • Are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community; or • Have a common community-based purpose including, Men/Women's Sheds, Town Teams, Community Gardens and Resident and Rate Payer Associations.	100% concession for bookings

		Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk, etc.	
10	Senior Use	Applies to registered Seniors teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not For Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession
11	Small Business	Applies to small businesses providing free community classes.	100% concession for bookings
12	Wanneroo Agricultural Society	This applies only to the Wanneroo Agricultural Society's exclusive use of the Wanneroo Show Grounds for eight (8) days in November annually.	100% concession of facility hourly hire rate.

ANNEXURE 2

FACILITIES EXCLUDED FROM CONCESSION

The below facilities are excluded from this Policy.

- Alkimos Aquatic and Recreation Centre
- Banksia Room/s – Civic Building
- Buckingham House
- Civic Golf Course - Carramar
- Civic Golf Course - Marangaroo
- Cockman House
- Jacaranda Court – Civic Building
- Kingsway Indoor Stadium
- Wanneroo Aquamotion
- Wanneroo Civic Centre Council Chambers
- Wanneroo Regional Museum and Community History Centre
- Wanneroo School House
- Youth Centres