

COMMUNITY FACILITIES HIRE AND USE CHARGES

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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.
2. To ensure that appropriate fees are charged to assist the City in maintaining and improving its community facilities.
3. To use fees and charges to support development of community groups within the City.
4. To minimise risk associated with lease, use and hire of City owned or controlled facilities to ensure all users are responsible for obtaining public liability insurance for the period of lease or hire of the community facility.

2. PHILOSOPHY

2.1 Social Equity

The City has a basic philosophy of encouraging participation at as wide a range of community facilities as possible. 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, 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, 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) 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 (e.g. proceeds go to a charity);
- 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:

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

Senior - Defined as any individual who is 18 years of age or older. 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 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.

Pavilions and Halls - Defined as usage of the City's buildings for sporting and/or recreational or community purposes.

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.

4. PRINCIPLES

4.1 Active Reserves

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

The user 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 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.

4.2 Pavilions / Halls

Fees and charges for the use of the City's facilities will be set annually by Council to offset utility and maintenance costs to 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 50% discount on the hourly community hire rate as adopted annually by Council when setting its fees and charges.

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

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| 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; 154840-Jul 2021 |
| Last Review: | July 2021 |
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| Responsible Officer: | Manager Community Facilities |

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