

# COMMUNITY FACILITIES VENUE HIRE

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## Purpose

The purpose of this policy is to establish a fair and consistent approach to hiring and using facilities by applying appropriate fees, supporting community group development, maintaining assets and managing associated risks.

## Philosophy

### Social Equity

The City is committed to promoting inclusive participation across a wide range of community facilities as possible. In doing so, it recognises that the economic, social and demographic profile of the community must be considered. As a basic principle, concessions/ subsidies will not be provided 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.

### Financial

The City is committed to a financial philosophy that ensures fees, charges and bonds for the use of community facilities are affordable, transparent and equitable while recognising the need to sustainably manage and maintain community facilities. Fees are determined with regard to the type, use, function and purpose of the facility with a focus on a consistent approach across all community facilities whether they are active reserves, pavilions, halls or other community facilities.

### Fee Waivers

The City recognises the value of community-driven initiatives that enhance social wellbeing, inclusion and community vibrancy. In support of this, the City is committed to facilitating equitable access to its facilities by considering a one-off fee waiver per year for eligible not-for-profit organisations, sole traders and small businesses that deliver events or activities with a clear demonstrated community benefit. The approach aims to reduce financial barriers and ensure community facilities are used in a way that supports community need.

## Objectives

1. To outline the principles of hire and use of City owned or controlled facilities, ensuring a fair and equitable approach to fees and charges based on a user pays system.
2. To ensure that fees are set at appropriate levels to assist the City in ongoing maintenance and sustainable improvements to its community facilities.
3. To apply fees and charges to support the growth and development of community groups within the City.
4. To reduce risk associated with the 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.

## Definitions

<b>Council</b>	means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.
<b>The Act</b>	means the <i>Local Government Act 1995</i> .
<b>Junior</b>	means any individual who is under the age of 18 years.
<b>Senior</b>	means 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.
<b>Junior Sports</b>	means 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.
<b>Adult Sports</b>	means 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.
<b>Season</b>	The word "seasonal" or "season" in 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.
<b>Active Reserve Hire</b>	means the usage of the City's Active Reserves (ovals) for sporting and/or recreational purposes and include those areas under the City's control set aside for active recreation and sporting activities.
<b>Pavilions and Halls</b>	means usage of the City's buildings for sporting and/or recreational or community purposes.
<b>Commercial User Groups</b>	means 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 <i>Associations Incorporations Act</i> .
<b>Community User Groups</b>	a community user group defined as a non-profit organisation and shall include, but is not limited to, sporting clubs (that are incorporated under the <i>Associations Incorporations Act</i> ), 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.
<b>Casual Hirers</b>	means 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.
<b>Permanent Hirers</b>	means those users of the City's facilities that hires a facility on an ongoing basis to deliver specific programs and services throughout the calendar year.

<b>Sole Trader or Small Business</b>	For the purposes of this policy, small businesses and sole traders must operate within the City's boundaries and may be eligible for fee waivers or other support when delivering activities that provide demonstrable community benefit.
<b>Community Facility</b>	means facilities and active reserves Managed by the City such as Red Earth Arts Precinct, Karratha Leisureplex, Wickham Recreation Precinct, ovals and pavilions.

## Policy Statement

The City is committed to managing its community facilities in a fair, consistent, and sustainable way. This policy provides a transparent framework for setting and applying fees and charges based on the type and purpose of facility used, while ensuring facilities are maintained and improved over time. It supports equitable access by considering users and encourages local groups to deliver community benefit activities, and manages risk through clear responsibilities, including insurance requirements. This policy also allows for the consideration of waiving hire fees for eligible not-for-profits, sole traders and small businesses when delivering events or programs that demonstrate clear community benefit.

## 1. Policy Principles

### 1.1 Equity and Fairness

Fees and charges are applied consistently across facilities and active reserves, considering the type of use and nature of the user group. Concessions or discounts may apply for eligible community organisations and junior sports to encourage inclusive participation.

### 1.2 User-Pays Framework

The City follows a user-pay framework for fees and charges for community facilities and active reserves to recover a portion of the operating costs to maintain the City's asset while keeping access affordable.

### 1.3 Risk Management

Bonds and insurance requirements are applied to protect City assets and ensure hirers accept responsibility for the use and care of facilities for the duration of their hire.

### 1.4 Transparency and Accountability

Fees, charges, bonds and insurance expectations are clearly communicated and applied according to fair and consistent criteria. The City must review the fees, charges and bonds annually through the Councils Fees and Charges process.

### 1.5 Fee Waivers for Community Benefit

The City may waive hire fees for eligible not-for-profit organisations, sole traders and small businesses when delivering events or programs that demonstrate clear community benefit and / or fee structures are designed to support initiatives that deliver a clear community benefit.

## 2. Application of Fees and Charges Community Facilities

This section outlines how the City applies fees and charges, and fee waive across its community facilities in accordance with the policy principles. Fees are reviewed and adopted annually by the Council and are applied consistently to ensure fair access, appropriate cost recovery, and responsible facility use.

## 2.1 Active Reserves

The City applies a user-pays methodology to determine fees for the seasonal use of active reserves. This method aims to recover a portion of the operational costs associated with maintaining these reserves.

- *Fee Calculation*  
Seasonal hire fees are based on a standard cost per player per use. This cost is multiplied by the average number of uses per week and the length of the season, as well as the number of teams and players as advised by the Club or Association.
- *Junior Sports Concessions*  
Junior sport groups are eligible for the discount on the standard player fee, oval and court hire and lights as adopted annually by Council.
- *Casual or Out of Season Use*  
Any individual or organisation using active reserves outside of seasonal allocation (eg. pre-season training, one-off events) will be charged a casual hire rate, as set in the Councils schedule of Fees and Charges.

## 2.2 Recreation Facilities / Pavilions / Halls

Fees and charges for the use of the City's facilities are reviewed and set annually by Council. These charges are designed to help offset utility; operational and maintenance costs associated with providing and managing each facility. As a result, hire fees may vary depending on type, size and level of service offered by each facility.

Separate fees and charges shall be set for both commercial and community user groups to reflect the nature and purpose of their use. Junior sports or activities, as defined in this policy, shall receive the discount on the hourly community hire rate as adopted annually by Council.

## 2.3 Red Earth Arts Precinct (REAP)

Due to the facility's specialised nature, a tailored approach is applied to fees, discounts, and eligibility for fee waivers.

### **Community Discounts**

Eligible junior community activities (e.g. youth theatre workshops or school performances) may receive a discount as set in the annual fees and charges on the standard community **venue hire fee**.

The discount applies only to **venue hire fees** and must be requested at the time of booking.

This discount does not apply to additional charges such as **technical services, staffing, ticketing, or cleaning**.

All bookings are subject to standard hire conditions and approval through the City's venue application process.

## 2.4 Bonds

Bonds are charged to ensure the protection and proper use of City facilities. They are designed to recover costs resulting from damage, additional cleaning, or breach of hire conditions.

### *Bond Matrix*

- The bond amount charged for each booking is determined using a Bond Matrix, which assesses risk factors associated with the events eg. size of event, type of activity, alcohol consumption, past hiring history.

#### *Payment and Forfeiture*

- Bonds must be paid at least seven (7) days prior to the booking.
- Failure to pay on time may result in the cancellation of the booking.
- All hirers must comply with the City's Conditions of Hire
- Any damage or cleaning required beyond standard expectations may result in partial or full forfeiture of the bond.
- The City reserves the right to charge additional costs beyond the bond if necessary.
- Non-compliance with hire conditions may result in the refusal of future bookings from the same hirer.

## 2.5 Insurance Requirements

All Community and Commercial user groups wishing to use or hire City owned or controlled facilities are required to provide a certificate of public liability insurance cover of not less than \$10 million. This ensures appropriate risk management and protection for both the City and the facility users.

Private individual or casual users who do not fall under the 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) as part of the booking process.

## 2.6 Fee Waiver and Eligibility

### 2.6.1 Eligibility Criteria

Hire fees may be waived for:

- Not-for-Profit organisations registered with the ACNC or other relevant authority, or
- Sole Traders and small businesses (eg. fewer than 20 employees) operating within the City that conduct activities that demonstrate measurable community benefit, such as:
  - Free or low-cost community participation.
  - Cultural, social, health or environmental value.
  - Fundraising for recognized charitable purposes.

### 2.6.2 Conditions for Waiver

- Waivers are limited to one (1) application per financial year per eligible group;
- The waiver cannot be applied for multiple times in the same year by the same group;
- Applications must be submitted six (6) weeks in advance of the proposed event;
- Events must be open to the broader community or a clearly defined target group within the community;
- Standard hire terms, bond, conditions and insurance requirements still apply.
- Fee waivers will not be granted to individuals or groups who have already received sponsorship or funding from the City for the same event or activity.
- Events with a commercial focus (e.g. ticketed shows intended for profit or private brand promotion) are not eligible for fee waivers or community discounts, regardless of organiser type.

### 2.6.3 Assessment Process

- Requests are assessed by the Officer using the fee waiver matrix framework as outlined below.
- Authorised Officers with relevant delegation *Subject to section 6.12(1)(b) of the LG Act and specifically* Delegation 1.10 Concession on Fees.

	1	2	3	4	5
<b>Target Audience</b>	Private/invite-only event	Limited group (e.g., staff, niche hobby or memberships only)	Local audience	Open to local community	Open to public or whole-of-community
<b>Who Benefits from the Event &amp; Community Value</b>	Limited or no community benefit or alignment with community needs	Local or niche group with limited value to community needs	Local community with moderate reach and alignment with community needs	Broad community involvement with strong alignment with community priorities	Extensive community impact, benefits a wide range of people with high impact on community needs and addresses significant gaps
<b>Accessibility and Inclusion</b>	Does not consider inclusion	Limited access for certain groups	Adequate accessibility and inclusion	Strong emphasis on accessibility for diverse groups	Excellent accessibility, including all ages, abilities, and cultures
<b>Alignment with City Priorities</b>	No alignment with City's strategic priorities with no economic or social impact	Limited alignment with strategic priorities and minimal impact on local economy and social connectivity	Some alignment with strategic priorities with moderate impact on local businesses or social connections	Strong alignment with City's strategic priorities and a positive impact on local economy or civic pride	Direct alignment with and supports key City priorities and high, lasting economic and social impact; stimulates local businesses, tourism, or pride
<b>Profit or Fundraising Purpose</b>	Commercial event for profit	Low proportion of proceeds for charitable causes	Partially non-commercial, some charitable aspect	Primarily non-commercial, proceeds to charity or NFP	Entirely non-commercial or all proceeds to a registered charity
<b>Frequency of Support</b>	Ongoing support; has consistently received support	One previous support this year	No previous support		

	throughout the year and in previous years				
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## Scoring Guide

6	No fee waiver
7 - 16	10% discount
17 - 22	50% discount = community rate if commercial
23 - 28	Full fee waiver

## Related Documents

Bond Matrix

Casual Venue Hire Form

Permanent Venue Hire Form

Seasonal Bookings Form

Condition's of Hire

Fee Waiver Application and Matrix Assessment

Fee Waiver Register

Legislation & *Local Government Act 1995*

Local Laws

Relevant ***Delegation 1.10 Concession on Fees***

Delegations

Strategies & Strategic Community Plan 2020-2030

Plans

Related Council Active Reserve Management (CS-01)

Policies Approval of Events held on City Managed or Owned Property (CS-02)

CF-02 Cash Handling Policy

Procedures, Documents & Forms

*Bond Matrix*

*Casual Venue Hire Form*

*Permanent Venue Hire Form*

*Seasonal Bookings Form*

*Condition's of Hire*

*Fee Waiver Application and Matrix Assessment*

## Policy Owner

Directorate *Community Experience*Department *Community Facilities*

## Review Management

Next review due: *May 2025*

## Version Management

Version	Date	Council Resolution #	Description
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1.0	Dec 1997	5364	Original Policy Adopted
2.0	Sept 1997	106185	Policy Review
3.0	Sep 2002	12738	Policy Review
4.0	Oct 2004	13497	Policy Review
5.0	Oct 2007	14223	Policy Review
5.1	Dec 2007	14272	Policy Review
5.2	Feb2008	14308	Policy Review
6.0	Jul 2021	154840	Policy Review
7.0	June 2025	OCM250630-20	Policy Review