

XXX	Community Facilities Bookings Policy	V1 Current
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PURPOSE

As part of the City of Busselton's Community Strategic Plan (2013), Council has placed a high priority on providing for quality cultural, recreation, leisure facilities and services. The City of Busselton Community Facilities Bookings Policy will assist in achieving this goal by providing a strategic framework for the orderly, fair booking of all community facilities in the City of Busselton.

The policy will apply to the booking and hiring of City managed community facilities.

SCOPE

This policy applies to community facilities managed by or on behalf of the City of Busselton, including community and commercial hire agreements. This policy excludes individuals or organisations that have entered into a lease or licence with the City of Busselton.

OBJECTIVE

The objective of the Community Facilities Bookings Policy is as follows:

- To provide facilities to the community for cultural, recreational, sporting and other activities as required.
- To manage the facilities in a way that ensures equitable, appropriate and affordable access to the community.
- To maximise community use of facilities through planned asset maintenance and upgrade, promotion of the availability of facilities, booking planning and related strategies.
- To generate income from the use of facilities to contribute towards the cost of maintaining and managing the facilities.

DEFINITIONS

For the purpose of this policy the following definitions apply: -

Casual Hire – Casual Hire is defined as a booking that occurs less than twelve (12) times in any 12 month period.

Community Facilities – For the purposes of this policy Community Facilities include community recreation centres, active reserves, passive reserves and City managed Halls.

Crown Land - means land vested to the City of Busselton by the State of Western Australia for a particular purpose.

Long-term User – means an organisation or individual whom has entered into a hire agreement for a community facility with the city as a regular hirer for a period of in excess of 12 months.

Regular hire – Regular Hire is defined as any booking that occurs 12 or more times in any 12 month period. Regular hire bookings will be taken either annually, in line with school terms or bi-annually (seasonally).

Seasonal Hire – The word 'seasonal' for the purpose of this policy shall mean 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 and 31 March, and the winter season the period between 1 April and 30 September, all days inclusive.

STANDARDS

For the purpose of this policy the following standards apply: -

Commercial Hire Rate - Commercial hire fees will apply to all businesses, organisations and individuals that expect to return a profit from their endeavours, and all hirers that do not meet the community hirer definition standard below.

Community Hire Rate – To be eligible for a community hire rate an organisation or individual is required to be a voluntary association (with an incorporation certificate) or a charitable organisation. Additionally a community rate can also apply in special circumstances whereby individuals or organisations can provide significant evidence of where there is no expectation for profit. An application for this hire rate must be made in writing.

Charitable concession – A charitable concession of up to 50% is available on applicable facility hire fees at City of Busselton facilities for organisations and groups where profits raised from the associated activity are to be donated to a local cause or charity. The applicable facility hire fees are highlighted in the City's *'Annual Schedule of Fees and Charges.'*

POLICY CONTENT

Principles

Community facilities in the City of Busselton are used for a wide range of activities such as children's playgroups, health, fitness and dance programs, craft activities, community and church groups, leisure classes, community events and seasonal sporting competitions. Below are types of bookings that may be available for Aquatic and Community Centres, Halls, Art Galleries, Parks and Reserves.

- Casual Bookings
- Regular Bookings (Annually)
- Regular Bookings (Seasonal)
- Regular Bookings (School Term)
- Events
- Access to Parks, Reserves
- Wedding ceremonies
- Exhibitions

Priority Bookings

Historical bookings with long-term users of community facilities will be honoured in the first instance; however the City reserves the right to review bookings as required to provide equitable access to its facilities. In the absence of a historical booking by a long-term user, booking requests made by a Community organisation or individual will be given highest priority when more than one request is made for the same facility at the same time.

Commercial Use

The commercial use of Community Facilities as contained within this policy is governed by and is interpreted in accordance with the laws of the City of Busselton, Western Australia and, where applicable, the laws of the Commonwealth of Australia. The use of facilities on crown land must be consistent with the purpose of that reserve. Any commercial hire undertaken on crown land is limited to a maximum of sixteen (16) hours in total per week by an individual or organisation.

Property Local Law

Permission to utilise City of Busselton Community Facilities (via a permit) is granted under *Shire of Busselton Local Government Property Local Law 2010*. It is specified in this law as to permissible and non-permissible activities. There are also specific considerations in terms of alcohol consumption and requirements to obtain written approval to serve alcohol on /or from a City of Busselton property.

Non- permitted activities

City of Busselton managed facilities are generally located in close proximity to residential areas. Due to this proximity 18th and 21st Birthday parties are not permitted at any of the City of Busselton premises, as are other activities deemed illegal under relevant local, state and federal laws.

Seasonal hire

Of selected facilities seasonal hire availability is advertised by the City of Busselton on a biannual basis. Applications are advertised on the City's website and in one of the local newspapers and must be lodged by the stated application closure dates. The utilisation of community facilities for seasonal use may be granted on application. Times and periods of use must be stated on the application form. A liaison officer must be nominated by each club/organisation in order to provide close contact with the City. Payment of the hiring fees shall not confer any rights of use of the facility other than for times and periods specifically approved.

Events

In the instance whereby a community facility booking requires one or more formal approvals from the City's environmental health, building, statutory planning or engineering and works business units it will need to comply with the City's Events Policy (2006).

Conditions of hire

Hirers of City of Busselton community facilities must adhere to specific conditions, as stated on the *Facility Hire Form* to book the individual facility. Other hiring related practices and procedures will be outlined in the Operational Procedure document relating to that facility.

The City may reserve the right to cancel bookings with reasonable notice, with the exception of emergencies, in order to conduct activities required by the Local Government. This could include, but is not limited to: local emergencies, maintenance work and elections.

Fees, Charges and Bonds

The hire of City of Busselton community facilities may incur fees, charges and bonds as per the Council adopted fees and charges schedule, which can be found on the City's website. Full payment is required in advance to confirm booking unless otherwise arranged.

Dispute Resolution

In the instance that a regular, casual or potential hirer of the facility is not in agreement with the booking determination made, a dispute resolution process will be outlined in the Operational Procedure document relating to that community facility.

When receiving a written response the applicant will be advised of their objection and review rights. If the applicant is aggrieved by the decision, there is a right to object to this decision under section 9.5 of the Local Government Act 1995 (LGA). An applicant may also apply to the State Administrative Tribunal for a review of the decision under section 9.7 of the LGA.

Public Liability Insurance

The City of Busselton's *Casual Hirers Public Liability Insurance* will only cover casual hire for individuals or community groups that will not be making a profit from the activity. Any activity that does not meet these criteria will require public liability insurance.