

Council Policy Community Facilities Usage



Legislation/local law requirements	<i>Local Government Act 1995</i> <i>Local Government Property Local Law 2003</i>
Relevant Delegation	Please see Delegated Authority Register
Related policy procedures and documents	N/A

Introduction

The City of Kwinana is committed to providing a diverse range of community facilities that cater to the needs of its residents and visitors. This policy outlines the Council's position on the use and objectives of these facilities, ensuring a consistent and fair approach to their management and utilisation. By defining clear guidelines and principles, the policy aims to optimise community engagement, promote health and well-being, and support the sustainable use of resources. Through collaboration with various stakeholders, the City strives to create an inclusive and accessible environment that benefits the entire community.

Purpose

The City is responsible for the management of a diverse range of facilities that are available for use by residents and visitors to Kwinana. The purpose of this policy is to define Council's position in relation to the use and objectives of community facilities, which will then provide the basis for a consistent approach in their management and use.

Objective

The City makes a significant investment and contribution to the management of community facilities. Council encourages use of these facilities by a broad range of groups and organisations on the basis that they provide for a need within the community and/or assist Council to achieve its community service, community development and capacity building objectives.

The objectives of this policy are to:

- Optimise opportunities for local community engagement and for the community to access a diverse range of community facilities;
- Encourage greater participation in activities that improve individual and community health and well-being;
- Encourage and support existing organisations and activities and the emergence of new groups and activities that address community needs;
- Ensure that the Community Facilities are accessible to people with additional needs;
- Ensure the use of facilities is sustainable over time;
- Optimise the use of community facilities; and
- Ensure the management of community facilities is consistent, fair and equitable.

These objectives form the basis of the criteria used to evaluate pending booking applications for the suitable use of facilities.

Scope

This policy applies to all groups and individuals wishing to hire a City owned and managed community facility. The policy does not apply to City owned buildings where a management license or lease agreement exists between a group and the City (e.g. Frank Konecny Community Centre & Wandu Community Centre). The City's Leisure Centre Recquatic is also excluded from this policy.

Policy Provisions

Definitions

Sports Pavilions: These facilities are located adjacent to playing surfaces used for sport. They generally have clubs who occupy them on a seasonal basis. They are also available for ongoing or casual use for other compatible activities. (e.g. Fiona Harris, Thomas Kelly, Wellard Pavilion)

Active Reserves (sporting reserves) and Parks (Public Open Spaces): These are sports ovals or courts and parks that provide for a range of recreation activities. These areas may have clubs that occupy them on a seasonal basis but are available for ongoing or casual use for compatible activities. (e.g. Thomas Ovals, Rhodes Park)

Community Centres: These include halls and community Centres that have spaces available for community use. The type and size of spaces available generally varies between facilities – e.g. hall, meeting rooms, art and craft spaces. (e.g. Medina Hall, Darius Wells Library and Resource Centre, John Wellard Community Centre, William Bertram Community Centre)

Community Group: A not-for-profit organisation that is accessible and accountable to community members, providing opportunities for engagement in local cultural, sporting, leisure, and educational activities.

Characteristics of a Community Group:

- Maintains primary objectives focused on community benefit, engagement, and participation.
- Collects membership fees that are deposited into a group bank account and administered by a committee of members acting in the group's best interests.
- Operates under an elected management or executive committee that represents the interests of both members and the broader community.
- Includes both incorporated and non-incorporated associations within the City of Kwinana, provided they meet the above criteria for community engagement activities.

Commercial Organisation: An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit. Generally a commercial organisation:

- Levies fees/charges on participants aimed at recovering the operating costs and generating a profit.
- Has controlling principals who make the decisions and who are not answerable to a committee or board of trustees.
- Has no specific requirement to act on behalf of, or in the interests of the activity's participants.
- Has no constitution or democratically elected community representation.
- Has primary objectives relating to the generation of fee for service.

Category of User	Examples of Users and Activities
Community Group Rate	<ul style="list-style-type: none"> • Not-for-profit groups • Children and family groups e.g. playgroup, parent network meetings • Community meetings • Information and training sessions • Art, cultural and special interest groups • Service organisations, e.g. Lions for meetings and fundraising activities • Landcare groups • Church and Spiritual Groups • Registered Charity Groups
Sports Seasonal Rate	<ul style="list-style-type: none"> • Eligibility applies to sporting clubs and associations that conduct scheduled competitions, social activities, and training sessions. • Clubs must maintain current registration with their relevant state sporting organisation. • Clubs must actively participate in a recognised competition or league.
Commercial Standard Rate	<ul style="list-style-type: none"> • Business for running workshops, recruitment, conferences, sales promotion, etc. • Fitness programmes programs e.g. personal trainers, yoga instructors and professional coaches for exercise, weight loss and fitness activities • Professional dog walkers, obedience trainers • Other for-profit activities, e.g. Dance classes and martial arts • Family celebrations e.g. weddings and birthday parties • Federal, State and Local Government agencies for information sessions, community workshops, meetings, program delivery, etc. • Educational institutions for district and local interschool sporting events, study programs, workshops both private and public schools. • Childcare Centre.

Policy

1.1. Principles

The following set of principles underpins and enables achievement of the policy objectives.

- 1.1.1 All facilities are considered to be “multi-purpose” facilities. They will be available for use by a number of compatible users and will not be used exclusively by any one or two groups.

There is a high and growing demand for access to facilities from which organisations and interested groups can provide for a range of community activity needs. Given this demand will only increase as the City grows further, Council has or will design and manage facilities so they have the flexibility to accommodate a broad range of activities and organisations.

Facilities that support multi-use result in a more efficient use of capital works funding, minimise duplication of infrastructure (e.g. change, meeting and activity rooms), reduce maintenance overheads and maximise opportunities for community engagement and collaboration.

- 1.1.2 All individuals and organisations will have the opportunity to access appropriate community facilities including not-for-profit groups, and commercial or semi-commercial activities and groups.

This policy recognises that the community and individuals may at some time have the need for a range of activities and services that are offered through community facilities. These activities and services may include those organised by not-for-profit organisations (e.g. sports clubs, craft groups), individuals (e.g. family functions) or commercial/semi commercial organisations (e.g. conference or promotional event).

Consideration will therefore be given to the use of community facilities by a range of users including those that are community based, private or commercial, however groups and activities that are in conflict with Council policies and/or operating principles will not be granted access to the facilities.

- 1.1.3 Some community groups will have priority access to facilities because they are deemed to provide a greater range of health and wellbeing outcomes to the community.

Community facilities are primarily provided to support community based or not-for-profit organisations on the basis:

- They provide for a range of health and well-being, recreation and sporting needs of the community at minimal cost to participants;
- They minimise financial barriers to participation given their low operating overheads;
- They and their members do not have the capacity to provide for all the infrastructure needs associated with their activity alone;
- They assist the City in achieving a range of its services. Accordingly, the following groups and organisations will generally be given priority access to community facilities:
 - Those that align with the core or primary designed use of a community facility (e.g. sporting groups in a sporting pavilion, lifelong learning and leisure programs in a community centre);
 - Groups or organisations contracted to provide a service for the City (e.g. out of school hours program);

- Not for profit organisations;
- Groups or individuals that assist Council to achieve its objectives relating to community facilities;
- Groups that can show at least 75% of membership or audience comes from within the City of Kwinana;
- Schools are significant stakeholders in the City of Kwinana and provide Council with opportunities to form a variety of partnership models to provide access to open space and facilities for community purposes. Reciprocally, the City's community facilities are available for use by local schools.

1.1.4 Council may restrict the use of community facilities by some types of users.

This principle is to ensure facilities remain accessible for use by community-based organisations that assist Council to achieve its strategic vision and this policy's objectives, and to ensure facilities are not controlled by one type of user group.

In order to minimise the potential for one or a number of groups, or a type of user to control a facility:

Individuals and community organisations may be restricted to no more than 100 hours per month, or 3 bookings per week.

- Commercial and semi-commercial organisations may be restricted to 26 hours per organisation per month for a maximum of 3 bookings per week, unless under contract to provide specific services on Council's behalf.

The City will provide opportunities for groups who are commercial in nature to use the City's community facilities where significant community benefit and demand is evident. These types of commercial/semi-commercial activities may include martial arts and dance organisations that provide participation opportunities not commonly provided by community based not-for-profit organisations. To ensure implementation of the principles and objectives of this policy, the City reserves the right to restrict commercial use of community facilities where demand is not evident.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Community Facilities	
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