

Policy

Seasonal Hire of Sports Pavilions, Reserves and Parks



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Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Directorate:	City Living
Department:	Healthy Lifestyles
Related documents:	<p>Acts/Regulations</p> <p>Local Government Act 1995 s2.7. Role of Council. WA Public Health Act 2014</p> <p>Plans/Strategies</p> <p>Community Strategic Plan</p> <p>Policies</p> <p>Occupational Safety and Health Policy D16/51525* Healthy Lifestyles Public Health Plan 2015-2018 D15/7810* Healthy Lifestyles Policy D13/69856*</p> <p>Work Instructions</p> <p>Nil</p> <p>Other documents</p> <p>Kwinana Local Club Signage Guidelines D16/59399*</p>

Note: Changes to References may be made without the need to take the Policy to Council for review.

Policy:

1. Title

Seasonal Hire of Sports Pavilions, Reserves and Parks

2. Purpose

To ensure that all City ovals and reserves are available for casual and organised use by all sectors within the community and that all sporting clubs that use the City's facilities on a seasonal basis are levied fees and charges using a transparent and fair system.

3. Scope

3.1 Season Time Frames

The seasonal allocation periods for the City's ovals, reserves and associated facilities are:

- Summer Season 1 October – 31 March
- Winter Season 1 April – 30 September

4. Definitions

- 4.1 Sports Pavilion (e.g. Fiona Harris, Thomas Kelly, Wellard Pavilions). These facilities are located adjacent to playing surfaces used for sport. They generally have clubs that occupy them on a seasonal basis. They are also available for ongoing or casual use for other compatible activities.
- 4.2 Sports Reserves and Parks (e.g. Calista Oval, Rhodes Park). These are sports fields 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.
- 4.3 Seasonal Tenancy – agreement for the use of a sports pavilion and/or sports reserve or park at a shared use facility for a given 6 month period. Pre-season training and finals are considered non-seasonal use.
- 4.4 Seasonal Fee – fee applied for the use of the applicable sports pavilion and/or sports reserve or park, based on usage outlined in the seasonal tenancy.

5. Policy Statement

- 5.1 Seasonal Hire of Sports Pavilions, Reserves and Parks

- 5.1.1 The City will consider applications for summer seasonal use of sports grounds during the month of August and for winter seasonal use during the month of February each year.
- 5.1.2 While availability of facilities will be a key determining factor for ground allocation, the allocation of City facilities is not automatic. Applications will be assessed taking into consideration;
- Historical contribution of the club to the provision of sport within the City of Kwinana;
 - Club's previous record with respect to compliance with the Seasonal Tenancy Agreement, including, but not exclusively:
 - Timely payment of fees;
 - Behaviour and respect for others on and off the field; and
 - Community facility cleanliness, care for ground condition and sustainability.
 - Availability of facilities suitable for the sport proposed, relative to industry guidelines;
 - Efficiency of facility usage, potential for multiuse;
 - Club's initiatives to support programs that encourage participation across all ages, abilities, genders and cultural backgrounds;
 - Club's incorporation and implementation of good management policies including:
 - Responsible service of alcohol
 - Food Safety Program
 - Sound financial and planning practices; and
 - Percentage of active members that reside, study or work in Kwinana.

5.2 Hire Process

- 5.2.1 Forms – Applications for seasonal hire to be made on the appropriate form with all necessary information provided.
- 5.2.2 Booking Confirmation – Seasonal hire arrangements will be confirmed in writing by the Club Development Officer.
- 5.2.3 Keys – hirers will be provided with 3 sets of keys. No additional sets are to be provided. Loss of keys will result in replacement fees. The return of keys will be by agreement with the City.
- 5.2.4 Cleanliness – is the responsibility of the hirer. The facility must be left in a clean and tidy condition, as it was received.
- 5.2.5 Repair – the hirer must notify the City of any issues of a structural nature needing repair at their earliest convenience. The cost of repairs due to damage from inappropriate or malicious use will be the responsibility of the hirer.

6. Financial/Budget Implications

6.1 Fees and Charges

- 6.1.1 The applicable fees and charges for the approved sports pavilion and/or sports reserve or park will be calculated using a method based on a percentage of the annual maintenance costs of both the sports pavilion and the sporting ground.
- 6.1.2 Junior sporting clubs will be charged at a rate lower than seniors in order to promote junior sporting activities.
- 6.1.3 Where a club has junior and senior members, fees will be calculated based on the percentage of each category of member.
- 6.1.4 Fees and charges applicable to all ovals and reserves covered by this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and as amended from time to time. These fees and charges may increase on an annual basis.
- 6.1.5 Additional fees and charges may apply as determined by Council and detailed in the Seasonal Tenancy Guide and the City's annual budget.
- 6.1.6 Hire of lights will be additional to seasonal fees and will be charged in line with the City's terms and conditions of hire for these facilities.

7. Asset Management Implications

7.1 Determination of Annual Maintenance Costs

- 7.1.1 When new facilities are constructed, annual maintenance costs that form part of the calculation of fees and charges will initially be calculated based on similar City of Kwinana sporting facilities.
- 7.1.2 Annual maintenance costs for established facilities are to be calculated using actual previous financial year maintenance costs, operational costs and utilities costs.

8. Environmental Implications

Hirers and Clubs are to comply with the Kwinana Local Club Signage Guidelines

9. Strategic/Social Implications

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Objective	Strategy
Strategic Community Plan	4.2 The community has easy access to well equipped, quality parks and public open spaces	<ul style="list-style-type: none"> • Community Infrastructure Plan • Community Development Team Business Plan • Parks for People Strategy • Parks and Reserves Asset Management Plan • Public Open Space • Infrastructure Asset Management Plan
	4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.	<ul style="list-style-type: none"> • Local Planning Strategy • Public Open Space Policy • Parking Strategy • Local Housing Strategy • Town Planning Scheme • Environmental Health • Team Business Plan • Place Plans for City areas

10. Occupational Safety and Health Implications

10.1 All hirers and contractors must comply with the City of Kwinana Occupational Safety and Health Policy

10.2 All hirers must hold a current public liability insurance policy to the satisfaction of the City and a copy to be provided.

11. Risk Assessment

A risk assessment has been conducted and with no policy in place the risk of interruptions to service delivery, cost of damage to facilities and reputation of Council could be high. The policy allows the City to have processes in place to mitigate these risks, reducing risk rating to moderate.