



POLICY

COMMUNITY FACILITIES USAGE



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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.

Adopted:	24/08/2011 #383
Last reviewed:	24/08/2011 #383 11/07/2012 #163 08/04/2015 #430
Legal Authority	Local Government Act Section 2.7 – Role of Council

Scope: This policy applies to all groups and individuals wishing to access a City owned and managed community facility. The policy does not apply to City owned buildings where a management licence or lease agreement exists between a group and the City (e.g. Koorliny Arts Centre, Wandu Community Centre) The following table provides an overview of the range and type of facilities that apply to this policy.

Type of Facility	Description
Sports Pavilion	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. (e.g. Fiona Harris, Thomas Kelly, Wellard Pavilions)
Sports Reserves and Parks	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. (e.g. Calista Oval, Rhodes Park)
Community Centres	These include halls, Neighbourhood Houses and community centres (centres from which services operate) 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, Community Resource and Knowledge Centre, Bertram Community Centre)
Recreation Centres	These are facilities specifically designed to cater for indoor sports (e.g. Recquatic Centre).

The following table outlines different categories of users which are relevant to this policy and to which different access requirements may apply.

Category of User	Examples of Users and Activities
Not-for-profit groups	<ul style="list-style-type: none"> • Sporting clubs and associations for scheduled sporting competitions, social activities, training activities, etc • 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
Educational organisations	<ul style="list-style-type: none"> • Educational institutions for district and local interschool sporting events, study programmes, workshops, etc
Government	<ul style="list-style-type: none"> • Federal, State and Local Government agencies for information sessions, community workshops, meetings, programme delivery, etc
Commercial	<ul style="list-style-type: none"> • Business for workshops, recruitment, conferences, sales promotion, etc • Fitness programmes e.g. personal trainers and professional coaches for exercise, weight loss and fitness activities • Professional dog walkers, obedience trainers • Dance classes
Individuals	<ul style="list-style-type: none"> • Family celebrations e.g. weddings and birthday parties
Definitions:	
Type of Group	Description
Community Group	<p>An organisation that is not-for-profit, accessible and accountable to members of the community. A community group provides the community and/or its members with opportunities to engage in local community, cultural, sporting, leisure and/or educational activities.</p> <p>Generally a community group or not-for-profit organisation:</p> <ul style="list-style-type: none"> • Has primary objectives relating to community benefit and community engagement and participation. • Levies fees/charges on members of the club or group, which are paid into the club or group bank account. The club or group is run by a committee of members, who administer the funds on behalf of the interests of the club or group. • Has an elected management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.

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	<ul style="list-style-type: none"> • Not all community groups are formally incorporated associations.
<p>Commercial Organisation</p>	<p>An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit.</p> <p>Generally a commercial organisation:</p> <ul style="list-style-type: none"> • 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.
<p>Policy:</p> <p>Objectives</p> <p>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.</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • 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 people and groups with special needs have the opportunity to access community facilities; • 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. <p>These objectives form the basis of the criteria used to evaluate applications for use of facilities, and to determine the successful applicant should more than one group apply for use of a facility at the same time.</p> <p>Principles</p> <p>The following set of principles underpins and enables achievement of the policy objectives.</p> <ul style="list-style-type: none"> • 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 interest groups can provide for a range of community activity needs. Given this demand will only increase as the City grows further, Council has/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 (eg change, meeting and activity rooms), reduce maintenance overheads and maximise opportunities for community engagement and collaboration.

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

This policy recognises 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 (eg family functions) or commercial/semi commercial organisations (e.g. conference or promotional event).

Consideration will therefore be given to 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.

- ***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 achieve 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, life long learning and leisure programmes in a community centre);
- Groups or organisations contracted to provide a service for the City (e.g. out of school hours programme);
- Not for profit organisations;
- Groups or individuals that assist Council to achieve its objectives relating to community facilities;
- Groups that can show that 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.

- ***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 dominated 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 dominate a facility:

(Refer also to Council Policies – 'City Oval Reserve Seasonal Hire Policy' and 'Facilities on Public Open Space')

- Individual community organisations can make application for no more than 100 hours per month.
- Commercial and semi-commercial organisations can make application for up to 26 hours per group per month for a maximum of 3 sessions per week, unless under contract to provide specific services on Council's behalf.

The City will provide opportunities for group's 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.

Fee Waivers and Exemptions

Council manages access to community facilities via formal agreements with approved groups and individuals who want to use facilities on an ongoing or casual basis on a fee for use basis.

This policy should be read in conjunction with the following Council Policies which provide for free use of facilities in certain circumstances:

Council Policy – 'Playing Fields – Promotion of Junior Sports'

Council Policy – 'Donations' which gives Council the capacity to waive a fee for use in special circumstances.

Any usage requests that do not meet the requirements of this policy may be considered for approval by the Chief Executive Officer or may be referred to Council for approval.

Appendix 1	Community Facilities Assessment Criteria	City of Kwinana
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Applicant _____

Venue Requested _____

Criteria	Notes	Weight	Rating	Total
Programme/Service suitability to nature of Centre <ul style="list-style-type: none"> • Suitable space requirements • Child, Family or Community focused • No restrictions on adjacent bookings eg noise considerations • Fits with centre vision • Storage requirements 		3		
Community Access <ul style="list-style-type: none"> • Inclusive, with access available for special needs and minority groups • Low programme costs for participants • Meets community needs 		2		
Programme Participation <ul style="list-style-type: none"> • % City of Kwinana community members • High or expanding number of participants/opportunities for community involvement and well being 		2		
Other considerations <ul style="list-style-type: none"> • Previous use of City facilities • Fee payment history • Reference Checks <p><i>NB: New groups will at a minimum receive a rating of 3 for this criteria</i></p>		3		
General Comments				

Weighting: 1=Desirable
2=Important
3=Essential

Rating: 1= Unacceptable, does not meet minimum requirements
2=Marginal, meets minimum standards
3=Satisfactory, meets the full requirements
4=Exceeded, exceeds requirements
5=Outstanding, clearly surpasses all requirements