



6/011 Recreation Reserves, Facilities and Parks - Casual and Event Hire

Objective

The Town of Port Hedland (Town) will ensure its recreation reserves, facilities and parks are available to the community for casual and event hire.

The intent of this policy is to:

- Provide individuals, businesses, schools, sporting and community groups with the opportunity to hire the Town's recreation reserves, facilities and parks for approved purposes on a casual basis;
- Ensure appropriate management of the Town's recreation reserves, facilities and parks; and
- Ensure bookings comply with all relevant statutory requirements.

This policy will work towards achieving the following outcomes:

- Clear guidelines for the use and hire of the Town's recreation reserves, facilities and parks; and
- Appropriate management of the Town's recreation reserves, facilities and parks.

Application

Types of bookings covered in this policy include:

- Casual bookings;
- Events; and
- Personal training.

This policy covers recreation reserves, facilities and parks within the municipality of the Town of Port Hedland.

Content

1. *Booking guidelines*

(a) Casual Hire and Events

Individuals, businesses and community groups are required to have confirmed bookings for the Town's recreation reserves, facilities and parks for the following uses:

- i. Sporting fixtures and training;
- ii. Events with over 50 attendees;
- iii. When events are either open to or advertised to the public;
- iv. When any entertainment is included or structures erected (ie. Bouncy Castles etc);



- v. All vehicle access is required;
- vi. When food or goods will be sold;
- vii. When alcohol will be consumed or sold;
- viii. When personal training sessions or fitness classes will be conducted; and
- ix. When access to facilities e.g. change rooms, kiosks or overhead lighting.

(b) Personal Training and Fitness Classes

All personal training and fitness class hire bookings must adhere to the following guidelines:

- i. Provide a copy of current public liability insurance certificate of currency;
- ii. Provide evidence of current membership/affiliation with a peak body (ie. Fitness Australia);
- iii. Bookings limited to 20 participants; and
- iv. Activities cannot include formal/structured sporting games.

Please note – Personal training and fitness classes will not be granted exclusive or priority usage of the Town’s recreation reserves, facilities and parks.

2. Application Process

An application form must be submitted for all new bookings.

The following documentation may also be required for some bookings:

- Site map;
- Provision of Public Liability Insurance Certificate of Currency;
- Trading in Public Places form, ie. food application;
- Application to Consume Alcohol on Council Facility or Reserve;
- Public Health Event Classification Assessment;
- Risk Management Plan;
- Traffic Management Plan;
- Noise Management Plan;
- Emergency Plan;
- Fireworks Permit;
- Certification for all rides;
- Certification for all seating;
- Certification for all temporary structures;
- Form 1 Application to Construct, Extend or Alter a Public Building; and
- Form 5 Electrical Certification.

All events with 1,000 people and over must adhere to the guidelines outlined in the Western Australian Department of Health, Guidelines for Concerts, Events and Organised Gatherings.

3. *Booking Assessment Process*

The Town will assess all applications against the following criteria:

- The availability of the facility, taking into account all other hire applications;
- The condition of the reserve, maintenance requirements and alternative venues;
- The impact on seasonal users when the application is for a recreation reserve or associated facility;
- Adherence to all relevant statutory requirements;
- The suitability of the event to the venue including:
 - Impact of the activity / event on the recreation reserve or park;
 - Neighbouring properties and tenants;
 - Parking facilities;
 - Facility able to meet the needs of the proposed numbers;
 - Buffer zones between noise sources and noise-sensitive neighbouring properties;
 - Absence of toxic industries in close proximity to the event; and
 - Adequate toilet facilities.

All approved booking applications will receive written confirmation from the Town. The Town reserves the right cancel or change all bookings of recreation reserves, facilities and parks. Where a booking is cancelled, the Town will endeavour to offer an alternate equivalent venue for the booking.

4. *Creating an Accessible Event*

Event organisers must consider and comply with the Department of Disability Services 'Creating Accessible Events' guidelines. A copy of these guidelines can be found on the Town of Port Hedland's website www.porthedland.wa.gov.au.

5. *Booking Timeframes*

The following time frames apply when submitting an application for use of a recreation reserve or park:

- Two (2) weeks' requests with less than 50 people;
- Four (4) weeks' requests with 51 to 500 people;
- Six (6) weeks' requests with 500 and 1,000; and
- Twelve (12) weeks' requests with over 1,000 people.

Applications that fail to demonstrate compliance with the above timeframes may attract late bookings fees or be refused.



6. *Provision of Toilets*

Event organisers are responsible for the provision of adequate ablution facilities for participants.

The table below outlines the number of toilets required at events.

Please note the figures below are for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

| Total Attendance | Male Facilities | | | Female Facilities | Hand Basins | |
|------------------|-----------------|---------------|---------|-------------------|-------------|--------|
| | WC's | Urinal Meters | Urinals | WCs | Male | Female |
| 1,000 | 2 | 1.5 | 3 | 5 | 1 | 1 |
| 1,000 – 2,000 | 3 | 3 | 6 | 10 | 2 | 2 |
| 2,000 – 3,000 | 4 | 4.5 | 9 | 15 | 3 | 3 |
| 3,000 – 4,000 | 5 | 6 | 12 | 20 | 4 | 4 |
| 4,000 – 5,000 | 6 | 7.5 | 15 | 25 | 5 | 5 |
| 5,000 – 6,000 | 7 | 9 | 18 | 30 | 5 | 6 |
| 6,000 – 7,000 | 8 | 10.5 | 21 | 35 | 6 | 7 |
| 7,000 – 8,000 | 9 | 12 | 24 | 40 | 7 | 8 |
| 8,000 – 9,000 | 10 | 13.5 | 27 | 45 | 8 | 9 |
| 9,000 – 10,000 | 11 | 15 | 30 | 50 | 9 | 10 |

Adjusting the required number of toilets at an event.

| Duration of Event | Percentage of the table values (using Table Above) |
|-------------------|--|
| More than 8 hours | 100% |
| 6 – 8 hours | 80% |
| 4 – 6 hours | 75% |
| Less than 4 hours | 70% |

The requirements outlines above are extracted from the Department of Health Guidelines for Concerts, Events and Organised Gatherings. Event organisers must comply with all amendments to these guidelines.



7. *Fees and Charges*

All fees and charges for the Town's recreation reserves, facilities and parks are adopted by Council as part of the annual budget process.

Fees and charges for hire of the Town's recreation reserves, facilities and parks include the following services:

- Use of the hired area;
- Booking administration;
- Approval for the provision of Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property;
- Rescheduling of irrigation systems; and
- Written confirmation for approved usage from the Town of Port Hedland.

8. *Maintenance, Security and Cleaning*

Town of Port Hedland Responsibility:

- Pre hire inspections will be conducted to ensure reserves and facilities are in reasonable and clean condition.

Hiring Group Responsibility:

- Ensuring that the reserve, facility or park is left in a clean and reasonable condition at the conclusion of their hire;
- Any damage caused during the booking is reported to the Town's Bookings Officer As soon as practical following the event;
- The hirers will be invoiced for the cost of repairs or additional cleaning required if the Town deems the damage to be direct result of the hirer's activity;
- Are responsible for ensuring the facilities are locked and secured at the completion of their hire; and
- Hiring groups do not have permission to access any furniture or equipment stored in facilities by sporting group unless permission is given from the sporting group that owns the equipment.

9. *Bonds*

The Town of Port Hedland will charge a bond for the use of the Town's recreation reserves, facilities, parks and keys. Bonds will be determined by the Bond Matrix and must be paid prior to the booking.



10. Public Liability Insurance

Public Liability Insurance Certificate of Currency for an amount no less than \$10,000,000 is required for the following hirers:

- Incorporated bodies;
- Companies;
- Associations;
- Corporate entities; and
- Casual hirers which use a Town of Port Hedland facility more than twelve (12) times per annum in total.

The Town has an insurance policy arranged through the Local Government Insurance Services (LGIS), which provides public liability insurance protection for casual hirers of Town owned and operated facilities. This policy covers hirers of venues for events such as weddings, parties and meetings.

Some activities are not covered under the Casual Hirers Policy. Each hire will be assessed on an individual basis and the applicant advised of the insurance requirements for their booking.

11. Provision of Alcohol at Recreation Reserves, Facilities and Parks

All hirers must comply with the Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property policy and Department of Racing Gaming and Liquor requirements.

A Trading in Public Places application must also be submitted for the consumption and sale of alcohol at all of the Town of Port Hedland's parks and sporting reserves.

12. Provision of Bins

Provision of bins is not included in the hiring fees for any casual hire of the Town's recreation reserves, facilities and parks. For events with over 100 people bins must be provided at the following ratios:

- Alcohol (1 x 240 litre bin per 20 users); and
- No Alcohol (1 x 240 litre bin per 40 users).

13. Conduct

The group hiring a recreation reserve, facility or park is responsible at all times for the conduct of its members, spectators and guests. Hirers must comply and seek necessary approvals with all federal, state and local laws whilst on Town property. Inappropriate conduct of individuals associated with any booking may result in restricted access to the Town's facilities or legal action.

14. Outstanding Accounts

All outstanding accounts must be settled by the hiring group prior to confirmation being granted for use of the Town's recreation reserves, facilities and facilities.

Definitions

“Event” Means a gathering of people brought together for a common purpose by some prearrangement.

| | |
|----------------------|---|
| Relevant legislation | <i>Health Act 1911</i> <i>Food Act 2008</i> <i>Liquor Control Act 1988</i> <i>Health (Public Building) Regulations 1997</i> <i>Environmental Protection (Noise) Regulations 1997</i> <i>Food Regulations 2009</i> <i>Liquor Control Regulations 1989</i> Food Safety Standards Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 (and other relevant health related guidelines) Consumption and Sale of Alcohol at Town of Port Hedland Owned and Managed Property. Recreation Reserves and Parks – Casual Hire and Events. Marquee Park Management Plan South Hedland Town Square Management Plan |
| Delegated authority | - |
| Business unit | Sport and Facilities |
| Directorate | Community Services |

| <i>Governance to complete this section</i> | | | |
|--|-------------|----------------|----------------|
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