



Recreation Reserves and Parks – Casual Hire and Events

Policy Statement

The Town of Port Hedland will ensure its recreation reserves and parks are available for informal use and hire by the community.

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 and parks for approved purposes on a casual basis.
- Ensure appropriate management of the Town's recreation reserves and parks.
- Ensure events comply with all relevant statutory requirements.

Policy Application

Types of bookings covered in this policy include:

- Casual hire and events
- Personal training

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

Background

This policy replaces the existing Council Policy; Recreation Reserves and Facilities – Casual Hire and Event, endorsed by Council in May 2012.

Outcomes

This policy will work towards achieving the following outcomes:

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

Policy Content

1. Booking Guidelines
 - a. Casual Hire and Events

Individuals, businesses and community groups are required to hire the Town of Port Hedland's recreation reserves and parks when they meet the following criteria:

- i. Sporting fixtures and training.
- ii. Events with over 50 attendees.



- iii. If events are open or advertised to the public.
- iv. If there will be any entertainment or structures erected (e.g. Bouncy Castles etc.).
- v. If vehicle access is required.
- vi. If food or goods will be sold.
- vii. If alcohol will be consumed or sold.
- viii. Personal training sessions or fitness classes will be conducted.
- ix. Require 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 copies of current public liability insurance and certificates of currency.
- ii. Provide evidence of current membership with a peak body (e.g. Fitness Australia).
- iii. Groups cannot exceed 20 participants.
- 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 and parks.

2. Application Process

All hirers must submit all necessary booking application forms and supporting documentation to the Town of Port Hedland within the required booking timeframes. Each event / venue hire is different and the specific approvals required will depend upon the type of event / venue hire.

A booking application form must be submitted for all events / venue hires.

The following documentation may also be required:

- Site map.
- Provision of Public Liability Insurance and Certificate of Currency.
- Trading in Public Places form, i.e. 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.
- Form 5 Electrical Certification.

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

3. Booking Assessment Process

The Town of Port Hedland 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.
 - Adequate toilet facilities.

All approved booking applications will be provided with written correspondence from the Town of Port Hedland. The Town of Port Hedland reserves the right cancel or change all bookings of recreation reserves and parks.

4. Creating an Accessible Event

Event organisers 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 weeks requests with less than 50 people
- Four weeks requests with 51 to 500 people
- Six weeks requests with 500 and 1,000



- Twelve weeks requests with over 1,000 people

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

6. Provision of Toilets

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

Please see table below which outlines the number of toilets required at temporary 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 hire of the Town's recreation reserves and parks are set by Council as part of the annual budget process.

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

- Use of the hired area.
- Booking administration.
- Provision of Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property approvals (if required).
- Rescheduling of irrigation systems.
- 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 hire is reported to the Town of Port Hedland Bookings Officer.
- 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.
- 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 and a Certificate of Currency for an amount no less than \$10,000,000 is required for the following hirers:



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

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

Some activities are not covered under the Casual Hirers Policy. Each hire will be assessed on an individual basis.

11. Provision of Alcohol at Recreation Reserves and Facilities

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 and parks. Events with over 100 people bins must be provided at the following ratios:

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

13. Conduct

The group hiring a facility is responsible at all times for the conduct of its members, spectators and guests. Hirers must comply and seek necessary approvals to comply with all federal, state and local laws whilst on Town of Port Hedland 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 approvals being granted for use of the Town's recreation reserves and facilities.



Definitions

Event

A gathering of people brought together for a common purpose by some prearrangement.

Relevant Laws and Policies

- Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009
- Health Act 1911
- Health (Public Building) Regulations 1997
- Environmental Protection (Noise) Regulations 1997
- Food Act 2008, Food Regulations 2009 and Food Safety Standards
- Liquor Control Act 1988 and Liquor Control Regulations 1989
- 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

Additional Notes

Council Adoption Date and Resolution No.	
Date of adoption of amendment and Resolution Number <i>Do not delete previous dates</i>	
Relevant Legislation	
Delegated Authority	
Directorate	
Review Frequency	Annual

Document Control Statement

*The electronic reference copy of this Policy is maintained by the **Governance Department**. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact the Governance Department.*