



6/010 Recreation Reserves and Facilities – Seasonal Hire

Objective

The purpose of this policy is to provide the Town of Port Hedland (Town) with guidelines for the seasonal usage of the Town's recreation reserves and facilities by sporting groups.

The intent of this policy is to:

- Ensure appropriate management of the Town's recreation reserves and facilities by local sporting groups;
- Provide local sporting groups with the opportunity to hire the Town's recreation reserves and facilities; and
- Ensure shared and equitable usage of the Town's recreation reserves and facilities by all local sporting groups.

This policy will work towards achieving the following outcomes:

- Clear guidelines for the use and seasonal hire of the Town's recreation reserves and associated facilities;
- Appropriate management of the Town's recreation reserves and associated facilities; and
- Provide equitable seasonal usage for sporting clubs and associations of the Town's recreation reserves and associated facilities.

Application

This policy covers the following recreation reserves within the municipality of the Town of Port Hedland:

Port Hedland

- a) Colin Matheson Oval and associated facilities;
- b) McGregor Street Reserve and associated facilities (Including Tennis and Hockey Club);
- c) Town Oval; and
- d) Race Track and associated facilities.

South Hedland

- a) Kevin Scott Oval and associated facilities;
- b) Marie Marland Reserve and associated facilities;
- c) Faye Gladstone Netball Courts;
- d) Hedland Senior High School Oval (out of school hours usage only); and
- e) Cassia, Baler and South Hedland Primary School Ovals (out of school hours usage only).



Content

1. *Shared Usage of Recreation Reserves and Facilities*

The Town supports the shared usage of all the Town's recreation reserves and facilities. Where appropriate, the Town will favour the usage of recreation reserves and facilities by multiple user groups.

2. *Application Process*

All sporting groups must submit all necessary booking application forms and supporting documentation to the Town within the required booking timeframes.

The following documentation may also be required:

- 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;
- Relevant financial information;
- Certification for all temporary structures;
- Form 1 Application to Construct, Extend or Alter a Public Building; and
- Form 5 Electrical Certification.

3. *Booking Timeframes*

The summer season operates from 1 October to 31 March and the winter season operates 1 April to 30 September. All summer seasonal applications must be received by the end of August, each calendar year and winter seasonal application received by the end of February, each calendar year.

The Town will host season bookings information sessions prior to the commencement of each summer and winter season, to outline the season hire process and assist clubs with applications.



4. *Assessment of Ground Allocation*

The Town will assess applications for seasonal use of recreation reserves and facilities, in accordance with the following criteria:

- The nature and sustainability of the proposed activity in relation to the facility;
- The availability of the facility, giving consideration to all applications from other seasonal users;
- The impact of the activity on the recreation reserves and surrounding residents;
- The condition of the reserve, maintenance requirements and the availability of alternative venues; and
- Submission of the seasonal booking form, within the required timeframes.

Where possible, preference will be given to the following:

- Historical user groups;
- In season sports, over pre-season training;
- Competition match play over training;
- Incorporated sporting clubs and associations; and
- Applications submitted by the seasonal allocation closing date (over late submissions).

5. *Seasonal Hire Fees and Charges*

All fees and charges are adopted by Council as part of the annual budget process.

Season hire fees and charges represent a discount on casual hire fees and charges. To be eligible for seasoned hire fees and charges, applications must meet the following criteria:

- a) Using the recreation reserves and facilities for sporting competitions (match play and / or training);
- b) Hold current Public Liability Insurance for the primary purpose of the hire;
- c) Be an Incorporated body or working towards incorporation in the next 12 months; and
- d) Affiliated with a State or National sporting association, relevant to the sport or activity.

If groups do not meet the criteria outlined above, special permission can be sought from the Town to qualify for seasonal hire fees and charges.



Seasonal hire fees and charges provide sporting groups with the following services:

- a) Access to the Town's recreation reserves facilities (ie. toilets, change rooms);
- b) Provision of bins equivalent to 1 bin per 20 users, for alcohol related bookings;
- c) Provision of bins equivalent to 1 bin per 40 users, for non-alcohol related bookings; and
- d) Pre-season cleaning of the sporting reserve toilet and change room facilities.

Hirers that do not meet the criteria outlined above will be charged casual hire fees and charges.

6. *Bonds*

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

7. *Public Liability Insurance*

All seasonal hiring groups are required to hold current Public Liability Insurance in the name of the club / association, for an amount of no less than \$10,000,000.

The Town does not provide contents insurance for any equipment or furniture stored at the Town's recreation reserves or facilities. Contents insurance is the responsibility of the sporting club and / or association.

8. *Recreation Reserve Maintenance, Cleaning and Security*

Town of Port Hedland Responsibility

- a) Maintenance:
 - i. Pre-season facility inspections will be carried out at all sporting reserves and facilities. Users will be invited to attend these inspections with the Town's Officer/s; and
 - ii. All sporting reserves and facilities may be subject to scheduled maintenance.
- b) Cleaning:
 - i. The Town will clean each facility prior to the commencement of each season.

- c) Use by Casual Hirers and Events:
 - i. The Town will advise seasonal users of other casual hirers and events that have hired facilities at their reserve during their season. Casual hirers and events do not have permission to access any furniture or equipment owned by sporting groups that is stored in the venue. Permission may be sought from the sporting group that owns the furniture or equipment.

Sporting Club and Association Responsibility

- a) Maintenance:
 - i. Clubs and associations must notify the Booking Officer in writing of any maintenance issues;
 - ii. All seasonal users are required to report any theft or break-ins to the Booking Officer at the earliest convenience, including the Police incident report number; and
 - iii. Clubs and associations will be invoiced the cost of repairs, if the Town deems the damage as a direct result of the clubs' and / or associations' activity.
- b) Cleaning:
 - i. Cleaning of the facility during the season is the responsibility of the user groups. If required, the Town will arrange any cleaning deemed necessary and will on charge associated costs to the hirer;
 - ii. Clubs and associations are responsible for the removal of all litter associated with each booking, including the reserves, car park and within the facilities; and
 - iii. Reserves and facilities need to be cleaned by the hiring group by 10.00am on the day following each booking.
- c) Security:
 - i. Clubs and associations are responsible for ensuring all facilities are fully secured and locked after each use; and
 - ii. Clubs and associations must inform the Town's Bookings Officer at the earliest opportunity, of all broken or missing locks and any damage which may present a risk to faulty security.

9. Consumption of Alcohol

All sporting clubs and associations 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.



10. Vehicles on Recreation Reserves

- a) A maximum of two (2) vehicles are permitted on the recreation reserves for equipment set up and pack down. All other vehicles must be parked in the designated car parking areas. Players and spectators cars must not park on the recreation reserves during training or competitions; and
- b) Subject to approval, equipment trailers may be driven on to recreation reserves to set up for training and competitions. Where possible, these must be parked outside the boundary lines of the recreation reserve.

11. *Provision on Bins*

- a) The number of rubbish bins provided for seasonal hirers at recreation reserves or facilities is to be calculated in accordance with the application form submitted and will be worked out on a ratio of 1 bin per 20 users, for alcohol related bookings and 1 bin per 40 users, for non-alcohol related bookings; and
- b) Requests for additional rubbish bins can be made to the Town and will be assessed on a case by case basis. Fees apply for additional bins, as per current fees and charges.

12. *Line Marking*

- a) Clubs and Associations are responsible for all line mark ups associated with training and competitions;
- b) Grounds must be marked in accordance with the standards set out by the Department of Sport and Recreation in its nationally adopted publication (<http://www.dsr.wa.gov.au/sportsdimensions>);
- c) Water base paint is the approved paint to be used for all line marking. For safety reasons, the following products are not permitted for marking reserves:
 - i. Lime;
 - ii. Round Up and other herbicides and chemicals;
 - iii. Oil; and / or
 - iv. Any growth retardants.
- d) Line marking must not be carried out while the reserve is being used by another club and / or group; and



- f) If inappropriate marking materials are used, additional charges may be incurred to rectify any damage. Repairs will be carried out by the Town's Parks and Reserves business unit and all associated costs will be on-charged.

13. *Conduct*

The club and / or association is responsible at all times, for the conduct of its members, spectators and guests; and must comply with all Federal, State and Local Laws, whilst on Town property. Inappropriate conduct of a clubs' and / or associations' members, 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

"Seasonal Users"

- a) Incorporated sporting clubs and / or associations; and
- b) New sporting groups that are working towards incorporation within a 12 month period.

"Sporting Seasons"

- a) Summer = October to March (inclusive); and
- b) Winter = April to September (inclusive).



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

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