

COMMUNITY FACILITIES HIRE

Policy Number:	POL-008 (Supercedes POL-015)	Date Adopted:	28 March 2018
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INTENT

This policy has been developed to provide an equitable and transparent approach to the hire and use of Community facilities owned and managed by the Weipa Town Authority (WTA). The WTA Community Facilities Policy integrates with the broader WTA Asset Management System.

Weipa's community facilities play a key role in the delivery of a wide range of sports, recreation and educational activities which encourage active community participation, and make a valuable contribution to the general health and wellbeing of the Weipa community. It is imperative that the community facilities provided for Weipa residents and visitors continue to be fit for purpose, cost effective and usage maximised.

SCOPE

This policy applies to the Members and all staff (including contractors and volunteers) working for the WTA.

For the purpose of this policy, WTA community facilities currently include (but not limited to) –

- Community Buildings - Assembly Hall, House on the Hill, Gymnastics Hall, White Building, Storm Surge Shelter, Aquatic Centre
- Courts - Tennis, Squash, Netball and Basketball Courts
- Ovals, Tracks and Amenities - Andoom Oval & Canteen, Cricket Oval & Clubhouse, BMX Track & Clubhouse
- Public Open Spaces - Green belts, reserves, parks, playgrounds, fitness areas, pathways, special event grounds and foreshore areas within the WTA Town Area.

DEFINITIONS

WTA – Weipa Town Authority

RT – Rio Tinto

RTP – Rio Tinto Procurement

Community Group - A group who can demonstrate that they do not operate for profit, personal gain or other benefit of a particular person or group of people, and that any proceeds from their activities are directed solely to further the objectives of the group.

Permanent User – Any community group, commercial user or individual who hires a facility on a regular basis; more than ten (10) times per year.

Casual User - Any community group, commercial user or individual who hires a facility on a 'one of' occasion, or less than ten (10) times per year.

POLICY REQUIREMENTS

Facility Hire and Use

1. Cost Recovery

For each facility, WTA seeks to recover either all or a proportion of the total operating costs of that facility. However, the WTA recognises the social value and community benefit of services and activities provided by various community groups and this is reflected fee reduction and rental subsidies wherever appropriate.

2. Multi-Purpose Community Facilities

Weipa Town Authority is committed to supporting the diverse needs of the community. To achieve this balance, all community facilities will be managed as multi-purpose facilities wherever possible, and without exclusive rights granted to any one group or purpose.

3. Application to Hire

Applications to hire or use a facility must be properly made using the FRM-049 WTA Venue/Facility Application for Booking Form. Approval can be provided for facility hire on a casual and/or seasonal basis. The WTA will approve applications for the use of community facilities according to -
Nature, appropriateness and suitability of the activity in relation to the venue requested
Availability of the venue at the required time(s) and on the required day(s)
Ability of the applicant to meet the conditions and responsibilities of hire.

4. Bond for Hire

A bond is a security measure designed to provide some safeguard against accidental damage to a facility or asset. Bond charges may be requested in accordance with the WTA Schedule of Fees and Charges where-

- the activity being undertaken presents some risks of damage to the WTA asset,
- the event or activity involves alcohol being consumed at the facility and/or
- damage has previously occurred for a hire.

5. Damage to Facilities

Specific conditions are applied to the hire of WTA facilities through the application and approval process. In the event that a hire results in an unacceptable level of cleanliness or damage caused to a facility, the WTA will retain the bond in order to undertake repairs and additional cleaning. Should the bond not cover the cost of required works, WTA may seek further costs from the user.

Lease or License Arrangements

The WTA has entered into lease and license arrangement for specific community facilities. For a leased or licensed facility, the WTA seeks to recover rent at market value although in some cases a rental subsidy may be applied. Contributions from users through a lease will be used for the maintenance and repair costs of the facility. In some cases the lease may cover development and improvements for the facility.

Facility/Asset Management

Contributions from users of community facilities (through the use of Hire fees and charges) will be used to cover the management, maintenance and minor improvement costs of the facility. All maintenance and refurbishment of community facilities will be organised and managed through the WTA asset management system, and costs identified through the annual operating budget process.

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Future Development

The future expansion or development of Weipa's community facilities and recreational areas are highlighted through the Weipa Town Planning Scheme, and also identified through the WTA strategic planning process. Capital expenditure required to expand or develop facilities will be identified through the WTA capital budget process.

RELATED DOCUMENTS

WTA Schedule of Fees and Charges
WTA Asset Management Policy and Strategy (under development)
Weipa Town Planning Scheme
WTA Corporate Plan 2015-2020
WTA Annual Operational Plan
WTA Annual Budget
WTA Playground Management Plan

REVIEW

Review every three (3) years or as required.

FURTHER INFORMATION

Communities Coordinator

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