

Policy Type

Council Policy

Policy Purpose

The purpose of this policy is to:

- (1) To provide a management framework for the hire and usage of community and sporting facilities.
- (2) To provide direction to City Officers and the wider community on the extent of provision and on-going management for minor capital infrastructure.
- (3) To ensure that a consistent and equitable approach is applied to the provision, and on-going management of, minor infrastructure.

Policy Statement

(1) Community Facilities

1. The City of Cockburn offers a number of community facilities with multiple spaces to hire suitable for a variety of functions, events and activities. The following applies for all community facilities available for hire excluding:
 - (a) City of Cockburn Main Administration Building
 - (b) Cockburn ARC
 - (c) Cockburn Health and Community Facility
 - (d) Cockburn Seniors Centre
 - (e) Cockburn Youth Centre
 - (f) City of Cockburn Libraries
 - (g) Facilities currently under a lease arrangement as defined by Council Policy Leasing of City of Cockburn Property For Community and/or Recreational Purposes (Not For Profit)
2. Council will establish a schedule of fees and charges for facility usage which are affordable to not-for-profit community groups. Private organisations and individuals will be charged at a rate to cover at least operational costs.
3. Council will annually review the schedule of fees and charges to ensure they meet the criteria of affordability and cost recovery.
4. Organisations or individuals seeking any subsidy in fees for community facility usage will need to satisfy the eligibility criteria listed under Council policy *Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)*.

5. The City of Cockburn Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and Local Laws.
6. For any venue hire application received in accordance with the City's standard process, the City may refuse to issue a licence or hire arrangement on one, or more, of the following grounds:
 - (a) The applicant has committed a breach of any provision of a local law or any written law relevant to the activity for which the permit is sought;
 - (b) The purpose of the hire does not align with the Council's policies or official position;
 - (c) Any other grounds the City considers relevant in the circumstances of the application.

(2) Community Sporting Facilities

1. The City of Cockburn offers a number of community sporting facilities that support organised sport and recreation clubs and the wider community. These include active reserves and supporting infrastructure such as toilets, change rooms, clubrooms and multi-purpose community facilities. These facilities are subsidised for both juniors and seniors, while juniors are subsidised at a higher percentage with a view to improve participation.
2. There are four management options available to ensure these facilities are well maintained and utilised including:
 - (a) Lease Agreement.
 - (b) Facility User Agreement.
 - (c) Seasonal Usage Agreement.
 - (d) One-off hire arrangement.
3. With regard to the management options in (2) 2, the following applies:
 - (a) Lease agreements are dealt with under Council's Policy – *Leasing of City of Cockburn Property for Community and/or Recreational Purposes (Not for Profit)*.
 - (b) Non-incorporated clubs/associations/groups will not be permitted to enter into any agreement with the City.
 - (c) The City's preference for the management of sporting clubrooms and multi-purpose community facilities is under a Facility User Agreement or a Seasonal Usage Agreement with an Incorporated Sporting or Recreation Club/Association.
 - (d) Where a Facility User Agreement, Seasonal Usage Agreement and/or One-off Hire Arrangement are/is entered into, charges would apply in accordance with the Council's adopted annual fees and charges schedule.

- (e) The statements that apply for any request for Sporting Related Minor Capital Infrastructure also apply for any request for the provision or upgrade of Community Sporting Facilities.

(3) Passive Reserves

1. The City has passive reserves available for the community to use. The following applies in relation to access:
 - (a) Passive reserves are unable to be hired for exclusive use in a particular time period.
 - (b) Access to areas is on a first come first serve basis. This includes BBQ's and Playground equipment.
 - (c) Users seeking to utilise passive reserves for an event should notify the City to minimise disruption on their planned activities (e.g. conflicts with other events, irrigation, maintenance or works) and to ensure users comply with all relevant legislation and related City policies.
 - (d) Council in its schedule of fees and charges will apply an administrative fee for the facilitation of services post notification that minimise disruption on passive reserve usage for events.
 - (e) The City of Cockburn Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and Local Laws.

(4) Sports Reserves

1. The City has sports reserves available for the community to use. The following applies in relation to access:
 - (a) Active reserves area available to be hired for exclusive use in a particular period of time.
 - (b) Users seeking to utilise active reserves for an event must notify the City.
 - (c) Council in its schedule of fees and charges will apply an administrative fee for the facilitation of services post notification.
 - (d) The City of Cockburn Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and local laws.

(5) Sporting Related Minor Capital Infrastructure

1. The City receives various requests for the provision and/or upgrading of sporting related minor capital infrastructure on land owned or managed by the City. The following applies for all requests and subsequent installation or construction (unless otherwise specified):
2. All requests should provide the background and rationale for the proposal.

3. Requests will be initially directed to the City's Minor and Major Capital Works Grants Program (where applicable).
4. All projects should clarify whether planning or building approvals are required with the relevant department.
5. All projects, where relevant, should meet the appropriate Australian Standards.
6. Community consultation may be required as part of the delivery process as determined by City Officers.
7. Items that are fixed or are in-situ will be owned by the City and will become a City asset. Subsequently, they will also be maintained by the City unless otherwise specified
8. For items which are approved but are not standard Council provision the Club may be required to cover all costs related to replacement.

(6) Sports Floodlighting

1. LED is the preferred luminaire for floodlighting a sporting reserve.
2. The standard for new provision of floodlights will be as described in the relevant Australian Standard for club training level, with a minimum 100lux (large ball sports match play) provision as defined in the Community Infrastructure Plan 2024-2041.
3. All sports floodlighting projects will require the engagement of a suitably qualified electrical engineer.
4. Any requests by sporting clubs over and above these standards which include the need to upgrade supporting infrastructure (e.g. switchboards, power supply) will be at the cost of the club.
5. Pricing for sports floodlighting will be based a cost-neutral model where the user will pay for electricity costs.

(7) Definitions

Sports Reserve: public open space that is used for organised sports, generally hired by sporting clubs.

Community Facility: common term for community centre or community hall, available for hire by booking through the City of Cockburn.

Community Sporting Facility: ancillary infrastructure that supports organised sporting activities including clubrooms and stand-alone change rooms and toilets or toilets only on an active reserve.

Event: organised activity on a reserve which may include, but not be limited to, a birthday party, wedding, concert, outdoor markets and/or community gathering.

Passive Reserve: public open space not used for organised sports.

Sporting Minor Capital Infrastructure: all other infrastructure on an active reserve that is not considered a Community Sporting Facility.

Sports Floodlighting: specific lighting dedicated for organised sporting activities, excluding perimeter lighting or car park lighting.

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