

Service 12: Sporting Reserves Usage

1. Purpose

The purpose of this policy is to ensure the effective, consistent and fair management of the City's sporting reserves for the benefit of the community.

2. Planning

The City of Kalamunda has completed reserve master plans for each of the City's major sporting reserves and this includes investigating the current and projected usage of the city's major reserves.

3. Policy Statement

The City aims to maximise the use of its sporting reserves and wherever possible, accommodate a diverse range of activities and user groups on both a seasonal and casual basis, rather than provide exclusive use for a single user group or activity.

4. Detail

The City's sporting reserves are available to be hired through the City of Kalamunda's reserve bookings process for sporting clubs, community groups and the broader community. The hiring of sporting reserves is classified as follows:

4.1 Casual Hirer

One off or short-term hire is available to organisations or individuals, subject to availability and the activity suitability for the reserve. Casual Hirers are required to have Public Liability Insurance when part of an organisation. Individuals are not required to have Public Liability Insurance unless requested.

4.2 Regular Hirer

Regular hire (11 bookings or more annually) is available to organisations or individuals, subject to availability and the activity suitability for the reserve. All Regular Hirers are required to have Public Liability Insurance.

4.3 Seasonal Hirer

Seasonal hire of reserves is available to sport and active recreation clubs for the duration of the season. All Seasonal Hirers are required to have Public Liability Insurance.

- (a) Summer season: 1 October to 31 March
- (b) Winter season: 1 April to 30 September

Preference will be given to Seasonal Hirers who have previously accessed the reserve, subject to the activity suitability.

Casual/regular or seasonal hirers cannot sub-lease the reserve to a third party.

All booking enquiries, whether for a casual, seasonal or regular hire from either a local or external user, must be managed and processed through the City of Kalamunda.

A two-week reserve maintenance program is scheduled between seasons. Reserves may not be available for this period by any Hirers with consideration given to the nature of use and the expected wear and tear on the reserve, and the recognised maximum usage amount of 25 hours per week.

Applications for use outside of a sports 'regular season' will only be accepted and subject to change in consideration of the 'in season' club requirements.

4.4 Application to Hire

Any request for hire of a reserve will be referred to the Community Development Department. Applications must be received at least two weeks prior to the booking. The minimum time for any booking is one (1) hour.

Once an application is received a two-week processing time is required to process and confirm or decline the request. All applicants will be notified in writing the outcome of the application. The City reserves the right to decline or refuse hire of its reserves.

In addition, the City reserves the right to request an Event Application Form to assess the impact on the surrounding community.

4.5 Fees and Charges

A schedule of Fees and Charges applicable to reserves is determined annually through Council's budget process in accordance with the Local Government Act 1995 Section 6.16 (Imposition of Fees and Charges) and Section 6.17 (Setting Fees and Charges).

Use of reserves by juniors that play for City of Kalamunda Clubs (under 18 years of age) will be subsidised 100%.

4.6 Non-Compliance of Conditions of Hire

The City reserves the right to cancel any booking where it has been determined that the Hirer has either breached the Conditions of Hire, has outstanding hire fees for 120 days or more, or when the Hirer has accessed the reserve outside of allocated hire times without prior permission.

In exercising its rights, the City will:

- (a) Issue a first warning in writing to the Hirer in regard to the non-compliance/s.
- (b) Suspend use for a period of up to one month in the event of a second non-compliance.
- (c) Cancel use in the event of a third non-compliance.

The Hirer will have the right of appeal in accordance to the Local Government Property Local Law.

4.7 Allocation of Shared Space

Where a reserve must accommodate multiple user groups, requests from clubs will be considered by the City on a seasonal basis and allocations will be determined based upon demand, times/days required in addition to exceptional circumstances.

5. Community Consultation

The community, through sporting clubs are consulted annually as part of the bookings process and seasonal user group meetings.

6. Governance

This policy will be governed by the Local Government Act 1995 Section 6.16 (Imposition of Fees and Charges) and Section 6.17 (Setting Fees and Charges).

7. Measures of Success

City is able to maximise the availability of sports space for City of Kalamunda sporting clubs and the community.

8. Definitions

“Regular Season” is defined as the period of time when a sports main competition is played. This is as determined by, and aligned with, the Sports Governing body.

“In season” – the in-season club is defined as the club playing within its regular season.

Status	Council Requirement		
Related Local Law	Local Government Property Local Law		
Related Council Policies	Service 6: Event Sponsorship and Donation Policy; Service 9: Community Group Leases; Service 13: Sports Floodlighting;		
Relevant Delegation	N/A		
Related Internal Procedures	Updated Procedure Pending		
Related Budget Schedule	N/A		
Legislation	Local Government Act 1995		
Notes and Conditions	N/A		
Authority	Council		
Adopted	12 October 2021	Next Review Date	12 October 2023