



Shire of Wyndham East Kimberley

CP/COM 3581

Council Community Facilities Policy

OBJECTIVE:

To provide guidance in the management and operations of Shire community facilities and equipment. This guidance will consider the needs of both the community and the Shire of Wyndham East Kimberley both at the present day and into the future.

The 5 key principles considered are:

- **Equity:** Fair and equal access and charges for all users of Shire facilities.
- **Capacity to Pay:** Fair pricing with consideration of the ability of an individual, group or organisation to pay the fee in reasonable circumstances.
- **Community Benefit:** The benefit gained through use of the facility including but not limited to; social interaction, physical activity, education, personal development.
- **Compliance:** Operating within all relevant regulations and laws by both the Shire and users of the facilities.
- **Transparency and Accountability:** Management practices and operations will be conducted in an open and accountable manner.

POLICY:

Scope & Limitations

This policy covers council facilities, infrastructure and equipment such as community buildings, sporting facilities and parks.

For the purposes of facility and equipment hire, the definitions of user groups are:

Not for profit/Non government:

Where the sum of income generated by the activity is equal to or less than the total cost of the hire fee or other applicable fee.

or

Registered as not for profit with the ATO

or

Incorporated sporting groups or community service organisations (as defined by their constitution).

Commercial/Government/Private:

All groups not classified as Not for Profit as defined above

or

All Government Agencies

or

Any private function not hired on behalf of a group or organisation

Youth Service Providers:

All groups that deliver service targeting young people within the age range of 10 to 24

and

Must be defined as Not for profit/Non Government

or

Specific registered youth agencies

Evidence of above user group status may be requested by the Shire.

Background

Community facilities are in most cases run at a cost to Council. The provision of these facilities is essential to the community and therefore it is acknowledged that a level of subsidy is necessary.

It is therefore important to ensure that Council's ongoing commitment to providing good quality community facilities is documented, and that a desired level of service provision is maintained.

Guiding Statement

All Shire community facilities will:

- Operate within all relevant regulations and laws.
- Maintain a high level of Occupational Health and Safety at all times
- Have fees and charges reviewed by Council annually. Fees and charges should promote equitable access to all user groups while providing a satisfactory level of cost recovery.
- Set opening hours and conditions of use are to ensure the efficient operation of the facility, while promoting maximal usage by the community.
- Consider a variety of user groups and the needs of the community as a whole.
- Give consideration to disability access
- Maintain a high level of cleanliness both internally and externally.
- Promote usage to all members of the community
- Safely provide the service that it is designed for
- Plan for the future needs of the community
- Be aesthetically pleasing
- Represent the Shire in a positive and professional manner

Outcomes

Shire community facilities will be functional, allowing safe usage for the purposes of their design enabling users to provide a wide range of quality services, events and activities. Fees should ensure that the community assists with the cost of providing the facility while not being prohibitive to use of the facility.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995, Sections 3.1 and 3.18.
Industry Compliance	WA Department of Health Code of Practice for the design, construction, operation management and maintenance of Aquatic Facilities
Organisational Compliance	Guidelines for policy development and review of the Council Policy Manual (adopted by Council 17 November 2009, Minute 8910).
Process Links	AP/REC 4500 Seasonal Oval Use Policy and AP/REC 4501 Shire Facility Casual Use Policy. Adopted Fees and Charges Standard Operating Guidelines

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Community Development		Director Community Development		Ext:141	
Date Effective	22 June 2010				
Date Adopted	22 June 2010	Last Reviewed	N/A		
Risk Rating	Low	Review Cycle	Annual	Next Due	22 June 2011