

Council Policy

Council Policy Name: Community Hire of City Property
Responsible Directorate: Economic and Business Development **Version:** Adopted

1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for hire.

2. SCOPE

- 2.1. This Policy applies to the hire of City Property for community purposes as well as some commercial use.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
Co-Presentation	when expenses and ticket income are shared between the venue and the hirer at an agreed % split
City Property	Community Facilities, Public Open Space, and Sporting Grounds
In-Kind Use	provision of the venue and/or staff resources without a fee to the user
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.3: Provide well planned sport and recreation facilities to support healthy and active lifestyles.
	2.5: Facilitate and plan for event and cultural experiences that provide social connection.

5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for hire, including one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
- a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
 - b. ensure fair and equitable access and use of City Property to community groups and residents; and
 - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs, such as:
- a. Barnard Park
 - b. Bovell Park
 - c. Churchill Park
 - d. Lou Weston
 - e. Sir Stewart Bovell Sporting Complex
 - f. Vasse Playing Fields
 - g. Dunsborough Playing Fields
 - h. Dunsborough Lakes Sporting Precinct

Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, such as the following parks and beaches:
- a. Parks
 - i. Rotary Park
 - ii. Signal Park
 - iii. Mitchell Park
 - iv. Centennial Park
 - v. Dunsborough Lions Park
 - b. Beaches
 - i. Bunker Bay Beach
 - ii. Busselton Beach and Foreshore
 - iii. Dunsborough Beach and Foreshore
 - iv. Eagle Bay Beach
 - v. Meelup Beach
 - vi. Castle Rock Beach
 - vii. Point Piquet
 - viii. Smiths Beach
 - ix. Yallingup Beach

Community Facilities

- 5.5 The City facilitates the one-off hire of Community Facilities for general community and some commercial use, such as:
- a. Undalup Room (City Civic and Administration Building)
 - b. Busselton Community Resource Centre
 - c. Youth & Community Activities Building (YCAB)
 - d. High Street Hall
 - e. Yallingup Hall
 - f. Churchill Park Hall
 - g. Geographe Leisure Centre
 - h. Naturaliste Community Centre
 - i. City of Busselton Libraries

Cultural Precinct

- 5.6 The City facilitates the hire of the Cultural Precinct facilities for community use, such as:
- a. Saltwater (performing arts and convention centre)
 - b. Old Courthouse
 - c. Stables Studios
 - d. Stables Courtyard

General Conditions of Hire

- 5.7 Applications for community hire of City Property will be assessed using criteria such as:
- a. capacity of the venue, facility or public open space;
 - b. compatibility/suitability of the facility or property for the intended usage;
 - c. compatibility of use with other users and the surrounding community;
 - d. demand for the facility or property and usage history;
 - e. alignment of use with objectives of the Council's Community Strategic Plan;
 - f. the principles outlined in this Policy.
- 5.8 Further, specifically with reference to the Cultural Precinct
- a. applications may be made for Co-Presentation of events, opportunities will be at the discretion of the City;
 - b. use of the small meeting room is included with the hire of the Saltwater auditorium for local not-for-profits, community groups and schools; and
 - c. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms.
- 5.9 The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.
- 5.10 The City may decline requests for bookings that it determines unsuitable.
- 5.11 The City may impose conditions and a bond payment on booking.
- 5.12 Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, reviewed annually. Applications may be made for In-Kind Use, support for this will be at the discretion of the City and dependent on demonstration of significant social benefit.
- 5.13 Venue management booking system, on-line contract of hire forms, facility profiles and terms of use will support the implementation and interpretation of this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	21 August 2024	Resolution #	C2408/217
Previous Adoption	DATE	21 September 2022	Resolution #	C2209/235