

## Council Policy

**Council Policy Name:** Community Hire of City Property

**Responsible Directorate:**

Finance and Corporate Services

**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.
- 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

- 4.1. This Policy links to Strategic Theme 2. – LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan and specifically the following Strategic Priorities:
- 2.1: Recognise, respect and support community diversity and cultural heritage; and
  - 2.5: Facilitate events and cultural experiences that provide social connection.
- 4.2. This Policy also links to Strategic Theme 3. – OPPORTUNITY – A vibrant City with diverse opportunities and a prosperous economy, of the City's Strategic Community Plan and specifically the following Strategic Priority:
- 3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.

## 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. These include:
  - 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

### Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, including 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. These include:
- 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

## Cultural Precinct

- 5.6. The City facilitates the hire of the Cultural Precinct facilities for community use. These include:
- a. Busselton Performing Arts and Convention Centre (BPACC, working title)
  - b. Old Courthouse
  - c. Stables Studios
  - d. Stables Courtyard
- 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 In-Kind Use and Co-Presentation of events. The Venue Manager will determine the number of In-Kind Use and Co-Presentation opportunities available annually with In-Kind Use supported where there is demonstration of significant positive social impact;
  - b. fees for the use of meetings rooms within the BPACC will be waived for community hire pre, during and post an event being undertaken in the BPACC Auditorium;
  - c. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms; and
- 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 on bookings.
- 5.12. Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, reviewed annually.
- 5.13. Application forms, information sheets, rules and conditions of use and guidelines 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		
<b>Council Adoption</b>	<b>DATE</b>	21 September 2022	<b>Resolution #</b>	C2209/235
<b>Previous Adoption</b>	<b>DATE</b>	13 May 2020	<b>Resolution #</b>	C2005/128