

Facility Hire Subsidy Policy

Council Policy

Responsible Directorate: Corporate Services

Objective: To provide guidance on determining the extent of subsidy to be offered to groups hiring City-managed facilities.

To ensure facility hire subsidies are applied in a consistent, transparent and equitable manner.

1. Application:

This Policy shall apply to all local not-for-profit community groups and groups from educational institutions hiring City-managed facilities on a regular or casual basis, excluding facilities contained within the City of Joondalup Leisure Centres — Craigie. This Policy applies to organised groups only and does not apply to individuals.

2. Definitions:

“**casual basis**” means a one-off booking of a facility (e.g.: for a meeting, event etc.).

“**facility**” means any City-owned or -managed property, part-property or infrastructure which attracts a specific hire charge as per the City’s *Schedule of Fees and Charges* (e.g.: parks, gardens, sports fields, courts, rooms in community halls, clubrooms etc.), excluding those contained within the City of Joondalup Leisure Centres — Craigie.

“**not-for-profit community group**” means a non-commercial organisation, including a religious organisation that have their primary base of operation located within the City of Joondalup and in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

“**primary base**” means the principal location at which the not for profit community group conducts its core business and/or delivers its core services.

“**regular basis**” means a recurring booking of any facility of at least 12 bookings over the course of a 12 month period (e.g.: school group during the school term, playgroup over school terms, sporting club over a season etc.). Does not include bookings made at the City of Joondalup Leisure Centres — Craigie.

“**educational institution**” means any primary or secondary school or tertiary institution.

Statement:

The City of Joondalup will subsidise the cost of facility hire charges for City-managed facilities for local not-for-profit community groups and groups from educational institutions if the group is able to demonstrate that at least 50% of its active members/participants reside within the City of Joondalup.

Notwithstanding the above, the City reserves the right that if a group is booking a facility at a subsidised rate and it is not being utilised it may charge that group for the unutilised booking of that facility at the full community rate.

Bond charges will apply to all hirers booking a facility on a casual basis. Regular hirers will not be charged a bond.

3. Details:

3.1. Application of Subsidy:

- a. Facility hire subsidies will be provided in the form of reduced hire fees and can be up to 100%.
- b. Subsidies will be considered prior to the hirer taking possession of the facility and apply for the duration of the hire period. Standard terms and conditions will apply to all hirers.
- c. Facility hire subsidies will be determined on a per-group basis (not a per-facility basis) and any additional hire time required by groups outside the extent to which the subsidy applies will be charged at the full community hire rate as per the City's *Schedule of Fees and Charges*.

3.2. Requests for Subsidies:

- a. A group requesting subsidised facility hire is required to apply for the subsidy as part of the booking process each season/year. The level of subsidy available is based on the matrix provided as Table 1.
- b. A group may apply for an additional subsidy under special circumstances. Applications must be made in a written submission to the Chief Executive Officer. The Chief Executive Officer will determine such requests where the value of the additional subsidy is below \$5,000. Requests for additional subsidies above \$5,000 will be addressed by the Chief Executive Officer and referred to Council for determination.

Additional subsidies will be provided for the following:

- Any group who has provided recent, significant cash or in-kind contribution(s) towards the total value of the construction of a hired facility.
- Any group who is experiencing significant financial difficulties.
- Any other group who can provide reasonable justification for receiving an additional subsidy.

Submissions for additional subsidies will be assessed on a case-by-case basis and will apply for one year/season. A new application must be made in each following year/season.

3.3. Authority to Waive Fees:

The Chief Executive Officer may waive facility hire fees for bookings for City facilities not exceeding an amount of \$5,000 per request, made on a regular or casual basis on the written support of the responsible officer. Request for fee waivers made on a casual or regular basis that exceed \$5,000 per individual request will be assessed by the Chief Executive Officer and referred to Council for determination.

3.4. Acknowledgement of Facility Hire Subsidy:

Any group that is granted a facility hire subsidy by the City of Joondalup for regular hire is required to acknowledge this in all promotional material and newsletters etc.

3.5. Reporting to the Community:

The City of Joondalup seeks to ensure that the cost of facility hire subsidies is consistent, transparent and equitable. The City has a responsibility to all ratepayers to clearly identify the actual cost involved in providing subsidies. As such, the total cost of all facility hire subsidies will be reported to the community on an annual basis in the City of Joondalup *Annual Report*.

Creation Date:	November 2012
	Formerly:
	<ul style="list-style-type: none">• <i>Hire of Community Facilities and Venues Policy</i>• <i>Setting Fees and Charges Policy</i>
Amendments:	CJ207-10/07, CJ225-10/09, CJ234-11/12, CJ243-12/14
Related Documentation:	<ul style="list-style-type: none">• <i>Annual Report</i>• <i>Local Government Act 1995</i>• <i>Local Government and Public Property Local Law 1999</i>• <i>Property Management Framework</i>• <i>Schedule of Fees and Charges</i>

Table 1. Matrix for Determining Facility Hire Subsidies

The matrix below details the level of subsidy available to different types of not-for-profit community groups and groups from educational institutions. Facility hire subsidies are determined on a per-group basis (not a per-facility basis) and any additional hire time required by groups outside the Extent to Which the Subsidy Applies will be charged at the full community hire rate as per the City's *Schedule of Fees and Charges*. Where the subsidy is allocated differently, based on number of members, this refers to the number of *active* members (i.e.: does not include non-participating members, non-playing 'life members' etc.).

Group	Hire Fee Subsidy (% of Regular Community Hire Rate)	Extent to Which Subsidy Applies
<p>Playgroups and Toy Libraries</p> <p>Playgroups — groups that are run on a voluntary basis by parents and caregivers which provide a range of play activities. Toy libraries — groups which operate libraries from which toys, puzzles, and/or games are loaned out to members.</p>	100%	<ul style="list-style-type: none"> • 50 hours per week per school term, up to 8 hours per day
<p>Community Child Care Providers</p> <p>Groups that provide child care services and are operated by paid, qualified professionals.</p>	50%	<ul style="list-style-type: none"> • Continually
<p>Community Service and Charitable Groups</p> <p>Groups that operate to raise funds for charity and/or provide volunteer-based community services to the community.</p>	100%	<ul style="list-style-type: none"> • 10 hours per week
<p>Life-Saving and/or Life-Preserving Service Groups</p> <p>Groups that provide training or services of a life-saving and/or life-preserving nature and are operated by volunteers or paid, qualified professionals.</p>	100%	<ul style="list-style-type: none"> • 10 hours per week

Group	Hire Fee Subsidy (% of Regular Community Hire Rate)	Extent to Which Subsidy Applies
<p>Junior Recreational or Sporting Groups</p> <p>Groups that provide recreational and/or sporting activities for people under 18 years of age.</p>	<p>100%</p> <p>50% (members of Arena Community Sport and Recreation Association (ACSRA))</p>	<p>For sporting groups: Winter Season = 1 April – 30 September, Summer Season = 1 October – 31 March</p> <p>In Season*:</p> <ul style="list-style-type: none"> • Less than 100 members — 10 hours per week • Between 100 and less than 300 members — 35 hours per week • Between 300 and less than 500 members — 65 hours per week • Between 500 and less than 700 members— 85 hours per week • 700 members or more — 110 hours per week <p>Out of Season* (subject to availability — preference given to In Season groups):</p> <ul style="list-style-type: none"> • Less than 100 members — 3 hours per week • Between 100 and less than 300 members — 9 hours per week • Between 300 and less than 500 members — 15 hours per week • Between 500 and less than 700 members — 22 hours per week • 700 members or more — 28 hours per week
<p>Adult Recreational or Sporting Groups</p> <p>Groups that provide recreational and/or sporting activities for people aged 18 years of age and over</p>	<p>50%[†]</p>	<ul style="list-style-type: none"> • Continually

* Only if applicable (e.g.: sporting groups); if group is an annual hirer, “In Season” limits will apply.

† Where the cost of hire is met by a governing body or association of which an Adult Recreation or Sporting Group is an affiliate, that group will be invoiced 100% of the regular community hire rate to enable the cost to be claimed against the governing body or association. Following proof of payment from the governing body or association, the 50% subsidy will be applied directly to the group.

Group	Hire Fee Subsidy (% of Regular Community Hire Rate)	Extent to Which Subsidy Applies
<p>Senior Citizens Recreational or Sporting Groups (Including Seniors' Interests Groups)</p> <p>Groups that provide recreational, sporting activities and/or targeted services exclusively for people aged 55 years of age and over.</p>	100%	<ul style="list-style-type: none"> • Less than 50 members — 10 hours per week • Between 50 and less than 100 members — 50 hours per week • 100 members or more — 80 hours per week
<p>Educational Institution Groups</p> <p>A class, team or group of students from any educational institution.</p>	100%	<p>Parks and reserves (e.g.: playing fields, sports courts, etc.):</p> <ul style="list-style-type: none"> • 8 hours per week per term per institution <p>Buildings (e.g.: Halls, Clubrooms, etc.):</p> <ul style="list-style-type: none"> • 24 hours per year per institution
<p>Residents' or Ratepayers' Groups</p> <p>Groups that provide apolitical support and advocacy for local residents and/or ratepayers and are operated by volunteers.</p>	100%	<ul style="list-style-type: none"> • 10 hours per week
<p>Neighbourhood Watch Groups</p> <p>Groups that are registered with the Neighbourhood Watch program coordinated by the Western Australian Police.</p>	100%	<ul style="list-style-type: none"> • 10 hours per week
<p>Justices of the Peace</p> <p>Any qualified Justice of the Peace performing duties relating to his/her position.</p>	100%	<ul style="list-style-type: none"> • 10 hours per week
<p>Other Not-for-Profit Community Groups</p> <p>All other groups defined as not-for-profit community groups as per this Policy.</p>	50%	<ul style="list-style-type: none"> • Continually

Venue Hire Fees and Charges Policy

Council Policy

Responsible Directorate: Corporate Services

Objectives: To provide guidance on determining the fees and charges for the hire of City-managed venues.

1. Application:

This Policy shall apply to all groups and individuals hiring City-managed venues, excluding venues contained within the City of Joondalup Leisure Centres — Craigie.

2. Definitions:

“Category A user” means an organisation, group or individual hiring a venue as part of a business, for business purposes, and/or for financial benefit.

“Category B user” means a charity, an incorporated association or a community group with annual revenue of at least \$3 million, a government department/agency, or an educational provider hiring a venue for non-commercial purposes.

“Category C user” means a charity, an incorporated association or a community group with annual revenue of less than \$3 million, or an individual hiring a venue for non-commercial purposes.

“educational provider” means a primary or secondary school, a tertiary institution or a registered training organisation.

“incorporated association” means a non-commercial organisation which is incorporated under the *Associations Incorporation Act 2015* (WA) or equivalent legislation from other states and territories.

“charity” means an organisation which is licensed under the *Charitable Collections Act 1946* (WA) or registered under the *Charities Act 2013* (Cth) and collects money or goods from the public for charitable purposes.

“financial hardship” means a temporary situation affecting a hirer where that hirer is willing, but unable to meet their payment obligations due to an unforeseen circumstance.

“**financial records**” means records pertaining to the management of the affairs of an incorporated association which are required under the *Associations Incorporation Act 2015* (WA).

“**venue**” means a City-owned or -managed property, part-property, facility or infrastructure which attracts a specific hire charge as per the City’s *Schedule of Fees and Charges* (e.g.: parks, gardens, sports fields, courts, rooms in community halls, clubrooms etc.).

3. **Statement:**

The City of Joondalup is committed to ensuring fees and charges for venue hire are set in a fair and equitable way that reflect the actual cost of operations and encourage maximum community usage. The City also acknowledges that its venues are primarily hired by non-commercial users and that many of these users play an important role in combating social exclusion and enhancing the economic, social and environmental wellbeing of the community. In recognition of this, the City will offer discounted fees and charges for City-managed venues to non-commercial users.

4. **Details:**

4.1. **Fees and charges for venue hire:**

- a. Fees and charges for venue hire will be set annually based on a cost contribution model and will be published in the City’s *Schedule of Fees and Charges*.
- b. Fees and charges for venue hire will be set at three different rates:
 - i. Category A rate — 500% of average hourly operating costs.
 - ii. Category B rate — 100% of average hourly operating costs.
 - iii. Category C rate — 50% of average hourly operating costs.
- c. Fees and charges for venue hire will be applicable for use of venues where a booking has not been made.
- d. The City reserves the right that if a group is booking a facility at a category C rate and it is not being utilised it may charge that group for the unutilised booking of that facility at the category B rate.

4.2. **Waiving of fees and charges:**

- a. Category B and C users may request a waiver of fees and charges if:
 - i. They are an incorporated association and/or a charity.

AND

 - ii. They can demonstrate they are experiencing financial hardship and can substantiate this through the provision of appropriate financial records.
- b. Waivers will only be valid for the specific booking or booking period approved.
- c. All waiver recipients will be subject to terms and conditions as determined by the City.

- d. Once a decision has been made on whether to grant a waiver, that decision is final and will only be subject to further administrative review if new information is presented to the City.

4.3. Recognition of the City's cost contribution to fees and charges for venue hire

Category C users that have a regular or seasonal booking are required to acknowledge the City's cost contribution to fees and charges for venue hire.

4.4. Reporting to the community:

The City has a responsibility to all ratepayers to clearly identify the actual cost involved in waiving venue hire fees and charges. As such, the full details and cost of all waivers will be reported to the community on an annual basis in the City of Joondalup *Annual Report*.

Creation Date:

<mmmm yyyy (adopted by Council)>

Formerly:

- *Hire of Community Facilities and Venues Policy*
- *Setting Fees and Charges Policy*
- *Facility Hire Subsidy Policy*

Amendments:

CJ207-10/07, CJ225-10/09, CJ234-11/12, CJ243-12/14, CJ###-##/##

Related Documentation:

- *Property Management Framework*
- *Schedule of Fees and Charges*

Proposed Schedule of Fees and Charges Recreation Services

Description	Basis of Charge	Fees & Charges 2021-22			Proposed Changes to Fees & Charges		
		Fee Excluding GST	GST Proposed Fee Exclusive	Gross Fee Included	Fee Excluding GST	GST	Gross Fee Included
Community Facility Hire - Category A							
Small Hall Capacity < 100	Per hour	\$72.00	\$7.20	\$79.20	\$25.81	\$2.58	\$28.39
Medium Hall Capacity > 100	Per hour	\$82.36	\$8.24	\$90.60	\$49.23	\$4.92	\$54.15
Large Hall Capacity > 200	Per hour	\$102.36	\$10.24	\$112.60	\$76.46	\$7.65	\$84.11
Storage Allocation	Per m2 per annum	New fee			\$90.00	\$9.00	\$99.00
Community Facility Hire - Category B							
Small Hall Capacity < 100	Per hour	\$36.00	\$3.60	\$39.60	\$5.16	\$0.52	\$5.68
Medium Hall Capacity > 100	Per hour	\$41.18	\$4.12	\$45.30	\$9.85	\$0.99	\$10.84
Large Hall Capacity > 200	Per hour	\$51.18	\$5.12	\$56.30	\$15.29	\$1.53	\$16.82
Storage Allocation	Per m2 per annum	New fee			\$18.00	\$1.80	\$19.80
Community Facility Hire - Category C							
Small Hall Capacity < 100	Per hour	\$36.00	\$3.60	\$39.60	\$2.58	\$0.26	\$2.84
Medium Hall Capacity > 100	Per hour	\$41.18	\$4.12	\$45.30	\$4.92	\$0.49	\$5.41
Large Hall Capacity > 200	Per hour	\$51.18	\$5.12	\$56.30	\$7.65	\$0.77	\$8.42
Storage Allocation	Per m2 per annum	New fee			\$9.00	\$0.90	\$9.90
Parks, Beaches and Open Spaces Hire - Category A							
Commercial Operator Permit - Application Fee	Per new application	\$115.18	\$11.52	\$126.70	No change proposed (being reviewed 22/23)		
Commercial Operator Permit Fee - Annual - up to 25 hours per week	Per annum	\$2,144.73	\$214.47	\$2,359.20	No change proposed (being reviewed 22/23)		
Commercial Operator Permit Fee - Annual - more than 25 hours per week	Per annum	\$2,570.91	\$257.09	\$2,828.00	No change proposed (being reviewed 22/23)		
Commercial Operator Permit Fee - Monthly - up to 25 hours per week	Per month	\$238.91	\$23.89	\$262.80	No change proposed (being reviewed 22/23)		
Commercial Operator Permit Fee - Monthly - more than 25 hours per week	Per month	\$285.73	\$28.57	\$314.30	No change proposed (being reviewed 22/23)		
Active Park	Per Hour	\$76.82	\$7.68	\$84.50	\$60.29	\$6.03	\$66.32
Passive Park	Per Hour	\$76.82	\$7.68	\$84.50	\$28.09	\$2.81	\$30.90
Parks, Beaches and Open Spaces Hire - Category B							
Active Park	Per Hour	\$18.27	\$1.83	\$20.10	\$12.06	\$1.21	\$13.27
Passive Park	Per Hour	\$18.27	\$1.83	\$20.10	\$5.62	\$0.56	\$6.18
Parks, Beaches and Open Spaces Hire - Category C							
Active Park	Per Hour	\$18.27	\$1.83	\$20.10	\$6.03	\$0.60	\$6.63
Passive Park	Per Hour	\$18.27	\$1.83	\$20.10	\$2.81	\$0.28	\$3.09

Description	Basis of Charge	Fees & Charges 2021-22			Proposed Changes to Fees & Charges		
		Fee Excluding GST	GST Proposed Fee Exclusive	Gross Fee Included	Fee Excluding GST	GST	Gross Fee Included
Tennis Court Hire - Category A							
Casual Hire - Before 6pm	Per hour	\$22.45	\$2.25	\$24.70	\$1.83	\$0.18	\$2.01
Casual Hire - After 6pm	Per hour				\$7.66	\$0.77	\$8.43
Tennis Court Hire - Category B							
Before 6pm	Per hour	\$14.09	\$1.41	\$15.50	\$0.37	\$0.04	\$0.41
After 6pm	Per hour				\$1.53	\$0.15	\$1.68
Tennis Court Hire - Category C							
Before 6pm	Per hour	\$14.09	\$1.41	\$15.50	\$0.18	\$0.02	\$0.20
After 6pm	Per hour				\$0.77	\$0.08	\$0.85
Sports Floodlights - Category A							
50 lux (large ball training)	Per hour		New fee		\$23.47	\$2.35	\$25.82
100 lux (large ball competition)	Per hour		New fee		\$46.95	\$4.70	\$51.65
250 lux (small ball training)	Per hour		New fee		\$67.93	\$6.79	\$74.72
350 lux (Percy Doyle pitch 1 NPL only)	Per hour		New fee		\$77.63	\$7.76	\$85.39
Sports Floodlights - Category B							
50 lux (large ball training)	Per hour		New fee		\$4.69	\$0.47	\$5.16
100 lux (large ball competition)	Per hour		New fee		\$9.39	\$0.94	\$10.33
250 lux (small ball training)	Per hour		New fee		\$13.59	\$1.36	\$14.95
350 lux (Percy Doyle pitch 1 NPL only)	Per hour		New fee		\$15.53	\$1.55	\$17.08
Sports Floodlights - Category C							
50 lux (large ball training)	Per hour		New fee		\$2.35	\$0.24	\$2.59
100 lux (large ball competition)	Per hour		New fee		\$4.70	\$0.47	\$5.17
250 lux (small ball training)	Per hour		New fee		\$6.79	\$0.68	\$7.47
350 lux (Percy Doyle pitch 1 NPL only)	Per hour		New fee		\$7.76	\$0.78	\$8.54