



4. ADMINISTRATION POLICIES

4.2 ADMINISTRATION

4.2.1 Hire of Shire Buildings, Facilities, Grounds & Hall Equipment

Background

The Shire of Manjimup hires Shire buildings, facilities, grounds & hall equipment to the general public. Each individual Shire facility has its own hire agreement form which must be completed by the hirer and sets out the formal terms and conditions for facility use.

Objectives

The purpose of this policy is to ensure that a clear set of rules is in place to provide transparency to the public and guidance to staff in relation to bond administration, booking & cancellation process, seasonal hire, casual ground and park use, equipment use, empowerment of the Chief Executive Officer the ability to accept and reject hire applications, and dealing with direct retail trade applications for Shire managed facilities.

Area of Application

This policy applies to all Shire managed buildings, facilities, grounds & hall equipment within the Shire of Manjimup area, including but not limited to:

- Manjimup Town Hall, including commercial kitchen & courtyard;
- Manjimup Community Centre Meeting Rooms;
- Manjimup Heritage Park including Power Up Electricity Museum, Sandra Donovan Sound Shell & Round House;
- Brockman Street Precinct;
- Manjimup Wellness & Respite Centre function and meeting rooms;
- Manjimup Art Gallery;
- Collier Street Pavilion;
- Manjimup Indoor Sporting Pavilion; and
- Sporting fields in Manjimup, Pemberton, Northcliffe and Walpole.

Policy Exclusions

This policy does not cover hire of community facilities that are owned and/or managed by community groups, for example:

- Town Halls in Pemberton, Northcliffe and Walpole;
- Indoor town recreation centres in Pemberton, Northcliffe, and Walpole; and
- Deanmill Football Oval and Quinninup Oval.

Policy Measures

Fees, Charges & Bonds

Hirers of Shire buildings, facilities and halls are to pay the applicable fees, charges and bonds set by Council in its annual fees and charges.

Bonds are refundable upon advice of the caretaker that the facility has been left in a clean and tidy condition, and that all equipment is clean and in place.

Not-for-profit Community Groups and/or Registered Charitable Organisations may, upon written request, receive a facility hire discount. These discounts do not apply to bond charges, however, a Not-for-profit Community Groups and/or Registered Charitable Organisation may submit a written request to the Chief Executive Officer to have the facility hire bond waived.

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A written declaration of responsibility and agreement to “make good” any damages must be submitted at least fourteen (14) days prior to the hire date.

Cancellations

At least 48 hours’ notice must be provided for cancellations or the hirer will be charged at the applicable full rate. If charged, upon written request the venue hirer shall have an appeal right, where the matter will be presented as a staff report for Council’s consideration. Council may choose to waive part or all of the cancellation charge or dismiss the appeal as necessary.

Terms and Conditions of Use

Hirers must abide by the Conditions of Use applicable to the facility that they hire.

Hirers must submit a copy of their Public Liability Insurance when applying to book a facility. If a hirer does not have Public Liability Insurance they may be covered by the Shire’s insurance policy, however this will be assessed on a case by case basis. In cases where the hirer is not covered by the Shire’s policy, they are required to obtain their own insurance cover.

Seasonal Sporting Facility Hire

Shire managed indoor sporting facilities and recreation grounds are available for organised use by not for profit sporting groups within the community. The seasonal allocation periods for these facilities are the summer season (1 October to 31 March) and winter season (1 April to 30 September). Applications open two months prior to the season start and are open for a period of one month.

Hire applications are assessed by the Shire shortly following the closing date and allocations are approved based on the following criteria:

- Facility availability;
- Historic usage by the sporting group;
- Existence of sporting group owned infrastructure at the facility;
- Timely submission of hire application;
- Fair and equitable use; and
- Efficiency of facility usage (potential for multiuse).

In cases where two or more seasonal sporting groups request the same facility for the same time period, the Shire will attempt to resolve the clash with the groups involved. If an adequate solution cannot be reached, the Shire will make a final determination on which application will be approved based on the criteria above.

Casual Sporting Fields Use

Besides seasonal organised sports use, the Shire managed sporting fields are also available for casual/regular use, either with or without a booking.

Users with a booking;

- Will have exclusive use of the (booked part of the) sporting field;
- Are required to pay the relevant fees, charges and bonds as per the Shire’s annual fees and charges; and
- Will be informed of known activities/maintenance that may impact on the use of the sporting field.

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Users without a booking;

- May use a field providing that there is no existing booking at that time;
- May not have exclusive use of the ground; and
- Will not be informed of any known activities/maintenance that may impact on the use of the sporting field.

Users operating a commercial enterprise on Shire outdoor facilities (for example personal trainers, dog trainers) are required to obtain a Trade Permit from the Shire prior to commencing their activities, and must hold appropriate insurance coverage and qualifications (refer to *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2002*).

In some instances activities/gatherings/functions may be considered an 'event' and as such may require event approval.

All users must conduct their activities in a respectful way, whilst abiding by the Terms and Conditions of Use. Any users with a likely impact on the safety of others or the grounds are required to contact the Shire to discuss their activity.

Shire Equipment Hire

Shire chairs, tables, trestles, scaffolding and other hire equipment are not available for private entrepreneurs to be used for commercial retailing.

Equipment may be used off site at the prior approval of the Chief Executive Officer, and the following conditions must apply:

- Equipment must be used at a Shire facility;
- Proof of indemnity is to be provided to 'make good' any damages;
- The hirer must sign for receipt, and return of equipment;
- An inspection of equipment, by a Shire officer, is to be conducted prior to collection, and at return, of equipment; and
- Transportation of equipment will be at the users cost.

Hire Approval

The Chief Executive Officer is fully empowered to accept or reject applications to hire Shire facilities. Any hiring applications that are refused can be referred to Council, if adequate time permits, before the required booking date.

Where an application is made for the use of Shire facilities that is for exclusive retail trading not associated with a community event/function, the application must be approved by Council before the event has been held.

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Adoption and Date Due for Revision

ADOPTED 25 JULY 2002

REVIEWED 7 AUGUST 2008

REVIEWED 8 NOVEMBER 2012

REVIEWED 3 AUGUST 2016

REVIEWED 26 NOVEMBER 2020

NEXT DUE FOR REVIEW NOVEMBER 2024

The Administration of this Policy is by Business Directorate.