



Reference:  
CS RS 01

## POLICY

### Recreation Facilities Usage

**Policy Objective:**

To provide facilities and reserves across the City of Mandurah at an affordable rate to the community for a variety of functions, events and activities. The City strives to manage the facilities and reserves in a fair and equitable manner whilst maximizing community use.

**Policy:**

Any club, group or individual requiring use of a Council recreation facility must complete the appropriate application which will be processed in accordance with Recreation Services Assessment of Applications procedures.

Seasonal and Regular Hire allocation periods will be advertised in the local media and are subject to final approval by the Manager Recreation Services. Usage by multiple groups is managed in accordance with the application procedures outlined in the allocation package as well as the Maximum Usage Guidelines.

All booking applications (with the exception of passive reserves and public open space) will attract a bond and hire fee in accordance with the City's schedule of fees and charges. Fees and charges are benchmarked against other LGA's and reviewed annually prior to being adopted by Council.

The City will consider applications for a fee reduction or waiver in accordance with the Recreation Pricing Procedure.

**Definitions**

For the purpose of this policy and accompanying procedures, Council's recreation facilities include the following: -

**Public Open Space / Passive Reserve**

Any parcel of public land owned by the City or within trustee of the City and zoned as public open space, active recreation or passive recreation. Public Open space includes passive open space, playgrounds, beaches and foreshore recreation reserves.

**Community Halls and Pavilions**

Those buildings owned or managed by the City for the purpose of community use.

**Active Reserve**

Any parcel of land managed by the City for the purpose of sport and recreation activities.

**Casual User**

Users of the City’s recreation facilities that hire for a one-off specific event or irregular meetings to a maximum of 10 times per calendar year.

**Regular Hirer**

Users of the City’s recreation facilities that hire the City’s facilities on an on-going basis, which results in more than 10 sessions per calendar year.

**Seasonal Hirer**

Sporting groups and associations that hire the City’s facilities for the duration of their sporting season:

- *Winter – 2<sup>nd</sup> Saturday in April to last Sunday in September*
- *Summer – 2<sup>nd</sup> Saturday in October to last Sunday in March*

This policy does not cover: -

- a) Any facility throughout the City currently under a lease agreement;
- b) Hire of facilities to conduct Swapmeets and Markets – which are covered under the Street Activity policy;
- c) Hire of facilities for Busking – which is covered under the the Street Activity policy;
- d) Hire of facilities for Fundraising and Non-Commercial Information purposes – which are covered under the Street Activity policy; and
- e) Hire of facilities to conduct Special Events – which are covered under the Special Events Policy and Procedures.

**Procedure: CS – R05 Hire of Recreation Facilities**  
**CS – R02 Active Reserves Usage**  
**CS – R09 Recreation Pricing**

Originating Section:

Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References:



Reference:  
CS RS 02

## **POLICY**

### **Commercial Recreation Hire Sites**

**Policy Objective:**

To provide an avenue for commercial operators to establish a recreational focused activity at an approved site within the City of Mandurah.

**Policy:**

To provide the Community, including visitors and tourists with the opportunity to participate in a variety of commercial recreation activities and to enable the City to manage the provision of such activities.

The selection of commercial recreation hire sites approved by Council is made available through an advertised annual application process.

The potential operators may source their own preferred hire site location for consideration by Officers which will then be referred to Council for approval.

The City will assess applications for approval to conduct commercial recreation activities at designated sites in accordance with its Recreation Services Procedures.

**Procedure: CS – R03 Commercial Recreation Hire Sites**

Originating Section:

Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References:



Reference:  
CS RS 03

## POLICY

### Promotion and Advertising

**Policy Objective:**

To manage commercial operators, community groups and sporting associations utilization of the City's sport and recreation facilities for advertising purposes.

**Policy:**

The City will accept applications for the erection of signage at its sport and recreation facilities that will be assessed in accordance with its Recreation Services Procedures.

Long term tenants (either by lease or license arrangement) of the City's sport and recreation facilities may submit applications to Council seeking approval to enter into commercial sponsorship agreements and to promote such partnerships through activities as but not limited to corporate signage and venue naming rights.

The City will assess the applications from clubs and associations to enter into commercial sponsorship arrangements at sport and recreation facilities.

The City will be able to manage the commercial sponsorship arrangements established between long-term tenants and private businesses at its sport and recreation facilities.

**Procedure: CS – R10 Sport and Recreation – Commercial Promotion and Sponsorship**

Originating Section:

Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References:



Reference:  
CS RS 04

## POLICY

# Recreation Facility Development

**Policy Objective:**

To provide community groups within the City of Mandurah with the opportunity to seek approval for upgrade and development of new and existing sport and recreation facilities.

**Policy:**

Community groups and associations will have the opportunity to seek approval for the development of sport and recreation facilities suitable to their needs.

Community groups will have the opportunity to apply for financial assistance from Council to assist in the development of such facilities.

Council will be able to manage the development of sport and recreation facilities to ensure that they meet the needs of their users without adversely impacting on the general community.

Applications for approval to develop sport and recreation facilities and for Council financial assistance will be assessed in accordance with the City's sport and recreation facility development procedures.

Council may contribute a portion of funding towards the development of sport and recreation facilities in accordance with its Sport and Recreation Facility Development Procedures. The remaining funding must be provided by the applicant club or association or through a combination of club contributions and other funding sources such as grants, sponsorship, voluntary labour, donations etc.

**Procedure: CS – R04 Sport and Recreation Facility Development**

Originating Section:

Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References:

# POLICY

## Street Activity

### Policy Objective:

To allocate suitable locations for and manage community street activities conducted throughout the City.

### Policy:

#### Definitions

For the purpose of this policy and accompanying procedures, the following definitions apply: -

#### Internal Applicants

City of Mandurah applicants such as Community Services Department (eg. Touch the Sun, Manjar Foreshore Markets)

#### External Applicants

Community groups and associations

### Policy

Any group or individual wishing to occupy a position in a public area in which to conduct any of the following activities must seek approval from the Manager Recreation Services:

- Busking / street performance
- Fundraising / Information stall
- Raffle
- Street Appeal
- Market and Swapmeet

The above practices are subject to the terms and conditions outlined in the application and subsequent Public Entertainment and Busking procedures. Markets and Swap meets will be assessed in accordance with the associated Recreation Services Procedure.

**Procedure: CS – R13, CS – R14 and CS – R16**

Originating Section: Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References:

# POLICY

## Special Events

### Policy Objective:

To successfully manage the undertaking of special events throughout the City of Mandurah.

### Policy:

#### Definitions

For the purpose of this policy and accompanying procedures, the following definitions apply: -

#### **Internal Special Events**

Community events managed by the City of Mandurah (eg. Christmas Festivities)

#### **External Special Event**

Events conducted by community and sporting groups and associations

**Major Special Event** means any single, one-off event, either indoor or outdoor fitting one or more of the following:

- a) It involves 300 or more people gathering for a common purpose such as sporting, entertainment or community purposes.
- b) The event will require permits or approvals from more than one department within the City of Mandurah
- c) The event is a one-off, irregular occurrence outside normal activities of an organisation (e.g. a sports carnival)

**Minor Special Event** means any single one-off event, either indoor or outdoor where less than 300 people gather for sporting entertainment or community purposes.

### Policy

Charity, community and commercial special event operators may submit applications for approval to conduct a minor or major special events within the City of Mandurah. The City will endeavour to:

- (a) Promote and encourage special events that enhance leisure and entertainment opportunities to residents and visitors to the City
- (b) Protect the health and safety of persons attending special events

- (c) Protect the amenity of areas in which special events are staged
- (d) Regulate the conduct of special events.

The City will assess the application for the conduct of a special event in accordance with its Recreation Services procedures.

**Procedure: CS – R15 Special Events**

Originating Section:

Recreation Services

Reviewer: Coordinator & Secretary  
Recreation Services

Approved:

Relevant Legislation:

Delegated Authority:

Other References: