



RECREATION FACILITIES FEES AND CHARGES (BONDS)

Document Control Statement – This Policy is maintained by Recreation Facilities. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 918 8555.

1. OBJECTIVE

1. To ensure that appropriate bonds are charged so as to assist Council in maintaining recreation facilities following functions and large bookings.
2. To ensure a fair and transparent system is in place regarding the amount groups are charged for bonds. To utilise funds in the event a booking is the direct result of damage to reserve or facility hire.

2. PRINCIPLES

2.1 Social Equity

The City has a basic philosophy of encouraging wide range participation across all of its recreation facilities. In doing so it recognises that the economic, social and demographic profile of the community must be considered, especially in respect to 'capacity to pay'.

2.2 Financial

The City subscribes to the intention of establishing bond values which are affordable, transparent and equitable; having regard to the type, use, function and purpose of the booking. The objective is to have a consistent approach to establishing a bond amount.

2.3 Definitions

The following definitions are applicable to assist in clarifying this policies provision:

Recreation Facilities - Defined as Council Active Reserve, Pavilions and Halls.

Community User Groups - Defined as a non-profit organisation and shall include, but is not limited to, sporting clubs (that are incorporated under Associations Incorporations Act), religious groups and other non-profit groups which demonstrated they have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc.

Commercial User Groups - Defined as a registered business with the Department of Commerce and results in private pecuniary gain, and those organisations who do not meet the criteria of a 'Community Group'.

Special Events - Defined as a "one-off", annual or biannual event which attracts over 500 Individuals.

3. POLICY PROVISIONS

3.1 Community and Commercial Groups

Bonds for these user groups have been set in consultation with the City of Karratha's Parks and Gardens Department and Building Departments, and aim to recover costs by the City of Karratha repairing the impact of user groups. Through this consultation, Customer Service Officers will utilise Bond Matrix „A“ – Recreation Facility Bookings. This method is based on a risk assessment and associated cost related to hirer's use of Council facilities.

3.2 Special Events

Bonds for these user groups have been set in consultation with the City of Karratha's Parks and Gardens Department, and aim to recoup funds expelled by the City of Karratha repairing damage by user groups. Through this consultation, Customer Service Officers will utilise Bond Matrix "B" – Special Events.

There will be no subsidies/wavering for bond amounts for bookings of City facilities.

All hirer's are subject to the following conditions of hire for City recreation facilities:

Bonds for the hire of Council facilities are required in accordance with the Fees and Charges set annually by Council, and must be paid seven (7) days prior to the booking date. Failure to pay the bond stipulated in the confirmation letter by the due date will render any booking or agreement void.

Failure to comply with the Conditions outlined in the Conditions of Hire document may result in the forfeiture of all or a portion of the bond and the City reserves its right to impose additional charges for cleaning and/or repair of damage required as a result of the booking.

The Hirer acknowledges that a breach of the hire arrangement may result in the City refusing to agree to any future hiring to the applicant, including any future confirmed bookings.

4. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

5. ROLES AND RESPONSIBILITIES

- N/A

6. REFERENCES TO RELATED DOCUMENTS

- Nil

| | |
|-------------------------|-----------------------------------|
| Policy Number: | CS18 |
| Previous Policy Number: | N/A |
| Resolution Numbers: | 15116-May 2010 |
| Last Review: | May 2010 |
| Next Review: | May 2011 |
| Responsible Officer: | Recreation Facilities Coordinator |

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.