

# ACTIVE RESERVE MANAGEMENT

*Document Control Statement – This policy is maintained by Community Facilities. Any printed copy may not be up to date and you are advised to check the electronic copy at on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08 9186 8555).*

## 1. OBJECTIVE

1. To provide community and sporting organisations with the opportunity to apply for permission to use Council's Active Reserves for approved purposes on a casual and / or seasonal basis.
2. To ensure the City is able to appropriately manage its Active Reserves for users and the general community.

## 2. PRINCIPLES

### 2.1 Guiding Principles

The use of the City's active reserves requires the written approval from the City, and where granted, shall apply to the applicant only for the dates and times as expressly permitted by the City.

The City's active reserves will be available in the following seasons for use by the sport and recreation community for training and competition purposes:

- Summer Season - October to March (inclusive)
- Winter Season - April to September (inclusive)

When hiring a reserve on either a seasonal or casual basis, the hirer shall have access to the public toilets/changerooms for the duration of their confirmed period of hire as requested on their application form.

The use of adjacent clubroom / pavilion facilities is subject to separate hire by the Managing body. This may be the City of Karratha or Local Sporting organisation, dependant on facility. Hire fees will be charged as per Council's Schedule of Fees and Charges.

The use of floodlighting must be requested on the application form and approval may be granted where required and will be charged as per Council's Fees and Charges.

The use of the City's active reserves by all user groups, whether casual and / or seasonal, must comply with the standard Conditions of Hire of the City's Reserves, and any relevant Local Laws.

### 2.2 Seasonal Allocation Process

Seasonal allocations will be called for each season by means of adverts via local social media and direct mail out to all previous user groups.

- Summer allocations will be called for at the beginning of August each year.
- Winter allocations will be called for at the beginning of February each year.

The submission period for seasonal allocations will remain open for a minimum two week period.

Applications for seasonal use of the City's active reserves must be submitted on the prescribed application form.

All requested information must be completed in order for the application to be eligible for assessment.

The City may request additional information from applicants from time to time in order to ensure comprehensive assessment of the application.

### **2.3 Assessment of Applications**

The City's Community Facilities officers will assess applications for seasonal use of active reserves in accordance with the following criteria:

- The nature and suitability of the proposed use in relation to the facility;
- Historical use of Council recreation facilities by the hirer and the appropriateness of this use;
- The availability of the facility, taking into account all other seasonal allocation applications;
- Suitability of the activity in relation to Council's ability to maintain reserves to an appropriate level;
- The impact of the proposed activity on the active reserve and on surrounding residents;
- The condition of the reserve, maintenance requirements and alternative venues available; and
- Outstanding / unpaid accounts and / or payment history.
- Formal sporting activity on identified sporting field layouts will be given priority over other activities. (eg. Dog exercise or classes)

Applications received by the closing date will be given priority and only once these have been assessed will late applications be considered.

The Community Facilities officers will prepare all applications for assessment by the Community Infrastructure Coordinator. Assessed applications will be referred to the Manager Community Facilities with recommendations for final approval.

### **2.4 Confirmation of Allocation**

Confirmation of approved allocations will be provided in writing prior to the commencement of the season.

### **2.5 Fees**

All seasonal active reserve use will attract a hire fee in accordance with Council's Schedule of Fees and Charges.

Fees will be invoiced and must be paid by the date specified in the confirmation agreement.

Payment of fees does not confer any rights over the grounds other than at those times and periods as confirmed by Council.

No hirer shall charge an entry fee to any of the City's active reserves unless the charge has been authorised in writing by the Manager Community Facilities.

A hirer granted approval to use a City reserve is at no time permitted to sub-lease the reserve or make it available for hire to any other individual or group without written approval from the Manager Community Facilities.

### **2.6 Pre - Season Usage**

Request for use of the City's active reserves by clubs and associations outside the normal competition season dates in this policy must be submitted on the prescribed application form.

Priority will be given to those user groups applying for use in their own competition season.

Casual fees and charges will apply to all out of season usage in accordance with Council's Schedule of Fees and Charges.

## **2.7 Casual Use of Active Reserves**

Clubs and associations, community and commercial groups may apply for permission to use the City's active reserves on a casual basis.

Priority will be given to seasonal bookings.

## **2.8 Reserve Maintenance Periods**

City's Parks and Gardens Coordinator shall be responsible for monitoring the condition of active reserves and shall recommend to the Manager Community Facilities action to be taken to ensure that the grounds are maintained in a good state of repair.

During the season changeover periods for both summer and winter, the active reserves may be closed to enable required ground maintenance and renovation to be undertaken.

In extraordinary cases, the City may close reserves to schedule a period of extraordinary reserve maintenance during the season.

In the case of an active reserve closure, casual and seasonal users of the reserve may be relocated to a suitable alternative for the duration of the required maintenance.

No approvals will be given for use of active reserves during a reserve maintenance period for any sporting activity, organised or otherwise, except by approval of the Manager Community Facilities.

## **2.9 Line Marking**

Line marking may only be undertaken once a seasonal allocation is confirmed in writing.

Council shall allocate funds on an annual basis to assist those Clubs and associations who have submitted seasonal applications within required time periods with surveying and initial "spot marking" set out of grounds. Initial line marking and line marking thereafter is the responsibility of the Club.

The only approved material for line marking is chalk, whiting or water-based paint. The use of lime, creosote, sump oil, round up or any other chemical, which may impede the growth of turf, is prohibited.

If inappropriate line marking methods are used and subsequent damage is caused to the playing surface of the reserve, the group responsible will be required to meet the cost incurred by the City in rectifying the damage.

Active reserves must be marked in accordance with the standards laid down by the Department of Sport and Recreation in its nationally adopted publication: "SPORT - Dimensions for Playing Areas", in particular the requirements for the space about playing fields must be complied with.

Line marking for casual use of an active reserve may only be undertaken after consultation with any clubs or associations that have a seasonal allocation and at the discretion of the Manager Community Facilities.

## **2.10 Installation and Storage of Equipment**

All club equipment and property is to be removed from the reserve on the completion of the hire session unless the facility is leased by the club from Council, or an agreement is entered into in regards to storage of equipment.

Clubs are not to erect or install any equipment including goal posts and sleeves or make modifications to facilities without written approval from the City.

## **2.11 Schools Usage**

The use of the City's reserves by Government schools shall be in accordance with the Joint Use Agreements between the City of Karratha and the Education Department.

Government schools wishing to use the City's reserves outside normal school hours shall be required to pay the applicable fees and such approvals shall be dependent upon availability with respect to approved use by local sporting clubs and associations.

Non-Government or Private schools seeking to use the City's reserves shall book the reserves and pay the applicable fees in accordance with the provisions of this policy.

### 3. 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.

### 4. REFERENCES TO RELATED DOCUMENTS

- N/A

Policy Number:	CS-01
Previous Policy Number:	CS-19
Resolution Numbers:	2796-Apr 1984; 10553-Aug 1997; 12738-Sep 2002; 13941-Jul 2006; 14223-Oct 2007; 151979-Apr 2012; 154840-Jul 2021
Last Review:	July 2021
Next Review:	July 2026 [Every 5 years]
Responsible Officer:	Manager Community Facilities

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