

2.37 RECREATION FACILITIES – CONCESSIONS, WAIVERS AND PRIORITY USAGE POLICY

Responsible Directorate	Place and Community
Responsible Service Area	Recreation Services
Resolution	December 2025 C-5-12-2025
Council	2.37
Procedure Ref	N/A if not applicable

1. PURPOSE

To guide fee concessions, waivers and priority of use of recreational facilities across the Shire of Mundaring.

2. SCOPE

Applies to sports grounds and courts, community halls, hardcourts, pavilions and multipurpose centres.

3. DEFINITIONS

Junior – in order to be eligible for a junior concession, players must be competing in a recognised junior competition, where the majority of players are 18 years and younger.

4. POLICY

4.1 Fees and Charges - Concessions and Waivers

4.1.1 Junior Sports Concessions

Junior sport groups are eligible for free use of oval and hardcourt hire. (Standard applicable lighting charges will still apply).

4.1.2 Fee Waivers

Hire fees may be waived for:

4.1.2.1.1 Not-for-Profit organisations registered with the Australian Charities and Not-for-profits Commission or other relevant authority, or

4.1.2.1.2 Fundraising for recognised charitable purposes.

4.1.3 Conditions for Fee Waivers

4.1.3.1 Waivers are limited to one (1) application per financial year per eligible group;

4.1.3.2 Applications must be submitted six (6) weeks in advance of the proposed event;

4.1.3.3 Events must be open to the broader community or a clearly defined target group within the community;

- 4.1.3.4 Standard hire terms, bond, conditions and insurance requirements still apply.
- 4.1.3.5 Fee waivers will not be granted to individuals or groups who have already received sponsorship or funding from the Shire for the same event or activity.
- 4.1.3.6 Events with a commercial focus (e.g. ticketed shows intended for profit or private brand promotion) are not eligible for fee waivers, regardless of organiser type.

5. PRIORITY OF USAGE (COMMUNITY FACILITIES)

5.1 Facility bookings will follow this priority order:

5.1.1 Sports

- 5.1.1.1 Local competition
- 5.1.1.2 International competition
- 5.1.1.3 State competition
- 5.1.1.4 Regional competition
- 5.1.1.5 Local training

5.1.2 Home Venue Status

The Shire will determine the User Groups that have “Home” Status at the facility. This provides priority use for that User Group with bookings. Any times the Facility is not booked by the Home User Group, it is available for other bookings. Where maintenance or capital works are occurring, clubs may need to be relocated to another facility, with home status groups having priority of use.

5.1.2 Halls, recreation centres, pavilions, hardcourts (not including Mundaring Arena)

- 5.1.2.1 Large events that have significant benefit to the Shire
- 5.1.2.2 Regular hirers, either community or commercial, including local sports
- 5.1.2.3 Casual hire
- 5.1.2.4 Shire of Mundaring bookings
- 5.1.2.5 State and federal elections
- 5.1.2.6 Local schools

5.1.4 Mundaring Arena

- 5.1.4.1 Emergency Evacuation Centre
- 5.1.4.2 International events/games (Disc Golf, Hockey Tournament, etc.)
- 5.1.4.3 National events/games (National Basketball League1, etc.)
- 5.1.4.4 State events/games (WABL, WANL, Hockey WA, Basketball WA, Netball WA, etc.)
- 5.1.4.5 District events (Artisan Markets, school graduations, etc.)
- 5.1.4.6 Local competitions
- 5.1.4.7 Government (Shire of Mundaring bookings etc.)

- 5.1.4.8 Casual competitions (Daytime Social Netball Comp, Daytime Social Basketball Comp, etc)
- 5.1.4.9 Local Association training (EHNA, HNHA, HRBA)
- 5.1.4.10 School groups within the Shire of Mundaring (Mundaring Christian College, Parkerville Steiner College, Helena College, Eastern Hills Senior High School, etc.)
- 5.1.4.11 Other school groups
- 5.1.4.12 For profit organisations
- 5.1.4.13 Casual training (walk-ins, casual basketball, local team training (not one of the three local associations), etc.