



1. Intention

To define the recreational facility usage entitlements for employees of the Shire of Waroona at the Waroona Recreation & Aquatic Centre (WRAC) and outline the conditions under which these entitlements apply.

2. Scope

This policy applies to all full-time, permanent part-time, and eligible casual employees of the Shire of Waroona.

3. Definitions

‘Casual employee’ for purpose of this policy, a casual employee is defined as either:

- a. An employee working a minimum of 6 hours per week; or
- b. An employee employed specifically to provide relief coverage for full-time employees annual, personal and special leave.

4. Statement

- a. Eligible employees (full-time, permanent part-time, and defined casual employees) are entitled to the following benefits at no cost:
 - i. Free use of the pool, gymnasium, stadium and squash courts;
 - ii. Free participation in group fitness classes; and
 - iii. Free equipment hire.
- b. The following services and programs are not included in the free access entitlement and must be paid for at standard public rates:
 - i. Centre organised programmes (e.g. swimming lessons, senior netball and other organised programmes as developed from time to time);
 - ii. Sports club competitions (e.g. basketball, squash, badminton);
 - iii. Crèche services;
 - iv. Fitness assessments and personal training sessions; and
 - v. Kiosk and merchandise items.

c. Conditions of use are as follows:

- i. Employees covered under this policy must complete the appropriate registration from at the WRAC prior to using the facilities.
- ii. Upon registration, a WRAC employee membership card will be issued and must be presented upon each visit.
- iii. Misuse of the benefit or non-compliance with centre rules may result in revocation of privileges at the discretion of the Chief Executive Officer.

5. Legislative and Strategic Context

Nil.

6. Review

This policy is to be reviewed as required.

7. Associated Documents

Nil.

8. Document Control

Division	Human Resources		
Policy Number	HRP007		
Contact Officer	Chief Executive Officer		
Related Legislation	Nil		
Related Shire Documents	Nil		
File Number	PE.33 - Personnel		
Risk Rating	Low	Review Frequency	As required.
Next Review	When required.	Date Adopted	28/08/2007
OCM Number	OCM07/135		

9. Previous Policy No's.

Policy No.	Title
HR004	Recreation Centre Employee Usage of Waroona Recreation & Aquatic Centre.
7.12	Recreation Centre Employee Usage of Waroona Recreation / Aquatic Centre.

10. Amendments

Date	Details of Amendment	Reference	Record Number
22/05/2011	Amended to increase entitlements.	OCM11/05/049	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
27/05/2025	Reviewed with significant amendments	OCM25/05/070	CM.7