



## HIRE OF COMMUNITY CENTRES AND TOWN HALL FEE DISCOUNT POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	General Manager City Services
Related Policies and Procedures	N/A
Date Adopted:	12 September 2016; C585/16
Last Council review:	N/A
Next review date:	September 2019
ECM Doc Set ID:	2829814

### 1. POLICY STATEMENT

The purpose of this policy is to provide a framework for the equitable, efficient and effective management of the hire of Council's Community Centres and Town Hall facilities.

This policy provides a consistent discount framework for hire of the Fullarton Park Community Centre, Unley Community Centre and the Unley Town Hall, and supports groups who hire the facilities to provide activities and/or programs for the community and/or are locally based.

This policy does not apply to the Clarence Park Community Centre or Goodwood Community Centre due to the Partnering and Lease Agreements in place. It also does not apply to commercial properties that are leased from Council, and for which contractual lease agreements have been established.

### 2. COMMUNITY GOAL

Goal 2: Living – Our path to a vibrant City.

### 3. POLICY OBJECTIVES

3.1 To establish a framework for hire fees for Council Community Centres and the Unley Town Hall.

- 3.2 To provide support for groups, programs or activities which provide a community benefit.
- 3.3 To provide a benefit for local residents and businesses.
- 3.4 To provide a timely and consistent response to requests for reduced hire fees.

#### 4. PRINCIPLES

This policy is based on the City of Unley’s recognition that individuals, community groups and organisations should be supported to participate in all aspects of community life. The City of Unley is committed to support local initiatives that provide opportunities for the community to access and participate in a wide range of recreation, cultural, community and environmental activities and projects.

This policy is based on the following principles of good governance:

- Timely, open and transparent decision making.
- Accessibility.
- An equitable framework for assessing appropriate hire discounts.

#### 5. POLICY

Council endorses fees for Community Centres and Unley Town Hall facility hire annually in conjunction with the Council’s Annual Budget. Hirers may incur an increase in fees within the hire agreement period should it be across a calendar year. Information relating to hire fees for Council facilities are available from Customer Service, Council’s website and staff at each facility.

Council aims to implement an equitable pricing framework that supports access to the Council Community Centres and Town Hall.

The following discounts will be applied to the full fee cited in the Fees and Charges Schedule for the financial year in which the activity/event takes place.

##### 5.1 Pricing Framework

Organisation Type	Meets Local Status Criteria	Discount
Private / Commercial / Government	No	0%
Private / Commercial / Government	Yes	15%
Not for Profit Groups* / Charities* / Schools	No	40%
Not for Profit Groups* / Charities* / Schools	Yes	55%
Community Programs discount (available at Community Centres only)	n/a	55%
Internal (Programs facilitated or hosted by City of Unley)	n/a	100%

\*Proof of Not For Profit or charity status will be required at the time of hire confirmation (i.e. Registered Charity status, Certificate of Incorporation).

Providers of community programs may receive Community Program discount (at Community Centres only) if their program meets the following criteria:

- Meets an identified need/demand within the community; and
- Not currently offered at the facility (or current programs at capacity); and
- Is free or low cost for participants; and
- Is open to all and not exclusive; and
- Aligns to Council strategies.

Hire fees and discounts also apply to equipment. Discounts do not apply to any required bond.

Groups and organisations with an existing historical agreement with the City of Unley to receive discount outside of this policy will be reviewed annually. No new agreements outside of this Policy will be entered into without CEO or General Manager Community approval.

All Hirers are required to abide by the conditions outlined in the relevant Terms and Conditions of Hire for the facility they are hiring.

## **6. DEFINITIONS**

**Charities** – Refers to groups and organisations listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.

**Commercial** – Refers to a hirer representing a business or organisation that is for profit.

**Discount** – Refers to the percentage value removed from the hire fee, not including any bond payments.

**Government** – Refers to all tiers of Australian Government

**Hirer** – Refers to the individual nominated on the hire agreement who is responsible for the booking and all conditions of hire.

**Internal** – Refers to hire agreements made by staff employed by the City of Unley, who utilise a community centre for a council business meeting, community program, community engagement activity or other event.

**Local Status** – Refers to the hirer residing in or having a registered business and / or postal address within the City of Unley boundaries.

**Not for Profit Groups** – Refers to groups and organisations which do not operate for the profit, personal gain or other benefit of its owners. All money earned or donated is used in pursuing the organisation's objectives or purpose.

**Private** – Refers to a hirer who is not representing a business or organisation.

**Schools** – Refers to Government, Catholic or members of the Association of Independent Schools of South Australia, including pre-school, primary and secondary schools.

## 7. LEGISLATION/REFERENCES

Local Government Act 1999.

## 8. POLICY DELEGATIONS

In accordance with Council's Delegations Register, discounts outside of this Policy may only be endorsed by the CEO or the General Manager City Services.

The officers listed below have sub-delegation under this policy:

- General Manager City Services;
- Manager Community and Cultural Development;
- Team Leader Community Centres; and
- Co-ordinators of Community Centres.

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 9. ROLES/RESPONSIBILITIES

The General Manager City Services, Manager Community and Cultural Development, Team Leader Community Centres, Team Leader Customer Service and Coordinators of Unley and Fullarton Park Community Centres are responsible for the implementation and administration of this policy.

## 10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 11. DOCUMENT HISTORY

<b>Date:</b>	<b>Council/Committee/Internal</b>	<b>Comment:</b>
12 September 2016	Council; C585/16	New policy. Replaces policies COU 102 and COU 103