

HIRE OF COMMUNITY FACILITIES FEE DISCOUNT POLICY

Policy Type	Council
Responsible Department	Community and Organisational Development
Responsible Officer	Manager Community and Cultural Centres
Related Policies and Procedures	Council's Register of Fees and Charges
Community Plan Link	1. Community Living 1.5 Our City is connected and accessible
Date Originally Adopted	12 September 2016
Last Review Date	22 July 2024
Next Review Date	September 2027
ECM Document No.	9004624

1. PREAMBLE

1.1. 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.

2. SCOPE

2.1. This policy provides a consistent discount framework for hire of the Fullarton Park Community Centre, Goodwood Community Centre, Unley Community Centre, Unley Oval Community Hub, 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.

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

3. PURPOSE/OBJECTIVES

3.1. The purpose of this policy is to:

- 3.1.1. provide a framework for the equitable, efficient and effective management of the hire of Council's Community facilities.

- 3.1.2. establish a framework for discounted hire fees for Council Community facilities;
- 3.1.3. provide support for groups, programs or activities which provide a community benefit;
- 3.1.4. provide a benefit for local residents and businesses;
- 3.1.5. provide a timely and consistent response to requests for reduced hire fees.

4. DEFINITIONS

<u>Term</u>	<u>Definition</u>
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 full hire fee, not including any bond payments or third-party fees incurred such as cleaning.
Government	Refers to all tiers of Australian Government and groups who are aligned to a current political party.
Hirer	Refers to the individual nominated on the hire agreement who is responsible for the booking and ensuring all conditions of hire are met.
Internal	Refers to hire agreements made by staff employed by the City of Unley, who utilise a facility for a business meeting, community program, community engagement activity or other Council business-related activity.
Local Status	Refers to the hirer residing in or having a registered business with a 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.

5. ROLES AND RESPONSIBILITIES

<u>Role</u>	<u>Responsibilities</u>
Elected Members	Responsible for the approval and adoption of this Policy
Chief Executive Officer (CEO)	Has authority, when required, to waive fees or approve hire arrangements outside of the policy in line with Local Government Act 1999 Section 188(3).

General Manager Community and Organisational Development	Has authority, when required, to waive fees or approve hire arrangements outside of the policy in line with Local Government Act 1999 Section 188(3).
Manager Community and Cultural Centres	Responsible for the review and application of this Policy.
Community Centre Coordinators & Library Services Lead	Responsible for the administration of the policy; and to oversee its implementation by staff. Delegated authority to approve and apply the community programs discount as per the Pricing Framework
Community Centre & Town Hall Administration staff	Manage hire of facilities relevant to their responsibilities in accordance with the policy

6. STATEMENT

Council endorses fees for facility hire annually in conjunction with the Council's Annual Budget in June each year. Hirers may incur an increase change in fees within the hire agreement period should it be across a calendar year. Information relating to hire fees for Council facilities are available online at each facility.

Council aims to implement an equitable pricing framework that supports access to the Council community facilities.

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.

6.1. 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	n/a	55%
Internal (Programs facilitated or hosted by City of Unley)	n/a	100%

6.1.1. *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).

6.1.2. Providers of community programs may receive Community Program discount if their program meets the following criteria:

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

- 6.1.2.5. Aligns to Council strategies.
- 6.1.3. Hirers receiving a discount of 40% or more are requested to acknowledge the City of Unley in promotional material for their activity.
- 6.1.4. Discounts do not apply to any required bond payments or to fees incurred through a third party, such as cleaning or security call outs where required.
- 6.1.5. Groups and organisations with an existing long-term hire agreement with the City of Unley who receive discount outside of this policy will be reviewed annually. No new agreements outside of this Policy will be entered into without approval from the General Manager Community and Organisational Development.
- 6.1.6 All Hirers are required to abide by the conditions outlined in the relevant Terms and Conditions of Hire for the facility they are hiring.

7. DELEGATIONS

Nil.

8. LEGISLATION

- *Local Government Act 1999*

9. AVAILABILITY OF POLICY/PROCEDURE

9.1. The Policy/Procedure is available for public inspection during normal office hours at:

City of Unley 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.

10. DOCUMENT HISTORY

Date	Version No.	Comment
12 September 2016	Version 1	C585/16
22 July 2019	Version 2	C0065/19
22 July 2024	Version 3	C1334/24 Title of policy amended.