TATIARA DISTRICT COUNCIL

COUNCIL MANAGED FACILITIES HIRE GRANT POLICY

PURPOSE OF THIS POLICY

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

PRINCIPLES

The policy is based on the principles that:

- Council provides affordable access to Council managed facilities by eligible community organisations to support activities that benefit residents of the Council area.
- Provision of Council venues and sporting fields to the community is a key part of the Tatiara District Council's role in meeting the community's need through sport, recreation, health, and wellbeing activities.
- Use of the facilities is encouraged.
- A clear and transparent process for concessions will assist community to access them.
- When used regularly, with a level of exclusivity, community groups should make some contribution to the maintenance and operating costs of the facility.

SCOPE

This policy applies to the:

- Bordertown Community Centre
- Keith Institute & Cinema
- Bordertown Civic Centre
- Bordertown Theatre and Cinema Complex
- Walkway Gallery

DEFINITIONS

Community Group: Is a community based non-profit organisation or association of persons where open membership and participation in activities is encouraged. The group need not be incorporated. A community group may take part in profit-making activities, but the surplus is reinvested in pursuit of the group's goals.

A community group may be:

- An organisation whose primary aim is to provide services and benefits to the community (e.g., agencies providing support programs and/or health related services).
- Special interest or advocacy groups for particular sections of the community (e.g., women, youth, people with disabilities, groups campaigning on specific issues, such as the environment). This does not include political parties or religious groups.
- A group of people having a shared ethnic or cultural identity open to the public.
- Neighbourhood or shared interest groups open to the public.
- Local schools, or groups developed through association with local schools, where the activity extends the school curriculum.

Concession: relates to the discount available on the facility hire fee only. Does not apply to any other charges including cleaning, security, staffing, which will be charged directly.

Facility Hire Fee: The price described in Council's Fees and Charges Policy, as amended from time to time for the hire of the building. Does not include direct costs such as cleaning, security, staffing, which will be charged directly.

Hire Agreement: Issued for the use of a Council facility for a defined activity or event, over a defined timeframe – can be regular, casual, or one-off bookings.

Regular Hire: Regular hire means four (4) or more bookings of a facility during one financial year.

PRIORITY FOR HIRE

In Bordertown, the Community Centre should be the first option for community hire. No concession will be available for the hire of the Bordertown Civic Centre or Cinema Complex if the hirer elects these facilities when the Community Centre is available unless the activity is not suited to the venue. Suitability is at Council's sole discretion.

The Community Centre is also the preferred venue for visiting professionals who are consulting or providing services to individuals or small groups.

FEES AND CHARGES

Fees and charges for hire of Council facilities are determined on an annual basis in accordance with the *Local Government Act 1999*. Hall hire costs are set out in Council's Fees and Charges Policy. Fee schedules are available from Council's website, as well as the Bordertown and Keith Council Office.

COSTS OF HIRE

The fees and charges imposed by Council may include:

- Facility Hire Fee: see definition.
- Security bond: A security bond may be required and paid at the time of booking. Council may retain the bond for breach of the Conditions of Hire, including any costs associated with cleaning, breaches of security, damage to Council property or loss of keys or security passes. The bond is refundable after the hire, less any charges for cleaning or damage. Council reserves the right to request a higher security bond if the proposed activities are considered to be of high risk to Council property or security.
- Miscellaneous Charges: This includes hire of equipment, cleaning fees, storage costs and venue/attendance staff.

Unless otherwise formally agreed in writing, no hirer, regardless of concessions awarded under this policy, is exempt from other fees and charges relating to their hire. Hirers may also bear the cost of security call outs if it is determined that they have not secured a facility properly following their period of hire.

HIRER CATEGORIES AND CONCESSIONS

The categorisation of Hirers allows Council to accommodate a diversity of community needs and interests within Council facilities and provides a transparent and accountable mechanism for determining the rate at which Hirers are charged.

Council aims to generate an income from the hiring of these facilities for periodic use, while facilitating appropriate community access to amenities and services for groups that support people with special needs, groups that deliver a community development or support activity, or those that target disadvantaged people. In particular Council aims to facilitate fledgling groups to move towards establishing themselves as financially independent entities.

There are four (4) Hirer Categories:

1. Category A – Full Fee Paying

- For all commercial, business, government, religious or private bookings;
- All for-profit hire;
- All hire for activities that are not primarily offered to residents or ratepayers of Tatiara District Council; or
- Any activity where the group or organisation receives funding for venue hire.

2. Category B – 100% Concession for Free Community Hire

- For a maximum of (3) days of hire per financial year;
- The event or activity is primarily targeted at residents or ratepayers of Tatiara District Council;
- Any profits are directed towards Tatiara community groups or activities;
- If the hirer is an individual, the event must be open to the public; AND
- The hirer is not government, a commercial enterprise or a business.

NOTE: Hire can be for any time period, however where a full day is not needed, unused hours cannot be transferred or credited. If more than three days are required, Category C applies.

3. Category C – 50% Concession for Regular Community Group Hire

- For community groups who have already used a facility for three (3) days per financial year;
- The event or activity is primarily targeted at residents or ratepayers of Tatiara District Council;
- Any profits are directed towards Tatiara community groups or activities;
- Not available to individuals.

NOTE: All eligible community groups are classified as Category B for the first three (3) days of hire per financial year. After this, all hire for Category C is offered a 50% rebate for the remainder of the financial year.

4. Category D – Council Hire No Charge

- Can only be requested by a current staff member at Tatiara District Council.

EVIDENCE SUPPORTING APPLICATION

Hirers seeking concession should demonstrate that the:

- Activity/service meets a broader community need, encourages local community participation, and increases community access to activities and services, particularly access by disadvantaged and socially isolated groups.
- Activity/service embraces Council's commitment to access and equity, health & wellbeing, and lifelong learning.
- Activity/service is primarily for residents or ratepayers in the Tatiara District Council area.

OUTSTANDING FEES

Hirers that have failed to pay prior to hire event or with outstanding fees or charges will not be eligible to hire any of Council's facilities until the outstanding fees have been paid in full.

HIRE APPLICATIONS AND AGREEMENTS

The right to use a facility is subject to the Council receiving an application/hire agreement in the required form signed by the proposed hirer undertaking to comply with hire conditions.

Failure to comply with the conditions may result in a loss of concession and will be considered in any future request for hire concession.

Should a hirer provide misleading information about the purpose of the hire, in general or in order to gain a concession, this may result in a loss of concession and will be considered in any future request for hire or concession.

INSURANCE

Council requires hirers to keep in force, during the term of the agreement, a Public Liability insurance policy with a Limit of Indemnity of not less than $20,000,000. Casual hirers utilising a facility for non-commercial or non-profit making purposes may be eligible for cover through Council's insurance.

DELEGATION TO COUNCIL STAFF FOR APPROVAL OF CONCESSIONS

Where the application is consistent with this policy, a concession can be granted by the Manager Development and Economic Growth, Finance Manager, Director Corporate and Community Services or the Chief Executive Officer.

Where the application does not meet the criteria outlined in this policy, the application for concession must be approved by Director Corporate and Community Services or the Chief Executive Officer, who have discretion to apply a concession up to 100% if deemed appropriate.

PROMOTION OF COUNCIL SUPPORT

Hirers who receive any concession on facility hire must acknowledge Council assistance in any literature and promotional materials. An approved Council logo will be made available.

REVIEW AND EVALUATION

This Policy will be reviewed at least every four years. The Director Corporate and Community Services will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
1 July 2006	Rev: 00	Original Issue Draft
8 December 2009	Rev: 01	Policy reviewed and adopted
12 October 2010	Rev: 02	Delegation to assess applications to CEO and MCCS
12 April 2016	Rev: 03	Policy reviewed and adopted
7 July 2023	Rev: 04	Policy reviewed and updated.
11 August 2026	Rev: 05	Policy reviewed and updated to simplify and better reflect actual fees and process.