

Subsidies on Community Centres and Facilities Fees and Charges Policy

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Policy Name:	Subsidies on Community Centres and Facilities Fees and Charges
First Issued / Approved:	N/A
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ECM Tracking No.:	(to be added by Governance staff)
Responsible Officer:	General Manager, Community and Development Services
Relevant Legislation:	<i>Disability Discrimination Act 1992</i> <i>Independent Commissioner Against Corruption Act 2012</i> <i>Local Government Act 1999</i>
Related By-Laws, Plans and Policy:	Delegations of the Chief Executive Officer Hire of Community Open Space and Facilities Policy Leasing and Licensing of Community Facilities Policy Public Consultation Policy Sponsorship Policy Volunteer Policy

1. Introduction

This Policy:

- 1.1. Provides guidance on the granting of a subsidy on the endorsed Council fees and charges for hire of a community centre or facility, by eligible individual(s), organisation(s) or institution(s); and
- 1.2. Documents the:
 - 1.2.1 appropriate individuals, organisations or institutions which may be eligible for subsidy;
 - 1.2.2 agreed fee subsidy percentage applicable to an individual, organisation or institution;

- 1.2.3 application process and assessment criteria for receiving subsidised fees and or charges.

2. Strategic Plan Desired Outcomes

- 2.1. A range of high quality sport and recreational opportunities and facilities that foster healthy lifestyle pursuits.
- 2.2. Fit for purpose and cost effective infrastructure that meets community needs.
- 2.3. A range of businesses and organisations that increase vitality and wealth in the City.
- 2.4. A vibrant and diverse community that has a strong sense of belonging.

3. Our Approach

- 3.1. Ensure public spaces meet the current and future needs of our community and provide for a variety of vibrant and inspirational opportunities, encouraging participation by the community.
- 3.2. Create and facilitate access to diverse leisure, recreation and sporting facilities and programs that are safe for people of all ages and abilities.
- 3.3. Enhance the use of our community and cultural hubs as resource and leisure centres to meet local needs and enliven activity, supporting all age groups.
- 3.4. Encourage and support the sharing and celebration of cultural and social diversity through local events and programs.
- 3.5. Encourage residents to participate in artistic, creative and lifelong learning pursuits.

4. Legislative Requirements and Corporate Policy Context

- 4.1. Councils have a role in improving the quality of life of the community, providing community and cultural services and facilities, and ensuring equitable access to these.
- 4.2. Pursuant to the *Local Government Act, 1999* ("LGA"), Council's role includes:
 - 4.2.1 encouraging and developing initiatives within its community for improving the quality of life of the community (LGA, s.6).
 - 4.2.2 providing services and facilities that benefit its area, ratepayers, residents and visitors (including cultural or recreational services or facilities) and establishing or supporting organisations or programs that benefit people in its area or local government generally (LGA, s.7).
- 4.3. Management protocols, Application Forms and Information Sheets will support the implementation and interpretation of this Policy.

5. Interpretation

For the purpose of this Policy, the following definitions apply.

- 5.1. "Approving Officer" means any person to whom power has been delegated in relation to this Policy.
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- 5.2. "Charity" refers to an organisation set up to provide help and raise money for those in need.
- 5.3. "Commercial" refers to an organisation doing business for the sole purpose of maximising profits. It is a legal entity where goods and services are bought and sold.
- 5.4. "Community Organisations" means groups or organisations that are formed for the benefit of the community and the profits of which are retained within the organisation.
- 5.5. "Community Facility" and "Community Centre" means a building or asset, located on Community Land, primarily available to facilitate community activities in accordance with Council's corporate desired outcomes.
- 5.6. "Community Land" means land so defined in the LGA.
- 5.7. "Council" means The City of Burnside or its Administration, as appropriate.
- 5.8. "Government" refers to public ownership, property interests that are vested in the state, rather than an individual or communities.
- 5.9. "Hire" refers to the exclusive use of an area of a Community Facility or land (as determined by the conditions of the Permit) for short term use, but in any event for a period of less than one year.
- 5.10. "Management Guidelines" means administration management protocols applicable to a particular activity, event, site and/or facility.
- 5.11. "Not for Profit" refers to an organisation which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not for profit organisation's profits must be used to carry out its purposes and must not be distributed to owners, members or other private people.
- 5.12. "School" refers to a public or private institution for the instruction of children or people.
- 5.13. "Subsidy" is a form of financial or in kind support extended to a sector (or institution, community group, business, or individual) generally with the aim of promoting economic, cultural and social policy.
- 5.14. "\$1 per head user groups" refers to Community Centre volunteers and small resident groups who do not have the structure to be self-supportive and/or the ability to be financially sustainable.

6. Policy Objectives

- 6.1. This Policy addresses Council decision making and risk management in relation to the application of subsidies on endorsed Council fees and charges for the hire of community centres and facilities.
 - 6.2. Council aims to make community centres and facilities available to individuals, groups and organisations to meet community needs and expectations and for the achievement of Council's "*Be the Future of Burnside Strategic Community Plan 2012-2025*" desired outcomes.
 - 6.3. Community centres and facilities are not designed to generate significant revenue or profit but it is preferable that they are cost neutral to Council.
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6.4. To facilitate these Objectives, Council will:

6.4.1 encourage and give preference to community members to participate in social, cultural, sporting and recreational activities;

6.4.2 seek to ensure that activities are pursued in a manner that does not prevent others from enjoying the community facilities or considerably impact on the quality of life of other community members;

6.4.3 reserve the right to exclude activities that:

6.4.3.1 are unlawful;

6.4.3.2 actively or covertly promote violence;

6.4.3.3 promote division on the basis of race, religion or belief; or

6.4.3.4 it believes are not in the interest of the citizens and community of the City of Burnside.

6.4.4 assist the community when possible by providing subsidies on hire fees and charges for community centres and facilities.

7. Policy Overview

7.1. The City of Burnside encourages its community to participate in social, cultural, sporting and recreational activities in accordance with Council's Hire of Community Open Space and Facilities Policy.

7.2. The City of Burnside has the following venues available for community casual and regular short-term hire:

7.2.1 Burnside Ballroom;

7.2.2 Burnside Civic Centre including the Community Centre and Townhall;

7.2.3 Dulwich Community Centre; and

7.2.4 Glenunga Community Hub (subject to exclusions included in the future 2014/2015 Management Agreement).

7.3. Appropriate legal arrangements (e.g. the hire agreement) are still required to be entered into, including the provision of adequate insurance cover. It is the responsibility of the hirer to arrange the appropriate insurance coverage.

7.4. For a community facility which is managed by a Management Agreement, the Management Agreement will override any statement of this policy where the statements or intent are not in agreement.

7.5. The City of Burnside will annually review and set the hire fees for community facilities that are available for short term hire.

7.6. Facilities will generally be made available to individuals, organisations or institutions on a "first come first served" basis. Requests for hire will be assessed by the Approving Officer, according to the Hire of Community Open Space and Facilities Policy, availability and appropriateness of use of the community assets.

8. Hire Fees, Terms of Use and Other Requirements

- 8.1. Hire fees are determined in accordance with Council's Fees and Charges Schedule, which is reviewed annually.
 - 8.2. The Schedule of endorsed Fees and Charges can be found on the City of Burnside website www.burnside.sa.gov.au
 - 8.3. Hirers must act in accordance with the Hire of Community Facilities and Open Space Policy.
 - 8.4. All hirers will be deemed to be private, commercial or Government hirers unless appropriate documentation is provided to support not for profit, charitable or community group status.
 - 8.5. The following information may be sought:
 - 8.5.1 Financial Statements, Annual Reports and Articles of Incorporation;
 - 8.5.2 Proof of charitable status;
 - 8.5.3 Proof of residential status (for private bookings);
 - 8.5.4 Other information to clarify the nature of the group or activity.
 - 8.6. A subsidy may be approved if in the opinion of the Approving Officer, having regard to the Assessment Criteria of the Hire of Community Facilities and Open Space Policy that the initial application that the application delivers on the desired outcomes of "*Be the Future of Burnside Strategic Community Plan 2012-2025*".
 - 8.7. Attachment A – Subsidy Fee Structure lists the appropriate rate applicable for locations and groups.
 - 8.8. In accordance with the Terms and Conditions of Hire, the Hirer must, if Council requires, provide evidence of public liability insurance indemnifying the Council. The Approving Officer may, if an event is deemed to be of higher risk, require a higher level of cover.
 - 8.9. Hirers must adhere to the hire procedures and terms and conditions of the relevant Council facility including payment of the required fee, charge or bond.
 - 8.10. All application forms are available from the City of Burnside website www.burnside.sa.gov.au
 - 8.11. An annual subsidy agreement for regular short term hire over the period of up to one year may be agreed to upon application, at the discretion of the Approving Officer, reviewed on a case-by-case basis.
 - 8.12. Eligibility Criteria for \$1 per head user group fees are determined as follows:
 - 8.12.1 Be open to the wider community such that no prior qualification or membership is required to participate; and
 - 8.12.2 provide tangible benefits for those participating and or the wider community; and
 - 8.12.3 be based in the local Council area; and
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8.12.4 reimbursement of costs associated with running the group (transport, specialist equipment etc.) and

8.12.5 support and further the Council's Strategic Community Plan desired outcomes.

9. Special Exemptions

- 9.1. Council reserves the right to consider each application request for subsidy on a case-by-case basis and may require additional conditions or approve exemptions at the discretion of the Approving Officer.

10. Grievances

- 10.1. Any grievances in relation to this Policy or its application should be forwarded in writing to the General Manager, Community and Development Services, City of Burnside.

11. Review and Authority

- 11.1. This Policy will be reviewed annually in accordance with Council's Policy and Procedure Framework.
- 11.2. The General Manager, Community and Development Services may waive or vary requirements of this Policy as needed to meet operational requirements.

12. Availability

- 12.1. This Policy is available to be downloaded free of charge, from Council's website www.burnside.sa.gov.au and/or may be inspected without charge at the Civic Centre during ordinary business hours. A copy may be purchased for a fee in accordance with Council's Fees and Charges Schedule.

City of Burnside Civic Centre
401 Greenhill Road, Tasmore SA 5065

Telephone 8366 4200

Fax 8366 4299

Email burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays).

Attachment A - Subsidy Fee Structure

1. Burnside Community Centre and Dulwich Community Centre

1.1. For Individuals

Individuals as hirers are required to pay hire (rental) or fees payable for facilities occupied by a hiring arrangement. These rates may attract a subsidy and are determined as follows:

Fee – No subsidy	Individual residential address outside the City of Burnside
Fee – 25% subsidy	Individual residential address located in City of Burnside

Hirers seeking a subsidy are required to substantiate or verify their status.

1.2. For Organisations and Institutions

Community Clubs or Organisations are required to pay hire (rental) or fees payable for facilities occupied by a hiring arrangement. These rates may attract a subsidy and are determined as follows:

Fee - No subsidy	Commercial /Private Business/Government
Fee - 25% subsidy	Schools/Not for Profits/Charities/Community Organisations with membership located outside the City of Burnside
Fee - 75% subsidy	Schools/Not for Profits/Charities/Community Organisations with membership located inside the City of Burnside that conducts majority of activities within the Council area and/ or is primarily for local residents
Fee - 100% subsidy	Community Organisation where Council is an identified sponsor
Fee - \$1 per head user group	Social activities that are led by Community Centre volunteers or small resident groups who do not have the structure to be self-supportive and/or the ability to be financially sustainable

Hirers seeking a subsidy are required to substantiate or verify their status/structure of their group.

2. Burnside Ballroom

Hire Fees are determined annually in accordance with Council's Fees and Charges Schedule. Hirers seeking a subsidy are required to verify their status.

Fee – No subsidy	Commercial /Private Business
Fee – 25% subsidy	Individual, Community Organisation