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| POLICY NUMBER: | 48 (C) |
| NAME OF POLICY: | COMMUNITY FACILITY HIRE FEE WAIVER POLICY |
| DATE OF NEXT REVIEW: | October 2021 |
| DATE APPROVED: | 17 October 2017 |
| RESPONSIBLE OFFICER: | General Manager Corporate Services |
| REFERENCES: | Council Plan 2017-2021 |

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

Introduction

This policy has been prepared to provide guidelines and rules for the following:

- The waiver of community facility hire fees for Hepburn Shire facilities
- The reimbursement to Committees that waive hire fees for Hepburn Shire community not for profit groups

Scope

This policy applies to:

1. All halls, meeting rooms and community facilities directly managed by Council (through ownership, Committee of Management, lease or licence) and made available through hire to regular or ad hoc users; and
2. The following community facilities managed by others:
 - Glenlyon Hall – Managed by a DELWP Committee of Management
 - Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
 - Drummond Hall – Managed by the Drummond Hall Special Committee
 - Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
 - Lyonville Hall - Managed by the Lyonville Hall Special Committee
 - Smeaton Community Centre – Smeaton Bowling Club Inc (lessee)
 - Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

Other facilities (whether or not owned by Council) that are managed by special committees, lessees, DELWP committees of management, or third parties are not covered by this policy.

Hire of facilities by Council for its own purposes (e.g. operational and achieving Council Plan actions) is not covered by this policy.

Waiver of any other Council rates, fees and charges (e.g. planning fees, or fines) are not covered by this policy.

Purpose

The purpose of this policy is to provide guidance on who is eligible for community facility fee waivers and the process required to be followed by relevant Committees to claim reimbursement from Council for hire fees that they have forgone in hiring community facilities to persons/groups eligible for a hire fee waiver under this policy.

Definitions

- Special Committee – As defined in the *Local Government Act 1989* S86
- DELWP – Victorian State Government’s Department of Environment, Land, Water and Planning
- Hepburn Shire Community not for profit group – An organisation with representation within the boundaries of the Hepburn Shire that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals of providing benefits to the community, both while it is operating and when it winds up.
- Compassionate/Bereavement Event – An event that is:
 - to honour the memory of a community member who has died, or has been diagnosed with a terminal illness¹
 - for the purpose of raising funds to support medical treatment of a community member who has been diagnosed with a terminal illness²
 - for the purpose of raising funds to support the family of a community member who has died or has been diagnosed with a terminal illness²

¹ Such an event must:

- be free to attend
- be open to anyone to attend and be publicly advertised (e.g. community notice, online/Facebook and/or newspaper public notice)

² Such an event must:

- be open to anyone to attend and be publicly advertised (e.g. community notice, online/Facebook and/or newspaper public notice)
- nominate up front, how the profits from the event will be distributed

Policy

1. Community Not-For-Profit Waiver of Selected Facility Hire Fees

Council will provide a fee waiver to eligible local community not-for-profit groups at the following selected facilities:

- Daylesford Town Hall (including Daylesford Senior Citizens' Room) – Managed by Council
- Creswick Town Hall – Managed by Council
- Creswick Hub meeting room – Managed by Council
- Glenlyon Hall – Managed by a DELWP Committee of Management
- Trentham Mechanics Institute Hall – Managed by Council
- Clunes Town Hall – Managed by Council
- Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
- Drummond Hall – Managed by the Drummond Hall Special Committee
- Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
- Lyonville Hall - Managed by the Lyonville Hall Special Committee
- Smeaton Community Centre – Managed by the Smeaton Bowling Club Inc (lessee)
- Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

These facilities have been selected to provide one facility in each major town, as well as additional localities to provide a geographic spread throughout the shire.

To be eligible for a Community Facility Hire Fee Waiver:

- the group/organisation must fit within the definition of "Hepburn Shire Community not for profit group"; or
- the event must fit within the criteria of a "Compassionate/Bereavement Event" to recognise a community member who has contributed "over-and-above" to the life of the community

A Hepburn not-for-profit group cannot be auspicing a private or commercial event, or one being run by a group based outside the Shire or immediate surrounds.

Waiver Application Process

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1. To apply for the waiver the group/organisation/organiser is required to complete the Community Facility Hire Fee Waiver Form (attached or on Council's website under "Forms and Fees").
2. The Community Facility Hire Fee Waiver Form will be assessed for compliance with this policy and notification sent to the applicant regarding the outcome of the assessment.

The decision on whether to grant a waiver will be based on the reasonableness of the request and the frequency of previous claims to ensure equity between Hepburn Shire Community members and groups.

2. Hire of Other Council Operated Facilities

In most cases, the hire of other Council operated facilities (not identified in policy point 1) is based on a user pays model to balance making facilities available to all and users contributing to the costs of their operation and maintenance. In many cases, a tiered structure applies to local community not-for-profits, other not-for-profits and private/commercial use reflecting the different community outcomes from the different uses.

In extraordinary cases, at the discretion of the Chief Executive Officer, the following may be granted a full or partial fee waiver of fees at other Council operated facilities (i.e. not the selected facilities in policy point 1):

- bereavement/compassionate events to recognise a community member who has contributed "over-and-above" to the life of the community; or
- activities, exhibitions or events that are run by local community not-for-profit groups substantially for community benefit or jointly delivered with Council to contribute to Council Plan objectives or actions.

In deciding on such applications, the Chief Executive Officer will consider:

- whether the event is generally open to all and widely advertised
- the cost to attend (very low or no cost events)
- the community benefits
- the extent of volunteer involvement
- whether one of the selected facilities (eligible for a waiver) in policy point 1 could be used

3. Reimbursement of Community Facility Hire Fees at Selected Facilities

If the committee responsible for the following facilities hire out their community facility for the use by a Hepburn Shire community not-for-profit group, then the Committee can claim reimbursement from Council for the forgone rental:

- Glenlyon Hall – Managed by a DELWP Committee of Management
- Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
- Drummond Hall – Managed by the Drummond Hall Special Committee
- Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
- Lyonville Hall - Managed by the Lyonville Hall Special Committee
- Smeaton Community Centre – Smeaton Bowling Club Inc (lessee)
- Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

Claim Reimbursement Process

1. The relevant Committee provides Council with a completed Community Facility Hire Fee Waiver – Claim for Reimbursement form (see attached)
2. The Governance & Information Coordinator will assess the claim and, if approved, forward the authorised claim form to Finance for payment. When assessing the claim, the Governance & Information Coordinator will assess it against the requirements of this policy, including the reasonableness of the claim and the frequency of claims received.

4. Responsibilities of Hirers Granted a Waiver

Hirers granted a partial or full Community Facility Hire Fee Waiver must meet the following requirements (some of which are over and above a fee-paying hire):

- Where events are publicly advertised, the hirer is to recognise the contribution of Hepburn Shire Council in the advertisements.
- All set up of chairs, tables and equipment is to be performed by the event organisers and not by Council staff or contractors.
- Chairs and tables are to be returned to where they were prior to the event.

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- The facility is to be cleaned and tidied after the event (including all waste in bins, bathrooms clean of debris (e.g. paper towels) on floors, all floors are swept).
- If any food or drinks are provided as part of the event, the floors must also be mopped, and all tables, benches, kitchen areas and stoves must be wiped down with soap/detergent and hot water.
- Any other responsibility that is outlined by Customer Service staff, Governance and Information Coordinator or other Council Officer.
- All relevant bonds and fees (aside from hire fees) are fully paid before the date of the event

This will reduce the cost of cleaning and rubbish disposal to Council, as well as the time taken by Council’s Customer Service and Cleaning staff to get the venue(s) ready for the next event, allowing greater use of the facilities by all.

5. Recovery of Costs to Council if Responsibilities Not Undertaken

If it is deemed by a Customer Service Officer or other Council Officer that the Responsibilities of a Hirer have not been undertaken, Council will seek to recover any costs to Council via the deduction of part or all bond monies.

If the bond is not sufficient to cover the costs of Council, the Hirer will be invoiced for the remaining balance.

Implementation

This policy along with the claim form will be available on the Council website and at Council service centres in Daylesford, Clunes and Creswick. The General Manager Corporate Services is the officer responsible for this policy.

Review

This policy will be reviewed every four years by the General Manager Corporate Services.

| Version History | | | |
|-----------------------|-------------------|-----------------|----------|
| Change/Review details | Author / reviewer | Date of Release | Approver |

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| Periodic review and update | Evan King, General Manager Corporate Services | December 2015 | Council |
| Periodic review and update, and extension to granting waiver at other facilities | Grant Schuster, General Manager Corporate Services | October 2017 | Council |

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Attention: Coordinator Governance & Information
Post: Hepburn Shire Council
PO Box 21
Daylesford VIC 3460
Email: shire@hepburn.vic.gov.au
In person: Customer Service offices in Creswick, Clunes and Daylesford

Community Facility Hire Fee Waiver Form (all fields mandatory)

Organisation/Requestor Name: _____
Organisation Contact: _____
(must be an individual)
Contact Phone Number: _____
Organisation/Requestor Address: _____
Contact Email: _____
Community Facility Required: _____
Date of Function: _____

Nature of Waiver Requested:

Hepburn Shire Not for Profit Community Group Event Compassionate/Bereavement Event

Description of group/organisation/person(s) requesting hire fee waiver:

Details of function to be held (ensure all relevant criteria are addressed):

Signature*: _____ Date: _____

*Signature not required if submitted by email

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Attention: Coordinator Governance & Information
Post: Hepburn Shire Council
PO Box 21
Daylesford VIC 3460
Email: shire@hepburn.vic.gov.au
In person: Any Council Customer Service office

Community Facility Hire Fee Waiver – Claim for Reimbursement

Community Not-For-Profit Hirers

Hire Details:

Hall: _____
Date/s of Hire: _____
Period of Hire: _____ hours/days
Total Hire Fees Waived*: _____

Postal address for remittance
(Please complete)

Attention: _____

Address: _____

***Note:** Charges levied for bond/insurance are at the discretion of the hirer, and will not be paid or reimbursed by Council

Not-For-Profit Hirer:

Organisation: _____
Contact: Name _____
Phone _____

I declare that all information in this claim for reimbursement is true and correct*:

Secretary/President, Committee of Management

Please attach copy of hire agreement, if available

*Signature not required if submitted by email