



TWEED
SHIRE COUNCIL

Policy

Facility Hire and Use

Version 1.0

Adopted by Council at its meeting on 16 August 2011

Minute No: 465

Division:	Community and Natural Resources
Section:	Community and Cultural Services
File Reference:	Council Policies/Protocols/Procedures
Historical Reference:	Supercedes Civic Buildings/Community Buildings policies
	Reviewed 20 June 2013

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Facility Hire and Use

Policy Objective

To provide a structure for the hire and use of community facilities.

Definitions

Facilities are defined as multipurpose community and recreation buildings supplied by the Council and available for hire by the general community - Kingscliff Amenities Hall, Banora Point Community Centre, South Tweed Hall, Tweed Heads Auditorium and Murwillumbah Auditorium.

A **Standard User Group** is one which is a registered business and results in private pecuniary gain (ie. income generation and profit).

Those user groups deemed to be of a commercial/standard nature would be charged the standard fee for all use of the Council's facilities.

A **Community User Group** is defined as a non-profit organisation and shall include stated not-for-profit community groups, religious groups, charitable institutions, service clubs and emergency service organisations and groups that have a focus on community needs with a social benefit. Those groups deemed to be of a community nature would be charged the community fee for all use of the Council's facilities.

Policy Background

The overall objective of facilities is to provide spaces and places for a variety of functions, events and activities for the community. In order to ensure that conditions related to the hire and use of facilities and reserves throughout the Shire are applied consistently, this policy outlines:

- Relevant definitions
- Fees and charges applicable to facilities
- Policy exemptions

Policy

Fees and Charges

Fees and charges applicable to all facilities defined in this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and as amended from time to time. The Schedule of Fees and Charges will be increased on an annual basis based on the previous year's rates increase.

Subsidies Use

In line with the Council's current practice, subsidised use of facilities defined in this policy are available to the following groups being three tiers of fees: 100%, 50% and No Fee. The standard fee being 100% and the community rate being 50% of the standard

fee. Under some circumstances there is a No Fee rate for identified not-for-profit community organisations.

Policy Exemptions

The following groups are exempt from fees and charges as they have long standing associations with :

- Blind Citizens Australia (Tweed Valley Branch)
- Twin Towns Friends Association
- Tweed Australian South Sea Islander Community (Tweed South Sea Islander Room)
- Hospital Auxiliaries

The following groups are eligible for a 50% reduction in fees as they provide a significant contribution to the community cultural development of the Shire:

- Murwillumbah Theatre Company
- Tweed Heads Theatre Company
- Northern Rivers Symphony Orchestra

A maximum of 25 consecutive bookings per organisation is allowed per financial year under this subsidy arrangement. Bookings after this are to be charged at the full rate applicable.

Related Legislation

Not applicable

Compliance

Not applicable

Forms

Not applicable

Review Period

This policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

Useful Links

[Tweed Shire Council website](#)

Version Control:

Version History		
Version #	Summary of changes made	Date changes made
1.0	Incorporated into new policy template	20/06/2013

