

Policy

Community Facility Hire and Use

Version 2.0

Adopted by Council at its meeting on 15 September 2022

Division:
Section:
File Reference:
Historical Reference:

Sustainable Communities and Environment
Community Services
Council Policies/Protocols/Procedures
See Version Control

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Community Facility Hire and Use

1. Policy objective

To provide an equitable framework for community members to access and use community facilities.

1.1. Definitions

Facilities: multipurpose community and recreation buildings supplied by the Council and available for hire by the general community. Facilities include Kingscliff Hall, Banora Point Community Centre, South Tweed Community Hall, Tweed Heads Auditorium and Murwillumbah Auditorium.

This Policy does not relate to community managed village halls.

Standard User Group: is a registered business and has a purpose of 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.

Community User Group: a non-profit organisation as defined by the Australian Charities and Not-for-profits Commission.

Demonstrating not-for-profit character: A charity, not-for-profit or community group should demonstrate that the organisation meets the requirement of being a not-for-profit. This can be done by having particular statements (clauses) in your organisation's governing documents and ensuring these statements are enacted by the organisation. The following is an example:

'The assets and income of the organisation shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.'

Not-for-profit community groups may include charitable institutions, service clubs and emergency service organisations and groups that have a focus on community needs with a social benefit. Those groups whose purpose meets the definition of charitable, not-for-profit or community would be charged the community fee for use of the Council's community facilities.

1.2. Policy background

The overall purpose of Council's community 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.

2. Policy

2.1 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 is reviewed and published on an annual basis and may result in an increase to some fees and charges.

2.2 Subsidies

Subsidised use of facilities defined in this policy are available to some groups, within the following structure:

- Standard: 100%
- Community: 50%

- Exempt: No fee

Under some circumstances there is a No Fee rate for identified not-for-profit community organisations, with the current Exemptions listed in Schedule 1. Exemptions are reviewable and may change from time to time..

3. Related legislation

Not Applicable.

4. Compliance

Hirers must comply with relevant health orders and any other hire conditions associated with each facility.

5. Forms

Not Applicable.

6. 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.

7. Useful links

[Tweed Shire Council website](#)
[Tweed Shire Community Facilities Plan 2019-2036](#)
[Australian Charities and Not-for-profits Commission](#)

8. Schedule 1 - Policy Exemptions

The following groups are exempt from fees and charges as they have historical arrangements with Council to recognise their contributions to the wellbeing of the Tweed community:

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

9. Version control

Version #	Summary of changes made	Date changes made
1.0	Incorporated into new policy template	20/06/2013
2.0	Review at commencement of new Council term. Incorporated into new policy template.	02/08/2022
2.0	Adopted by Council – Minute 19.1	15/09/2022