

BACKGROUND

This policy has been developed in order to ensure responsible occupation of premises which are under the control of Council by charging appropriate fees for such occupation.

Council recognises that some occupants do not have the ability to pay market-level fees for occupation of its premises and in such circumstances it is inappropriate to require a market-level fee to be charged to some worthy occupants.

OBJECTIVE

The main objectives of this policy are to formally adopt fees and charges to be paid by community and sporting organisations for occupation of premises under the control of Council.

POLICY STATEMENT

Council will charge community and sporting organisations a minimum annual rental/fee under lease/licence agreements granted to the organisations for the use of Council-controlled premises and sporting facilities.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

STATEMENT OF PROCEDURES

- 1 The minimum rental/fee will be determined by Council on an annual basis and included in Council's fees and charges.
- 2 In order to establish the eligibility of an organisation to pay the minimum fee, each organisation shall be requested to submit its annual report and financial statement.

Where it is clear an organisation has an ability to pay a market rental or fee, the rental/fee payable shall be the market rate as determined by an independent Licensed Valuer.

- 3 Where it has been requested or is intended that rental/fees to be paid by an organisation are to be different from (in excess of or less than) the fees/rentals as outlined in the preceding paragraphs, such matter to be the subject of a report to Council for determination.
- 4 This policy is not to be applied in respect of licences for community halls granted under the provisions of Council's Halls Strategy, nor in respect of management agreements for child care centres managed on behalf of Council by community committees. In these cases a rental of \$1.00 is to be charged by Council.

SUMMARY SHEET

Responsible Division	Property and Recreation
Date adopted by Council	19 November 2018
Date of previous adoptions	26 May 2015 (EMC); 23 May 1994 (Council)
Date of next review	October 2022
Responsible Manager	Property Services Manager
Authorised by	Manager Property and Recreation