

## CP 13 Facility Hire Subsidy Program Policy

<b>Responsible Officer:</b>	Manager Facilities and Information Technology
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### Policy Objective

The Policy provides guidance in the application of the Schedule of Fees and Charges for the use of Council owned and operated facilities for Council Officers who directly manage Council facilities and for Committees of Management, appointed by the Council, that receive maintenance funding and that are operating in accordance with funding agreements.

The Policy ensures the Schedule of Fees and Charges are applied in a way that recognises the contribution of Friends and user-groups to the operation of the Council's facilities and the delivery of community services.

It also ensures the Schedule of Fees and Charges are applied in a transparent and formalised way.

### Background

The section 77 of the *Local Government Act 2020* allows the Council by resolution to determine a fee, charge, fare or rent in relation to any property, undertaking, good, service or other act, matter or thing.

This policy is designed to meet community expectations that Council resources are distributed fairly, procedures are reasonable and decisions are consistent. The policy and associated procedures also ensure the program is as clear and transparent as possible.

### Which user groups does this Policy relate to?

This Policy relates to user groups that use facilities that are either owned by the Council, managed by the Council or subsidised through funding agreements by the Council. These facilities are identified in the Schedule of Fees and Charges.

## Calculating Facility Hire Subsidy

The level of subsidisation is determined by assessing each user group against the criteria listed below.

Criteria	Category A (4 points)	Category B (3 points)	Category C (2 points)	Category D (1 point)
<b>Reactive &amp; Ongoing maintenance</b>	Takes responsibility for internal & external reactive maintenance. Contributes to capital upgrades above \$20,000 pa.	Takes responsibility for almost all of the internal & external reactive maintenance. Contributes to capital upgrades less than \$20,000 pa.	N/A	Does not take responsibility for internal & external reactive maintenance
<b>Extent of Service provided by organisation</b>	Broad community is a beneficiary of service provided by the organisation	Service is significantly used by number of specific sections of local community (families & children)	While the organisation provides a direct service to only a small number in the local community, it forms part of a larger service provision	Service only used by small number of local community
<b>Extent of accessibility of facility to community.</b>	Facility or capital contribution is accessible to many in Benalla Rural City community	Facility or capital contribution is generally accessible to community	Facility has limited accessibility to community	Facilities not accessible to others in community or limited access with funds
<b>Number/Type of Service Providers</b>	A unique service (only one in Benalla Rural City)	One of a number of providers of a community service in local area	One of a number of providers meeting a less critical community need (in terms of Council identified services) or meeting an identified recreational need.	Provider meets social or recreational needs only.
<b>Ability to charge fees &amp; raise income</b>	Limited or no ability to raise revenue	Some ability to raise revenue & charge fees which may be varied to reflect ability of clients to pay.	Has ability to charge fees & raise revenue	Operates on profit basis
<b>Access to Other Sources of Funding - service operating grants</b>	No access to other funding sources	Limited access to other sources of funding (no more than 5% total)	Access to other sources of funding such as State, Federal or Local funding which provided between 5 and 30% of total funding.	Access to other sources of funding - State, Federal & Local funding which provided more than 30% of funding.

Criteria	Category A (4 points)	Category B (3 points)	Category C (2 points)	Category D (1 point)
<b>Do they provide direct competition to commercial ventures</b>	No. Main activity is not a commercial activity	While main business is not a commercial activity, some aspects of business are in direct competition	While they are in direct competition with commercial providers they provide added or differentiated service to users	In direct competition with commercial providers
<b>Does their service impact on Council's need to provide similar service?</b>	Without this service provision Council would be required to provide additional service	Lack of service would have some impact on Council's provision	Service is not core responsibility of local government but could be provided	Service is not responsibility of local government
<b>Organisation status and structure</b>	The organisation is locally based: stand alone and not for profit. It has a voluntary management committee, comprised partly of local area representatives.	The organisation is locally based; has a regional focus; is stand alone (financially independent & self governing) and not for profit. It has a voluntary management committee, comprised partly of local area representatives.	The organisation is a locally based service outlet or project that is part of a larger not for profit organisation. It has a voluntary advisory committee, comprised partly of local area representatives.	The organisation is a locally based service outlet or project that is part of a larger not for profit organisation. There is limited, or no local area representation on the advisory committee or similar. Or a for profit organisation
<b>Capacity to undertake range of administrative and management responsibilities</b>	Dependent on assistance from volunteers for all administrative and management functions.	Paid staff undertake some of the administrative and management functions and volunteers assist with other tasks	Staff undertake majority of administrative and management functions with additional assistance provided by umbrella organisation.	Umbrella organisation carried out majority of administrative and management functions.
<b>Social and community benefit</b>	Service is unique and specific and meets high level of need OR service meets identified social/community needs, with most service users from low socio-economic background.	Service meets identified social/community needs, with service users from range of socio-economic backgrounds.	Service meets a broad social / community need.	Service is valued by community but it is not focused on meeting an identified local social/community need.

Category	Level of Subsidy	Points	Hire fee subsidy
A	High	38+	85%
B	Medium	32+	50%
C	Low	23+	25%
D	None	15 points or less	0%

## Types of contributions

### “In-Kind” contribution in lieu of cash payment

#### *In-Kind:*

The Council acknowledges the contributions of user-groups. These contributions include undertaking maintenance activities, which offsets the maintenance or operating costs of a facility or venue.

#### *Note relating to in-kind contributions:*

To ensure the Council’s assets are maintained in a way suitable to the Council, all works undertaken on Council facilities must be approved in writing and in advance, by the appointed Council’s Manager, Facilities. Where necessary, works will be overseen by a Council Officer.

Contributions of cash or in-kind by user groups to a facility do not convey ownership or preferential access to that facility.

The Council, at its discretion, may request that any work which alters the state of a Council facility be removed to return the facility to its previous state.

User groups who wish to undertake maintenance work as an alternative to payment of subsidised hire fees must contact the appointed Council Facility Manager prior to work beginning to discuss the validity and need of the proposed works.

Examples of works may include:

- a. Planned Maintenance e.g. cyclical painting, non-urgent repairs
- b. Reactive Maintenance e.g. electrical or plumbing repairs

### Cash Contributions

The Council acknowledges the cash contributions user groups make to the operation of Council facilities. Like in-kind contributions, these contributions provide user groups with eligibility to this Policy.

### **Procedure to apply for Facility Hire Subsidy**

User groups can apply on an annual basis in advance for the application of the Facility Hire Subsidy. The Subsidy will be applied at the discretion of the Council. User groups need not have made a cash or in-kind contribution in the previous year order to qualify. See the *Facility Hire Subsidy Guidelines and Application Form*.

### **Reporting of Facility Hire Subsidy**

All financial subsidies provided by the Council, which relate to the application of Fees and Charges will be available to the public and may be reported in the Annual Report and other publications as determined by the Council.

### **Review**

This policy may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.