

# Community Facilities Pricing Policy

Date adopted: 16 March 2020

Responsible Service Area: Sport & Recreation

## Purpose

The Community Facilities Pricing Policy ('the Policy') provides an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner.

## Background / Context

Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.

## Scope

The Policy extends to all Council-owned or managed facilities and grounds as detailed below:

- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate
- Parkwood Community Hub
- Other Community Facilities

Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management e.g., VicRoads or Crown Land.

## Policy Control Schedule

|   |  |   |
|---|--|---|
| <b>Policy Title:</b><br>Community Facilities Pricing Policy |  | <b>Policy type:</b>                                 |
| <b>Current version approved:</b><br>16 March 2020           | <b>Current version number:</b><br>3                | <b>Policy review date:</b><br>March 2023            |
| <b>Parent policy:</b><br><< Insert text >>                  | <b>Child policy/policies:</b><br><< Insert text >> | <b>Policy responsibility:</b><br>Sport & Recreation |

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

## Exclusions

This Policy does not include Karralyka, Maroondah Federation Estate, Council managed community halls or facilities managed by Maroondah Leisure (e.g. Aquahub, The Rings, Maroondah Nets, Croydon Memorial Pool, Aquanation, Dorset Golf and Ringwood Golf). The Policy also excludes commercial property.

## Objectives

The objectives of the Policy are:

1. To establish principles for the determination of fees and charges.
2. To determine subsidy levels for Leased, Licensed and seasonal use of Council owned Community facilities.
3. To ensure accountability to the community through an equitable and transparent pricing structure.

## Policy Principles

The principles set out below will be used by Council to determine the fees to be charged for the use of the Council facilities to which this Policy applies.

### Reasonable Contribution / Commensurable

Fees will be set at levels that reflect a reasonable contribution toward the cost to Council of maintaining a facility and set at a level that properly managed user groups can afford.

### Transparent

Fees will be documented in a manner that users and the community can understand e.g. how the fees have been calculated and why the level of fee imposed has been charged.

### Fair and Equitable

Users of Council facilities will be charged usage fees that are consistent with the usage fees charged to other users of the same or similar facilities where those users are in similar circumstances

### Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community service not for profit, community and private users.

### Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

### Annual Increase

All pricing within this Policy will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

## Relationship to the Maroondah 2040 Community Vision

List the Maroondah 2040 Community Vision key outcome area that the policy is related to and any key directions that it seeks to address or respond to.

*Community Outcome:*

*Key Directions:*

### **A safe healthy and active community**

#### **A healthy community**

1.5 - Facilitate the provision of affordable, accessible and responsive services, resources and initiatives that support the physical and mental health and wellbeing of the community

## Alignment with Council's mission and values

The Community Facilities Pricing Policy supports Council's mission *to foster quality, accessible and sustainable lifestyles for the community* by ensuring that all pricing decisions have been thoroughly considered and have a sound rationale.

**ACCOUNTABLE** - Adherence to defined processes to ensure transparent & consistent decision-making.

**INCLUSIVE** - Pricing options to encourage junior and older adult participation.

**EXCELLENCE & PERFORM** - Pricing set at a level to enable the best possible maintenance of facilities

**RESPECTED** - Act with openness, honesty, and integrity. Willingly share information and keep the community and colleagues well informed.

## Policy position

It is Council's intention that when it charges a user for the use of a community facility the charge will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin Council's pricing of community facilities.

## Policy implementation

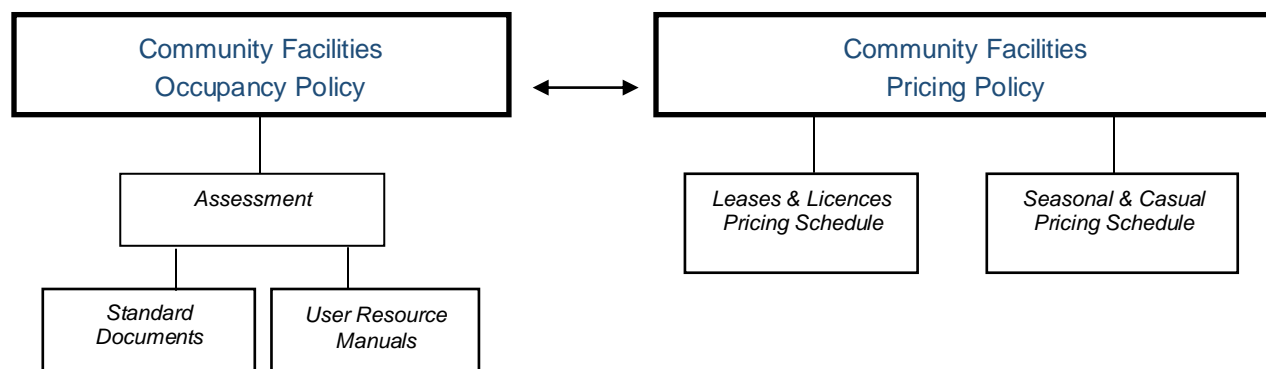
The Policy provides the basis and principles from which more detailed schedules have been developed:

- Seasonal and Casual Pricing Schedule
- Leases and Licences Pricing Schedule

The specific detail about how fees for user groups will be determined is contained within these more detailed documents.

## Related policies, strategies, procedures and guidelines

The Pricing Policy directly aligns with Council's Community Facilities Occupancy Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy for suitability, type of arrangement and length of tenure, then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.



## Definitions

Terms within the Policy requiring definition or explanation are:

### Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

### Regular Hire

Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

### Deed of Delegation

Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

### Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

### Licence

A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at other times.

### Season Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

## **Commercial**

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

## **Community**

A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

## **Community Service Not for profit**

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

## **Supporting documents**

Maroondah City Council (2020) Community Facilities Occupancy Policy