

1 Policy Statement

This Policy establishes a clear and consistent framework for the access, use and hire of Council owned facilities, including the application of fees and charges and awarding concessional hire to applicants. The Policy outlines parameters designed to ensure equitable, transparent and affordable access for specific types of groups such as registered not for profit organisations, community groups, sporting and active recreation organisations and individuals, while supporting cost recovery and delivering community benefit in line with Council's values and responsibilities.

Council aims to enable broad and inclusive community access to Council facilities for social, cultural, recreational and community purposes, while ensuring fees and charges are applied in accordance with principles of fairness, equity and value for money. A transparent and accountable process is detailed for staff and potential hirers, enabling staff to assess concessional hire applications, ensuring decisions are consistent and align with specified criteria within agreed guidelines.

2 Scope

This Policy will apply to the following Council owned community facilities currently available for periodic hire:

- Gawler Sport & Community Centre
- Gawler Elderly Centre
- Gawler Aquatic Centre
- Outdoor Sporting Facilities – Princes Park, Karbeethan Reserve, Eldred Riggs Reserve (South Gawler Oval), Gawler Oval and Elliot Goodger Memorial Park (Willaston Oval).
- Parks and Reserves – Apex Park, Clonlea Park, Dead Man's Pass and Pioneer Park.
- Evanston Gardens Library Meeting Room

This Policy does not apply to properties that are leased from Council, and for which contractual lease and/or licence agreements have been established. It also does not apply to the Gawler Civic Centre, with the hire of this facility governed by the 'Hire of Civic Centre Venues Policy'.

3 Legislation and References

This Policy should be read in conjunction with the Hire of Council Owned Facilities Procedure.

- Hire of Civic Centre Venues Policy

4 Definitions

For the purposes of this Procedure the following definitions apply:

Council owned community facilities	Facility that is under ownership, care and/or control of the Town of Gawler.
Regular Hirer	Those hirers that use any Council facility collectively 10 or more times per financial year.
Casual Hirer	Those hirers that use any Council facility nine or less times per financial year (includes single use hirers).
Commercial, Business, Political & Private Hirers	Those hirers that include: private and family functions, trade fairs, product launches, meetings of registered political groups/parties, conventions and all income generating activities for personal or corporate profit. Examples of hirers likely to be within this category are: State & Federal Government agencies (excluding primary and secondary schools and agencies who are seeking to hire Council facilities to provide information or services to local/regional communities), registered political parties/groups, private businesses, business owners, corporations.
Community Services Organisations	Those hirers that include healthy lifestyle and community education organisations or businesses, and community service/welfare agencies that have capacity to raise funds and/or apply for ongoing operational funding from one or a combination of Local, State or Federal Government grants programs.

Not for Profit Community Interest Groups	Those hirers that include activities of groups/organisations that do not receive ongoing operational State or Federal Government funding (excluding schools and Government agencies who are seeking to hire Council facilities to provide information or services to local/regional communities) but raise funds from other sources including membership, sponsorship, project-focused grant funding and/or Council funding.
Small Self Help Community Groups	Those hirers that include small self-help community groups with no opportunity to attract financial support from either the public or private sector, and with an extremely limited capacity to pay for facility hire. Examples of hirers included in this category are non-funded, incorporated or unincorporated community groups (possibly with gold coin membership), self- help groups or similar types of groups that are undertaking fundraising, community based care groups.
Gawler Based Service Clubs	Those hirers specifically include the below Gawler Based Service Clubs: • Gawler Apex Club • Gawler Lions Club • Gawler Kiwanis • Gawler Zonta Club • Rotary Club of Gawler • Rotary Club of Gawler Light • Gawler Blue Light

5 Policy

5.1 Hire Categories and Concessions

- 5.1.1 The categorisation of hirers allows Council to accommodate a diversity of community needs and interests within Council facilities and provides a transparent and accountable mechanism for determining the rate at which hirers are charged.
- 5.1.2 Hirers will be categorised according to:
- the purpose for which the Council facility is being hired, and
 - the demonstrated capacity of the hirer to pay
- 5.1.3 There are four (4) tier Categories:
- Category A Commercial – full fee paying
 - Category B Community Business – 25% discount on hire fees
 - Category C Community Interest Group - 50% discount on hire fees
 - Category D Full Concession – 90% discount on hire fees
- 5.1.4 To be eligible to receive a concession, hirers must complete and submit a “Facilities Application Form” including the “Concession Request” section and supply their organisation’s most recent audited financial statements or other appropriate financial documentation.
- 5.1.5 Organisations which are determined by Council to have reasonable access to funds (e.g. substantial funds in reserve or access to funds through its annual turnover) will not be eligible for a concession. Alternatively, these organisations may be awarded a lesser rate reduction than they originally sought.
- 5.1.6 When an organisation is in receipt of any concession on the full cost of the hire of a Council facility, they are considered by Council to be in receipt of a Council subsidy. An organisation will need to declare this subsidy if they apply to Council for other types of support (e.g. a community grant or community loan).

5.2 Hirer Insurance

- 5.2.1 Hirers will be considered as either a Regular Hirer or a Casual Hirer. This differentiation affects the type of insurance that a hirer is required to purchase and maintain throughout their Hire Agreement and enables Council to determine its own level of liability.
- 5.2.2 Regular Hirers are required to have Public Liability Insurance of no less than twenty million dollars (\$20,000,000) and are required to present proof of currency of their policy at the time of application to hire a Council facility.

5.3 Overview of Hirer Categories

5.3.1 Categories

To be eligible for any of the concession categories B to D, hirers must fulfil criteria for each category below

Category A – Commercial, Business, Political & Private Hirers

Full fees are applied to this category, with hirers not eligible for a concession for facility hire.

Category B – Community Services Organisations - eligible for a 25% concession on the full commercial rate.

This category includes community service providers (funded), other local government agencies, incorporated community groups (funded), education/leisure/lifestyle organisations (that charge fees), revenue raising activities (e.g. ticket sales at concerts), exhibitions, seminars and community service conferences and meetings.

Category C – Not for Profit Community Interest Groups - eligible for a 50% concession on the full commercial rate.

This category includes groups that are not for profit playgroups and child-focused early intervention groups, religious/spiritual groups or church-based/place of worship organisations, schools, registered charities, clubs/leisure/education/amateur sporting/lifestyle activities (run by volunteers or with volunteer labour), incorporated organisations, not for profit community groups (limited funding).

Category D – Small Self Help Community Groups – eligible for 90% concession on the full commercial rate.

This category includes groups that provide activities that might include self-help/peer support meetings, fund raising for a small charitable activity/event or for an individual/family or community organisation in crisis, or other activities to be determined by Council

5.3.2 Council Approval

All applications for Category D (90% concession) require Chief Executive Officer or Council approval.

5.4 Hirers Receiving Special Dispensation

5.4.1 **Gawler Based Service Clubs** are eligible for 80% concession on the full commercial rate.

5.4.2 **Gawler Based Swim Clubs**

5.4.2.1 *Gawler Amateur Swimming Club* Incorporated to be eligible for the following concessions on the full commercial rate:

- 100% concession for Exclusive use Hire of the Gawler Aquatic Centre for its annual carnival
- 100% concession for the members of Gawler Amateur Swimming Club to enter the Gawler Aquatic Centre at their training times only (not season or visit passes).
- 75% concession for Gawler Aquatic Centre Season and Visit passes purchased by members (casual facility entry will receive no concession).
- 50% concession for the hire of other Council facilities governed by this policy (in line with the Category C concession within this policy).

5.4.2.2 *STARplex Swim Club* to be eligible for the following concession on the full commercial rate:

- 75% concession for the hire of Gawler Aquatic Centre facilities
- 75% concession for Gawler Aquatic Centre Season and Visit passes purchased by members (casual facility entry will receive no concession)
- 50% concession for the hire of other Council facilities governed by this Policy (in line with the Category C concession within this Policy)

5.4.3 **Gawler Town Band**

The Gawler Town Band to be eligible for the following concession on the full commercial rate:

- 90% concession for the regular hire of the Gawler Sport and Community Centre's Youth Shak space.
- The Gawler Town Band will work with Council to negotiate performances free of charge at certain Council events as agreed.

5.5 Delegation of Council Staff and Council to Approve Concession Applications

5.5.1 Assessment and Approval of Concession Applications

5.5.2 Approval process for:

- Gawler Sport & Community Centre
- Gawler Elderly Centre
- Gawler Aquatic Centre
- Outdoor Sporting Facilities – Princess Park, Karbeethan Reserve, Eldred Riggs Reserve (South Gawler Oval), Gawler Oval and Elliot Goodger Memorial Park (Willaston Oval)
- Evanston Gardens Library Meeting Room

Category	Assessment Officer	Approval Officer
B	Recreation Services Lead	Executive Manager Community & Strategy
C	Recreation Services Lead	Executive Manager Community & Strategy
D	Manager Recreation & Leisure Services	Chief Executive Officer (concession value under \$1000) Council (concession value greater than \$1000)
Gawler Based Service Club	Aquatic Centre Lead	Pre-Approved by Council per section 4 Definitions – Definition for Service Clubs
Gawler Based Swim Club	Aquatic Centre Lead	Pre-Approved by Council as per clause 5.4.2
Evanston Gardens Library Meeting Room	Manager Library & Community Services	Executive Manager Community & Strategy

5.5.3 Approval process for Parks and Reserves:

- Apex Park,
- Clonlea Reserve,
- Dead Man's Pass, and
- Pioneer Park

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D	Manager Recreation & Leisure Services	Chief Executive Officer (concession value under \$1000) Council (concession value greater than \$1000)
Gawler Based Service Club	Recreation Services Lead	Pre-Approved by Council per section 4 Definitions – Definition for Service Clubs
Gawler Based Swim Club	Aquatic Centre Lead	Pre-Approved by Council as per clause 5.4.2
Evanston Gardens Library Meeting Room	Manager Library & Community Services	Executive Manager Community & Strategy

5.5.4 Where an application to hire a Council Facility includes a Concession Request that falls outside the options available within this policy, the request will be submitted to the relevant Approval Officer (as per Clause 7.1 of this Policy). Any request to waive the total hire fee will be submitted to Council for approval and must be endorsed by the Chief Executive Officer.

5.5.5 The relevant Assessment Officer (as per Clause 7.1 of this Policy) is responsible for establishing and maintaining current Hire Agreements for all facilities and for assessing the suitability of applications. They are also responsible for making recommendations to the relevant Approval Officer and/or Council about the categorisation of hirers.

5.5.6 Resolution of Disputes

If the Assessment Officer experiences irreconcilable problems when allocating facilities to approved hirers (e.g. there is a clash of required times and facilities for two or more hirers) the matter will be referred to the relevant Approval Officer (as per Clause 7.1 of this Policy) for a resolution.

5.6 Validity of Concession Approvals

- 5.6.1 When approval for a concession is given, that approval is valid until the completion of the current financial year, providing the use of the facility remains consistent with the original application and the capacity of the organisation to pay hire fees remains unchanged.
- 5.6.2 Any concession approvals will be valid only for the dates indicated within the booking, unless authorised by the Chief Executive Officer or a resolution of Council.
- 5.6.3 It is important to note that a hirer may fall into different hirer concession categories subject to the purposes for which they hire a Council facility/ies. For example a hirer might be provided with concession rate C for a meeting of their group at one facility but at concession rate B if they charge an entry fee to a seminar at another Council facility.

5.7 Requirements of Hirers Receiving a Concession

- 5.7.1 Council requires hirers receiving any concession on facility hire to:
 - 5.7.1.1 Acknowledge Council's assistance in any literature and promotional materials related to the hire of Council's facilities that attract the concession.
 - 5.7.1.2 State the source of that assistance in any subsequent requests for funding support from Council for fee relief or otherwise (e.g. Community Grants program).
 - 5.7.1.3 Comply with the Conditions of Hire relevant to the specific facility.

5.8 Payment of Fees and Charges

- 5.8.1 Hirers are to pay the hire fee as set out in Council's Fees and Charges Register and included in the signed Hire Agreement. In most cases Council will require a hirer to make a full payment before facility hire.
- 5.8.2 Unless otherwise formally agreed, no hirer, regardless of concessions awarded under this Policy, is exempt from other fees and charges relating to their hire eg. kitchen facilities etc.
- 5.8.3 Fees and charges include (but are not limited to); equipment use, allocation and/or replacement of keys/swipes, additional services (e.g. catering, staffing, special cleaning), administration fees, cancellation fees, damage(s) and/or storage of the groups' equipment.
- 5.8.4 Council's fees and charges are reviewed and subject to change as part of the annual budget process. Fee schedules for Council facilities are available from Customer Service locations and, Council's website.
- 5.8.5 Hirers that have overdue fees (in excess of 30 days from date of invoice) will have their concession status revoked and all facility hire will be charged at the full commercial rate until all overdue fees are paid in full.
- 5.8.6 Hirers that have failed to pay outstanding fees will not be eligible to hire any of Council's facilities. Any applications from these hirers will not be assessed until the outstanding fees have been paid in full.

6 Administrative Information

Document Type	Policy
Procedure Developer	Manager Recreation and Leisure Services
Record Number	CR26/41679
Audience	Public
Category	Recreation and Leisure
Adopted & effective Date	26 May 2026
Applicable Legislation	Not applicable
Review due by	May 2027
Adopting Authority	Council

7 Version History

Revision	Date	Change
1	26 May 2026	New corporate policy template used. Developed a Hire of Council Owned Facilities Procedure and moved process content from Policy. Updated Responsible Officers for review and approval of concession applications.