

THE CROSSING THEATRE CONCESSIONAL USE POLICY

Responsible Department:	Corporate and Community Services
Responsible Section:	Cultural Facilities
Responsible Officer:	Manager Cultural Facilities

Objective

- To establish a framework for the awarding of concessional use of The Crossing Theatre.

Introduction

Section 356 (1) of the Local Government Act, 1993 states that "A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions".

Section 356 (2) of the Local Government Act, 1993 states "A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this Section until at least 28 days public notice of Council's proposal has been given".

Public notice is not required under Section 356 (3) of the Local Government Act, 1993 if the assistance is given under a specific program. The specific program must have been included in Council's draft operational plan, must not exceed 5% of Council's proposed rating levy and must apply uniformly to all persons or a significant group of persons in Council's area.

Policy

1. Concessions

- 1.1. Council will provide concessions at The Crossing Theatre to eligible groups to conduct eligible events in accordance with this policy.
- 1.2. Entities seeking concessions must apply to Council in accordance with this policy.

2. Event Eligibility Criteria

- 2.1. Entities eligible for assistance are:
 - (a) A registered charity;
 - (b) Not for Profit Organisations;
 - (c) Incorporated Community Organisations;
 - (d) Section 355 Committees of Council; and
 - (e) Schools within Narrabri Shire.

Additional Eligibility Requirements

2.2. In addition to the above, the event must:

- (a) Address at least one of the strategic objectives outlined in Council's Community Strategic Plan; and
- (b) Benefit a significant number of Narrabri Shire residents; or
- (c) Provide a significant public interest benefit to the Narrabri Shire Community.

2.3. Events not eligible for assistance are:

- (a) Where a full cost recovery charge is applied;
- (b) Where events have a business focus or are for-profit.

Core Selection Criteria

2.4 Applications will be selected based on the below criteria:

- (a) The eligible activity occurs within the Narrabri Shire Local Government Area;
- (b) The extent of alignment to the strategic objectives outlined in Council's Community Strategic Plan;
- (c) The benefit to the Narrabri Shire community;
- (d) The public interest benefit to the Narrabri Shire community.

3. Application

- 3.1. Entities wishing to receive a concessional rate under this policy must make a request to Council under this policy.
- 3.2. A request must be made in the prescribed form.
- 3.3. Requests must be submitted at least three months before the first day of the event.

Supporting Documentation

3.4. Applications must include the following in order to be considered eligible:

- (a) Details of the organisation or entity applying;
- (b) Proof of organisation or entity type;
- (c) A description of the event;
- (d) An explanation of how the event will meet the eligibility and selection criteria;
- (e) Any other document requested by Council.

4. Assessment and Determination of Applications

Assessment

- 4.1. The General Manager or their delegate will assess applications.
- 4.2. Assessment is to be merit based, and based on the extent to which the proposed event meets the selection criteria.

Determination

- 4.3. Following assessment the General Manager will ensure a report is brought to an Ordinary Council Meeting. The report should:
 - (a) Recommend that a concessional rate be offered;
 - (b) Recommend that a concessional rate not be offered; or
 - (c) Make no recommendation either way.
- 4.4. If the General Manager recommends that a concessional rate be offered, they should also recommend the proposed rate to offer.

- 4.5. Council will consider the report and make a determination to either offer or not offer a concessional rate.
4.6. If Council offers a concessional rate, it will set an amount.

5. Other Fees

- 5.1. Other Council fees and charges are unaffected by this policy.

6. Review

- 6.1. This policy will be reviewed within 12 months of an Ordinary Council Election or from time-to-time on an as-needs basis.

References

- *Local Government Act 1993* (NSW).

History

Minute Number	Meeting Date	Description of Change
853/2009	December 2009	Adopted
26/2012	February 21, 2012	Reviewed
607/2013	September 3, 2013	Reviewed
164/2017	August 15, 2017	Reviewed
336/2022	October 18, 2022	Adopted