



Leisure Special Fees Policy

Version 1

Approval Date: 18/03/2019

Review Date: 30/06/2020

DOCUMENT CONTROL

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Division	Infrastructure and Recreation	
Last Updated (who & when)	Shay Ferguson	18/03/2019
DOCUMENT HISTORY		
Authority	Date	Description of change

Responsible Division	Infrastructure and Recreation	Approved Date	18/03/2019	Review Date	30/06/2020
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1. Background

Latrobe City Council is committed to providing leisure facilities, programs and services that are accessible and meet the needs of the community. To support the provision of equitable and affordable access to leisure services, Council offers special fees to eligible customers to encourage physical activity and social connection within the community.

2. Objectives

The objectives of the Leisure Special Fees Policy are to:

- Define the parameters set out by Latrobe City Council around the application of special fees for services offered to concession-eligible customers and corporate groups by Latrobe City Council's leisure services.
- Review and update Council's current concessionary pricing for leisure services, in alignment with the industry average.
- Provide a framework for supporting not-for-profit community groups and organisations delivering community-minded programs and activities within the municipality that align with the focus areas outlined in the Latrobe City Council Municipal Public Health and Wellbeing Plan (2017-2021).

3. Scope

This Policy applies to:

- Concession card holders
- Senior card holders
- Corporate groups
- Incorporated Not-for-Profit groups

Applicants who do not fall under the above categories will pay the full fee as set out in the Latrobe City Council Annual Fees and Charges schedule.

4. Policy Principles

4.1 Concession Fees

- The application of special fees is critical in ensuring equitable and affordable access to leisure facilities
- Concession card holder fees are calculated at 25% off the full price fee for casual entries, and memberships at Latrobe Leisure centres.

- Direct debit members whose concession card expires within the term of their membership period must provide evidence of their new concession card prior to or on the date that their existing card expires.

4.2 General Policy Applications

- Patrons must present their current card upon entry or membership sign-up to receive the concession fee.
- An original concession card must be presented (photocopies will not be accepted)

4.3 Pensioner Concession Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Pensioner/Concession Card is the Pension Concession Primary Card Holder – Australia only.

4.4 Companion Card

- Only the primary card holder is entitled to a concession fee.
- Companion Cards are issued to people with significant, permanent disabilities, so that they can participate in activities for which they require the assistance of a companion.
- The cardholder is offered a concession fee and the carer receives free of charge entry for the sole purpose of assisting the disabled cardholder.

4.5 Healthcare Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Healthcare Cards are the 'Commonwealth Seniors Health Card' and the 'Veteran Affairs Health Card'.

4.6 Seniors Card

- Only the primary card holder is entitled to a concession fee.
- A Seniors Card is available to Australians aged 60 years and over.
- Accepted 'Seniors Card – All States and Territories of Australia'.

4.7 Student Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Student Card is a Full Time Student Card – Australia only.
- Student Cards are only valid up until the expiration date listed on the card.

4.8 Corporate Fees

- Corporate members are eligible to receive a corporate fee (10% discount off the full free) when a minimum of 5 members from the same organisation join up within a 24 hour period.
- Corporate members do not have to pay the joining fee.
- Once the minimum number required to join have signed up, other staff members from the same organisation may then join at any time thereafter providing the organisation is meeting the minimum requirement of 5 members at any one time.
- Evidence (company letterhead including corporate logo signed by either the Human Resources department, Manager or CEO) verifying that the person wishing to join up is employed by the organisation seeking the corporate discount.
- The company letter must be provided at the time of purchasing the membership.
- Corporate member discount applies to Gold membership only.

4.9 Off Peak Membership Rates

- Off Peak Memberships present a great way to encourage access to Council's leisure facilities at a reduced cost, whilst also activating the centres during low patronage times.
- The Off Peak Membership rate would be set at a 40% discount off the standard membership fees, and permit discounted access during the following times;
 - Monday to Friday: 11am to 3pm, and;
 - Weekends: All day

4.10 Not-for-Profit Community Groups

- Latrobe City Council will consider the application of a Facility Hire Special Fee rate based on the criteria outlined below. Any organization or community group that can demonstrate compliance with the below criteria would then be eligible to receive a 20% reduction on the facility hire fee.
 - Criteria 1 –
The organization or group must be either;
 - An incorporated not-for-profit organization or community group delivering an activity targeting Latrobe City residents, or;
 - Latrobe City Council department

- Criteria 2 –
The activity or program must be;
 - Free of charge for the community.
 - Inclusive and accessible.
 - Align with a focus area from the Living Well Latrobe Health and Wellbeing Plan (2017-2021):
 - Social and community connectedness
 - Active Living
 - Health and Wellbeing
 - Safe at Home
 - Safe in the Community
 - Lifelong Learning and Opportunities

5. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

6. Definitions

Concession card holder – A pensioner, health care, person with disability, student or senior person is entitled to hold a concession card under the Social Security Act 1991.

Corporate Fee – Offered to groups of 5 or more staff from the same organisation.

Community Group – An incorporated not-for-profit community group based in the Latrobe City municipality.

7. Related Documents

Latrobe City Council Plan 2017-2021;
Latrobe City Municipal Public Health and Wellbeing Plan 2017-2021, Living Well