



FEES & CHARGES POLICY

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Introduction

Wonthaggi Neighbourhood Centre has a range of activities and programs, room hire and auspice arrangements for which different charges are applicable. This Charges Policy is a guide for the Centre Manager.

Fee Structure

Fees are generated through:

1. **Annual Membership**
2. **Activities**
3. **Room Hire**

1. **Membership:**

Individual, family & concession membership rates are reviewed annually at the Annual General Meeting (AGM). See Addendum for the current rates.

A pro rata rate is applied for the second half of the financial year. Membership rates are available at 50% from the 1st January in any year.

2. **Activities:**

LearnShare is the WNC priority activity base with a set cost per session which is discounted for members. See Addendum for current rates.

Any member attending a second LearnShare activity is entitled to pay half the current rate.

Any member attending more than two LearnShare activities in any week will not be charged for attendance at the third or any subsequent activity in that week

When more than one person on a Family Membership attends a Learnshare activity - only one fee payment is applicable other than materials costs.

The Coordinator can negotiate fees with any person who finds payment difficult

Early stage, one offs or minor activities which the Centre is seeking to support or encourage e.g. Support Groups, Seed and Veggie Swap, special events may be offered on a donation only basis

Auspiced Groups are covered by WNC insurance (upon approval from Insurance Company relevant to Auspice Agreement).

Charges for room usage and administration may be negotiated in the Auspice Agreement.

Special events to occur as negotiated with WNC.

WNC membership is encouraged.

3. Room Hire:

The Centre Manager should consider the following when determining room hire and applicable rates:

The other possible demands on the Centre at the time, the nature and purpose of the group and the nature and purpose for which the group wishes to use the Centre and the group's access to funds.

a) **Unfunded community groups** for meetings etc.

Groups are required to hold their own Public Liability Insurance and provide a copy of current insurance compliance ie a certificate of currency.

See Addendum for current rates.

b) **Private (not for profit or for profit) funded groups or organisations**

Groups/individuals are required hold their own Public Liability Insurance and provide a copy of current insurance compliance

See Addendum for current rates.

Own Wi-Fi connection required for ongoing office bookings..

The Centre Manager is responsible for ensuring that all Centre activities reflect policy guidelines.

ADDENDUM – Annual membership and activities rates

Current WNC membership rates:

Individual - \$20.00

Concession - \$15.00

Family - \$30.00

Concession - \$20.00

Pro rata from 1st April – 50% of above rates

Current LearnShare activity rates:

Non-members - \$6.00

Members - \$4.00

Current Room Hire rates:

\$20.00 per hr plus GST with a 50% discount given to Community Groups. Discounts may be available to support fledgling groups for a specific period of time – no longer than six months

Daily maximum charge \$140 + GST