

1. Introduction

The policy outlines the procedure that must be followed for the hire/use of Council's portable toilets.

2. Policy

2.1 Not for Profit Groups

In support of not for profit groups conducting events that promote community participation, education &/or awareness, Council will allow use of its portable toilets subject to the following conditions:

- A reduced per unit refundable deposit and a reduced per day per unit hire fee (as per Council's Fees & Charges Schedule) is paid at the Council offices prior to collection of the toilets;
- The group provide to Council proof of public liability insurance cover for the event the toilets are to be used for. Minimum insurance cover requirements apply and can be found on Council's 'Portable Toilet Hire Application' form;
- The toilets are picked up immediately prior to, and returned immediately after the day of use; and
- The toilets are returned in the same (or better) condition as when they were collected.

2.2 Private Groups

In support of private groups conducting private events, Council will allow use of its portable toilets subject to the following conditions:

- A per unit refundable deposit and a per day per unit hire fee (as per Council's Fees & Charges Schedule) is paid at the Council offices prior to collection of the toilets;
- The group provide to Council proof of public liability insurance cover for the event the toilets are to be used for. Minimum insurance cover requirements apply and can be found on Council's 'Portable Toilet Hire Application' form;
- The toilets are picked up immediately prior to, and returned immediately after the day of use; and
- The toilets are returned in the same (or better) condition as when they were collected.

NOTE: If cleaning is required the deposit will be forfeited. If damage occurs, Council reserves *the right to seek part or full reimbursement for the cost of repairs from the hirer.*

3. Further Information

This policy is available for inspection at the District Council of Cleve principal office, 10 Main Street, Cleve SA 5640, during ordinary business hours upon payment of the fee fixed by the Council in accordance with the Council's Fees & Charges. It is also available to be downloaded, free of charge, from Council's website www.cleve.sa.gov.au.

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Responsible Department/Officer	Manager Infrastructure & Civil Works
Applicable Legislation	<i>Local Government Act 1999</i>
Related Policies	N/A
Related Procedures	N/A

4. Policy/Document Review

This Policy/Document will be reviewed by the District Council of Cleve at the minimum every four (4) years following Council elections.

5. Document History

Version	Adopted	Description of Change
3.0	13/04/2021	Formatting, added legislation, availability of policy, adoption of policy, document review and review history sections
4.0	09/06/2021	Update to fees and charges and private use section added to document
5.0	20/05/2025	Formatting, font, reference to Council's Fees & Charges Schedule & Minimum Public Liability Information contained in application form.