



POLICY NO.	CPCCS1
POLICY TITLE	Reduction or Waiver of Hire Fees for Council Facilities
STATUS	Council
SERVICE	Community and Customer Service
DOCUMENT ID	655122

PURPOSE

The purpose of the policy is to establish guidelines for considering any request received from an individual, community organisation or group for a reduction or waiver of a non-statutory fee or charge associated with the hire of Council facilities including community centres, halls and reserves, and to provide a framework for the processing of such request to ensure appropriate decision making.

SCOPE

This policy applies to Council facilities including community centres, halls and reserves.

This Policy is only for the purposes of considering a reduction or waiver of non-statutory fees and charges and does not replace any permit application, booking or hire process put in place by Council.

An applicant granted a fee waiver may be liable to pay costs associated with their booking such as bonds, key deposits and security call-outs.

DEFINITIONS

Fee waiver	The fee or charge may be reduced (including reduced to zero).
Organisation or group	A not-for-profit, incorporated association or community group that is based in the Hunters Hill local government area or has demonstrated links to communities in the municipality.
Not-for-profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run the organisation, or their friends or relatives).
Community benefit	A demonstrated community need in the Hunters Hill local government area, which aligns with Council's strategic priorities.

1. Principles

Council may assist the community via the reduction or waiving of non-statutory fees and charges associated with the hire of Council facilities including community centres, halls and reserves.

The reduction or waiving of these fees and charges is to assist organisations or groups to make a positive contribution to the quality of life for Hunters Hill residents through the provision of social services and community development activities, projects and programs.

2. Application requirements

All requests for a fee reduction or waiver must be made in writing and provide the following details:

- Applicant's name and contact details.
- What fees and charges are requested to be waived or reduced.
- The Council facility or service that the request relates to.
- A description of the activity/project/event.
- How the proposed activity/project/event will provide a local community benefit.
- Details as to why the booking should receive a fee waiver.

3. Assessment and approval process

All requests for a reduction or waiver of non-statutory fees and charges will be assessed in accordance with this Policy, and Council's annual schedule of Fees and Charges.

Following receipt of a properly made application:

- A Council Officer will review the request against the application requirements.
- The request will be assessed against pre-determined criteria.
- Criteria to be used at a minimum include:
 - Public or community benefit gained from the request;
 - Status of the applicant e.g. not-for-profit, schools, churches and societies;
 - Impact of the decision in setting precedent for others;
 - Ability for an applicant to raise funds.
- The approval delegation is as follows:
 - General Manager may approve a 30 per cent discount on hire fees (as per Council's annual schedule of Fees and Charges);
 - General Manager to determine whether fee waivers over and above 30 per cent discount on hire fees (as determined in Council's financial year annual Fees and Charges) should be referred to Council.
 - Council to determine fee waivers over and above 30 per cent discount on hire fees (as per Council's annual schedule of Fees and Charges)
 - The Director Community and Customer Service, Manager Digital and Customer Information or Manager Communications and Events may grant fee reductions or waivers of less than \$250 in value (for example to allow setting-up or packing-down for a facility hire, or for minor adjustments to approved fee waivers or reductions).

The amount of reduction granted (or complete waiver) will be determined on an individual request basis subject to the following conditions:

- a) where cleaning will need to take place outside of the standard hours allocated, a charge equivalent to the labour costs for cleaning will be applied; and
- b) bond (refundable subject to standard conditions) be applied in the usual manner.

Where a waiver is applied, the recipient may be required to acknowledge Council’s support in any marketing, promotional or other material or activities.

Any approval given by Council to reduce or waive a fee or charge does not imply Council’s endorsement of the applicant’s event or project or of the applicant’s philosophy or objectives.

Council reserves the right to reject any request, and to request further information in considering any application that it receives.

RELATED POLICIES/PROCEDURES

Hunter’s Hill Council annual schedule of Fees and Charges

POLICY AUTHORITY

General Manager

GETTING HELP

Please contact the General Manager for further guidance or assistance.

REVIEW

This policy to be reviewed once per term of Council.

Next review date is: July 2027

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: 24 July 2023

RESOLUTION NO: 139/23

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
24 July 2023	1.0	139/23	Adoption by Council	Jacqui Jones