Policy C10 – Waiver of Fees and Charges – Venue Bookings

1. Policy Intention

To provide clear guidelines for the equitable assessment of requests for the waiver of fees and charges relating to venue and facility bookings.

2. Policy

A procedure for the assessment of applications requesting a waiver of fees and charges ensures:

- transparency and accountability to the community;
- an equitable assessment of each application or request received; and
- a standard process for applicants to follow when requesting donations or waivers from Council.

All eligible waivers will be assessed at the discretion of Council or the Chief Executive Officer (CEO) (under delegated authority) as outlined within the Policy.

3. Reporting Procedures

A record of the decision relating to each request determined by the CEO shall be maintained as part of the Shire's Delegated Authority Register.

Information regarding waivers of fees and charges approved under delegated authority will be prepared and circulated to Council Members on a quarterly basis.

4. Implementation

4.1 Timeframe

Applications must be submitted on the official form and should be received with any other appropriate documentation no less than four weeks prior to the event or activity. The CEO has the discretion to consider varying this requirement under extenuating circumstances.

4.2 Criteria

The Shire of Murray (Shire) does not generally accept applications or requests to waive hire fees. Many organisations undertake fundraising activities as part of their business, or in support of other charities or not for profit organisations.

It is inappropriate for Council to support fee waivers for one organisation over another and therefore applications will not be considered solely due to fundraising.

Waivers will be considered where the application relates to a free community activity and at least one of the following criteria is met:

- the activity educates or strengthens communities or complements Council activities;
- the purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community;
- the purpose of the activity supports the development of infrastructure or services that can be considered the responsibility of Council;

- the application supports the activities of an incorporated club or group within the first 12 months of their operation; or
- extenuating circumstances exist.

4.3 Automatic Fee Waivers

Applications approved under this policy will have any associated special event fees waived.

Where financial support is provided through Shire of Murray grant funding schemes to a free community event an automatic fee waiver will be applied for the following fees:

- Venue hire costs;
- Special Event application fees including risk management plan assessment fees, where applicable.

4.4 Conditions

Where a waiver is applied, it is considered a donation and the organisation will acknowledge the Council's support through the use of logo and other promotional activities.

A waiver for an activity or event, is considered to be valid for only that activity and does not imply an automatic approval for future years. Each event will be considered each year in its own right.

4.5 Exclusions

Bonds will not be waived.

5. Determination Procedure

If an application for a donation or sponsorship does not meet the evaluation criteria but is assessed by Shire Administration as a case warranting further consideration, it will be forwarded to Council for determination.

Waiver Value	Determination Procedure
Applications up to and including the value of $1,000 from Shire of Murray based organisations or individuals	Determined by CEO under delegated authority
Applications over $1,000 from Shire of Murray based organisations and individuals	Council determination

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Policy Detail		
Responsible Directorate	Place, Community and Economic Development	
Responsible Department	Community and Library Services	
Responsible Officer	Manager Community and Library Services	
Next Policy Review / Schedule	2027 (3-yearly)	
Council Adoption	**Date / Resolution**	13 August 2015 (OCM15/198)
Amendment Record	**Date / Resolution**	22 February 2018 (OCM18/008)
		23 June 2022 (OCM22/070)
		23 May 2024 (OCM24/064)