



# **COMMUNITY VENUES FEE REDUCTION POLICY**

Adopted: 29 May 2019

TRIM: 001461.2019



## **1. LEGISLATIVE REQUIREMENTS**

*Local Government Act 1993, Section 356 - Can a council financially assist others?*

## **2. PURPOSE/OBJECTIVES**

Council owned facilities and resources are made available for hire including community centres, meeting rooms, event/function venues, parks, sports fields, and community buses. Council aims to make these facilities as accessible and affordable to as many members of the community as possible.

The Community Fee Reduction Program is developed to aid community groups and organisations delivering community support services, events, functions, meetings, and community gatherings by reducing the hiring costs of Council's facilities.

## **3. PRIORITIES**

This program will support organisations and individuals that:

- a) Facilitate inclusive support services to the community.
- b) Demonstrate they are meeting an identified community need as set out in Council's Community Strategic Plan and/or other relevant policies.
- c) Meet the priorities and eligibility requirements as listed in this policy.
- d) Hire Council's community centres, buses, meeting rooms, event/function venues, parks, and sports fields only.

## **4. PROGRAM ELIGIBILITY AND CONDITIONS**

To be eligible for the Community Fee Reduction Program applicants must be:

- a) Based in Liverpool and/or provide a service in the local government area;
- b) Incorporated and not-for-profit or under auspice of an incorporated organisation and not for profit organisation; and
- c) A non-funded community group or a registered charity or a local resident 18 years or older who is a permanent resident of Australia.

Applications will not be accepted for fee waivers or reductions for:

- a) Regular seasonal sporting activities carried out by sporting clubs or associations.
- b) Religious services or activities.
- c) Commercial, sole traders, and profit-making organisations.
- d) Fundraising events, however, these may be supported if they are considered of a high priority for the benefit of the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.
- e) Political parties.
- f) Schools and tertiary institutions.
- g) State or Federal government agencies and departments, excluding applications from NSW Police or Fire & Rescue NSW during emergency situations.
- h) Retrospective applications including any application for a refund of any fee or charge.
- i) To recover cost of utilities and services not limited to electricity, water, gas, waste and cleaning, or security bonds.

Applications will be assessed by each department responsible for the eligible facilities. Approval to reduce or waive Council fees does not imply Council's endorsement of the applicant's event or project or the applicant's philosophy or objectives.

## 5. FEE REDUCTION PROGRAMS

### 5.1 Community Venues

Initiatives and projects that contribute to one or more of the following outcomes will be considered:

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities;
- b) Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA; and
- c) Enhanced financial sustainability for local organisations or community groups with limited funding sources providing support services to the community.

#### 5.1.1 Available Funding

Applications can be submitted for fee reductions of up to \$7,000. Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations, community groups or individuals where Council considers the project or activity to be a high priority for the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website. Council has the discretion to provide a further reduction of the applicable fee to applicants where Council considers the project or activity to be a high priority and benefits the broader community.

All approved applications granted a fee reduction will be liable to pay costs associated with their bookings such as bonds, key deposits and security call outs.

#### 5.1.2 Program Timeframe

<b>Casual Bookings</b>	For one-off bookings such as functions or events. Fee reduction applications must be submitted 4 to 6 weeks prior to the function date for fee reductions assessment of \$2,000 or less in value. Applications are accepted all year round.
<b>Permanent Hirers and Licensed Tenants</b>	2-year Permanent Hirers or 3-year Licence Tenants who have entered into an agreement with Liverpool City Council. Applications must be submitted 6 to 8 weeks prior to agreed commencement date.

#### 5.1.3 Assessment criteria

To be considered for a fee reduction, applicants must clearly describe the proposed project and how it will meet the following criteria:

- Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation;
- The facility is booked prior to submission of fee reduction application;
- Application is received within program timeframe;
- Demonstrate the capacity to deliver the project or activity;

- Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan;
- The anticipated number of individuals that will participate in and benefit from the proposed project;
- Demonstrate Program/Project benefits to the broader community;
- Evidence of financial hardship; and
- Evidence of collaborations and partnership to maximise the use of existing community resources and to avoid duplication.

## **5.2 Park and Sporting Surfaces**

Initiatives and projects that contribute to one or more of the following outcomes:

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, sporting participation or skill development;
- b) Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA; and
- c) Enhanced financial sustainability for local organisations providing support services to the community.

### **5.2.2 Available Funding**

Applications can be submitted for reductions of up to 100% where Council considers the project or activity to be a high priority for the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website.

All approved applications granted a fee reduction will be liable to pay costs associated with their bookings such as bonds, key deposits and security call outs.

### **5.2.3 Program Timeframe**

Applications are accepted all year round. Applicants must allow 4 to 6 weeks for a fee reduction assessment prior to the function date for fee reductions assessment.

### **5.2.4 Assessment criteria**

To be considered for a fee reduction, applicants must clearly describe the proposed project and how it will meet the following criteria:

- Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation;
- The facility is booked prior to submission of fee reduction application;
- Application is received within program timeframe;
- Demonstrate the capacity to deliver the project or activity;
- Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan;
- The anticipated number of individuals that will participate in and benefit from the proposed project; and
- Demonstrate Program/Project benefits to the broader community.

### **5.3 Casula Powerhouse Arts Centre Venues**

Initiatives and projects can contribute to one or more of the following outcomes:

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities;
- b) Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA; and
- c) Enhanced financial sustainability for local organisations with limited funding sources providing support services to the community.

#### **5.3.1 Available Funding**

Applications can be submitted for reductions between 20%-80% for venue hire fees only. Staffing costs must be paid as quoted. Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations, community groups or individuals where Council considers the project or activity to be a high priority for the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.

Applications will only be accepted if a valid booking or tentative hold has been made with Casula Powerhouse Arts Centre.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website. Council has the discretion to provide a further reduction of the applicable fee to applicants where Council considers the project or activity to be a high priority and benefits the broader community.

#### **5.3.2 Program Timeframe**

Applications are accepted all year round.

#### **5.3.3 Assessment criteria**

To be considered for a fee reduction, applicants should clearly describe the proposed project and how it will meet the following criteria:

- Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation;
- The facility is booked prior to submission of fee reduction application;
- Application is received within program timeframe;
- Demonstrate the capacity to deliver the project or activity;
- Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan;
- The anticipated number of individuals that will participate in and benefit from the proposed project;
- Demonstrate Program/Project benefits to the broader community;
- Demonstrate community engagement with one or more cultural communities, especially within an arts and cultural framework;
- Link to outcomes related to arts and culture, including, but not limited to: performance, visual arts, community events, cultural events or educational events;

- Evidence of financial hardship; and
- Evidence of collaborations and partnership to maximise the use of existing community resources and to avoid duplication.

## **5.4 Liverpool Library Meeting Rooms**

Initiatives and projects that contribute to one or more of the following outcomes:

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities;
- b) Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA; and
- c) Enhanced financial sustainability for local organisations with limited funding sources providing support services to the community.

### **5.4.1 Available Funding**

Applications can be made by nonprofit organisations for a graded fee reduction. For organisations within the Liverpool LGA a reduction of up to 75% is available and for organisations from outside the LGA a reduction of up to 50% is available. Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations or community groups when Council considers the activity is of high value to the community. Use of room facilities is included in the room fees.

Applications are accepted following a booking of the rooms. All other fees including bonds, early access or late closing fees remain unaltered.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website.

### **5.4.2 Program Timeframe**

Applications are accepted all year.

### **5.4.3 Assessment criteria**

To be considered for a fee reduction, applicants should clearly describe the proposed project and how it will meet the following criteria:

- Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation;
- The facility is booked prior to submission of fee reduction application;
- Application is received within program timeframe;
- Demonstrate the capacity to deliver the project or activity;
- Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan;
- The anticipated number of individuals that will participate in and benefit from the proposed project;
- Demonstrate Program/Project benefits to the broader community;
- Evidence of financial hardship; and
- Evidence of collaborations and partnership to maximise the use of existing community resources and to avoid duplication.

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

29 May 2019

**DEPARTMENT RESPONSIBLE**

City Community and Culture

**REVIEW DATE**

The policy will be reviewed by Council every two years.

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	29 May 2019	

**THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH**

City Community and Culture

Corporate Services (Governance, Legal and Procurement)

**REFERENCES**

Australian Institute of Grants Management: Grant making Manifesto (2011)

Liverpool City Council: Council's Community Strategic Plan

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Social Justice Policy and Ethical Governance, Conflicts of Interest Policy