



Community Venue Hire Grants and Fee Scale Policy

V4



Title	Community Venue Hire, Grants and Fee Scale Policy
Summary	The Policy outlines integrated, transparent and equitable processes to govern the allocation of grants and fee scales for indoor venues, parks, and residents' neighbourhood street parties.
Document Type	Policy
Relevant Strategic Plan Objective	<ul style="list-style-type: none"> • Strategic Direction 1: An ecologically sustainable Inner West • Strategic Direction 2: Liveable, connected neighbourhoods and transport • Strategic Direction 3: Creative communities and strong economy • Strategic Direction 4: <i>Healthy, resilient, and caring communities</i> • Strategic Direction 5: Progressive, responsive, and effective civic leadership
Legislative Reference	<ul style="list-style-type: none"> • Local Government Act 1993
Related Council Documents	<ul style="list-style-type: none"> • <i>Our Inner West 2036</i> Community Strategic Plan • Events in Parks Policy • Fees and Charges Schedule 2019/2020 • Grants and Fee Scale Policy 2018 • Grants Program Guidelines 2020 • 2012 Grants and Community Resourcing Policy, former Leichhardt Council Inner West Council Annual Grant Program Guidelines 2023.
Version Control	See last page

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1 Purpose

The purpose of this policy is to provide clarity regarding the ways Council can assist others, through grants, fee waivers and other resources such as Council venues, to deliver projects and activities which contribute to achieving the community strategic vision. The policy will guide the allocation of community resources and replace the version adopted in 2018.

The policy aims to deliver a consistent, overarching framework for the provision of financial and other assistance across the Inner West Council area, while ensuring good governance and accountability. The policy seeks to align Council's investment in the community with Council's Community Strategic Plan.

2 Objective

The policy aims to deliver a consistent, overarching framework for the provision of financial and other assistance across the Inner West Council (IWC) area, while ensuring good governance and accountability. The policy seeks to align Council's investment in the community with the Community Strategic Plan (CSP).

3 Scope

3.1 In scope

This policy applies to two major areas of Council support for community initiatives:

- **Inner West Council Grants Program:** a suite of project-based grants including community wellbeing, arts and culture, community history and heritage, environment, and recreation grants.
- **Scaled fee structures:** applicable to the hire of Council facilities and other resources listed in this policy

3.2 Out of Scope

Reduced or waived fees and charges for the following are not supported by Council or are out of scope for scaled fee structures under this policy:

- Aquatic Centres
- Banner erection, flags, and temporary signage
- Leases of Council properties and facilities
- Recurrent funding allocated for organisations in return for significant public benefits relating to community wellbeing and cultural development
- Road closure and occupation other than for existing approvals and resident street parties
- Seasonal bookings for recreation facilities and sporting grounds

- Waste and recycling services provided to the community for events in parks, at schools, street festivals and events.

4 Definitions

In the Community Venue Hire, Grants and Fee Scale Policy, the following terms have the following meanings:

Term	Definition
Not for profit group	Organisation whose primary objective is something other than generation of profit, and which does not distribute any profit to the organisation's members.
Incorporated not for profit group	Being incorporated means the group has a legal identity of its own, separate, and distinct from the individuals who make up the group. Incorporation is obtained through application to the NSW Department of Fair Trading.
Auspice	An auspice is an agreement where one organisation agrees to apply for funding on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation receives, holds and administers the funding for the applicant.
Health care card	Issued by Australian Government, Department of Human Services to anyone not eligible for a Pensioner Concession Card, but who are receiving other Commonwealth government allowances and payments such as Partner Allowance; Sickness Allowance; Widow Allowance; Newstart Allowance; Youth Allowance (job seeker); Mobility Allowance and others.
Social justice	<p>Social justice encompasses equity, participation, access, and rights.</p> <p>Equity: there should be fairness in decision making, and prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.</p> <p>Access: all people should have fair access to services, resources and opportunities to improve their quality of life</p>

	<p>Participation: everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.</p> <p>Rights: equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.</p>
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5 Statement

Council will be guided by the Grants and Fee Scale Policy in the allocation of grants, and in determining the category of fees charged for use of community venues and town halls.

6 Policy

6.1 Context

Council recognises that it cannot do everything on its own and that the best ideas to support and inspire communities come from within communities themselves. Council also recognises that innovation and best practice come from supporting new and emerging ideas. Investing in the community's ingenuity, strengths, and capabilities provides expanded opportunities for community and cultural development; promotion of wellbeing, social inclusion, and environmental improvement. Council's grants and scaled fee structures support community groups to help deliver the Community Strategic Plan.

The *Local Government Act* 1993 provides the legislative context for Council's Community Venue Hire, Grants and Fee Scale Policy. Section 356 (1) of the Act allows Councils to grant financial assistance to persons for the purpose of exercising its functions (with specific requirements for public notice in some circumstances where private gain is a factor); and Section 610 E allows Councils to waive or reduce fees if it is satisfied that there is a category of hardship or any other category Council determines warrants waived or reduced fees. Section 428 of the Act requires Council to report on the contribution scaled fees make to Council achieving its annual delivery plan.

6.2 Guiding principles

The following principles underpin the Community Venue Hire, Grants and Fee Scale Policy:

- Consistency: Consistent processes governing applications for grants, and applications to book venues



- Transparency: Clear eligibility criteria and decision-making
- Social justice: Allocating and pricing community resources in order to promote social inclusion, and address *disadvantage*, equity, access, participation and rights.

6.3 Strategic Reference

The Community Venue Hire, Grants and Fee Scale Policy is designed to ensure the allocation of resources aligns with Council's community strategic directions, in particular:

- An ecologically sustainable Inner West
- Liveable, connected neighbourhoods and transport
- Creative communities and strong economy
- Healthy, resilient and caring communities
- Progressive, responsive and effective civic leadership

6.4 Inner West Council Grants Program

The Inner West Council Grants Program provides financial assistance to groups and individuals to enable them to deliver programs and services that are consistent with Council's strategic directions.

Applicants address grant assessment criteria published annually in the Annual [Grants Program Guidelines](#). Grants are available in the following grant streams:

- **Arts:** Support projects and initiatives that provide opportunities for creative participation and the celebration of local history; enhance creativity and connection to place in the public sphere; develop skills; and strengthen the sustainability and capacity of the Inner West Council's cultural and creative industries.
- **Community History:** Support research and projects and interpret the Inner West's historically significant activities, places and people with a view to building the Library's physical and digital collections
- **Community Wellbeing:** Provide financial and in-kind assistance to not-for-profit community-based organisations or community groups auspiced by an organisation, for sustainable local projects which address local issues; promote social justice; enhance wellbeing; foster inclusion and encourage social connection.
- **Environment:** Support projects which strengthen the capacity of local groups to benefit the environment and community through projects focused on environmental improvement, sustainability education, awareness-raising and the promotion of sustainable living as a way of life.

- **Recreation:** Provide financial support to community sporting and recreation groups and non-government community recreation organisations that offer recreation programs and services to residents in the Inner West
- **Multicultural:** Provides financial support projects that contribute to wellbeing and resilience for multicultural communities in local communities across the Inner West
- **Quick response:** Supports local organisations or community groups *to establish, develop or expand community wellbeing activities with materials or resources.*

6.5 Scaled fee structure

The provision of quality indoor venues and parks requires significant and on-going maintenance and capital expenditure by Council. Council provides scaled fee structures for the hire of indoor venues, parks, and street closure and occupation for resident street parties in keeping with legislative requirements under Section 8B of the *Local Government Act 1993* which relate to Council's obligations to have effective financial and asset management.

Scaled fee structures aim to strike a balance between the need to charge fees to help offset operational costs of assets, and ensuring these resources remain accessible to the community. [Council fees and charges](#) are documented in the annual schedule, including any fees applied for damage bonds, key deposits, supply of waste and recycling receptacles and removal of waste, and energy usage.

Fee categories comprise:

- Category 1: 100% fee waived
- Category 2: 50% of fee
- Category 3: Full fee.

In making scaled fee decisions, Council considers these categories:

- The nature of the group applying for venue use
- The nature of the activity for residents.

Any individual, organisation or group that receives a 50% or 100% fee subsidy must include the Inner West Council logo on relevant marketing material to demonstrate Council's support. The logo will be supplied at the time the fee waiver is granted.

The process for making scaled fee decisions is at Appendix One.

Scaled fee access to the following facilities and services may be sought on the Application Form:

- Indoor venues
- Parks

- Application and processing of applications for local road closure and occupancy for street parties by residents.

6.6 Policy Implementation

6.6.1 Grants

The [Guidelines](#) for the grant streams, including program aims; selection and eligibility criteria; and reporting requirements provide support in the development of grant proposals; and the process for evaluation and determination of proposals; for monitoring and evaluating grant results; and for continually improving guidelines and processes.

6.6.2 Scaled Fee Structure

A group or individual seeking access to a scaled fee under this policy may apply on the Council website and Schedule of Scaled fees. Applicants may seek a review of any fee determination, on written request to the Director, Corporate.

6.7 Evaluation

Council will monitor and evaluate the effectiveness of this policy through:

- Regular reviews and updates of the policy every 4 years to coincide with the Community Strategic Plan review cycle.
- Annual updates of Council guidelines and processes.

7 Responsibilities

Director Corporate.

8 Breaches of this Policy

Breaches of this policy may result in an investigation of the alleged breach in line with relevant Council policies including the Model Code of Conduct.

Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant external agency.

9 Administrative Changes

From time-to-time circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made including branding, Council Officer titles

or department changes and legislative name or title changes which are considered minor in nature and not required to be formally endorsed.

10 Version Control – Policy History

This policy will be formally reviewed every four years from the date of adoption or as required.

Governance use only:

Document	Community Venue Hire, Grants and Fee Scale Policy	<i>Uncontrolled Copy When Printed</i>	
Custodian	Strategic Investments and Property Manager	Version #	Version 4
Approved By	Council	ECM Document #	33776613
Next Review Date	April 2028		

Amended by	Changes made	Date
Community	New IWC Policy replacing pre-merged versions	21 August 2018
City Living	This policy replaces the 2018 policy, policy fragments from other areas of Council, and the 2012 <i>Grants and Community Resourcing Policy</i> of the former Leichhardt Council	3 March 2020
Library and Community Venues	This policy updates the November 2022 Draft policy which reflects the access for Local Not Profit Groups, the increased attendance fee threshold, the requirement for the organisations receiving support to include Council's logo and updated information regarding the Grant categories as at March 2023	11 April 2023
Strategic Investments and Property	Table 1: Schedule of Scaled Fees and Categories of Organisation be amended to include all creative individuals or groups requesting use of Town Halls or their associated spaces in the 100% scaled fee waiver category, where the activity or event to be held is not primarily a fundraising event.	9 April 2024

11 Appendix 1: Guidelines for determining scaled fee

Introduction

Council provides a scaled fee structure for hire of indoor venues, parks, and street closure and occupation for resident street parties.

The policy regarding scaled fees for community resources is underpinned by the need for them to be affordable and accessible for not-for-profit groups. Categories such as access and affordability for local residents; the health and wellbeing benefits of the activity; the necessity of Council support to enable activities to proceed; and the extent to which the activity aligns with Council's strategic priorities are therefore reflected in the scaled fee structure.

Fee scales

The Community Strategic Plan *Our Inner West 2036* identifies five Strategic Directions, including:

- *An ecologically sustainable Inner West*
- *Liveable, connected neighbourhoods and transport*
- *Creative communities and strong economy*
- *Healthy, resilient and caring communities*
- *Progressive, responsive and effective civic leadership*

How to apply

Council accepts scaled fee applications on the Application Form. Applicants will need to demonstrate their organisational status, provide estimates of the number of participants living in the Inner West Council area, estimate the number of participants with concession entitlements and describe the health and wellbeing benefits of the activity being provided.

Applicants will be required to identify the scaled fee category they believe they are eligible for and provide evidence to support that categorisation.

Assessment process

An assessment panel comprising specialist staff will assess the applications and determine fee categories based on the information provided and the categories outlined in Table 1 (below); and reference to the Community Strategic Plan.

Applications for scaled fees will be determined by the Chief Executive Officer's delegate.

Review process

Any applicant who believes that an incorrect category has been applied to their application may write to the Director, Corporate to seek a review. The requested review must include the following:

- Current financial statement, including all revenue and operating costs of the group
- Fees charged per participant
- Number of participants at the activity
- % of participants who are residents of IWC
- % of participants on low incomes (health care card holders)
- Analysis of ability of the activity to be held at one of IWC's lower cost venues.
- Benefits to IWC residents and the community need being addressed.

Further Information

Council's website and application form will provide the contact details of staff who can assist with any queries regarding fee categories, as well as other information including conditions of hire community venues and town halls, recreation facilities and parks, and street closure and occupation for resident street parties.

Table 1: Schedule of Scaled Fees and Categories of Organisation				
Scaled Fee		Organisation	Activity	Examples
1	100%	<ul style="list-style-type: none"> • Incorporated local and non-local not for profit organisation • Unincorporated local not for profit group • Parents and Citizens and Parents and Friends Associations from schools in the Inner West Council local government area • Creative individuals or groups involved 	<ul style="list-style-type: none"> • Services that enable achievement of specific Community Strategic Plan objective for residents • Where there is evidence that payment of a fee for venue use will prevent the activity from occurring • Where an event or activities for a local not for profit organisation and community 	<ul style="list-style-type: none"> • Alcoholics Anonymous and other mutual support fellowships in the twelve-step tradition • Local NFP meetings and events that are not primarily for fundraising • Cultural and arts performance organisations or individuals that draw a local ticket purchasing audience • Local meetings of registered political organisations • Local youth band rehearsals • Men's groups

		<p>in creative activities wishing to hire Town Halls or their associated spaces.</p>	<p>is not primarily a fundraising event; noting that a small or gold coin donation to cover ancillary costs does not constitute a “fundraising event”.</p> <p>Where an event or activities by a creative individual or group in a town hall or associated space is not primarily a fundraising event; noting that a small or gold coin donation to cover ancillary costs does not constitute a “fundraising event”.</p>	<ul style="list-style-type: none"> • P&C/P&F fundraiser • Play groups • Seniors and cultural social support • Women’s groups
2	50%	<ul style="list-style-type: none"> • Incorporated NFP organisation • Unincorporated local NFP group • Sole traders with public liability insurance 	<ul style="list-style-type: none"> • Services that enable achievement of specific Community Strategic Plan objective for residents • Groups that charge an attendance fee of \$5 or more (for participation in the event) 	<ul style="list-style-type: none"> • Dance groups • Painting classes • Yoga for cancer patients • U3A • Charity event with over 50% beneficiaries being residents.

			<ul style="list-style-type: none"> Offering community focused activities, and discounted access to health care card holders 	
		<ul style="list-style-type: none"> Religious institutions (ATO defined) 	<ul style="list-style-type: none"> Religious services 	<ul style="list-style-type: none"> Religious services and other forms of worship or religious study
3	Full fee	<ul style="list-style-type: none"> Private individuals Commercial organisations, businesses, sole traders Registered political parties, or activities that are related to electoral campaigning Regular, organised sporting activities/events Schools, TAFE, tertiary institutions, school Parents and Friends/Citizens (where acting on behalf of a school) State or federal government agencies /departments. Activities where Inner West 	<ul style="list-style-type: none"> Private events by invitation only (e.g. weddings, celebrations) Activities designed for benefit of the business sector Activities that are for the benefit of a private individual or organisation that are not open to Inner West residents Community activities designed to cater for residents of other Council areas Activities/events carried out by sporting clubs, sporting groups or associations. 	<ul style="list-style-type: none"> For-profit conferences or events Political party rallies or overt party political activities such as campaign launches or policy announcements Large scale sporting events Events by other levels of government with a relatively greater capacity to pay.

INNER WEST

		Council residents comprise less than 50% of participants.		
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