



Policy Name	Waiving of Hire Fees for Council Facilities and Portable Assets	
Publication Date:	19/05/2022	
Classification:	Organisational Policy	
Categorisation:	Community Well-being	
Review Frequency:	3 years	
Review Date:	18/05/2025	
Responsible Officer:	Chief Operations Officer	
Version (Revision Number):	1.0	

1. PURPOSE

This policy addresses the circumstances in which hire fees for West Arnhem Regional Council facilities and portable assets may be waived.

2. SCOPE

This policy applies to Council owned or operated facilities and portable assets.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Council Facility means any building or open space owned or operated by West Arnhem Regional Council including community halls, council chambers, parks and ovals, and sport and recreation facilities.

Portable Assets means those items listed as portable assets in the Fees and Charges schedule.

4. POLICY STATEMENT

Reasons for Waiving of Hire Fees

Council may provide a reduced fee, or free use of Council-owned facilities and portable assets to community-based and non-profit organisations, teams, or individuals where:

- The community or organisation has significant local membership;
- The team has members residing in, working in, or has a definite connection to the community;
- The individual resides in, works in, or has a definite connection to the area; and
- The project/event will deliver tangible benefits (i.e., financial, social) to residents of the community.

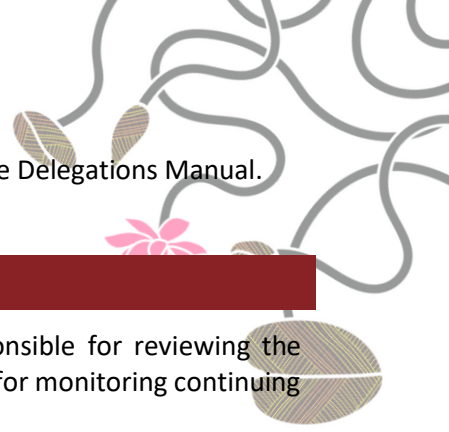
A Bond must be paid regardless of any concessions or fee waivers that may be granted.

Approval of Waiving of Hire Fees

Approval for waiver of hire fees for Portable Assets can only be approved by the CEO.



Approval for waiver of hire fees for Council Facilities must be in accordance with the Delegations Manual.



5. Responsibilities

The Chief Operations Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Chief Operations Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

West Arnhem Regional Council By-Laws

Policy documents

Delegations Manual

Schedule of Fees and Charges

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Application for the Hire of Council Facilities and Portable Assets Form

West Arnhem Regional Council Community Hall Hire Agreement

