



4. COMMUNITY LIAISON

Policy 4.4

Request for Financial Assistance by Waiving of Fees for Council
Facilities

Version 4

4. COMMUNITY LIAISON

4.4 REQUEST FOR FINANCIAL ASSISTANCE BY WAIVING OF FEES FOR COUNCIL FACILITIES

OBJECTIVE:

To provide a means by which community groups conducting events and activities within the Lithgow City Council area may seek Council assistance, through the waiving of fees for Council facilities, outside of the normal time frame for the management of Council's Annual Financial Assistance Program.

ELIGIBILITY:

Eligibility will be limited to small community based organisations operating for the direct benefit of the local community. Eligibility will not extend to major fund raising bodies, with a parent body located outside the Council area.

POLICY:

1. That Council allocate an amount in each financial year budget (from the Financial Assistance allocation) for the General Manager to waive fees for the use of Council owned facilities
2. Waiving of fees will not apply to requests from individuals;
3. Waiving of fees will not apply to educational institutions, except in the following circumstances:
 - Regional Representative Sport – where a team comprising players representing Western Regional Academy of Sport hires a sporting field to play sport against another region, such as Riverina, Far West, Sydney, North Coast or Newcastle, OR where a local school hires a sporting field to play against another school in a State Competition at quarter final level or higher; and
 - Where a school actively contributes to the maintenance of a Council owned recreational facility.
4. Waiving of fees will apply to fees charged by Council for the following:
 - Council owned facilities, such as venues, playing fields and park areas, swimming pools. **NOTE: COUNCIL CANNOT GUARANTEE EXCLUSIVE USE OF PARKS AND SWIMMING POOLS**
 - Fees for the hanging of street banners
 - Photocopying for groups which are not Section 355 Committees
 - Other fees at the discretion of the General Manager
5. Council may provide financial assistance towards the cost of hiring the Civic Ballroom and/or Tony Luchetti Showground for major events that demonstrate an economic and social benefit to Lithgow. Financial Assistance up to a maximum of \$2,500 per event may be provided and will only be provided once to each applicant. Organisations already receiving financial assistance for major events at these venues will not be eligible for additional assistance. Applications

must be submitted in writing at least 3 months prior to the event for consideration by a meeting of Council.

6. All requests for the waiving of fees should be lodged in writing at least one month prior to the date of the event taking place.
7. Groups and organisations may apply more than once per financial year for fees to be waived, however a maximum of \$500.00 shall be applied to requests from individual organisations in each financial year
8. Community Groups which submit requests for fees to be waived will still be eligible to apply for funding under Council's Annual Financial Assistance Program, for other aspects of the same project for which fees may have already been waived.
9. The General Manager of Lithgow City Council will have the delegated authority to approve the waiving of fees, as requests are received.
10. Approvals given by the General Manager for waiving of Council fees will be reported to Council twice annually, as part of the Annual Financial Assistance Program.
11. Unexpended funds in the amount reserved annually for the waiving of fees, at the end of each year, may be carried forward as an internally restricted asset to the following year for the same purpose.

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