



Brighton Council

POLICY NAME: COUNCIL BUILDINGS - HIRE FEES / WAIVER REQUESTS

POLICY No: 8.2

PURPOSE:

Council recognises the valuable contribution that community groups, clubs and organisations play in helping to make Brighton a thriving community.

The purpose of this policy is to provide a consistent and transparent framework for the consideration and approval of venue and asset hire fee waivers or discounts for community groups.

SCOPE:

This policy applies to all Council owned facilities, venues and hireable assets.

POLICY:

Hire fees are set through Council's adopted Fees & Charges. Waivers or discounts will only be applied where there is a demonstrated community benefit or alignment with Council's strategic objectives.

- Junior organisations from within the municipality i.e. Playgroup, Scouts, Guides that contribute to the health and wellbeing of the community is not charged for the use of Council's public buildings.
- Other groups that contribute to the health and wellbeing of the community i.e. martial arts, exercise groups etc be charged 50% of the normal hire fee.
- Organisations or groups who are fundraising or are a charity be charged 50% of the normal hire fee.
- Not-for-profit organisations or Service Providers within the municipality be charged 50% of the normal hire fee if they demonstrate that the hire of the building is to be used for the benefit of our residents i.e. encouraging community participation e.g. training course, workshop / forum.
- The General Manager or his delegate retains the right to determine what is to be classified as contributing to the health and wellbeing of the community.

Delegation of Authority

To support efficient administration of these requests, the following delegations apply:

- **Chief Executive Officer (CEO):** the CEO may approve full or partial hire fee waivers for venue and asset hire up to the value of \$1000.00.
- The CEO may sub-delegate authority to relevant Directors or Managers for routine, low-value or minor waiver requests up to the value of \$500.00.

- Delegated officers must act in accordance with this policy and must declare any actual or perceived conflict of interest in accordance with Council's Code of Conduct and the *Local Government Act 1993*.
- Matters that are outside delegation thresholds or considered high value, precedent setting or contentious must be referred to Council for determination.

Assessment Criteria

Requests for waivers will be **assessed** against the following criteria:

- Demonstrated community benefit or public value.
- Alignment with Council strategies, plans or priorities.
- Nature of the organisation (e.g not-for-profit, community group).
- Financial capacity of the applicant.
- Frequency of requests or prior support provided.
- Equity and consistency with similar decisions.

Limitations

Fee waivers **do not** apply when:

- Commercial or private benefit is the primary purpose of the hire without any community benefit.
- It is for a political, campaign or advocacy event.
- It is for activities that are considered inconsistent with Council values or policies.
- External costs must be recovered – e.g security, cleaning, staffing. The fee waiver applies to the hire fee only and does not extend to direct or indirect costs incurred by Council.

Operational Requirements

The delegated officer **must** carry out these actions concerning any fee waiver requests:

- Consult with the Facilities Coordinator to confirm venue or asset availability and ensure the proposed hire does not conflict with existing bookings or operational requirements.
- Ensure that all approved fee waivers are sent to the Director, Corporate Services for recording details to be included in Council's Annual Report as a donation in accordance with section 77 of the *Local Government Act 1993*.
- Provide documentation, including the original request and rationale for approval or refusal and file in Council's records management system.
- Ensure that all fee waiver decisions are consistent, transparent, equitable, and financially responsible, having regard to Council's adopted Fees and Charges, strategic priorities, and legislative obligations.

ADMINISTRATIVE DETAILS:

Adopted by Council: 21/06/2011; 21/07/2026

Reviewed: June 2026

To be reviewed: June 2030