

<b>POLICY:-</b>	
Policy Title:	Subsidised Use of Council Venues Policy
File Reference:	F10/618-015
Date Policy was adopted by Council initially:	25 May 2006
Resolution Number:	122/06
Other Review Dates:	20 September 2012, 16 July 2015 and 15 August 2019
Resolution Number:	308/12, 185/15 and 211/19
Current Policy adopted by Council:	20 March 2025
Resolution Number:	38/25
Next Policy Review Date:	2028

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

## **OBJECTIVE**

To provide a means by which community, charity and cultural organisations and groups conducting events and activities within the Upper Lachlan Shire Council area may seek Council assistance, through the waiving of fees for the use of Council buildings and facilities, outside of the normal timeframe for the management of Council's annual Section 356 Contributions and Donations 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.

Organisations and groups must be not-for-profit and be based within the Upper Lachlan Shire Council local government area.

## **POLICY**

1. Waiving of fees will apply to fees charged by Council and/or the Hall Management Committees for the use of the public hall and other venues that are owned, and/or controlled, and operated facilities by Upper Lachlan Shire Council and/or a Section 355 Committee of Council.
2. Waiving of fees may not apply to requests from individual persons or businesses.
3. All requests for the waiving of fees must be lodged on the appropriate application form at least one month prior to the date of the event taking place.
4. Community groups and other organisations would be eligible for only one fee waiver per financial year, which is equivalent to the nominal venue hire fee in Council's Operational Plan Fees and Charges Schedule.
5. In assessing applications for waiver of fees, consideration will be given to the following:-
  - Financial need for the subsidy and relationship to the viability of the event;
  - Contribution to the community and whether the work is in the public interest; and
  - Demonstration that no alternative funding sources are available.
6. Where an application requests assistance to support an activity wherein the proceeds will go to a charity, acknowledgment by the named charity shall be included in the application form.
7. All subsidies are made on a one-off basis with no guarantees for on-going Council financial assistance in future years.

8. If approval is granted applicants must acknowledge Council's support in publicity for the event.
9. All applications are subject to payment of a Security Deposit/Bond, as set by Upper Lachlan Shire Council's Operational Plan Fees and Charges, no later than 21 days prior to the function. This payment is insurance against damage to the hall and cleaning expenses for the facilities.
10. The Chief Executive Officer of Upper Lachlan Shire Council will have the delegated authority to approve the waiving of fees, as and when applications are received.
11. In exceptional circumstances, the Chief Executive Officer may exercise their discretion to waive any or all the requirements listed in this policy.
12. Approvals given by the Chief Executive Officer for waiving of hire fees will be reported at the end of the financial year in Council's Annual Report.

Council greatly values the contribution of the fundraising by charities, social groups and community groups and the contribution and role they play in the Shire community.

## **RELEVANT LEGISLATION AND COUNCIL POLICIES**

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- State Records Act 1998;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Council Operational Plan;
- Council Annual Report;
- Council Section 356 Financial Assistance Policy;
- Council Section 355 Committee Policy;
- Council Procurement Policy;
- Council Government Information (Public Access) Policy;
- Council Privacy Policy; and
- Council Records Management Policy.

## **VARIATION**

Council reserves the right to vary or revoke this policy.



**UPPER LACHLAN SHIRE COUNCIL  
APPLICATION FOR SUBSIDISED USE OF COUNCIL VENUES**

**Subsidy applications for use of the public hall facilities must be lodged at least 30 days before the commencement of the event.**

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Please indicate which venue you are using:

☐ Public Hall      ☐ Public Hall Facilities      ☐ Other (e.g. Art Gallery, Museum)

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**1. PUBLIC MEETING / PROJECT INFORMATION**

Title: .....  
Date/s to be held: .....

Brief description:

.....  
.....  
.....

Name of Organisation:

.....

Contact Person:

.....

Telephone:

(Business).....(Private/Mobile).....

Address: .....

.....  
.....

**2. CRITERIA**

Is your organisation –

Non – profit?..... YES/NO

Registered for GST? ..... YES/NO

(If yes, reciprocal tax invoices will need to be exchanged for the value of the subsidy).

Set up to service the residents of the Upper Lachlan Shire Local Government

Area?...YES/NO

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**3. GUIDELINES**

Is your application –

being submitted 30 days before the event?..... YES/NO

The only one from your organisation for venue subsidy this financial year?..

YES/NO

Able to show how you contribute to the community/public interest?.....

YES/NO

If so, how?.....

Nominating that you are helping a charity?.....

YES/NO

If yes, who are they?.....

Do they support/acknowledge your assistance (attach letter)?.....

YES/NO

Do you anticipate raising more money than the subsidy amount?.....

YES/NO

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**4. FINANCIAL SUPPORT** (Established groups – attach an audited financial statement/balance sheet)

Does your organisation need financial support?.....

YES/NO

Why?.....

Has your organisation had previous ULSC financial support for this event? .....

YES/NO

If so, how did you acknowledge this (attach evidence)?.....

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**5. VENUE**

Why did you choose this venue (e.g. was it to meet a specific need)?.....

You MUST attach an event sheet (proof of booking) from the venue, have you?

YES/NO

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**6. CHECK LIST –** Please ensure you have attached the following information if these are relevant.

- ☐ Event Sheet (proof of booking)
- ☐ Letter of support from charity (if applicable)

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DO NOT DETACH – PLEASE COMPLETE THIS SECTION

This will be returned as acknowledgment of your application.

Please print your name and address clearly in the box below:-

Name:

Address:

Suburb: