



## 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 three Strategic Directions, including:

- Unique, liveable, networked neighbourhoods
- Creative communities and a strong economy
- Caring, happy, healthy communities.

### How to apply

Council accepts scaled fee applications on the Application Form. Applicants will need to demonstrate their organisational status, provide estimates of number of the number of participants living in the Inner West Council area, estimate the number of 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 fee 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, City Living 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	<b>100%</b>	<ul style="list-style-type: none"> <li>Incorporated not for profit organisation</li> <li>Unincorporated local not for profit group</li> <li>Parents and Citizens and Parents and Friends Associations from schools in the Inner West Council local government area</li> </ul>	<ul style="list-style-type: none"> <li>Services that enables achievement of specific Community Strategic Plan objective for residents</li> <li>Where there is evidence that payment of a fee for venue use will prevent the activity from occurring</li> </ul>	<ul style="list-style-type: none"> <li>Alcoholics Anonymous and other mutual support fellowships in the twelve-step tradition</li> <li>Cultural and arts performance organisations that draw a local ticket purchasing audience</li> <li>Local meetings of registered political organisations</li> <li>Local youth band rehearsals</li> <li>Men's groups</li> <li>P&amp;C/P&amp;F fundraiser</li> <li>Play groups</li> <li>Seniors and cultural social support</li> <li>Women's groups</li> </ul>
2	<b>50%</b>	<ul style="list-style-type: none"> <li>Incorporated NFP organisation</li> <li>Unincorporated local NFP group</li> <li>Sole traders with public liability insurance</li> </ul>	<ul style="list-style-type: none"> <li>Services that enables achievement of specific Community Strategic Plan objective for residents</li> <li>Groups that charge a fee of \$2 or more for participation in the event, or for membership</li> <li>Offering community focused activities, and discounted access to health care card holders</li> </ul>	<ul style="list-style-type: none"> <li>Dance groups</li> <li>Painting classes</li> <li>Yoga for cancer patients</li> <li>U3A</li> <li>Charity event with over 50% beneficiaries being residents.</li> </ul>
		<ul style="list-style-type: none"> <li>Religious institutions (ATO defined)</li> </ul>	<ul style="list-style-type: none"> <li>Religious services</li> </ul>	<ul style="list-style-type: none"> <li>Religious services and other forms of worship or religious study</li> </ul>

3	<b>Full fee</b>	<ul style="list-style-type: none"> <li>• Private individuals</li> <li>• Commercial organisations, businesses, sole traders</li> <li>• Political parties, or activities that are overtly political in nature</li> <li>• Regular, organised sporting activities/events</li> <li>• Schools, TAFE, tertiary institutions, school Parents and Friends/Citizens (where acting on behalf of a school)</li> <li>• State or federal government agencies /departments.</li> <li>• Activities where Inner West Council residents comprise less than 50% of participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Private events by invitation only (e.g. weddings, celebrations)</li> <li>• Activities designed for benefit of the business sector</li> <li>• Activities that are for the benefit of a private individual or organisation that are not open to Inner West residents</li> <li>• Community activities designed to cater for residents of other Council areas</li> <li>• Activities/events carried out by sporting clubs, sporting groups or associations.</li> </ul>	<ul style="list-style-type: none"> <li>• For-profit conferences or events</li> <li>• Political rallies or overtly political public events</li> <li>• Large scale sporting events</li> <li>• Events by other levels of government with a relatively greater capacity to pay.</li> </ul>
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