

A13 FEES & CHARGES – DISCOUNTS & WAIVERS

Administration

PREAMBLE: The Shire of Kulin may apply discounts or waivers to adopted fees and charges in appropriate circumstances to support community activities or respond to issues relating to service delivery.

OBJECTIVE: To provide a consistent and transparent framework for the application of discounts and waivers to Shire fees and charges without written request for discount to the full Council.

PRACTICE: In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides. Fees and charges can be imposed or amended during the year, but only by an absolute majority decision of Council.

General Discounts

The CEO may;

- offer up to a 30% reduction of the hire fee or charge without reference to Council;

The following officers:

- Executive Manager of Financial Services,
- Executive Manager of Governance & Risk,
- Executive Manager of Works,
- Executive Manager of Community Services, and
- FRC Manager be permitted to;

offer up to a 10% reduction of the hire fee or charge without reference to the CEO as a direct response to a request by the payee, correcting a service or expectation requirement.

All discounts are to:

- be recorded in the monthly Delegations Exercised Register
- be recorded as a Shire contribution through normal financial processes.

All requests for a reduction in excess of 30% must be made direct to Council in writing indicating reasons for the request for discount or waiver.

Waiver of Fees – Community and Shire Activities

The Shire may waive facility hire fees where the activity provides a direct benefit to the community or aligns with the Shire's objectives.

The following groups-activities and users are generally eligible for waiver of standard facility hire fees:

- local community and service groups
- churches and religious groups for provision of services including funerals
- recognized community events (Kulin Bush Races)
- community committees and volunteer groups
- Shire related functions, including staff functions
- Kulin District High School (during school hours), subject to existing agreements
- t~~h~~e wedding of current rate payers or their immediate family, and
- funerals or memorial services for a current or former resident of the Shire of Kulin, or a person with a significant connection to the Kulin community (limited to the Kath and Phil Freebairn function rooms).

Waivers are subject to:

- aAvailability of the facility
- cCompliance with the Conditions of Hire
- eExclusions , and

- aAdditional charges such as kitchen hire, AV equipment hire, cleaning, damage costs are not automatically waived.

Process

- Requests for discounts or waivers are to be made at the time of booking or in writing where required.
- Officers are to assess requests in accordance with delegated authority levels.
- Where a request exceeds delegated authority, it is to be referred to Council.
- All approved discounts and waivers are to be recorded for reporting and audit purposes.

DELEGATION:

To the Chief Executive Officer and nominated officers to approve discounts and waivers of fees and charges within the limits set out in this procedure.

HEAD OF POWER: Local Government Act 1995 – sections 6.12 and 6.16

Policy amended June 2026