



### 1. Intention

To provide guidance on the requests for and allocation of donations, sponsorships and waiver of fees and charges to ensure:

- Transparency and accountability to the community;
- An equitable assessment of each application or request received; and
- A standard process for applicants to follow when requesting donations, sponsorships or fee waivers.

### 2. Scope

This policy applies throughout the district of the Shire of Waroona.

### 3. Statement

The request for a donation, sponsorship or waiver of fees will be considered where such assistance supports the delivery of projects, programs, services, or fundraising initiatives with demonstrated benefit to the community. The following conditions will apply:

- If an application for a donation, sponsorship or fee waiver does not meet the evaluation criteria but is assessed by Shire Administration as a case warranting further consideration, it will be forwarded to Council for determination.
- All requests for the waiver of fees and charges are subject to the availability of the appropriate budget. Council reserves the right to decline a request based on insufficient/inappropriate budget available.
- All donations and exemptions shall be recorded in a register or other means of tracking.
- A record of the decision relating to each request determined by the Chief Executive Officer shall be maintained as part of the Shire's Delegated Authority Register.
- Bonds will not be waived.
- Public event application fees will only be waived for annual events where the Shire has entered into a Memorandum of Understanding with the organiser regarding event sponsorship.
- When a donation, sponsorship or fee waiver is granted, the organisation must acknowledge the Shire's support through the use of logo and other promotional activities.

### 3.1 Donations

#### *Established Annual Donations*

Council will provide an annual contribution towards the following community-led events / initiatives:

<b>Community Group</b>	<b>Shire Contribution</b>	<b>Event/ Initiative</b>
Waroona Community Resource Centre	\$1,000	Staff wages at the Youth Centre managed by Waroona Community Resource Centre
Waroona Historical Society	\$ 500	Preservation and collection of historical items in the Shire
Lake Clifton Herron Residents Association	\$ 750	\$500 towards Australia Day celebrations
		\$250 towards ANZAC Day commemorations in Lake Clifton
Preston Beach Progress Association	\$ 750	\$500 towards Australia Day celebrations
		\$250 towards ANZAC Day commemorations in Preston Beach
Senior Citizens Annual Christmas Function	\$ 600	Annual Christmas function for the senior citizens of the Waroona Shire. The contribution is to subsidise the cost of providing such a function and the function must be readily accessible to the wider community of senior citizens or senior citizen groups
Waroona Community Christmas Hamper Appeal	\$500	\$500 towards annual Christmas Food and Toy Hamper drive
Waroona Community Car	\$1,000	Waroona Community Car program
Waroona/ Wagerup/ Yarloop Meals on Wheels	\$1,000	Waroona / Wagerup / Yarloop Meals on Wheels program

#### *Other Donations*

In general, groups seeking donations are encouraged to apply for financial support through the Alcoa Waroona Micro Grant Fund, which offers two funding rounds per year.

The Shire will only consider donating to requests for support from local charitable organisations or for projects relating to the welfare and promotion of the local district. This policy includes schools within the district.

The Chief Executive Officer has the authority to approve small, once-off donations in accordance with this policy up to amounts \$250 (excluding GST) per group, in any one financial year.

### 3.2 Individual or Group Sponsorship

Sponsorships are awarded to individuals or groups residing within the Shire to assist with expenses associated with selection in state, national or international representation. Application for Sponsorship may be submitted at any time.

Applications will be evaluated against the following criteria:

1. All individual applicants must reside within the Shire.
2. In a group/team application, most group/team members must reside in the Shire.
3. All applications must be supported by a reference from an authorised body to which the activity or project is aligned, stating that the person or group will be performing at state, national or international level.
4. Applications must be received prior to the event, as funding cannot be retrospective.
5. Funding may only be provided once in any financial year to any person or group (noting this relates to the date of the event and not the date of the application or payment).
6. Recipients are expected to acknowledge the Shire at all reasonable opportunities for the assistance provided to them, especially in media releases and promotional material.
7. The total budget pool is determined through the annual budget process; and
  - a. funding is limited to the following maximum amounts and once the pool of funds has been expended no further applications will be accepted for consideration or approval for that financial year:
  - b. individuals' \$100 donation
  - c. groups/teams \$300 donation

All eligible sponsorship requests will be assessed at the discretion of the Chief Executive Officer (under delegated authority) for the amounts identified above, in any one financial year.

Applications exceeding this amount will require a decision by Council.

### 3.3 Fee Waivers

#### Established Waivers of Fees and Charges

Council will waive the hire costs for the use of Shire facilities for the following community-focused events and activities:

Event	Fees and charges waived
Community Markets	Local not-for-profit organisations that conduct community markets, such as Lions Club of Waroona are exempt from the fees and charges relating to the hire of Shire facilities.
Alcoholics Anonymous	Memorial Hall hire fees for the weekly meetings of Alcoholics Anonymous Waroona.
Food Stall Holders – Local Events	<p>All food stall holders (local and non-local) attending a local event that is run by a local not-for-profit / charity organisation are exempt from paying the daily food stall* licence fee.</p> <p>Local not-for-profit/charity organisations attending other local events are exempt from paying the daily food stall* licence fee.</p> <p>*All food stall holders are required to complete and submit applications for approval by the Shire of Waroona.</p>
Lions Club and Leos Club	Memorial Hall, oval and other public open space hire fees for the purposes of community events and activities organised by the Lions Club of Waroona and/or Leos Club of Waroona
All Australian Car Day	Memorial Hall and Oval hire fees and the public event application assessment fee for the annual All Australian Car Day
Waroona Show	Memorial Hall and Oval hire fees and the public event application assessment fee for the annual Waroona Show under the terms of the Memorandum of Understanding between the Shire and Waroona Agricultural Society.
Movie Nights	Movie projector and screen hire fees for Shire-based not-for-profit groups holding a non-ticketed movie night event within the Shire.
NAIDOC Week	Memorial Hall hire fees for events held by the Waroona Aboriginal and Torres Strait Islander Corporation for the delivery of free-of-charge NAIDOC Week activities.
Waroona Community Christmas Hamper Appeal	Memorial Hall hire fees for the annual Christmas Food and Toy Hamper assembly and distribution.

### **Community Requests for Waiver of Fees and Charges**

All eligible waivers will be assessed at the discretion of the Chief Executive Officer (under delegated authority) for amounts up to \$1000, in any one financial year. Amounts higher than \$1000 require decision making by Council.

Waivers will be considered where the application relates to a free community activity and at least one of the following criteria is met:

1. The activity educates or strengthens communities or complements Shire activities.
2. The purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community.
3. The purpose of the activity supports the development of infrastructure or services that can be considered the responsibility of the Shire.
4. The application supports the activities of an incorporated club or group within the first 12 months of their operation.
5. Extenuating circumstances exist.

The Chief Executive Officer is authorised to approve promotions and incentives at the Waroona Recreation & Aquatic Centre up to a maximum of \$500 on any one promotion, incentive or activity.

#### **4. Legislative and Strategic Context**

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

#### **5. Review**

This policy is to be reviewed triennially.

#### **6. Associated Documents**

Nil.

## 7. Document Control

Division	Community		
Policy Number	CP005		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995 Food Act 2008		
Related Shire Documents	COMP002 – Donations C2 - Donation Application Form CMP007 – Waiver of Fees and Charges C7 – Waiver of Fees and Charges Application Form		
Risk Rating	Low	Review Frequency	Triennially
Next Review	May 2026	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	N/A

## 8. Amendments

Date	Details of Amendment	Reference	Record Number
24/11/2015	Updated as part of major review.	OCM15/11/138	N/A
18/12/2018	Updated as part of major review.	OCM18/12/126	N/A
23/04/2019	Amended to include new donation.	OCM19/04/034	N/A
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	N/A
02/06/2023	Updated – Combination of CP005 Donations and CP010 Waiver of Fees and Charges and inclusion of Community Sponsorship.	OCM23/06/076	N/A
25/07/2023	Updated Established Annual Donations table	OCM23/07/092	N/A
10/03/2025	Updated Established Annual Donations and Established Waivers of Fees and Charges table	OCM25/03/033	FM.8
<b>Previous Policies</b>			
CP010 – Waiver of Fees and Charges COM004 – Donations 3.5 – Donations CORP019 – Exemption of Food Stall Licence Fees 3.28 – Exemption of Food Stall Licence Fees CP005 – Donations CP010 – Waiver of Fees and Charges			