

## Attachment 2

# Parramatta Town Hall Proposed Category Waivers and Reductions of Fees and Charges 2023/24

### (for public exhibition)

Section 610E of the Local Government Act 1993 allows the Council to waive payment or reduce a fee in a particular case if it is satisfied that the case falls within a category of hardship or any other category that Council has determined it may consider in waiving a payment or reducing a fee. There is a requirement to publicly exhibit the categories for a period of 28 days, consistent with the exhibition of fees and charges.

The City of Parramatta’s proposed categories of fee reduction for the use of Parramatta Town Hall are in the table below. When considering these categories, please note the following:

- Discounts are always calculated off the commercial rate, not any previously discounted rate.
- Categories for other discount and fee waivers with established definitions will be applied on application / per event basis as per the table below.
- Discounts and waivers are to be applied to venue hire fees only. Additional charges (e.g., Labour, third-party hire) are not subject to discounts or waivers and reductions. They must be paid in full, regardless of the type of booking, user, or category.
- The application and value of the discount or waiver is determined under delegation to approved staff from the Council CEO.

Proposed Category	Proposed Definition
<b>Hardship</b>	Where there is evidence that the payment of the adopted venue hire fee will impose unreasonable financial hardship on the applicant(s) given their particular circumstances.
<b>Charity</b>	Where the applicant is a registered charity and the waiver or discount of the adopted venue hire fee will enable the provision of charitable services to the City of Parramatta community.
<b>Not for Profit</b>	Where all the following conditions apply: <ul style="list-style-type: none"> <li>• The applicant is an organisation that holds a valid “Not for Profit” status.</li> <li>• The fee is for a service that will enable the achievement of the applicant’s objectives and betterment for the City of Parramatta community.</li> <li>• The payment of the adopted venue hire fees would cause unreasonable financial hardship for the applicant.</li> </ul>
<b>Commercial &amp; Private</b>	Where a reduction of the adopted venue hire fees for the use of Parramatta Town Hall is required to compete in the market (e.g. to price match competitors, or to adjust for seasonally quieter periods or volume-based bookings).

Proposed Category	Proposed Definition
<b>Non-Provision of Service</b>	Where the City of Parramatta has been unable to provide a service or venue that has been previously agreed upon and an appropriate discount, fee waiver or substitution is required as compensation.
<b>Filming Related Activities</b>	<p>Where one or more of the following conditions apply:</p> <ul style="list-style-type: none"> <li>• Productions completed within the venue are undertaken by an educational institution or for a non-commercial purpose,</li> <li>• Productions in the venue are associated with a registered charity or not-for-profit organisation and the production's primary purpose is for the betterment of the City of Parramatta community,</li> <li>• Where the production's primary purpose is to highlight the city as a Tourist or Business destination.</li> </ul>