

Waivers, Concessions, Fees and Charges Policy

Responsible Division	Community Services
Responsible Business Unit	Community Development
Responsible Officer	Manager Community Development
Affected Business Units	All business units
ECM Document Set ID	4323507

Purpose

The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

Scope

This policy applies to City officers responsible for assessing, approving, and administering fee waivers or concessions.

Definitions

For the purpose of this policy —

Not-for-profit community group means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

Fee means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

Pass means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

Policy Statement

1. The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- Appropriate room hire fees for non-revenue generating incorporated community groups provided room use does not interfere with pre-existing or large bookings. Bookings must be made one month or less in advance of the room hire date.

- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit- community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- Through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be re-sold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- Through the issue of free or discounted passes, as part of a participation drive to promote the City's recreational facilities.
- For a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- For a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply:

- It is the responsibility of the organisation to provide clear documentation that verifies its not-for-profit status.
- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution, and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

Related Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Activities on Thoroughfares and Public Places and Trading Local Law 2020, clause 9.5

Related Documentation

City of Bayswater Fees and Charges Schedule

Document details

Relevant delegations	FM-D05 Granting Concessions and Write-Offs		
Risk evaluation	moderate		
Strategic link	5.2.2 Provide excellent customer service and ensure the City is easy to do business with.		
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	20 September 2022	Resolution	10.6.1.1
Reviewed/modified	9 December 2025	Resolution	10.5.1.2.5
Next review due	December 2028		