

SUBJECT: <i>WAIVER OF FEES POLICY</i>	FILE NO:	FIN/0701
ADOPTED BY COUNCIL ON:	MINUTE NO:	
AMENDED BY COUNCIL ON:	MINUTE NO:	

1. Purpose

To set guidelines for the waiver of Flinders Council's Fees and Charges for not-for-profit charitable and community organisations/groups.

2. Objective

To provide a framework for the consistent and equitable assessment of all requests for the reduction or waiver of Council Fees and Charges for the use of facilities and/or services provided by Council.

3. Scope

This Policy applies to the fees and charges listed.

4. Policy Statement

Circumstances may arise where it is appropriate and in the public interest for consideration to be given to waiving, reducing or refunding selected fees and charges as identified in this policy.

This Policy will be applied to assist:

- Not-for-profit community based organisations with the delivery of their projects, activities that provide a community benefit and which align with Council's policies, strategies and activities;
- Where specific circumstances exist and it is considered appropriate for the Policy to be applied.

5. Application

To be eligible to apply, applicants must:

- Demonstrate the capacity to carry out the proposed project, activity and the need for Council's support;
- Complete a Request for the Reduction or Waiver of Council Fees and Charges Application Form (Attachment 1);

- Have completed documentation for any previous Council grants or assistance received.

6. Assessment Procedures

- 6.1 All requests to waive or reduce Council fees must be submitted on the Request for the Reduction or Waiver of Council Fees Application Form.
- 6.2 Any request which seeks a waiver or reduction of a fee or charge will be determined by the General Manager.
- 6.3 A written explanation of the reasons for granting, modifying, or refusing a request to waive or reduce Council fees will be provided to each applicant.

7. Fees and Charges

The selected Fees and Charges covered by this policy are:

- Place of Assembly Licence
- Temporary Food Registrations

8. Disclaimer

Any approval given by Council to waive or reduce a Council fee or charge does not imply Council's endorsement of the applicant's event or project or of the applicant's philosophy or objectives.

9. Budgetary Implications

A loss of Council revenue may be incurred as a result of implementing this Policy.

An annual budgetary allocation to provide for the waiver or reduction of Council fees and charges is necessary in order to implement this Policy.

10. Legislation

Local Government Act 1993