

Waiver of Fees Policy

Purpose	To outline the policy regarding waiving of fees.	
Department	Finance	
File No.	FIN/0701	
Council Meeting Date	21 May 2015	
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Next Review Date	May 2019	
Review History	03.01.2018	25 January 2018

1. Introduction

From time to time circumstances exist where in order to assist a not-for-profit charitable and community organisations/groups it may be appropriate to waive various fees and charges associated with community events or projects.

This policy outlines those circumstances where the use of discretion is considered appropriate.

2. Objective

This Policy will be applied to assist:

- 2.1. Delivery of charitable events and activities that provide a community benefit
- 2.2. Where specific circumstances exist and it is considered appropriate for the Policy to be applied.

3. Scope

- Council facilities hire fees; Technical support staff fees; Council equipment hire fees; and Temporary Food Registrations.

4. Assessment

Council will assess any request under this policy on the basis of a written application which:

- 4.1. States exactly which Council Fees and Charges the applicant wishes waived;
- 4.2. States the reasons why the applicant is requesting the fees to be waived; and
- 4.3. States the activity.

Any request seeking a waiver of a fee or charge will be determined by the General Manager at his sole discretion.

A written explanation of the reasons for granting, modifying or refusing a request to waive Council fees and charges will be recorded and if requested provided to each applicant.

5. Disclaimer

Any approval given by Council to waive 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.

6. 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 of Council Fees and Charges is necessary in order to implement this Policy.

A record of the number of requests approved and the amount of fees waived in a financial year will be recorded and reported each year in the Annual Report.

7. Legislation

Local Government Act 1993

8. Responsibilities

The responsibility for this policy rests with the General Manager.