

WAIVER AND DISCOUNT OF FEES AND CHARGES

Policy Number:	POL-003	Date Adopted:	27 November 2019
Version:	2.0	Review Date:	27 November 2022

INTENT

This policy outlines the circumstances where the Weipa Town Authority (WTA) may approve a waiver or discount to the prescribed WTA Fees and Charges for eligible not for profit organisations, including charity, sporting and community organisations. The WTA recognises the importance of community facilities across Weipa and maintaining these for the benefit of the greater community. The WTA seeks to provide support wherever possible for projects and events that increase participation and access for sectors of the community.

SCOPE

This policy applies to the waiver or discount of fees and charges associated with development assessment and the hire of WTA facilities and equipment.

This policy does not include –

Discounted compliance fees associated with building, plumbing or infrastructure charges,
Provision of community grants and financial assistance, or
Concessions for rates.

DEFINITIONS

Waiver or Remission – the cancellation of a debt, charge or penalty; an agreement that you do not have to pay something or obey something; waive means to give up completely.

Discount or Deduction - the act of deduction or subtracting something; a deduction from the usual cost of something; discounts approved in accordance with this policy will be limited to 25%, 50% or 75%.

Subsidy or Financial Assistance – to support something by providing money or other resources; a subsidy is given to remove some sort of burden and is usually in the overall interest of the public.

Fees and Charges – the approved Scheduled of WTA Fees and Charges for the current financial year.

Not-For-Profit - a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it 'winds up' (closes down). It is also accepted that some organisations can show their not-for-profit character through the operation of certain laws, such as state or territory incorporated associations legislation and trust law (for example, charitable trusts).

Waiver and Discount of Fees and Charges

POLICY

Eligibility

In order to be considered eligible for a waiver or reduction in fees and charges, the following requirements must all be met -

- The applicant is a not-for-profit organisation properly constituted or incorporated, or is sponsored by a not-for-profit organisation properly constituted or incorporated,
- The organisation operates within Weipa and the project or event can be demonstrated to provide direct benefits to the Weipa Community,
- The organisation (or sponsoring organisation) has its own bank account and is able to provide a copy of its most recent audited or reconciled financial statements, and
- The application is submitted on the prescribed application form.

Eligible organisations must not -

- Be political, discriminatory, Government or commercial organisations,
- Have outstanding debt or payments due to WTA,
- Apply retrospectively for their project, event or program.

A waiver or discount may be approved by the WTA for an eligible organisation as follows -

1. **Development Assessment Fees** - Fees associated with an application for development permit, for example material change of use, reconfiguring a lot and building work;
2. **Facility Hire Fees** - Fees and charges associated with the hire of WTA facilities and any associated equipment (including the Weipa Aquatic Centre).

A waiver means not having to pay the entire amount of the relevant fees or charges.

A discount refers to a specific reduction to the entire amount and can be approved at 25%, 50% or 75% of the relevant amount in the WTA Fees and Charges.

Principles for Approval

The approval of a waiver or discount by the WTA will have regard to –

- a) The contribution by the organisation to the Weipa community,
- b) How the project or event contributes to addressing ongoing community needs,
- c) How the project or event improves accessibility and participation from sectors of the community,
- d) How the project or event aligns with the objectives of the WTA,
- e) Financial assistance and support already provided by the WTA to the organisation, including previous and proposed waivers, discount, grants, sponsorship and in kind support.

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Approval Requirements

1. Development Assessment Fees

- i. Development Assessment Fees may be waived or a discount provided. A waiver or discount in relation to development assessment fees must be recommended by the WTA Superintendent and approved as a resolution by the WTA Members in accordance with this policy.
- ii. Applications are to be submitted via the fee waiver request form,
- iii. A waiver or reduction to fees must be treated as a donation and recorded in the WTA donations register.

2. Facility Hire Fees (including equipment located at facilities)

- i. Applications associated with the hire of a WTA managed facility or equipment are to be submitted via the fee waiver request form,
- ii. A waiver or discount to facility hire fees under \$1000 must be approved by the Superintendent in accordance with this policy,
- iii. A waiver or discount to facility hire fees over \$1000 must be approved by the WTA Superintendent and WTA Members (by resolution) in accordance with this policy,
- iv. Security deposits or bonds to be held for equipment and keys are not to be waived under any circumstances,
- v. A waiver or reduction to fees must be treated as a donation and recorded in the WTA donations register.

COMPLIANCE AND RELATED DOCUMENTS

Planning Act 2016

Local Government Act 2009

POL-009 Fees and Charges

POL-012 Revenue Policy and POL-013 Revenue Statement

POL-009 Community Grants and Financial Assistance

POL-013 Rates Concession Policy

POL-008 Community Facilities Hire Policy

FRM-054 Fee Waiver Request Form

Donations Register

REVIEW

Every three (3) years.

FURTHER INFORMATION

Communities Co-ordinator

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