

# Discounts to Fees and Charges

**POL-003****VERSION:**  
4**EFFECTIVE FROM:**  
July 2025**REVIEWABLE FROM:**  
April 2026**INTENTION:**

Weipa Town Authority (WTA) recognises the contribution of community groups on the quality of life of residents in the enjoyment of cultural, sporting, environmental and recreational activities, and the importance of affordable, accessible and appropriate community facilities across Weipa.

This policy provides a framework for the efficient and effective provision and management of waivers and discounts to the prescribed Fees and Charges for eligible community organisations in a manner that aligns with WTA's values and in accordance with *the Local Government Act 2009* (Qld), *Local Government Regulation 2012* (Qld), *Planning Act 2016* (Qld) and *Planning Regulation 2017* (Qld). WTA will only support waivers and discounts when it will be used for a purpose within the public interest and complies with the rules within this policy.

**SCOPE**

This policy applies to the provision of discounts to fees and charges associated with development applications and WTA facility hires (including pool lane hire). This policy does not extend to:

- Compliance fees associated with building, plumbing or infrastructure charges
- Community grants and donations
- Rates
- Equipment hire

**DEFINITIONS**

**Community Group:** Any organisation who primarily conducts activities for a community purpose, or whose primary objective is not directed at making a profit. Any surplus or profit made by the organisation goes back into the operation of the project, activity or event or to carry out its purpose and is not distributed to any members or individuals.

**Community purpose:** Delivers significant social, economic, environmental and/or cultural benefits and aligns with the public interest of Weipa residents

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Specifically has regard to:

- building stronger communities by improving connectivity and inclusion
- increasing individual and/or community health and wellbeing
- contributing to a sense of place, and strengthen shared community values
- improving community and economic capacity and building social capital
- contributing to a positive, vibrant image of the region

**Discount:** Reduction of the usual cost of a fee or charge based on specific criteria.

**Donation:** Voluntary, unconditional contribution of cash or in-kind support without expectation of return

**Facility:** Any WTA owned or managed property which attracts a specific hire charge listed on the Fees and Charges

**Fees and Charges:** The approved 'POL-009 Schedule of WTA Fees and Charges' for the relevant financial year

**Not-for-profit organisation:** An organisation that does not operate for, direct or indirect, profit, personal gain or other benefit of particular people and holds incorporated status under the *Associations Incorporations Act 1981* (Qld).

**Waiver:** Cancellation of a fee or charge

## POLICY

### 1. Development Application Fees<sup>1</sup>

#### 1.1. Eligibility

To be considered eligible, the following criteria must be met:

- The applicant is a registered not-for-profit community organisation.
- The applicant primarily operates in Weipa.
- The applicant is appropriately insured.
- The project demonstrates a direct benefit to the community.

Applicants will be considered ineligible if any of the following criteria apply:

- are political, discriminatory or commercial in nature
- have outstanding debts to WTA
- apply retrospectively for a discount
- receive government operational funding

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<sup>1</sup> See *Planning Regulation 2017* (Qld) s 38.

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## 1.2. Discount

A maximum of 100% of the fees and charges associated with an application for a development permit (including material change of use, reconfiguring a lot and building work assessable against the planning scheme) are eligible to be discounted.

## 1.3. Assessment Principles

Applications are assessed against the intent of the policy and the following principles:

- the region's portfolio of community spaces and activities
- social inclusion, cultural awareness and diversity
- financial support provided to the entity by WTA in the current and previous financial year
- support and alignment with the strategic priorities of WTA.

## 1.4. Assessment Process

Applicants are to submit properly made applications in the prescribed form. Applications are assessed based on the assessment principles and approved by the Superintendent and WTA Members, through a resolution. Discounts are to be treated as a donation and recorded in the WTA donations register.

## 2. Facility Hire Fees – Not-for-Profit Organisations

Due to the nature and size of not-for-profit organisations in Weipa, WTA offers community groups a unique facility hire structure.

### 2.1. Eligibility

To be considered eligible, the following criteria must be met:

- The applicant is a registered not-for-profit community organisation.
- The applicant primarily operates in Weipa.
- The applicant is appropriately insured.

Applicants will be considered ineligible if any of the following criteria apply:

- are political, discriminatory or commercial in nature
- have any outstanding debts to WTA
- apply retrospectively for a discount
- receive government or corporate operational funding (excluding emergency services)

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## 2.2. Discount

50% of fees and charges associated with standard facility hires and pool lane hires are eligible to be discounted for not-for-profit organisations.

## 2.3. Assessment Process

Applicants are to submit properly made applications in the prescribed form. Eligibility will be assessed through a two-tier system. Eligible applicants will be entitled to a discount on all facility hires for the remainder of the financial year. Discounts are to be treated as a donation and recorded in the WTA donations register.

## 3. Facility Hire Fees – Community Purpose Entities

Due to limited community facilities in Weipa, WTA offers small businesses who operate for a community purpose a unique facility hire structure.

### 3.1. Eligibility

To be considered eligible, the following criteria must be met:

- The applicant must operate for a community purpose.
- The applicant primarily operates in Weipa.
- The intended activity demonstrates a direct benefit to the Weipa community.
- The applicant is appropriately insured.

Applicants will be considered ineligible if any of the following criteria apply:

- are political, discriminatory or commercial in nature
- have any outstanding debts to WTA
- apply retrospectively for a discount
- receive government or corporate funding for the activity
- activity is primarily for individual or personal gain

### 3.2. Discount

25% of fees and charges associated with standard facility hires and pool lane hires are eligible to be discounted for entities who operate for a community purpose.

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## 3.3. Assessment Principles

Applications are assessed against the intent of the policy and the following principles:

- benefit and cost of the activity to the community
- the region's portfolio of community activities
- social inclusion, cultural awareness and diversity
- financial support provided to the entity by WTA in the current and previous financial year.

## 3.4. Assessment Process

Applicants are to submit properly made applications in the prescribed form. Applications will be assessed with a recommendation presented to the Superintendent for final approval. An application is required for each activity. Discounts are to be treated as a donation and recorded in the WTA donations register.

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## LEGISLATION AND COMPLIANCE

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- *Planning Act 2016* (Qld)
- *Planning Regulation 2017* (Qld)

## RELATED DOCUMENTS

- Corporate Plan
- Operational Budget
- POL-009 Fees and Charges
- POL-008 Facility Hire Policy
- POL-005 Community Grants and Donations Policy
- Relevant application forms
- Relevant assessment forms

## FURTHER INFORMATION

For more information, please consult with Supervisor Corporate Services.

## DOCUMENT HISTORY

Version	Endorsed by	Date released	Description of Amendment
1	Superintendent	July 2017	Creation of the policy to offer discounts to fees for town planning, development application withdrawal, and facility and equipment hire.
2	Superintendent	November 2019	Review of the policy to reduce the range of discounts to fees for development assessment, and facility and equipment hires only. Minor policy name change.
3	Superintendent; WTA Members	July 2023	Review of the policy to remodel discounts to facility hire from a maximum of 100% to 50%.
4	Superintendent; WTA Members	July 2025	Review of the policy to clarify eligible entities, remodel discounts to facility hire tiers and align definitions. Minor policy name change.

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