



CEO Instruction: Waiving of Fees and Charges for Community Groups (CEOI10)

CEO Directive	Relevant Delegation

Purpose

To provide clear and understandable expectation as to the requirements of requests from community groups to waive fees established by the Council.

Instruction

The Chief Executive Officer has a delegation from Council to:

- grant concessions for entrance fees to the City's facilities; and
- waive a range of fees and charges for local community groups.

The Chief Executive Officer will make a donation to the community group equivalent to the fees. This practice allows the City to keep track of the support provided to community groups as well as record the correct amount of revenue generated for the particular service.

The limit of the CEO's delegated authority to make a donation is \$1,000. Proposed donations exceeding this amount will require Council approval.

The cumulative limit for waiving of fees and charges, or the equivalent CEO donations per community group, will be to a maximum of \$1,000 per financial year.

Related Local Law	
Related CEO Instruction	
Related Budget Schedule	
Legislation	
Approved by CEO	
Next Review Date	