

Title of Policy	Policy 277 – Waste Management Charge - Discount Eligibility Criteria		
Responsible Department	Service Delivery	Document Register ID	250.2016.277.1
Policy Owner	Deputy Director Service Delivery	Review Date	27/10/2019
Date of Council Meeting	26 October 2016	Resolution Number	185/16
Legislation, Australian Standards, Code of Practice	What Acts or Regulations (list name and year), Australian Standards or Codes of Practice from industry bodies are relevant to this issue – state name, number, section if relevant?		
Aim	To provide guidelines for the application to receive a discount on the Annual Waste Management Charge		

In accordance with Clause 501(1) of the Local Government Act ‘A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council: Waste Management Services’.

The purpose of this policy is to provide an opportunity for members of the community that meet the eligibility criteria, to apply for a discount in the application of the Waste Management Charge fee. The rate of the discount will be set by Council during the adoption of the Fees and Charges annually.

An application for this discount will need to be completed **annually**.

1 Eligibility Criteria

Eligible applications are required to submit an application for consideration of a discount for the Waste Management Charge.

The Flowchart below will provide guidance to the community on the initial steps to determine eligibility for the discount.

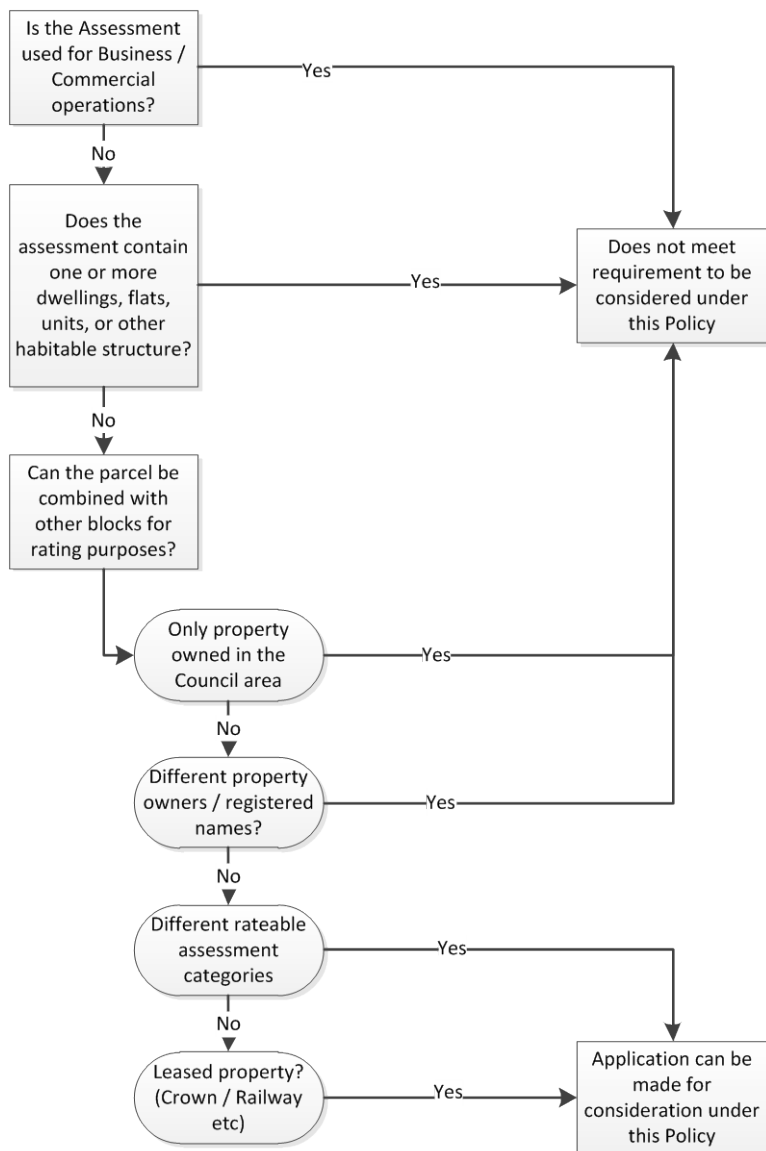


Chart 1: Flowchart to determine if the situation meets the criteria for assessment.

2 Application Process

Using the flowchart above, if an application can be made for consideration of a discount, the following process will be followed.

Step	Description
Step 1 Application	Property Owner(s) to submit an application for consideration of discount under this Policy. The application form is to be completed, and must contain all required information for the assessment to be undertaken. A statutory declaration is required to be submitted with the application, signed by all property owners.
Step 2 Assessment	The Waste Manager will review the application, and consider the eligibility using the criteria.
Step 3 Approval	The Waste Manager will make a recommendation, and submit to Director of Service Delivery, or Deputy Director of Service Delivery for endorsement.

Step	Description
	Advice will be provided to the applicant on the outcome of the assessment.
Step 4 Reimbursement	If the application is approved to receive the discount on this fee Council will process the reimbursement of the charge within 28 days.

3 Application Submission

Applications are to be addressed to:

Waste Management Charges – Discount Application
 General Manager
 Snowy Monaro Regional Council
 PO Box 714
 Cooma NSW 2630

Or

Email: council@snowymonaro.nsw.gov.au

4 Policy Validity

This policy is only valid from 1 July 2016 onwards. No discounts will apply to past charges.

Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2016.278.1 Waste Management Charge – Discount Eligibility Criteria Application Form

Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.