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# Protocols For Exemption From Aerodrome Landing and Parking Fees - Council Policy

<b>Effective Date</b>	Ordinary Meeting of Council - 5 August 2015
<b>Policy Owner</b>	CEO - Technical Services
<b>Link to Corporate Plan</b>	Strategic Theme 8: Accessible and Connected Places
<b>Review Date</b>	June 2019 AMENDMENTS: August 2015
<b>Related Legislation</b>	Local Government Act 2009
<b>Related Documents</b>	Western Downs Regional Council Local Law No 7 (Aerodromes) 2011

Policy Version	Approval Date	Adopted/Approved
		Council/Organisational Policy

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***



## **POLICY OBJECTIVES/PURPOSE:**

To establish Western Downs Regional Council's protocols to assess applications for exemption from fees and charges levied by or on behalf of Council for landing and parking of aircraft at Council owned aerodromes.

## **ORGANISATIONAL SCOPE:**

This policy will apply to aircraft operators using Western Downs Regional Council aerodromes.

## **POLICY:**

Council operates and maintains aerodromes at the following locations within the region:-

- Miles Chinchilla Dalby
- Tara Meandarra Wandoan
- Dulacca

Council fees and charges for the landing and parking of aircraft at Western Downs Regional Council aerodromes are determined by Council resolution and contained in the *Register of Cost Recovery Fees and Commercial Charges*. The register is reviewed and amended at least yearly.

## **Exemption Eligibility**

Due to remoteness of some parts of the region from major centres the use of the aerodromes within the area offer a time effective option for accessing these centres particularly for organisations offering medical or charitable services.

Charitable organisations, or individuals donating services to an approved organisation, who consider their operations would be diminished or compromised by payment of the Council fees and charges can make application for consideration for an exemption from payment.

Certain emergency circumstances or declared natural disasters may warrant consideration to waive fees for nominated aircraft operators for a specific period of time.

Undertaking normal commercial activities and operations would not qualify for consideration for exemption from payment of fees.

## **Eligibility Criteria**

Any application for exemption of aerodrome fees and charges will be determined on a case by case basis. The following organisations or individuals associated with the organisations will be considered for exemption:-

- i. Approved not for profit organisations
- ii. Approved charitable institutions
- iii. Emergency Services
- iv. Humanitarian responders
- v. Users during declared natural disaster periods
- vi. Short term hardship cases

## **Application Assessment**

The assessment process will take into consideration the value of the service to the well-being of the community and the hardships experienced by the operator in providing and maintaining the service.

An exemption if granted will remain in place unless revoked by Council during its annual review. However, a sudden change of circumstances may result in the exemption being withdrawn at any time and this revised status will be advised in writing to the organisation or individual affected.

## **Application Information**

An application for exemption from payment of fees and charges will be in writing, submitted to Council and contain the following information:-



- a. Name of applicant
- b. Contact details of applicant
- c. Reason for requesting exemption
- d. Supporting information or testimonials
- e. Aircraft type and registration being operated (if known)

#### **Delegation To Consider And Approve/Deny/Review An Application**

Authority in respect to this policy is delegated to the Infrastructure Services General Manager.

#### **RELATED LEGISLATION:**

*Local Government Act 2009*

#### **RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC):**

*Western Downs Regional Council Local Law No 7 (Aerodromes) 2011*

Authority in respect to this policy is delegated to the Infrastructure Services General Manager

#### **ATTACHMENTS:**

Nil

#### **DEFINITIONS:**

**Aerodrome** - A defined area on land or water (including any buildings, installations, and equipment) intended to be used wholly or in part for the arrival, departure and surface movement of aircraft.

**Approved not for profit organisation** - A non-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members.

**Approved charity** - To be a charity, the organisation must:-

- be a not-for-profit
- have a charitable purpose
- be for the public benefit.

Examples of charities include: religious groups, not-for-profit aged care homes, homeless shelters, disability service organisations, universities and colleges, animal welfare societies and artistic or cultural groups.

**Landing fee** - the fee levied to the aircraft operator or owner for in accordance with Council's adopted *Register of Cost Recovery Fees and Commercial Charges*.

#### **REVIEW TRIGGER:**

List of factors which require the policy to be reviewed eg:-

- Periodic review - (eg annual in line with budget or post-election) etc.
- Change in legislation; corporate plan, planning scheme etc affecting this policy
- Change in community priorities or circumstances relating to this policy.