

11.3 Infrastructure Services

11.3.1 MARGARET RIVER NIGHT MARKETS – REQUEST FOR WAIVER OF CAR PARKING AND BANNER FEES

Attachment 1 – Somersault Events – letter requesting fee waiver

Attachment 2 – Fee Waiver Application and Policy FI12.3 Waiver of Fees and Charges

Somersault Events

mr.nightmarket@gmail.com

0438905985 or 0422864262

PO Box 2139,

Margaret River, WA

6285

AMR Shire Councillors

41 Wallcliffe Rd,

Margaret River, WA

6285

15thAugust 2019

Dear Councillors,

Please find attached our fee waiver form requesting for the waiver of fees for parking spaces used on Townview Tce and behind Memorial Park toilets & banner fees 50% reduction for the Margaret River Night Market (MRNM) for the 2019/20 season.

The MRNM is a small scale event that due to its size is limited in the ability to raise revenue beyond its basic costs. The organisers Somersault Events do not make a profit running this event. Last year's condition applied by Shire planning officers' to the MRNM's planning approval of parking bay fees threatened last season's events taking place. The additional fees would have made holding the event unviable. Somersault Events(SE) were grateful that the Shire Councillors waived 100% the parking bay fees for the 5 events for the 2018/19 season and again in 2019-2020 we request the same. The Shire policy states that the fees must be paid for in full before a fee waiver can be applied for. (The parking bays cost \$67.50 each = \$5400.00.)

The MRNM utilises 16 parking bays to hold the MRNM event on Town View Tce, Margaret River, and the event cannot take place without the parking bays. SE claim the outlined parking bays early on the Friday morning of the event to ensure there are no issues with cars hindering the smooth bump in for event participants beginning approximately midday.

We the Somersault Events organisers have been overwhelmed with how the World Food Night Market event has been embraced and celebrated by the Margaret River community and feel it is worthwhile to continue to run the event as long as we do not lose money in doing so. The scale of the event is ruled by the location of the event. The location and scale of the event is what makes the event so very special to the Margaret River community. Not only does the MRNM bring a sense of place to the heart of the town, any

over flow from the market is directed straight onto the main street's hospitality businesses which is excellent for the local economy.

We have appreciated the support of the AMR Shire Council on allowing us to hold this event in the past and hope that we can work together to ensure the community may keep enjoying our once a month event into the future.

Yours sincerely

Katrina Lombardo and Michelle Wright

Somersault Events – event organisers

FI12.3 Waiver of Fees and Charges



FIN130

November 2018

Corporate and Community Services
FIN/358

Waiver of Fees and Charges Guidelines

These guidelines provide prospective applicants with information about financial assistance from the Shire of Augusta Margaret River by way of a Waiver of Fees and Charges.

The approval of a Waiver for a Fee and Charge is governed by the Instrument of Delegation, and specifically Delegation 8, Write Off Debts. The exercise of powers and the discharge of duties under section 6.12 of the *Local Government Act 1995* to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$3,000. In cases where the request for Fee Waivers exceed \$3,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by email on amrshire@amrshire.wa.gov.au or phone us on 08 9780 5255.

Eligibility - Who can apply?

To be eligible for a Waiver of Fees and Charges the applicant must meet at least one of the following criteria:

1. Operate in the Shire of Augusta Margaret River.
2. Be an incorporated, community-based and not-for-profit organisation functioning in the Shire of Augusta Margaret River.
3. Be an educational institution.

Note: All fees and charges must be paid upfront and if a "Waiver of Fees and Charges" is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

Funding will be considered for

- Shire Fees and Charges that are not due to the Shire as an Australian Tax under Australian law in respect of a service
- Events that occur as a result of natural disasters
- National celebrations
- The Shire may, at its own discretion determine an individual application on its merits.

FI12.3 WAIVER OF FEES AND CHARGES

Funding will not be provided for

- Individual persons*
- State or federal government bodies
- Commercial organisations or businesses
- Fees and charges levied and collected by the Shire under any written law
- Support for organisational or general operating costs
- Activities that will financially benefit the community organisation (i.e. entry charge)
- Activities that are already covered by an existing service agreement with the Shire of Augusta Margaret River
- Community organisations that receive funding from the Shire of Augusta Margaret River by way of Donation, Community Development Grant or Council Contribution in the current financial year.

*Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf. Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.

Restrictions on funding

- Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any application to waive that Fee and/or Charge
- A maximum of 50% of the Fee and Charge will be considered for waiver as listed in the annual Schedule of Fees and Charges adopted by Council (with the exception of national celebrations, state or federal functions and visits by Parliamentarians to the Shire)
- The activity, event, competition, project or celebration must be offered within the Shire of Augusta Margaret River local government boundaries
- The community organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Development Grant or Council Contribution or received financial assistance from the Shire under any existing written agreement during the current financial year
- Where an activity, event, competition, project or celebration occurs on a regular basis within a financial year July to June, then application for financial assistance shall be based on the full financial year
- One application per financial year (July to June) may be submitted at any time during the year for Financial Assistance as listed in Table 1 – of the FI12 Financial Assistance Policy

- Reimbursement for utility charges such as water and electricity will not be considered for waivers
- Recurrent annual or seasonal fees for sporting groups such as the sporting club levy, court hire and line marking will not be considered for waivers
- Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are submitted after the activity, event, competition, project or celebration
- Once the delegated shire officer has approved the application, a 'Request for Payment' will be submitted to the Creditors Officer for payment for the approved percentage of the fee waiver
- If circumstances surrounding a successful applicant change during the financial year, the Shire reserves the right to review and cancel any or all of the approved financial assistance.

Application closing date

Applications for a Waiver of Fees and Charges are accepted at any time during the year.

Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original, signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Augusta Margaret River
PO Box 61, Margaret River WA 6285

Email: amrshire@amrshire.wa.gov.au

In Person: Margaret River Civic Administration Centre
41 Wallcliffe Rd, Margaret River
Office Hours: 9.00am - 4.00pm

Augusta Office
66 Allnutt Tce, Augusta
Office Hours: 9.00am - noon, 1.00pm - 4.00pm

If you require any further information or assistance with your application form, please contact:

Hannah Waters
Executive Assistant Corporate and Community Services
hwaters@amrshire.wa.gov.au
9780 5638

What happens when your application is received?

- You will receive an acknowledgement letter upon receipt of your application
- Your application will be reviewed by the Shire within 14 days in which we will notify you in writing of the outcome of our assessment.

FI12.3 Waiver of Fees and Charges



FIN/130

December 2017

Corporate and Community Services

Waiver of Fees and Charges Application Form

Applicant	
Name of organisation	Somersault Events
Contact person	Katrina Lombardo & Michelle Wright
Postal address for correspondence	PO Box 2139, Margaret River, WA 6285
Phone	0438905985 (b/h) (mob)
Email (will be used for funding remittance)	mr.nightmarket@gmail.com
Website address	- NA
ABN (if applicable)	
Registered for GST (if applicable)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of organisation	NA
Activity / Event Details	
Type of activity or event	Multicultural Community Event/ Night Market – Food only
Name of activity or event	Margaret River Night Market
Event location / venue	Memorial Park, Margaret River
Event date/s	29.11.19, 20.12.19, 24.1.20, 21.2.20 & 20.3.20
Will revenue be generated as a result of the activity or event	<input type="checkbox"/> Yes <input type="checkbox"/> \$500 Expected revenue: None
Are all workers associated with the activity or event working in a voluntary capacity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No % of volunteers Two event organisers + family
What is the fee / charge that you are requesting be waived?	Parking fees \$67.50 each x 16 @ 100% and 5x Banner fees (7 days each) @ 50% reduction

FI12.3 WAIVER OF FEES AND CHARGES

Reason for the request

Letter attached to email

Bank details

Account name	Somersault Events
BSB number	306021
Account number	0740862
Account holders signature	Katrina Lombardo and Michelle Wright

Declaration

I, Katrina Lombardo confirm that all of the information contained within application is true and correct and submit it to the Shire of Augusta Margaret River with a copy of the receipt showing payment in full for the fee / charge for consideration.

Name: Katrina Lombardo & Michelle Wright

Position: Event Organisers

Signature: Katrina Lombardo

Date: 15..8.2019

Shire Office Use Only

Authorised officer under the Instrument of Delegation Number 8

Is 50% of the fee or charge paid over \$3,000 No Yes* – Report to Council required

Approved

Declined - Reason:

Invoice total:

Percentage of fee waiver approved (up to 50%): Total of the fee / charge waiver:

Income budget COA/Job:

If yes, Ordinary Council Meeting date (i.e. OM20171213):
Outcome of the Council decision (i.e. OM2017/xxxx):

Stamp of Authorised Officer

Signature

Date

FIN/130