

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 (with the exception of some planning fees for not for profit organisations)
- 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 F112 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.