

Waiver of fees and charges - Guidelines and application form

Guidelines

These guidelines provide prospective applicants with information about financial assistance from the Shire of Yilgarn by way of a waiver of fees and charges.

Please read these guidelines carefully before submitting an application.

Restrictions on funding

All eligible requests for a waiver of a fee and charge will be assessed at the discretion of Council or the Chief Executive Officer (under delegated authority).

The Shire may at its own discretion determine an individual application on its merits.

The activity, event, competition, project or celebration must be offered within the Shire of Yilgarn local government boundaries or will provide significant benefit to a local community group that is not available locally.

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.

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 ground leases and court hire 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.

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.

Eligibility - Who can apply?

To be eligible for a waiver of fees and charges the applicant must be based in the Shire of Yilgarn and meet one the following criteria:

- Community organisation which is an Incorporated body
- Not-for-profit organisation
- Educational institution
- Youth / children services provider

Waiver of fees and charges - Guidelines and application form

Waiver of fees and charges

Fee waivers will be considered for:

- Events that occur as a result of natural disasters
- National celebrations
- The purpose of the activity supports a service or activity that the local government considers beneficial to the community
- Events that enhance community spirit
- Community organisations that are run by local community volunteers

Fee waivers will not be considered for or provided to:

- Individual persons
- State or Federal Government bodies
- Fees and charges levied and collected by the Shire under any written law
- Support for organisational or general operating costs
- Activities that are already covered by an existing service agreement with the Shire

Application timeframes

Community organisations may make application for a fee waiver from the Shire of Yilgarn at any time during the year.

Completing and lodging your application

If you require any further information regarding the amount of the fee or charge or assistance with your application form please contact the relevant Shire Officer:

Laura Della Bosca
Executive Assistant
Email: ea@yilgarn.wa.gov.au
Phone: 08 90491001

Please complete **all** sections of the form and sign the declaration. Take a copy for your records if required. The Shire requires a signed application form which can be submitted by:

Email:

Laura Della Bosca
Executive Assistant
Email: ea@yilgarn.wa.gov.au

or

In Person:

Shire of Yilgarn Administration Office
23 Antares Street
Southern Cross WA 6426

What happens when your application is received?

You will receive an acknowledgement email 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.

Acknowledging the Shire's support

Successful applicants are to acknowledge the Shire of Yilgarn in any advertising and on any material relating to the activity or event for which the waiver of fees were allocated.

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Application form

Applicant details

Name of organisation: _____

Contact person: _____

Phone number: _____

E-mail: _____

Type of organisation

Community Organisation

Charitable Body

Not-for-Profit

Educational Institution

Other - please specify: _____

Activity/event details

Type of activity or event: _____

Name of activity or event: _____

Location and venue: _____

Date of activity or event: _____

Will income be generated as a result of the activity or event? Yes No

What is the Shire fee and/or charge that is requested to be waived?

Reason for request

Declaration

I, _____ confirm that all of the information contained within the application form is true and correct and submit it to the Shire of Yilgarn for consideration.

Position

Signature

Date

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Shire office use only

Application received by: _____ Date: _____

On review of this application it has been determined the application will be:

Approved Yes No

Total of fees and charges to be waived: \$ _____

If declined please provide reason:

Authorised officer

Signature

Date

To be recorded in G/L account:

Or: E11362 Community Assistance
 E

And income to the following G/L account:

- | | |
|---|--|
| <input type="checkbox"/> R11100 Community Centre | <input type="checkbox"/> Notification of applicant |
| <input type="checkbox"/> R11300 Sports Complex | <input type="checkbox"/> Booking |
| <input type="checkbox"/> R10800 Community bus | <input type="checkbox"/> Journal |
| <input type="checkbox"/> R10802 Community car | <input type="checkbox"/> RM |
| <input type="checkbox"/> R11201 Swimming pool | <input type="checkbox"/> AR |
| <input type="checkbox"/> R08103 CRC conference room | <input type="checkbox"/> Save scan |
| <input type="checkbox"/> Other: <u>R</u> _____ | |