

Waiver of Fees and Charges Guidelines 2021-22



FIN/130

Applications

Applications for a waiver of fees and charges are accepted year-round and are to be submitted using the Waiver of Fees and Charges application form.

Electronic copies are preferred, although hard copy applications will be accepted.

Application Assistance

Please read these guidelines carefully before applying. If you require any further information or assistance with your application form, please contact:

Hannah Waters, Executive Assistant

Email: hwaters@amrshire.wa.gov.au

Phone: (08) 9780 5638

Submitting Your Application

Applications must be submitted by completing an application form.

Application Forms are available in hard copy should it be required.

Completed applications must be submitted to the Shire by email or post

Email:	amrshire@amrshire.wa.gov.au
Post:	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

WAIVER OF FEES AND CHARGES GUIDELINES 2021-22

Purpose

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, "Grant concessions, waive or write off debts". The exercise of powers and the discharge of duties under section 6.12 of the *Local Government Act 1995*:

1. Waive an amount of money owed to the Shire (excluding rates and services charges).
2. Grant a concession in relation to money which is owned to the Shire (excluding rates and services charges).
3. Write off an amount of money which is owed to the Shire.

Eligibility

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

1. Be a community-based incorporated, not-for-profit organisation operating in the Shire of Augusta Margaret River.
2. Be an educational institution.

Fee waivers will be considered for:

- Fees and Charges listed on the annual Schedule of Fees and Charges adopted by Council
- National celebrations, state or federal functions and visits by Parliamentarians to the Shire
- The Shire may, at its own discretion determine an individual application on its merits.

Fee waivers will not be considered for:

- Where a Fee or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service (except for some planning fees for not for profit organisations)
- Margaret River HEART fees and charges
- Individual persons
- State or federal government bodies
- Commercial organisations or businesses
- Activities that will financially benefit the community organisation (i.e. entry charge)

- Activities that are already covered by an existing agreement with the Shire of Augusta Margaret River unless approved as part of an application process
- Activities, events, competitions, projects or celebrations outside the Shire of Augusta Margaret River's local government boundaries (except where they are co-sponsored or partnered by the Shire of Augusta Margaret River)
- Reimbursement for utility charges such as water and electricity
- Recurrent annual or seasonal fees for sporting groups such as the sporting club levy, court hire and line marking
- Retrospective applications for activities, events, competitions, projects or celebrations
- Applications that are not submitted on the Shire's official application form may not be eligible for funding
- If circumstances surrounding a successful applicant change during the financial year, the Shire reserves the right to review and cancel any or all the approved financial assistance.

Waiver amounts

The Shire of Augusta Margaret River will consider fee waivers up to a maximum of 50% of the total fee/charge*

Funding Rounds

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

What happens when your application is received?

- Your application will be reviewed in line with these guidelines
- All applicants will receive an email notifying them of the outcome of their application
- If approved, a tax invoice for the balance of the fee/charge less the approved waiver will be issued to the applicant for payment.

*The Shire may at its discretion determine to waive 100% of the fees and charges based on the merit of the application.