



# Shire of Irwin

## Waiver of Fees and Charges

### Guidelines and Application



## GUIDELINES AND APPLICATION FORM

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

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by email on [co@irwin.wa.gov.au](mailto:co@irwin.wa.gov.au) or phone us on 08 9927 0000.

### Restrictions on Funding

All fees and charges must be paid upfront and if a “Wavier of Fees and Charges” is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

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) as outlined within the Policy. In cases where the request for Fee Waivers exceeds \$1,000 the applicant will be advised to apply through the Community Assistance Scheme.

The Shire may at its own discretion determine an individual application on its merit and give consideration to natural disasters.

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

The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme Funding 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.

Only 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 court hire, annual hire fees for Port Denison Oval, Dongara Oval, Tennis Club or tennis courts will not be considered for waivers.

Applications are to be lodged on the Shire’s Waiver of Fee and Charges Guidelines Application form and retrospective applications will not be considered 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.

## Waiver of Fees and Charges

### Eligibility – Who Can Apply?

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

- Operate in the Shire of Irwin;
- Community Organisation which is an Incorporated body or an Educational Institution;
- Not-for-profit Organisation;
- Bonds will not be waived.

### Ineligible for Funding

Waiver of Fees and Charges will not be provided to or considered for:

- Individual persons;
- State or Federal Government bodies;
- Projects or Events that will financially benefit the Community Organisation (i.e. entry charge);
- Commercial Organisation or Businesses;
- The hire or lease of sporting and or recreation equipment.

### Waiver of Fees and Charges

Waivers will be considered where the application relates to a free community activity and at least one of the following criteria is met:

- Events that occur as a result of natural disasters;
- The purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community;
- Enhance community Spirit;
- Community Organisations that are run by local community volunteers;

### Provision of In-Kind Support

Overall control of the project resides with the applicant, but there may be conditions attached to the provision of in-kind support such as:

- Provision of venues;
- Staff assistance;
- Promotion through the Shire's communication channels or other non-monetary resources for a specific event or initiative;

### Application Timeframes

Community Organisations may make application for a Fee Waiver from the Shire of Irwin at any time during the year.

### Completing and Lodging Your Application

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

By Email: [co@irwin.wa.gov.au](mailto:co@irwin.wa.gov.au)

In Person: Shire of Irwin Administration Building  
11-13 Waldeck Street  
Dongara WA 6525

By Mail: Shire of Irwin  
PMB 21  
DONGARA WA 6525

## Waiver of Fees and Charges

If you require any further information or assistance with your application form please contact: the Community Officer on 9927 0000 or by the email address above.

### **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 outcomes of our assessment.

### **Acknowledging the Shire's Support**

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

## APPLICATION FORM – WAIVER OF FEES AND CHARGES

### Applicant Details

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

ABN: \_\_\_\_\_

Is the organisation GST registered?      Yes          No   

### Type of Organisation

Community Organisation            Charitable Body     

Not-for-Profit            Educational Institution     

### 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   

Are any Workers Working on a Volunteer Basis Yes          No   

What is the Shire **Fee and/or Charge** that is requested to be waived?

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BANK DETAILS**

Account Name: \_\_\_\_\_ BSB Number: \_\_\_\_\_

Bank & Branch: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signature of Account Holder: \_\_\_\_\_

**Declaration**

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**SHIRE OFFICE USE ONLY**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Record No: \_\_\_\_\_

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

Approved Yes  No

**Total of Fees and Charges to be Waivered:** \_\_\_\_\_

If Declined please provide reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Authorised Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PMB 21, 11-13 Waldeck Street  
Dongara WA 6525  
t 9927 0000  
f 9927 1453  
[www.irwin.wa.gov.au](http://www.irwin.wa.gov.au)

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