



SHIRE OF WAROONA FEE WAIVER REQUEST FORM CF012

Policy Number	CP005
Form Number	CF012

DETAILS OF APPLICANT	
NAME OF ORGANISATION:	
CONTACT PERSON:	
POSITION:	
CONTACT NUMBER:	
EMAIL ADDRESS:	

ABOUT YOUR ACTIVITY			
ACTIVITY TITLE:			
BASIS OF OPERATION:		REQUIREMENTS:	
Community	<input type="checkbox"/>	Membership numbers	<input type="checkbox"/>
Non-for-profit	<input type="checkbox"/>	Proof of Non-for-profit status	<input type="checkbox"/>
Registered Charity	<input type="checkbox"/>	Proof of charity status	<input type="checkbox"/>
TARGET AUDIENCE:			
DATE:			
LOCATION OF ACTIVITY:			
PURPOSE OF ACTIVITY:			
ENTRY FEE / TICKET PRICE	Adult: \$	Child: \$	Concession: \$
OTHER PARTICIPANT CHARGES			

HISTORY			
Has your group/organisation previously received a fee waiver or fee reduction from the Shire of Waroona Council?			
NO	<input type="checkbox"/>	Go to next question.	
YES	<input type="checkbox"/>	Which financial year?	Total reduction?
		Further information:	

If you require this document in an alternative format, such as large print or a coloured background, please contact the Shire of Waroona Administration Office via phone on (08) 9733 7800 or via email warshire@waroona.wa.gov.au

REQUESTED FEE	
Partial Fee Payment	Total: \$
Full Fee Waiver	Total: \$

State the reason why Council should waive/reduce the fees for this activity:

How will your organisation acknowledge Shire of Waroona support?

How will your activity provide wider community benefit?

Please attach any supporting documentation that will assist in the decision to waive part or all of the applicable fees.

SUPPORTING DOCUMENTATION
<input type="checkbox"/> Proof of Non-For-Profit
<input type="checkbox"/> Proof of Charity Status
<input type="checkbox"/> Audited Accounts (commercial activities only)
<input type="checkbox"/> Supporting Documents

Declaration (By submitting this form you are agreeing with the following conditions)		
<i>I declare that I am an authorised representative of the above organisation and certify that to the best of my knowledge, all details supplied in this application form, the activity application form and in any attached/supporting documents are true and correct and that the application has been submitted with the full knowledge and agreement of the group/organisation as detailed above.</i>		
NAME:	POSITION:	DATE:

ENQUIRIES	(08) 9733 7800
PLACE AND COMMUNITY	warshire@waroona.wa.gov.au

OFFICE USE ONLY	
<p>The Shire does not generally accept applications or requests to waive hire fees. Many organisations undertake fundraising activities as part of their business, or in support of other charities or non-for-profit organisations. It is inappropriate for Council to support fee waivers for one organisation over another and therefore applications will not be considered solely due to fundraising.</p> <p>Waivers will be considered where the application related to a free community activity and at least one of the criteria below is met.</p>	
CRITERIA MET (Which criteria does the above activity meet?)	
<input type="checkbox"/> The activity educates or strengthens communities or complements Council activities	
<input type="checkbox"/> 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	
<input type="checkbox"/> The purpose of the activity supports the development of infrastructure or services that can be considered the responsibility of Council	
<input type="checkbox"/> The application supports the activities of an incorporated club or group within the first twelve months of their operation	
<input type="checkbox"/> Extenuating circumstances exist	
OFFICER NAME:	DATE:

RECOMMENDATION	
That the Chief Executive Officer supports the Request for Fee Waiver or Reduction totalling \$ _____ for _____	

and supports the following 'In Kind' works: _____	

Approved/Declined _____ (Signature of CEO)	

POLICY

Policy CP005- Donations, Sponsorships and Waivers

3.4 Determination

If an application for a donation or sponsorship does not meet the evaluation criteria but is assessed by Shire Administration as a case warranting further consideration, it will be forwarded to Council for determination. Bonds will not be waived.

Waiver Value	Determination
Applications up to and including the value of \$1000 from Shire of Waroona based organisations or individuals	Determined by Chief Executive Officer under delegated authority
Applications over the value of \$1000 Shire of Waroona based organisations or individuals	Council determination

All requests for the waiver fees and charges are subject to the availability of the appropriate budget. Council reserves the right to decline a request based on insufficient / inappropriate budget available.