

Community Assistance and Fee Waiver Policy

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Objective

This policy provides an overarching framework to determine the nature and level of support to community groups through:

- a) Fee waivers;
- b) Financial assistance support with grant co-contributions; and
- c) The supply of materials and resources.

2 Responsibility

It is the responsibility of the Chief Executive Officer to assess each and every application on its merits and either endorse or decline the request.

The request must be formally responded to on Council letterhead, signed by the Chief Executive Officer. The letter must outline if the request was declined or endorsed, and if endorsed the conditions associated with the request.

3 Policy Statement and Scope

3.1 Fee Waiver

3.1.1 Council will only consider fee waiver requests from:

- a) An incorporated community group, or a group auspiced by an incorporated group.
- b) An Asset Committee.
- c) A community group that is not incorporated such as a Parents and Friends Advisory Group associated with a School or Early Years Centre.

3.1.2 Fee waiver requests to be considered are as follows:

- a) Fee waiver for hire of Council owned facilities.
- b) Fee waiver on Planning permits required.
- c) Fee waiver (excluding the levy) on Building permits required.
- d) Fee waiver on Environmental Health permits including septic permits.
- e) Fee waiver of Transfer Station fees for green waste and recycling only.

3.1.3 The group or organisation applying for the request to waiver a fee must:

- a) Submit the request in writing to the Chief Executive Officer, either via email or via post.
- b) The request must outline the purpose of the waiver and, the intended community outcomes for the program, service or activity.
- c) If applying for a Planning or Building permit waiver, it must be demonstrated that the permit fees were not included as part of a funding application.

3.1.4 The waiver of transfer station fees will be considered where the organisation wishes to deposit green waste or recycling from:

- a) Working bees for a specific grant funded community project, where the grant did not include disposal of green waste and recycling.
- b) Working bees for the beautification of shire community and council owned buildings.

- c) Working bees for the beautification of community and council owned parks, gardens and recreation facilities.
- d) Community events that provide an overarching benefit to the community and wider municipality.

3.2 Use of Plant, Equipment and Labour

Requests to utilise Council owned plant, equipment and employee labour are to adhere to Council's External / Private Works Policy.

3.3 Financial Assistance with Grant Co-contributions

Council has limited funds to utilise as a co-contribution for grant applications. Council acknowledges that there is a disparity of ownership of assets across the Shire, with some recreation reserves, parklands and buildings being owned by other State Government agencies and departments.

Council will make requests from Community Groups to provide a financial co-contribution under the following circumstances, regardless of if Council owns the assets:

- a) Sporting Groups where they will be provided with a direct benefit from the works to be undertaken. Example, but not limited to building construction or renovations to netball, football, hockey, swimming pool or tennis change rooms, function rooms etc.
- b) Where a hall, community centre or building is located within the Shire and requires upgrades / renovations.
- c) Where a tourist attraction provides a benefit to only one or two townships within the municipality.

Council will prioritise projects where there is a community contribution to assist with the grant application.

Council will not require a financial co-contribution where:

- a) There is a municipal wide economic benefit to the project being delivered.
- b) Where a tourist attraction provides an overarching economic benefit across the entire Shire.
- c) Council upgrades its own buildings, such as senior citizens, leisure centre, maternal child health buildings, shire office and library.
- d) Where the Council upgrades its facilities and there is not a clear benefit being provided to one or more specific groups.
- e) Streetscape works provide an overarching benefit to the entire community, including enhancing tourism and economic viability of businesses.

3.4 Supply of Materials and Resources to Community Groups

Where it will provide a financial, economic, environmental, and social sustainability benefit to the Yarriambiack Shire Council, Council will approve supplying community groups with materials and resources to undertake their volunteer project work. Examples include but are not limited to:

- a) Supply of trees and shrubs that are in line with Council's Tree Policy and supporting guidelines.
- b) Compost, soil, gravel, concrete, garden edging and pavers for township beautification works on public land.
- c) Labour to install township signage.
- d) Salvaged second-hand Council materials.

4 Review of Policy

This policy is to undertake a review cycle every three years.

Name: Community Assistance and Fee Waiver Policy	This Document is Uncontrolled when Printed	Responsible Officer: Chief Executive Officer	
Version: 1.0	Issue Date: 25 May 2022	Next Review: 25 May 2025	Page 2/ 3

5 Policies Rescinded with Adoption of this Policy

- a) Policy on Council Assistance for Community Projects
- b) Community Fee Waiver Policy
- c) Tipping Fee Policy

6 References

- a) Council Plan
- b) Budget
- c) Asset Management Plan
- d) External / Private Works Policy
- e) Asset Lifecycle Policy
- f) *Local Government Act 2020*
- g) Project Management Policy
- h) Project Management Procedure

Council Approved Policy

Policy Adopted:	Ordinary Meeting 25 May 2022	Minute Book Page 14	
Policy Reviewed:	Ordinary Meeting [date]	Minute Book Page [number]	