

Policy Number:	FNC 3
Policy Type:	Finance
Policy Name:	Community Group Grants and Donations
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

1. Council will advertise submissions for community grants in the local newspaper twice a year. Round 1 is for projects completed between July and December with Round 2 for projects completed between January and June of each year.
2. A submission form with all the required details will be used in order that Council can arrive at an informed decision on the distribution of public funds. Responsibility will be placed on groups, where applicable, to provide an accurate financial status providing suitable documentation to ensure fair consideration of their submission by Council.
3. Budget allocations outside of the Community Group Grant program are not guaranteed. Such requests are to be made in writing, giving full details of the organisation concerned and the purpose for which the donation will be used. Council reserves the right to request any information necessary in order to arrive at a decision whether or not to provide a donation in any instance.
4. The Community Grant program has three grant values available for application including Small Grant \$1 - \$500, Medium Grant \$501 - \$1000 and Large Grant \$1001 - \$3000.
5. Payment of Community Grants will be made twice a year for a funding pool of \$25,000 with an allocation given to Round 1 of \$15,000 and Round 2 of \$10,000. If applicable any surplus funds from Round 1 will be available for Round 2.

Related Policies	
Related Procedures/Documents	Community Group Grants Guidelines Community Group Grants Application Form
Delegated Level	
Adopted	OM 9 June 1994
Reviewed	OM 24 February 2022



Policy No. xxxxx

Rates Exemption

Purpose

To establish a consistent approach for determining the granting of an exemption on the payment of rates.

Policy Scope

This policy is applicable to local organisations and ratepayers within the Shire of Nannup who are eligible for a rate exemption pursuant to section 6.26(2) of the *Local Government Act 1995* (hereinafter referred to as a rate exemption).

This policy does not apply to ratepayers who are eligible for a rate concession pursuant to the *Rates and Charges (Rebates and Deferments) Act 1992*.

Definitions

Charity has the meaning given to it by the *Charities Act 2013*.

Charitable purpose has the meaning given to it by the *Charities Act 2013*.

Rates Exemption

1. The Shire will consider all applications for a rate exemption under section 6.26(2) of the *Local Government Act 1995*. Applications must be in writing by completing an Application for Rates Exemption form.
2. In accordance with section 6.81 of the *Local Government Act 1995*, an application for rates exemption does not affect the applicant's liability to pay rates and charges by the due date set out on the rate notice. Any outstanding amounts will accrue penalty interest. Should the application be granted, rates will be refunded.
3. An application for rates exemption is only applicable to rates and does not include service charges or the Emergency Services Levy.
4. The Shire may require the applicant to provide additional information and/or supporting documentation, including a copy of the Constitution or other governing document, financial report, charitable registration and information demonstrating the use of any land that is the subject of the application.

5. The Shire may only grant an exemption from rates under Section 6.26(2)(g) of the *Local Government Act 1995* if an applicant demonstrates that the land is being used exclusively for a charitable purpose.
6. Once the Shire has assessed the application, the Shire will provide written reasons to the applicant of Council's decision whether the land is rateable or non-rateable.
7. Where the rate exemption is granted, the Shire will amend the rates record with affect from the first day of the financial year in which the application was received. In accordance with this policy, it is the responsibility of the applicant to reapply for a rate exemption each financial year.

Register

The shire will maintain a Rates Exemption Register to record the determinations made in accordance with this Policy. The register will record the details of the organisation, the property, the rates otherwise payable, the purpose for which the land is used, the determination made and the review date.

First Adopted:

Version: 1

Last Reviewed:

New Review due by:

Policy Number:	FNC 5
Policy Type:	Finance
Policy Name:	Rate Rebates for Pensioners
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Rebates for eligible pensioners or seniors who reside on a property with a non-residential component will be applied to the minimum rate applicable to a residence in the town site, on the condition that State Treasury fully reimburses Council the total amount of the rebate applicable.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 20 December 2001
Reviewed	OM 27 July 2023

Policy Number:	ADM 25
Policy Type:	Administration Policy
Policy Name:	Hardship
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Objective

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy Scope

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Policy Statement

Payment difficulties, hardship and vulnerability.

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income

- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Nannup of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property.

The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at the ratepayer's request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegation Level	Manager Corporate Service
Adopted by Council:	23 July 2020 – Resolution 20082
Reviewed	OM 27 July 2023

Policy Number:	ADM 10
Policy Type:	Administration Policy
Policy Name:	Councillor Fees and Reimbursements
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Meeting Attendance Fees

All meeting attendance fees will be endorsed as part of the annual budget process in alignment with the Salaries and Allowances Tribunal Determination.

Allowances

Presidential Annual Allowance

The Presidential Annual Allowance will be endorsed as part of the annual budget process in alignment with the Salaries and Allowances Tribunal Determination.

Deputy Presidential Annual Allowance

The Annual Allowance payable to the Deputy Shire President shall be equivalent to 25% of the allowance payable to the Shire President.

ICT Allowance

An annual allocation of **\$1,100** to the Shire President and Councillors to offset the expenses associated with private ownership of a computer and associated peripherals, software and telecommunications costs.

Reimbursement of costs

A Council vehicle, if available, will be provided to transport members to meetings at which the Council is a delegate, provided that the car is driven by a Councillor or a staff member and that the use does not clash with other Council business.

A Council vehicle may be driven by a Councillor's partner while travelling to and from Nannup and while the Councillor is attending Council business provided that such use shall only be made if the vehicle is not required for the business of Council.

A mileage reimbursement will be made when Councillors use their private vehicles whilst on Council business at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances as apply under the *Public Service Award 1992* as amended from time to time.

Councillors shall check the availability of a Shire vehicle for use whilst on Council business prior to using their private vehicle.

Administration

The Councillor Fee and Reimbursement Claim Form shall be used when claiming fees and reimbursements. Claims should be submitted by Councillors on a quarterly basis. No claims made after 31 August that relate to the previous financial year will be valid.

All claims for reimbursement of expenses such as childminding fees, accommodation costs etc., must be supported by a copy of the paid account. This policy will be reviewed by Council following new determinations by the Salaries and Allowances Tribunal.

Related Policies	ADM 6
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 22 May 1997.
Last Reviewed	OM 27 July 2023