

Community Assistance and Fee Waiver Policy



Yarriambiack
SHIRE COUNCIL

Community Assistance and Fee Waiver Policy

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

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1 Objective

This policy establishes a comprehensive framework for determining the type and extent of support provided to the Yarriambiack community as well as the method by which such assistance is documented.

This policy outlines the specifics regarding the types of assistance and fee waivers available, including the eligibility criteria and governance structures that facilitate the management of these requests.

Community assistance and fee waivers covered in this policy are as follows:

- a) Fee waiver waste and recycling.
- b) Fee waiver planning permit.
- c) Fee waiver local laws.
- d) Fee waiver environmental health.
- e) Financial assistance for community groups.
- f) Community support – supply of materials and resources.

It is important to note that Council does not provide a fee waiver for building permits.

2 Responsibility

Type of Assistance	Responsible Officer / Elected Member	Description
Fee Waiver Supply of Materials and Resources Planning Permit	Chief Executive Officer	It is the responsibility of the Chief Executive Officer to assess each and every application on its merits against the criteria outlined in this policy and either endorse or decline the request. The request must be formally responded to and signed by the Chief Executive Officer. The response must outline if the request was declined or endorsed, and, if endorsed, the conditions associated with the request.
Fee Waiver – Registered Events Only Supply of Materials and Resources – Registered Events Only	Community Strengthening and Engagement Department	The Event registration process manages the fee waiver approvals for in-kind assistance and support associated with registered events. The Manager Community Strengthening and Engagement has delegated authority from the Chief Executive Officer to approve resources support and local laws fee waiver requests as listed below: <ul style="list-style-type: none"> • Additional public toilet cleaning. • Road closure management. • Waste and recycling bin and trailer allocation. • Request to waiver Local Laws Permit associated with a registered event.
Fee Waiver Local Law Events	Chief Operating Officer	The Chief Operating Officer is authorised by the Chief Executive Officer to approve Fee Waiver requests for registered Local Law Events.

Type of Assistance	Responsible Officer / Elected Member	Description
Environmental Health Permits	Chief Operating Officer	The Chief Operating Officer is authorised to approve Fee Waiver requests for septic tank installation where the project is being undertaken on public land, is owned by the community, and will provide an overarching benefit to the municipal district.
Fee Waiver Supply of Materials and Resources	Governance Support Officer	The Governance Support Officer will document and respond to all requests, consulting with the Chief Executive Officer. The Governance Support Officer will maintain the Fee Waiver Register.
Financial Assistance and Community Group Contributions Planning Permits	Councillors	All requests for financial assistance and contributions must be endorsed by the Council through a Council resolution. This can be achieved either through the Budget process and adoption or by endorsement of a Council Report recommending a financial co-contribution is supported. Councillors will decide on planning permit fee waiver requests where they are deemed significant at the State, Regional, and/or Municipal district levels.

2.1 Responsibility Documentation

Type of Assistance	How Request is to be Received and Documented	Recorded in Fee Waiver Register
Fee Waiver for Waste and Recycling	Letter received, and Fee Waiver Letter produced as a response.	YES
Fee Waiver for Planning Permits	Letter received, and Fee Waiver Letter produced as a response.	YES
Fee Waiver Local Laws Permit – Events Only	Letter received, and Fee Waiver Letter produced as a response.	YES
The Supply of Materials and Resources – Events Only	Via Events Registration	NO
Financial Assistance	Via Letter to Chief Executive Officer, and formal response. (Saved in CEO Correspondence)	NO
The Supply of Materials and Resources	Via Letter to Chief Executive Officer, and formal response. (Saved in CEO Correspondence)	NO

3 Policy Statement and Scope

3.1 Fee Waiver

The Chief Executive Officer will only consider fee waiver requests from:

- a) An incorporated community group, a not-for-profit organisation or Government department / entity / authority, 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; and
- d) Under exceptional circumstances an individual who has undertaken a community service in a volunteer capacity for the betterment of the municipal district and has not charged a fee for this service.

Fee waiver requests to be considered are as follows:

Planning Permits	<p>Council will take into consideration Regulation 20 of the Planning and Environment (Fees) Regulation 2016 when considering a fee waiver.</p> <ol style="list-style-type: none"> a) The Chief Executive Officer will only waiver a planning permit for the following circumstances: <ol style="list-style-type: none"> i. If an application is withdrawn and a new application is submitted in its place. ii. For new events that are proposed to be held annually. The CEO will waiver the permit for the first event in year one only. A planning permit fee will be required for the second and subsequent years. The fee waiver in the first year allows for the testing of the event for amenity impacts (car parking, noise, hours of operation). b) Council will only consider one waiver per event. c) Council will treat an amendment to a planning permit as a new application. d) The Councillors will consider waiving a planning permit through a resolution of Council if the project is deemed significant at the State, Regional, and/or Municipal district levels. Each application will be evaluated on its individual merits and assessed according to the Planning and Environment (Fees) Regulations 2016. A minimum period of three months should be allocated for making a decision.
Environmental Health Permits	<p>For the installation of a septic tank that is being installed on public (Crown) land, where the infrastructure will be owned by a community group that meets the definition within this policy, and the project will provide an overarching benefit to the municipal district.</p>
Transfer Stations	<p>The waiver of transfer station fees will be considered where the organisation, group or individual wishes to deposit green waste, recycling and/or hard rubbish (excluding mattresses, tyres or commercial size hard rubbish disposals) from:</p> <ol style="list-style-type: none"> a) Working bees for a specific grant funded community project, where the grant did not include disposal of waste. 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.
Local Laws Permit	Fee waiver for Local Laws Permits for Events that register with Council and meet both Council and Governing body requirements.

The group, organisation or individual (where applicable) applying for the request to waiver a fee must:

- Submit the request in writing to the Chief Executive Officer, either via email or post.
- Ensure the request outlines the purpose of the waiver and, the intended community outcomes for the program, service or activity.

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.

When community assistance is facilitated through the events registration process, Council Officers will allocate necessary resources, such as the waste trailer, accordingly.

3.3 Financial Assistance with Grant/Project 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 consider requests from Community Groups for a financial co-contribution under the following circumstances:

- If the request is accompanied by a community financial contribution to assist with the project and/or grant application; and
- If the financial contribution relates to a Council or Community owned asset on State Government or Council owned land.
- Where applicable, that the organisation has either adopted their own Fair Access Policy or Council's prior to the request being made.

The Community Group must further demonstrate how the financial contribution will provide a direct benefit to the municipal district, including how many people and/or groups will benefit from the financial investment.

Council will not require a financial co-contribution where:

- Council upgrades its own buildings, such as senior citizens, leisure centre, maternal child health buildings, shire office and library.
- Where the Council upgrades its facilities and there is not a clear benefit being provided to one or more specific groups.
- Streetscape works that 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 (including events). Examples include but are not limited to:

- Supply of trees and shrubs that are in line with Council's Tree Management 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.
- e) Labour and equipment to support events conducted within our Shire.

3.5 Community Group Contributions

3.5.1 Halls

Council provides a financial contribution annually to specified Hall Committees across the Shire to assist with the operating costs of providing the service to the Community.

The financial contribution is provided to the applicable Hall Committees:

- Hopetoun Memorial Hall
- Tempy Memorial Hall
- Sheep Hills Hall
- Warracknabeal Town Hall
- Brim Memorial Hall
- Speed Public Hall
- Wallup Hall
- Woomelang Memorial Hall
- Minyip Memorial Hall
- Rupanyup Memorial Hall
- Patchewollock Memorial Hall
- Murtoa Mechanics Institute Hall
- Lubeck Memorial Hall
- Boolite Public Hall
- Beulah Memorial Hall
- Aubrey Hall

3.5.2 Recreation Reserves and Pools

Recreation Reserves and Pools are provided with an annual financial contribution in accordance with Council's adopted Sport and Recreation Strategy.

The financial contribution is provided to the applicable Recreation Reserve and Pool Committees:

- ANZAC Memorial Park Trustees
- Minyip Recreation Reserve
- Rupanyup Recreation Reserve
- Brim Recreation Reserve
- Beulah Recreation Reserve
- Hopetoun Recreation Reserve
- Woomelang Recreation Reserve
- Yaapeet Recreation Reserve
- Lubeck Memorial Soldiers Reserve
- Patchewollock Recreation Reserve
- Speed Recreation Reserve
- Tempy Memorial Park
- Murtoa Showyards Reserve
- Beulah Swimming Pool
- Hopetoun Swimming Pool**
(Asset Committee of Council)
- Minyip Swimming Pool
- Murtoa Swimming Pool
- Rupanyup Swimming Pool
- Warracknabeal Memorial Swimming Pool
- Tempy Swimming Pool
- Woomelang Recreation Reserve Swimming Pool

3.5.3 Weir Pool Contributions

Council provides a financial contribution annually to specified Weir Pool Committees across the Shire to assist with the operating costs of providing recreational water to the community.

The financial contribution is provided to the applicable Weir Pool Committees:

- Yarriambiack Creek Development Committee
- Lake Marma Committee
- Brim Lions Club
- Beulah Memorial Recreation Reserve Committee of Management
- Lake Lascelles/Lake Corrong Committee of Management
- Yaapeet Community Club Inc.

3.5.4 Progress Association (or Equivalent)

The Council's Priority Projects Framework outlines the framework for providing contributions to Progress Associations or equivalent.

3.5.5 Conditions of Financial Contributions

The Committees referred to in Section 3.5 of this policy are provided with an annual financial contribution, based on the following conditions (excluding Community Asset Committees):

- a) The Committee is incorporated.
- b) Have a current and valid lease with Council (if applicable).
- c) Have a minimum of \$20 million public liability.
- d) Meet all Government reporting requirements associated with being an incorporated association and if applicable a State Government appointed Committee of Management.

Financial contributions are determined annually as part of the budget process. Each year, in September or October, the relevant Committees will receive a letter (via mail and/or email) requesting them to submit an invoice to the Council in order to receive payment. Invoices must be submitted by 30 June of the relevant financial year. Any funding not claimed within the specified timeframe will be forfeited, and commitments will not be rolled over to the next financial year.

The conditions outlined above are not applicable to Community Asset Committees of Council that have been enacted in accordance with section 65 of the *Local Government Act 2020*.

3.6 Township Anniversary Milestone Contributions

Council will allocate \$1,000 to one organising Committee per community for a township anniversary event (e.g. 100-year celebrations), where a civic event, such as a dinner, is held and the Mayor and Councillors are invited as guests.

3.7 Annual Awards Night Donation

Council will donate \$250 annually to each secondary school within the Yarriambiack Shire Council to support the purchase of vouchers, trophies, or gifts for rewarding students at the schools' Annual Awards Night.

The financial contribution is provided to the applicable secondary schools:

- Hopetoun P-12 College
- Murtoa College
- Warracknabeal Secondary College
- Warracknabeal Special Developmental School

4 Building Permits

Council does not provide waivers for building permits. Applications for building permits can be applied for through Council or via a private building surveyor. A registered building practitioner cannot act as advisor and assessor for the same application.

Where Council or the Municipal Building Surveyor must determine an application, general information about the process or what must be submitted will be provided at no charge, however technical advice on how to comply with the relevant legislation, regulation or section of the Building Code must be sourced independently via a registered building practitioner.

4 Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
a) Council decisions are to be made and actions taken in accordance with the relevant law;	Section 3.1
b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	Section 3
c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	Section 3
d) the municipal community is to be engaged in strategic planning and strategic decision making;	Section 3
e) innovation and continuous improvement is to be pursued;	Section 3
f) collaboration with other Councils and Governments and statutory bodies is to be sought;	Section 2
g) the ongoing financial viability of the Council is to be ensured;	Section 1
h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Section 3
i) the transparency of Council decisions, actions and information is to be ensured.	Section 2

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

Community Engagement Principles	<ul style="list-style-type: none"> • A community engagement process must have a clearly defined objective and scope. • Participants in community engagement must have access to objective, relevant and timely information to inform their participation. • Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement. • Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement. • Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
Comment:	<p>This Policy ensures that participants have access to relevant information by detailing the types of assistance and fee waivers available, including eligibility criteria and governance structures. It specifies that fee waiver requests will only be considered from specified groups, ensuring that participants are representative of the affected groups. The policy provides various types of support, such as financial assistance, supply of materials and resources, and fee waivers enabling meaningful and informed engagement.</p>
Public Transparency Principles	<ul style="list-style-type: none"> • Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act. • Council information must be publicly available unless— <ul style="list-style-type: none"> (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest. • Council information must be understandable and accessible to members of the municipal community. • Public awareness of the availability of Council information must be facilitated.
Comment:	<p>This policy ensures public transparency by clearly outlining the processes and criteria through which the Council provides community assistance and fee waivers. It details the types of support available and waivers for various permits. By specifying the eligibility criteria and governance structures, the policy ensures that the community is well-informed about how decisions are made and the rationale behind them. This comprehensive approach not only promotes transparency but also fosters trust and engagement within the community.</p>

Strategic Planning Principles	<ul style="list-style-type: none"> • An integrated approach to planning, monitoring and performance reporting is to be adopted. • Strategic planning must address the Community Vision. • Strategic planning must take into account the resources needed for effective implementation. • Strategic planning must identify and address the risks to effective implementation. • Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
Comment:	<p>This Policy is aligned with the broader strategic goals of the Council and remains responsive to the evolving needs of the community. By incorporating these strategic planning principles, this Policy promotes effective governance and continuous improvement in the provision of community assistance and fee waivers. It supports our vision of a strong and connected community prioritising sustainable and innovative approaches to support the wellbeing of our people, economy, and environment.</p>
Financial Management Principles	<ul style="list-style-type: none"> • Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans. • Financial risks must be monitored and managed prudently having regard to economic circumstances. • Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community. • Accounts and records that explain the financial operations and financial position of the Council must be kept.
Comment:	<p>These principles are integrated into this Policy to promote effective financial management and ensure that community assistance and fee waivers are provided in a financially responsible manner. By embedding these principles, this Policy guarantees that all financial transactions related to community assistance and fee waivers are managed in accordance with the Council's financial policies and strategic plans.</p>
Service Performance Principles	<ul style="list-style-type: none"> • Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community. • Services should be accessible to the members of the municipal community for whom the services are intended. • Quality and costs standards for services set by the Council should provide good value to the municipal community. • A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring. • Service delivery must include a fair and effective process for considering and responding to complaints about service provision.

Comment:

These principles are integrated into this Policy to ensure that community assistance and fee waivers are provided in a manner that is equitable, accessible, and continuously improving. It also ensures that the assistance provided is easily accessible and understandable, allowing community members to fully benefit from the available resources. Furthermore, the commitment to continuous improvement means that the Policy is regularly reviewed and updated to adapt to changing needs and circumstances, ensuring that it remains effective and relevant over time.

5 Review of Policy

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

From time to time, circumstances may require minor administrative changes to be made to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively and need not be considered and adopted by Council.

Where any change or update may materially change the intent of this policy, or the legal responsibilities of any member of the community, it must be considered and adopted by Council, or by the Chief Executive Officer in reliance on delegated authority.

6 Policies Rescinded with Adoption of this Policy

- Policy on Council Assistance for Community Projects
- Community Fee Waiver Policy
- Tipping Fee Policy

7 References

- Council Plan
- Budget
- Asset Management Plan
- External Private Works Policy
- Asset Lifecycle Policy
- *Local Government Act 2020*
- Project Management Policy
- Project Management Procedure
- Priority Project Framework
- Sport and Recreation Strategy
- Tree Management Policy

Council Approved Policy

Policy Adopted:	Ordinary Meeting 25 May 2022	Minute Book Page 14
Policy Reviewed:	Ordinary Meeting 30 June 2025	Minute Book Page 72 Item 15.13
	Administrative Update	Section 3.5.2 to include disclaimer that Hopetoun

	21 July 2025	Swimming Pool is an asset committee of Council. Section 3.5.5 to include that asset committees of Council are exempt from conditions. Addition of section 4.
	Ordinary Meeting 26 November 2025 Version 2.1	Minute Book Page [number] Item [number]

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