



WEIPA TOWN AUTHORITY POLICY

Rates Based Financial Assistance for Charitable Organisations

Policy Number: WTA – P – R03

Date Adopted: June 2010

Version: V1

Review Date: June 2011

1. INTENT

This policy will allow the Weipa Town Authority (WTA) to consider applications for remissions of general rates from not for profit community based organisations from recreation, sporting and community groups. Unless otherwise determined by the WTA, the applicant organisation must be the owner or lessee and occupier of the land with the rate notice being issued in the organisation's name.

The land for which an application is made must be used for the purpose in which the rating concession applies. Organisations that manage premises with gambling machines or whose main activity is gambling will not be considered eligible.

2. POLICY STATEMENT

That the WTA deem the following land as being used for charitable purposes:

- Land which is used predominantly for the purpose of operating a not-for-profit community service, sporting, or recreation activity; or
- Land under the control of a not-for-profit organisation which meets the eligibility criteria below.

The effect of this deeming provision will be that the WTA may provide up to 100% concession of the total of General Rates payable on such land. In the interests of clarity it is noted that this Rate Based Financial Assistance applies only to the proportionate area of land being used for the deemed purpose, and this Rate Based Financial Assistance does not extend to service or utility charges.

It is not necessary that the applicant be the registered owner of the land, however the applicant must demonstrate rights to use the land for the rating period.

Application for consideration under this policy must include the following supporting documentation:

- a) Documentation supporting the organisation's not-for-profit or charitable status, from either the Australian Taxation Office or the Queensland State Government.
- b) Copies of the applicant organisation's Financial Statements (Audited) for the past two (2) years.

2. ELIGIBILITY CRITERIA

Organisations wishing to obtain a rate based financial assistance in accordance with this policy must satisfy the following eligibility criteria:

- The applicant must be a registered Charity (with the Australian Taxation Officer) OR a not-for-profit incorporated association.
- The applicant's charitable or not for profit organisation relies mainly on volunteer labour.



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- The applicant must be based in Weipa or associated with a membership base in Weipa.
- The applicant must not hold a Full Club Licence issued by the Liquor Licensing Division (but may hold a General Purpose Permit or a Restricted Club Permit).
- The applicant must not operate Gaming Machines.
- The applicant must make available and be perceived to make available its membership/participation to the general community.
- All applications must be made on the relevant approved application form.
- The applicant must provide copies of the organisation's audited financial statements for the past two (2) financial years.

3. ASSOCIATED POLICY PROCEDURES

Applicants are only required to make an initial application. There is no requirement for reapplication each financial/rating year.

Notwithstanding the above, the WTA reserves the right to regularly check the use of the land to see that it remains as it was at the time the exemption was first determined.

The WTA reserves the right to write to the land owner or applicant at any time seeking advice as to present land use in relation to its exemption status. From the response received a determination might then be made as to whether to continue to allow the exemption.

In some cases the WTA may have sufficient information on its records to make an assessment of the application. In other cases The WTA may need to conduct a site inspection, call for further information or perhaps interview the applicants.

4. AUTHORITY

The Chief Executive Officer has authority to make decisions within the framework of this Policy.

5. RELATED POLICIES

This Policy should be applied in conjunction with the Local Government Act 1993 and any relevant Regulations; all other WTA policies; and resolutions made at The WTA's Budget Meeting each year in relation to the striking of rates; and The WTA's Revenue Statement as amended from time to time.



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APPLICATION FORM

Section 957 of the Local Government Act and Section 41 of the Local Government Regulations 2005

Applicant Details:

Name	
Address	
Telephone No.	
Contact Name	

The Organisation or Club:

Question (Please tick "yes" or No" column)	Yes	No
<i>Is your organisation or club audited each year?</i> Please enclose a copy of the last 2 audited statements.		
<i>Does your organisation rely mainly on volunteer labour</i>		
<i>Does your organisation hold a liquor licence?</i> If yes, what type:		
<i>Does your organisation operate gaming machines?</i>		

Organisation's Purpose:



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Benefits to the Community:

Please provide details of how Weipa residents benefit from the activities of your organisation.

Land details:

Have you enclosed:

- A copy of the applicant organisation’s Certificate of Incorporation and Constitution
- Copies of the applicant organisation’s Financial Statements (Audited) for the past two (2) years
- Documentation supporting the organisation’s not-for-profit or charitable status, from either the Australian Taxation Office or the Queensland State Government.

Acknowledgement of funding conditions:

Upon signing and lodging this application, you acknowledge that you have read and understood the Policy as it applies to Rate Based Financial Assistance and agree to abide by the conditions of funding.

Applicants are advised that the WTA reserves the right to conduct a site inspection, call for further information or perhaps interview the applicants in order to make a determination of this application.

Signature:	
Name of signatory (please print)	
Position in organisation	
Date	



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WTA Assessment of Application

Registered Charity/not-for-profit Association	
Relies mainly on volunteer labour	
Based in Cook Shire	
Participation open to general community	
Audited financial statements provided	
Copy of Certificate of Incorporation & Constitution	
Does not hold a Full Club Liquor Licence	
Does not operate Gaming Machines	
Gross Annual General Rates	\$
Amount of Concession granted	\$
Amount in Budget	\$

This request is:

Approved	
Not Approved	

Notes or conditions of approval:

<i>Signature of approving officer</i>	<i>Date</i>
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