



# Guidelines

## Rates, Water & Sewerage Access Charges Subsidy Scheme



*We're with you*

## How to submit your application

- Applications must be submitted online;
- Access to the internet and an email address will be required;
- The link to the Application Form is available on Council's website;
- The application must be submitted by the due date;
- Late or incomplete applications will be not considered.

**The application form will be available on Council's website for the month of September and applications will close at the end of September each year.**

If you require assistance you should contact the Revenue Coordinator.

Email: [Revenue@wsc.nsw.gov.au](mailto:Revenue@wsc.nsw.gov.au) or Telephone: 02 4868 0888

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## Introduction

Sections 555 to 558 allow Council to exempt particular properties from the payment of Council rates. These exemptions relate largely to:

- Crown Land;
- Land occupied by places of public worship, hospitals, and educational institutions;
- Land owned & occupied by a public charity or public benevolent institution.

Council acknowledges that activity(s) may take place on land that is not exempt from rates, but which are of benefit to the general public, either through the provision of a specific community service or through the provision of sport and recreation facilities.

This subsidy is a contribution provided to those groups providing these activities.

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## 1 Objective

**1.1** The Community Strategic Plan for Wingecarribee Shire, "*Wingecarribee 2031*" outlines five themes. These include a commitment to leadership, our people, our places, our environment, and our economy. These were developed in consultation with the community and underpin the work of Council.

A copy of this plan is available on the Wingecarribee Shire Council website.

The objective of the Rates, Water & Sewerage Access Charges Subsidy Scheme is to further this commitment to the Community Strategic Plan – Wingecarribee 2031 through the distribution of funds to local non-profit community (*incorporated*) organisations to assist in the development and provision of cultural, sporting, welfare, health promotion, leisure, environmental and community development programs, activities, and events.

**1.2** There are two types of Subsidies available under this Scheme. These are:

### **Rates Subsidy**

An annual subsidy equivalent to 50% of the total rates (excluding any fee for waste) levied (up to a maximum of \$500.00).

## **Water & Sewerage Subsidy**

### **i) Religious groups**

An annual subsidy equivalent to 50% of the annual water & sewer access charge (up to a maximum of \$500.00).

### **ii) Other groups**

An annual subsidy equivalent to 50% of the annual water & sewerage access charge (up to a maximum of \$500.00).

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## **2 Funding Principles**

Subsidies will be provided to those applicants who satisfy the criteria detailed in these guidelines without exception.

The annual funding allocation will be made available in the Operational Plan and Budget. If the total value of successful applications exceeds the total allocation, the subsidy amount provided to each successful applicant will be reduced to ensure the funding allocation is not exceeded. All offsets will be directly applied to the relevant rates and/or water accounts.

### **Rates Subsidy**

- The applicant will be the owner and occupier of the property and be liable to make payment of Council rates levied on the property;
- The applicant must be recognised by the Australian Taxation Office as being a Not for Profit enterprise;
- The applicant must supply an ABN where it is a registered entity.
- The group must provide a service which is available and of benefit to the residents, without exclusion of Wingecarribee Shire;
- In providing this service, the group will relieve Council of the need to provide that service.

### **Water Subsidy**

#### **i) Religious Groups**

- The Religious group will be regulated by an Act of Parliament;
- The property will be used as a place of public worship which does not exclude non-members from its services.

#### **ii) Other Groups**

- The applicant must be the owner and occupier of the property and be liable to make payment of the Water & Sewerage rates levied on the property;
- The applicant must either be recognised by the Australian Taxation Office (ATO) as being a Not for Profit enterprise, or a Public Benevolent Institution or Charity registered with the Australian Charities and Not-for- Profits Commission (ACNC);
- The applicant must supply an ABN where it is a registered entity;
- The applicant must provide a service which is available and of benefit to the residents, without exclusion, of Wingecarribee Shire;
- In providing this service, the group will relieve Council of the need to provide that service.

### 3 Procedures

To be considered for payment of a subsidy, applicants must follow these procedures:

- 3.1 An application must be made each year using the prescribed application form available via Council's webpage;
  - 3.2 An organisation is eligible to submit applications for any property that they own in the Shire;
  - 3.3 Any supporting documentation must be submitted with the application;
  - 3.4 Whilst the application form will indicate the necessary supporting documentation, Council reserves the right to request other documentation as it sees fit;
  - 3.5 Applications WILL NOT BE CONSIDERED IF:
    - 3.5.1 The application is either incomplete or the required documentation is not attached.
    - 3.5.2 The application is not submitted using the online application form.
    - 3.5.3 The application has been completed or signed by Councillors or Council staff.
    - 3.5.4 The application is submitted AFTER the closing date.
  - 3.6 The closing date for submission of applications will be midnight 30 September each year.**
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### 4 Evaluation Process

To ensure continuing objectivity in the funding evaluation process, the following procedure will be strictly adhered to:

- 4.1 Applications will be considered on their individual merits, considering the circumstances of each case, the availability of funds and the relevant provisions of the Local Government Act 1993, or any other Act or Acts governing exemptions from rates (if applicable).
  - 4.2 All information provided in the application will be treated as **confidential**.
  - 4.3 Final recommendations will be made by the Revenue Coordinator, authorised by the Chief Financial Officer (or the delegated Council Officer), and applied directly to the applicant's rates or water account.
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### 5 Notification of Outcomes and Accountability

- 5.1 Successful applicants will receive notification via the email address designated on the application by **midnight on 31 October** each year.
  - 5.2 Subsidies will be credited to the respective rates and/or water & sewerage accounts within the same timeframe.
  - 5.3 Unsuccessful applicants will receive notification via the email address designated on the application by **midnight on 31 October** each year. Their advice will include the reason(s) that their application was not successful.
  - 5.4 Unsuccessful applicants will have until midnight on 14 November each year to submit an appeal which will be processed, and a notification of the outcome of that appeal will be issued within fourteen (14) days.
  - 5.5 IMPORTANT – the applicant should continue to pay any notices that are issued whilst applications are being received and assessed.**
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## 6 Assistance to Complete Your Application

Any enquiries or requests for assistance with any aspect of the application form should be directed to the Revenue Coordinator on (02) 4868 0888 or via email to [Revenue@wsc.nsw.gov.au](mailto:Revenue@wsc.nsw.gov.au)