

14 November 2018

Mr David Nicholson  
Rates Coordinator  
City of Busselton  
2 Southern Drive  
Busselton 6280

Dear David

**RE: APPLICATION FOR RATES EXEMPTION – 3/71 Kent St, Busselton**

We would like to apply for rates exemption for the above mentioned property.

Relationships Australia WA Inc ("RAWA") is not-for-profit Public Benevolent institution and has Deductible Gift Recipient (DGR) status. RAWA receives funding from the Federal and State government to provide services to the community. RAWA is currently leasing the property at 3/71 Kent St, Busselton. The property is used during office hours for service delivery. Services that are conducted from this office include headspace Busselton, 4Families Support Services and outreach services for the Bunbury Family Relationships Centre. RAWA does not charge fees for the headspace and 4Families Support services. RAWA charged a small fee for the outreach service for the Bunbury Family Relationships Centre.

As RAWA is a not-for-profit charitable organization, an exemption from rates would be helpful for our cause and the delivery of services to the community.

We look forward to your favorable reply. Thank you.

Yours faithfully



Susanna Wee  
Chief Financial Officer

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, Terri Reilly, of 156, Railway Parade, West Leederville, CEO, Relationships Australia WA Inc. sincerely declare as follows:-


Relationships Australia WA Inc ("RAWA") is a not-for-profit Public Benevolent institution and has Deductible Gift Recipient (DGR) status. RAWA receives funding from the Federal and State government to provide services to the community. RAWA is currently leasing the property at 3/71, Kent Street, Busselton WA 6280. The property is used to deliver various community services. Services that are conducted from this office include headspace Busselton, 4Families Support Services and the outreach services for the Bunbury Family Relationships Centre.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at 156, Railway Parade, West Leederville

on 14/11/18 by Terri Reilly

in the presence of-



SUSANNA WEE

# APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

## Privacy

The personal information collected on this form will only be used by the City of Busselton for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

## Copyright

I authorise the City of Busselton to reproduce any attachments provided with this form for internal purposes only.

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This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach all additional documents requested, as failure to do so may result in the application being refused.

Please note that this exemption application will only be considered where the properties rating assessment is up to date. Any approved exemption will be on rates only with Emergency Services Levy and other service charges such as waste services remaining payable. Any overpayment as a result of rate exemption being approved will be refunded. Properties which are granted rate exemption are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

## 1. PROPERTY ADDRESS DETAILS

Street address	3/71, KENT STREET
Suburb	BUSSELTON
Post code	6280

Property Reference Number (if known)	
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## 2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

REFER TO ATTACHMENT

## 2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details.

The property is used to run government funded, headspace Busselton, 4Families programs and Bunbury Family Relationships Centre. These services are free.

### **headspace Busselton**

Relationships Australia WA is the lead agency for headspace Busselton. headspace is an organisation that operates across Australia, providing support, information and services to people ages 12 - 25.

headspace Busselton offer anyone aged 12-25 free access to social workers, counsellors, mental health workers and psychologists. headspace also has an extensive website where young people and their carers can read information on a wide range of issues including depression, bullying, and relationship issues.

### **4Families Support Services**

4families is a free service that provides whatever support families and carers need, linking them to a variety of services to reduce family stress and enable children and young people to reach their full potential.

We provide:

- counselling and emotional support
- information and referrals
- home-based family support
- workshops, seminars and groups
- community development activities
- support for grandparents and carers

We focus on prevention and early intervention by addressing issues that affect the mental and emotional well-being of children and young people.

Where families and carers need more assistance, we will actively work with other services including schools, community organisations, Centrelink and mental health services.

### **Bunbury Family Relationships Centre**

- The Busselton service is the outreach service for the Bunbury Family Relationships Centre.
- It provides information about family relationships at all stages - forming new relationships, overcoming relationship difficulties or dealing with separation and also referring other services that can help.
- For parents experiencing separation, the centre helps the parents to focus on the children's needs and help decide what to do next. RAWA can also provide Family Dispute Resolution sessions with the other parent or family members to help with parenting arrangements.
- RAWA can also provide joint sessions with the other parent or family members to help on parenting arrangements.

Information, referral and individual sessions are free of charge. RAWA provides one hour of family dispute resolution sessions free of charge (up to four hours where interpreters are used) and may charge fees after this depending on circumstances. Everyone is welcome to drop in or phone the Centre for information about programs and services available in the local area that can help strengthen family relationships.

### 3. PROPERTY OWNER DETAILS

Organisation	
Property owner <i>(if different to above)</i>	ANNA STAVRETIS atf THE STAVRETIS PROPERTY TRUST #1
Postal address <i>(including post code)</i>	18, GREBE ST, STIRLING WA 6021
Telephone	
Facsimile	
Mobile	0409 100 924
E-mail	stava001@iprimus.com.au

### 4. APPLICANT DETAILS

Contact Person	SUSANNA WEE
Position Title	CHIEF FINANCIAL OFFICER
Postal address <i>(including post code)</i>	P O Box 1206, WEST LEEDERVILLE, WA 6901
Telephone	(08) 6164 0112
Facsimile	(08) 6270 4491
Mobile	0439 946 416
E-mail	susanna.wee@relationshipsWA.org.au

### 5. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporated Act 1987?

*(If yes, provide a Certificate of Incorporation)*

Yes  No

Considered "not for profit"?

Yes  No

Have a tax exemption from the Australian Tax Office (ATO)?

*(If yes, provide a certificate of tax exemption from the ATO)*

Yes  No

Leasing the property?

*(If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates)*

Yes  No

Have planning approval for the land use of the property?

*(A site inspection may be required before the application is processed)*

Yes  No

## 6. DOCUMENTATION REQUIREMENTS

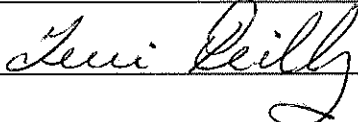
Please provide the following documentation with this application:

- Formal request for rate exemption on the organisation's letter head that includes a written statement outlining the nature of the Organisation's operations, including the following details:
  - Use and occupancy of the property
  - Type of service provided (e.g. food, accommodation etc)
  - Frequency of service provision (e.g. full-time, daily, weekly etc)
  - Whether any payment is received for the services provided by the organisation;
- Copy of the organisation's constitution;
- Copy of the organisation's current certificate of incorporation;
- A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- A plan of the property, showing all buildings and outbuildings **OR**
- Floor plan of the leased property area if only part of the property is the subject of this application.
- A copy of the organisations current years audited financial statements and details of its financial and funding support;
- Copies of any other relevant documentation that the organisation considers will support this application;

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## 7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name	TERRI REILLY
Position Title	CEO
Organisation	RELATIONSHIPS AUSTRALIA WA INC.
CEO/Trustee Signature	

# OFFICE USE ONLY

## 1. CONSIDERATIONS

Approval with the City's Town Planning Scheme? YES  NO

Has the property been inspected? YES  NO

Recommend for non-rateable status? YES  NO

Section 6.26 (2) of the Local Government Act 1995 classification	
Person/s or Classes of Persons Affected by this decision	

Reason for non-rateable status:

New Application  Review of Exemption

Amount of rates to be exempted and date to be commenced from (if applicable):

Amount: \$	Data (from): Click here to enter a date.
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Rubbish bin changes to be levied and dates to be applicable from:

Amount: \$	Data (from): Click here to enter a date.
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Note: The approval will be for a period of 3 years, unless circumstances change.

## 2. DECISION – DELEGATED AUTHORITY (3.40)

Approving officer sub-delegated by the CEO to approve the granting of rate exemption status in accordance with the Local Government Act 1995.

Name	
Position	
Signature	

Determination by delegated officer:

DENIED for non-rateable status

APPROVED for partial non-rateable status

APPROVED for non-rateable status