

City of Kalamunda

COVID-19 Crisis Relief Fund

Individual Eligibility Criteria
and Application Form



Overview

The City of Kalamunda has established a \$1m COVID-19 Crisis Relief Fund to support households, community groups and small businesses that employ staff and are subject to closure or highly impacted by the shutdown restrictions announced by the Government as a result of the corona virus (COVID-19).

Funding up to \$1000 is available for individuals towards Local Government Rates and/or infringements.

This document provides guidance for individual applicants of the COVID-19 Crisis Relief Fund. Please read these Guidelines before applying.

Definitions

The following definitions apply to the City's COVID-19 Crisis Relief Fund for Individuals:

- **Ratepayer:** a person who is liable to pay rates on a property in the City of Kalamunda. This may be the owner of the property or could also be the person renting the property if the rental agreement requires that person to pay rates.
- **Genuine financial hardship:** occurs when a ratepayer is genuinely unable to pay the rates and charges owed and unable to meet other financial obligations. Genuine financial hardship does not arise where it is inconvenient to pay the amount of rates owed or it is subject to the timing of income; for example, holiday pay, dividends, lump sum payment. Genuine financial hardship may occur in the following circumstances arising as a result of the COVID-19 pandemic crisis:
 - Loss or significant reduction in family income due to job loss or business closure (or both)
 - Serious illness resulting in incapacity to work
 - Any other factor that results in an unforeseen and substantial change in the ratepayer's capacity to meet their financial obligations.
- **Rates and charges:** means the following: Council rates and charges that appear on a rates notice:
 - General rate
 - Waste charges
 - Any interest or penalties that Council can charge if the rates and charges are not paid on time



Eligibility

Ratepayers are eligible to apply for a COVID-19 Crisis Relief Fund provided they meet the following criteria:

- Are a City of Kalamunda ratepayer (must be an individual and not a commercial ratepayer).
- The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.
- Have demonstrated financial hardship due to COVID-19.
- Demonstrate all members of the household have lost their job or had a 30% decrease in income.
- Must demonstrate that other help received have not alleviated financial stress.
- Provide necessary documentation to prove financial hardship.
- Submit an application before 30 September 2020

Applicants must certify that they meet the eligibility criteria when submitting an online application.

If any information in applications is found to be false or misleading, the application will be deemed as an unsuccessful application.

Evidence

If City staff require additional evidence to support an application by a ratepayer, they will explain exactly what they require and why they need it to determine the application.

Whether an applicant is successful or not will be determined by City of Kalamunda in its absolute discretion.

To access grant funding, applicants will be required to agree to Terms and Conditions at the time of application stipulating obligations and conditions under which assistance will be given to eligible applicants.

Potential applicants should note that information received in connection with an application may be used and communicated outside the City of Kalamunda for due diligence purposes and may also be provided to the Western Australian Government and third parties engaged by City of Kalamunda to assist with the assessment and processing of the applications received, together with program monitoring, reporting and evaluation purposes.



Application Process

The City's COVID-19 Crisis Relief application form and evidence of financial hardship are to be submitted by the ratepayer via **kalamunda.wa.gov.au**, email to **rates@kalamunda.wa.gov.au** or via post **PO Box 42, KALAMUNDA WA 6926**.

The provision of supporting evidence with the application will assist the prompt assessment of the application.

City staff will acknowledge the receipt of the application and may request other information if required.

The application will be valid for a maximum period of 12 months from the date of approval.

Opening Date

Applications open **1 July 2020**.

Applications for the COVID-19 Crisis Relief Fund must be submitted via **kalamunda.wa.gov.au** email to **rates@kalamunda.wa.gov.au** or via post **PO Box 42, KALAMUNDA WA 6926**.

Closing Date

Round 1 applications close **5pm, Monday 31 August 2020**.

More Information

If you require more information to participate in the program contact **enquiries@kalamunda.wa.gov.au**



COVID-19 Crisis Relief Fund

Ratepayer Application Form



The City ("We") recognises that some ratepayers may experience significant financial hardship during and as a result of the COVID-19 pandemic.

We aim to provide assistance to those ratepayers greatly impacted due the COVID-19 event without creating additional financial stress when the pandemic has been resolved. We are encouraging ratepayers who can continue to make payments on their rates to do so, preferably by 30 June 2021 to avoid new Rate Notices charges issued in July 2021 creating an even more financial difficulties.

Use this form to apply for:

- COVID-19 Financial Hardship - 2020-21 Council Rates Payment Arrangement - complete Property Information and Section 1 (inc. declaration).
- COVID-19 Financial Hardship - 2020-21 Council Financial Assistance - complete Property Information and Section 2 (inc. signed by an authorised witness).

Completed applications should be submitted to rates@kalamunda.wa.gov.au or in person at the administration centre.

If you are applying for assistance for more than one property, you must complete a separate application form for each property, as the nature, type and ownership of each may differ.

Property Information	
Assessment number:	
Property address:	
Applicant name:	
Phone number:	
Email address:	

Section 1: Payment Arrangement Application

2020/2021 Council Rates Payment Arrangement Request		
For our ratepayers who are currently experiencing financial hardship due to COVID-19 we offer the following: <ul style="list-style-type: none"> • longer payment terms • no administration fee for setting up and administering the payment plan • apply a 0% interest on outstanding rates balances for the 2020/2021 financial year. 		
I wish to apply for a City of Kalamunda 2020/2021 Council Rates payment arrangement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your request for a payment arrangement caused by the impact of COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please tell us how you wish to pay the 2020/21 Council Rates account?		
<input type="checkbox"/> 2 instalments	<input type="checkbox"/> 4 instalments	<input type="checkbox"/> New payment arrangement (Special payment arrangement via Direct Debit) Start Date: _____ Frequency: _____ Estimated End Date: _____
Please note we strongly encourage ratepayers to propose a payment plan to fully pay the outstanding Rates by 30 June 2021, as far as possible.		

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COVID-19 Financial Impact		
Please select from the below the most appropriate reason/s for the financial hardship:		
<input type="checkbox"/> I have become unemployed	<input type="checkbox"/> I have had to take time off work to care for a family member	
<input type="checkbox"/> My pay has been reduced by more than 30%	<input type="checkbox"/> I have had to self-isolate for a period of time	
<input type="checkbox"/> All employed members of my household have reduced their income by more than 30%	<input type="checkbox"/> I have been diagnosed with coronavirus (COVID-19) and am unable to work for a period of time	
<input type="checkbox"/> I have been stood down	<input type="checkbox"/> Other, provide information:	
How long do you expect you will be experiencing financial hardship?		
<input type="checkbox"/> 1-3 months	<input type="checkbox"/> 3-6 months	<input type="checkbox"/> Longer than 6 months
Declaration		
<input type="checkbox"/> I declare that I am the ratepayer and authorised person of the above mentioned property		
<input type="checkbox"/> I declare that the information provided within this application for COVID-19 financial hardship is accurate		
<input type="checkbox"/> Documents to prove COVID-19 financial impact attached		
Authorised signature:		Date:

Section 2: Financial Assistance Application

Extreme Financial Hardship		
The City has a Crisis Relief Fund for the Budget 2020/21 to assist those who are experiencing demonstrated extreme financial hardship due to COVID-19. Dependant on funds available and the approval process Ratepayers could get assistance of up to \$1000 for Local Government Rates, Fees and Charges predominately for the Waste Charges listed on the Rates Notice and/or Infringements (not available for repeat offenders).		
Are you applying for financial assistance with your 2020/2021 Council Rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for financial assistance with other Council Fees and Charges ie. the Waste Charges listed on the Rates Notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for financial assistance with an infringement?	<input type="checkbox"/> Yes <i>Provide details below</i>	<input type="checkbox"/> No
Infringement details:		
Note: This application is subject to approval and funding available. Additional details about the City's COVID-19 Support Programs are available at kalamunda.wa.gov.au		

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Assistance Received To Date			
Have you or your employer applied for any of the Federal Government's coronavirus (COVID-19) or other financial assistance measures? Please indicate:			
<input type="checkbox"/> JobSeeper	Has this been received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> JobKeeper	Has this been received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other Payment/s (Please explain):			
Financial Information - Income			
Income Gross Amount Received (weekly, fortnightly, monthly)	Frequency	Amount	
<input type="checkbox"/> Wages and Salaries			
<input type="checkbox"/> Pension or other government benefits			
<input type="checkbox"/> Spouse or Partner income			
<input type="checkbox"/> Interest from banks and financial institutions or dividends			
<input type="checkbox"/> Compensation, superannuation insurance or retirement benefits			
<input type="checkbox"/> Have you received any other income (child support, rental income)?	State income type:		
Income:			
Financial Information - Expenditure			
Expenditure Outgoings (weekly, fortnightly, monthly)	Provider Name	Frequency	Amount
<input type="checkbox"/> Mortgage/Home Loan			
<input type="checkbox"/> Other mortgages/business loans			
<input type="checkbox"/> Other loans			
<input type="checkbox"/> Credit cards			
<input type="checkbox"/> Utilities	<input type="checkbox"/> Power		
	<input type="checkbox"/> Water		
	<input type="checkbox"/> Rates		
	<input type="checkbox"/> Phone		
<input type="checkbox"/> Insurances			
<input type="checkbox"/> Living Expenses			
Income and Expenditure Summary		Expenditure:	
		Total Income:	
		Less Total Expenditure:	
		Balance:	

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Additional Information		
Where you aware of any support services available within our Community?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you make use of any of the services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Which services did you make use of?		
The City is not able to provide financial counselling. It is highly recommended that Ratepayers experiencing extreme financial hardship seek professional advice from a financial counsellor. Please see the COVID-19 Community Support Program for more details of these free services provided at kalamunda.wa.gov.au		
Have you been in contact with a registered Financial Counsellor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are your circumstances supported by an original hardship letter from a Financial Counsellor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' please attach with your application, if 'no', please provide more information:		
Any other declarations relevant to this application?		
I agree to advise the Rates team as soon as any changes to the information stated in this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supporting Evidence		
Please provide on lodgement the relevant documentation (see below) to support your financial hardship application. Missing documents could cause a delay in your application being processed.		
<input type="checkbox"/> Bank statement(s)	<input type="checkbox"/> Letter from a provider who have deemed you to be in financial hardship (ie. bank, super fund, utility)	
<input type="checkbox"/> Medical certificate	<input type="checkbox"/> Letter from a financial counsellor or planner confirming financial hardship	
<input type="checkbox"/> Centrelink	<input type="checkbox"/> Documentation such as a statutory declaration from a person familiar with your financial circumstances (ie. family doctor, accountant)	
<input type="checkbox"/> Letter from employer		
<i>This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005</i>		
Declared at		
This day of	Year	
In the presence of (Name of authorised witness)		
Qualification of authorised witness		
Signature of authorised witness:	Signature of person making the declaration:	

NOTE: THIS PAGE IS FOR YOUR INFORMATION ONLY

<i>Important: This declaration must be made before any of the following people:</i>		
Academic (post-secondary institution)	Electorate Officer (State – WA only)	Physiotherapist
Accountant	Engineer	Podiatrist
Architect	Industrial organisation secretary	Police officer
Australian Consular Officer	Insurance broker	Post Officer Manager
Australian Diplomatic Officer	Justice of the Peace (any State)	Psychologist
Bailiff	Lawyer	Public Notary
Bank Manager	Local government CEO or deputy CEO	Public Servant (State or Commonwealth)
Chartered secretary	Local government councillor	Real Estate agent
Chemist	Loss adjuster	Settlement agent
Chiropractor	Marriage Celebrant	Sheriff or deputy Sheriff
Company auditor or liquidator	Member of Parliament (State or Commonwealth)	Surveyor
Court officer (Judge, magistrate, registrar or clerk)	Minister of religion	Teacher
Defence Force officer	Nurse	Tribunal officer
Dentist	Optometrist	Veterinary surgeon
Doctor	Patent Attorney	An authorised person under the Commonwealth Statutory Declarations Act 1959