

POLICY NAME: DONATIONS – ASSISTANCE WITH
COUNCIL FEES FOR COMMUNITY GROUPS

POLICY REF: D04

MEETING ADOPTED: 23 September 2010
Resolution No. 230910/21

POLICY HISTORY: 240205/036



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OBJECTIVE

To provide clear policy guidelines to assist community groups in the payment of Council fees.

BACKGROUND

Community groups often have limited financial resources. When these groups are undertaking capital works or major fund raising events there is often limited funding available to pay Council fees.

In recognition of these limited resources Council has developed this policy to assist community groups in the delivery of capital works and major fund raising events.

In accordance with Section 356 of the Local Government Act a Council Resolution is required for each and every donation each year. This policy provides a framework for the donation but not the authority to donate.

DEFINITIONS

Council Ballina Shire Council

Policy Donations – Assistance with Council Fees for Community Groups

SCOPE OF POLICY

This policy applies to:

- Community Groups operating in the Ballina Shire.

RELATED DOCUMENTATION

This policy has been prepared with reference to the following publications:

- Local Government Act 1993
- Council's Operational Plan

POLICY

Council recognises that capital works or fund raising events undertaken by community groups regularly provide significant community benefits.

To assist community groups in the delivery of capital projects and fund raising events Council will reimburse or waive certain fees. The following guidelines are to be applied in the delivery of those reimbursements and waivers.

Guidelines for Selection

1. The recipient organisation must be not for profit and provide a community service within the Ballina local government area

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2. Consideration must be given to the frequency of the event and / or the nature of the capital project. Regular (i.e. more than once per annum) events or projects will not be eligible for reimbursement
3. The nature of the fee to be reimbursed/waived will relate to either the delivery of a capital project for the community group, or alternatively where that community group is undertaking a major fund raising event
4. Fee reimbursements/waivers for capital works must be provided on Council owned or controlled land.
5. The event or works shall occur on public land.

Strategies

1. Council shall allocate in the annual Operational Plan, an amount for the purpose of providing financial assistance to community groups through the reimbursement or waiver of Council fees.
2. The Council will determine any application for fee reimbursement / waiver.
3. As a guide fees to be reimbursed will normally relate to development applications (excluding developer contributions and fees paid to external parties such as advertising and long service levies), waste charges, entrance fees, provision of Council products and hire charges
4. The maximum amount reimbursed is to be capped at \$2,000 per event/project.
5. Where fees are reimbursed/waived the expense will be allocated against the fee reimbursement account in Council's records to ensure a register of all reimbursements is maintained

REVIEW

This policy is to be reviewed at least every four years.

**William John Townend
(BUrbRegPlan, MPIA)**

ABN 92570103073

1014 - Letter Regarding Lodgment Fees

5 July 2014

Paul Hickey
General Manager
Ballina Shire Council
PO Box 450
BALLINA NSW 2478

TO WHOM IT MAY CONCERN

RE: Refund Request for Lodgment Fees – Lodging on Behalf of a Not-For-Profit Organisation – Fee Sheet and Receipt is Attached.

I refer to prior communications in respect of the subject matter and advise that William John Townend (BUrbRegPlan, MPIA) has been commissioned by Alstonville Community Preschool Inc. (who are a not-for-profit organisation) to provide town planning services in the preparation and lodgement of a the aforementioned DA.

On 7 July 2014 the payment of \$2,628.34 was made to Council for the lodgment of a development application for a community preschool, to upgrading the access road and a carpark at Crawford Park (Lot 161 DP 247578). It is respectfully requested for a refund of the subject fees as they were made on behalf of a not-for-profit organisation.

Attached herewith is the following:

- DA Lodgment Fee Sheet; and
- Copy of the receipt for payment made.

Should you have any questions in respect of this application, please contact me on 0439421243 or will_townend@hotmail.com.

Yours faithfully



William John Townend
BUrbRegPlan, MPIA

C:\Users\Will Townend\Documents\Planning\1014 - Alstonville Community Preschool\DA.SEE - Crawford Park\DA.SEE\DA Form\Letter to Waiver Lodgement Fees\1014.1 - Letter Regarding Lodgment Fees.docx

8 Music Street
EAST LISMORE NSW 2480

Mobile: 0439421243
e-mail: will_townend@hotmail.com

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Quotation

Ballina Shire Council
 PO Box 450
 Ballina NSW 2478

p. (02) 6686 4444
 f. (02) 6686 7035

Quote No. : 3,292
 Quote Date : 01/07/2014
 Expiry Date : 30 June 2015
 Officer : Tracy Van Oorde

Description Will Townend
 Lot 161 DP 247578, Crawford Park
 Child Care Centre - \$711,000
 NAR # 226658 2014/333

Fee Code	Fee Description	GST	Amt Inc. GST
100	Development Application Fee - Planning		\$1,636.00
20	Advertising - Standard		\$324.00
411	Compliance Levy - Plan		\$213.30
PLANFIRST	Planning Reform Levy		\$455.04

Ballina Shire Council
PAID
 \$ 2628.34
 DATE: 9/7/14
 REC. No: 452925
 ACCOUNT No:

Please ensure a copy of this quote is enclosed when lodging your Development Application

Quoted figures subject to change
 Civil Inspection Fees may apply

Quote Total \$0.00 \$2,628.34