

**2017/18 Community Donations Application**

**Lodge Applications** at Ballina Shire Council - 40 Cherry Street - Ballina (Mon - Fri 8.15am to 4.30pm)

**mail** PO Box 450 Ballina 2478 • **dx** 27789 • **f** 02 6661 1375 • **e** council@ballina.nsw.gov.au

**t** 02 6666 4444 • **w** www.ballina.nsw.gov.au • **abn** 53 929 897 869

All applications received will be acknowledged in writing by Council.

A committee of Council will consider all requests following the adoption of the 2017/18 budget at the June 2017 Council Meeting.

Applicants will be notified once a decision is made in late July/August 2017.



**Applications close: Tuesday 13 June 2017**

**Guidelines for Approval of Council Donations**

Council donations generally do not apply to individuals however in certain circumstances donations may be provided. Refer to Council's website for the following donation related policies:

[Donations - Financial Assistance Policy](#)

In allocating funds Council will give consideration to the nature of the works, the proposed beneficiaries, recent donations to each applicant, alternative funding sources and equity of support across the local government area.

**Organisation / Contact Details**

Name of Organisation  
 Lennox Head Combined Sports Carols Committee

Postal Address  
 P O Box 150 Lennox Head 2478

Primary Purpose and Activities of Organisation  
 This is a committee specifically set up to organise and run Carols in the Park at Christmas each year in Lennox Head

President Darel Vidler / Jeanette McDevitt	Treasurer Sue Brennan / Brett Asser	Secretary Jo Parker
Contact Person for Application Sue Brennan	Phone 6687 4997	Mobile Phone 0409 728 814

Email sueblu9@bigpond.com	No. Members 6
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Is the Group / Organisation GST Registered?  Yes  No  Exempt If yes provide ABN Number

Is the Group / Organisation Not-for-Profit?  Yes  No

Is the Group / Organisation Incorporated?  Yes  No

**Privacy Protection Notice**

The completed Community Donations application contains personal information which is being collected for the purpose of processing the application. Provision of the information is voluntary, however, if insufficient information is provided, Council will be unable to process the application. The information will be processed by the General Manager's Group and may be made available to public enquiries under the Government Information (Public Access) Act 2009. The information will be stored in Council's electronic document management system.

**Summary of Application**

Description of Project or Activity (how the donation would be spent, if provided, eg new roof, building a fence, paying for insurance etc)

Annual community Carols in the Park celebration which brings together all the community groups of Lennox Head including pre-school, primary and high schools and other organisations such as dance and performing arts. This event involves organisations from many diverse community groups such as Rural Fire Brigade, SLSC and Combined Sports Association to bring the community together to share in a celebration of Christmas. We rely on the generosity of our community to help as much as possible but many event expenses are unavoidable and the Carols event is not for profit therefore we are making this application for financial assistance towards our event expenses.

Please provide details of how you arrived at the estimated total cost of works. Requests for amounts over \$1,000 require at least two written quotes to be provided as part of this application.

Quotation 1	Sound Technicians and Equipment	\$ 1,400
Quotation 2	Security and crowd control. First Aid and on site logistics	\$ 4,500
Quotation 3	Insurance	\$ 650
Comment	This event may also incur expenses for the helicopter hire to transport Santa, additional logistic services such as stage and scaffolding, fireworks contractors, electrical contractors, advertising, graphic design and printing	

Estimated total cost of project \$  Amount sought from Council \$

Copies of quotes must be attached to application

**Benefits of the Project to the Community**

Please describe why you believe community funds should be applied to your project. Information should include the people/sections of the community that will benefit from the project or activity.

This is an annual event which brings together the community of Lennox Head in the spirit of Christmas. It provides a showcase for the many activities carried out within the community. For example the pre-school children, primary and high schools being able to perform on stage for their family, friends and the community. To continue to hold this event funds are required to assist in making it a memorable evening for all participants whether they be just attending or performing.

**Finances**

Briefly describe why you need financial assistance from Council ie. what financial resources are available to you and why are they not sufficient to pay for this project.

The entry to this event is free. We are looking for support from Council to help fund the expenses incurred. We try our utmost to ask for inkind support from the general community but some expenses are unavoidable such as sound and lighting, insurance, advertising and fireworks display.

**Financial Information - Community Donation Assessment**

This information is being collected to enable Council to assess the financial circumstances of the applicant. The information will only be used for the purposes of this assessment. The form is split into two sections.

Section 1 asks for information in respect to the finances for organisations.

Section 2 seeks information in respect to a particular project or event and is required to be completed by both organisations and individuals.

**Section 1 Financial Information (Organisations)**

What funds do you have in the bank/invested?  
(funds invested include money at call in the bank, on a term deposit or any other style of investment) \$ 10,000

Details of any property owned either in whole or part  
Nil

Details of any other assets owned with an estimated value over \$2,000 (eg motor vehicle)  
Nil

Income received last financial year \$ 5,100 not inc BSC Expenses incurred last financial year \$ 12,450

Estimated income this financial year \$ 5,500 Estimated expenses this financial year \$ 13,000

Comment: We rely heavily on donations in kind to reduce expenses as much as possible but these are not guaranteed each year

**Section 2 Project Finances (Organisations & Individuals)**

What is the estimated cost to run the event or complete the project? \$ 13,000

**Details of Proposed Funding Sources**

Council Donation	\$ 5,000
Own Funds	\$ 4,000
Other	\$ 4,000
<b>Total</b>	<b>\$ 13,000</b>

Briefly describe the expenses you expect to incur

From sound and lighting technician	\$ 1,500
From Security, First Aid, Logistics, Insurances	\$ 6,000
From Printing, Advertising, Stage Set Up, Fireworks	\$ 6,000

If income exceeds expense what will happen to the excess funds?  
Funds would be held to go towards the cost for following year. The stage is of a big concern and may need replacing in the near future

**Applicant's Signatures**

Name (print)  
Jeanette McDevitt

Position  
President

Signature Date  
 18 July 2017

Name (print)  
Sue Brennan

Position  
Treasurer

Signature Date  
 18 July 2017

MEMORANDUM OF UNDERSTANDING

BETWEEN

LENNOX HEAD CHAMBER OF COMMERCE & LENNOX HEAD COMBINED SPORTS ASSOCIATION INC.

This Memorandum of Understanding dated 21 November 2016 between Lennox Head Chamber of Commerce (known as the Chamber) and Lennox Head Combined Sports Association Inc. (known as Combined Sports) is in relation to the transfer of money, management and operational responsibility of the annual Lennox Head Community Xmas Carols event (known as Carols).

Carols Committee

The Carols Committee will continue to operate with a maximum of three (3) representatives from Combined Sports and three (3) independent community members specific to undertaking the marketing, promotion & logistics of the annual Carols event.

Bank Account

A new bank account is to be opened and re-named Combined Sports Carols Account at which time the Chamber will transfer monies into this account held exclusively for the annual Carols event.

Signatories

Four (4) signatories will be attached to the Combined Sports Carols Account which will include two (2) signatories "specifically" representing Combined Sports and two (2) additional "community" members of the Carols Committee.

At least two (2) signatures will be required for all transactions on the Combined Sports Carols Account.

Monies in Account

A minimum balance of \$10,000.00 is to be maintained in the Combined Sports Carols Account to cover "seed funding" - specifically extraordinary costs and/or anticipated capital expenditure.

Community Fund Distribution

Distribution of any excess funds, above the "minimum balance" and following the equating of all expenses after each annual event, shall be deposited into the Combined Sports account with the distribution of said funds being at the discretion of the Combined Sports Carols Committee.

[Signature]

Darel Vidler  
President  
Lennox Head Combined Sports Association Inc.

[Signature]

Dabbe Smith  
President  
Lennox Head Chamber of Commerce

Witnessed by: [Signature]

Name: [Signature]  
Date: [Signature]

[Signature]

Name: [Signature]  
Date: [Signature]



## QUOTATION

*The information contained in this quotation is intended for the named recipient only - the contents may be privileged and confidential. Any unauthorised use, including copying or disclosure to any other party is strictly prohibited.*

### Lennox Head Christmas Carols

3rd December 2017

Spectrum Fireworks can offer you a quality fireworks display service and will work with you to develop a solution that covers your every need. With over 19 years operating experience, we have a proven history of working in the community to offer outstanding firework displays. We work in partnership with you to ensure our services are tailored to your event and budget, and are always looking for cost savings and efficiencies to ensure you receive the best end-result possible.

When choosing your pyrotechnician there are many factors to consider. Some of the valuable qualities that Spectrum Fireworks can bring to your organisation are:

#### OUR MISSION:

To take outdoor events and make them extraordinary.

#### PROFESSIONALISM:

Spectrum Fireworks is family-owned and operated and we pride ourselves on the reputation we have developed. As we are one of the few companies who works full-time in the fireworks / entertainment industry we are driven by the need to satisfy our customers by ensuring ongoing relationships. We strive to be the BEST reputable company and for this reason we are focussed on:

- Integrity – we will deliver what we promise
- Professionalism – we will work with you to deliver a high quality display
- Quality – we will never compromise safety and quality and will always place safety ahead of costs saving (cheaper product)

#### SAFETY:

Spectrum Fireworks are fully insured, carrying a full \$20,000,000 Public Liability insurance. Our staff maintain the appropriate licences required to conduct fireworks displays. At every stage of the display process, the safety of all living beings and property is of the utmost importance to us.

#### PRODUCT SELECTION & VALUE FOR MONEY:

Correct product choice is also critical to ensure a safe and enjoyable display. Having been in the industry for over 15 years we see a lot of lower standard providers entering the industry, we have no doubt you will receive offers that promise more quantities of product. It is our recommendation that a provider should not be selected based on quantities of product listed.

Spectrum Fireworks considers it is not just about the quantity - cheaper products can increase risks to public safety. Lack of planning and set up, under resourced crew or inexperience will also all add risk. We pride ourselves on our proven experience - we design our shows on a minimal risk basis using only quality product, experienced qualified staff and have a reputable history of exciting but safe

P O Box 618, Ferny Hills DC, Qld, 4055  
Phone: (07) 3351 1366 • Fax: (07) 3351 4204 • Mobile: 0414 537 909  
Email: info@spectrumfireworks.com.au • Web: www.spectrumfireworks.com.au

fireworks displays.

**TRACK RECORD**

Our fantastic track record shows in that most of our work is from repeat business and referrals. This means that you are assured of a great experience when contracting our company.

**"SPECIALS"**

We're not going to try to 'sell you' with a "special" you can't be sure you're even receiving. With Spectrum you know what you get – and that's great value for money plus fantastic service.

*We measure our success on safety, trust and a good working relationship with all our customers. We are happy to price match competitors quotes if they are offering the same quality product and service.*

**YOUR PYROTECHNICIAN**

The best way to choose your pyrotechnician is to ask to see displays they have done in your budget range – that way you will truly **know** what you're getting for your money.

**DISPLAY ANALYSIS**

- **6-7 minute\* multi-level fireworks display, electrically fired**
- **Projection of event advertising/logos during display**

*\* We have specified a display length in this quote, however we recommend that this shouldn't be a deciding factor. The pricing structure relates to the amount of product used and with any budget you're actually buying a quantity of fireworks which you can put into a display of any length. For example, putting a quantity of fireworks into a 6 to 8 minute display will obviously produce a far more intense and exciting display than stretching the same quantity out into a 10 or 12 minute display - which might be a little slow for smaller budgets. Keep in mind that while most displays that you might see feel like they go for 'ages', they probably are only around the 8 minute mark. Our vast experience lets us determine the optimum length for your budget and event. For a captivated audience, time has no meaning!*

*Included in this quote is:*

- \$20,000,000 public liability insurance
- Supply and installation of all the required safety barrier mesh
- Clean up and removal of all fireworks related material after the event
- Fully qualified and experienced licensed operators
- All permits (eg: Fireworks Display Notification, CASA, Police, Fire Authority, etc) and council applications

The display will be fired within an area in accordance with the regulations released by SafeWork NSW.

The investment to create this spectacular will be \$3,000 which includes GST.

**Sue**

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**From:** "John Southon" <jjsouthon@sctelco.net.au>  
**Date:** Wednesday, 19 July 2017 12:40 PM  
**To:** "Sue Brennan" <sueblu9@bigpond.com>  
**Subject:** Fw: Lennox Carols Sound and Lights quote

----- Original Message -----

**From:** [John Southon](#)  
**To:** [Jeanette McDevitt](#)  
**Sent:** Tuesday, July 18, 2017 11:37 AM  
**Subject:** Re: Lennox Carols Sound and Lights

Hi Jeanette,

J & J Southon Sound are pleased to offer the quotation of \$1,100.00 to provide the sound, lighting and sound technician to run The Lennox Head Carols By Candlelight on 3rd December 2017.

Sincerely,

John and Jenny Southon



Virus-free. [www.avast.com](http://www.avast.com)

19/07/2017

**Sue**

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**From:** "Jeanette McDevitt" <salstuf@bigond.com>  
**Date:** Wednesday, 19 July 2017 3:03 PM  
**To:** "Sue BRENNAN (Walk Group)" <sueblu9@bigpond.com>  
**Subject:** Fwd: Lennox Carols

Sent from my SAMSUNG GALAXY S4 on the Telstra Mobile network

----- Original message -----  
**From:** Info@wigginscaffolding.com.au  
**Date:** 19/07/2017 2:14 pm (GMT+10:00)  
**To:** salstuf@bigpond.com.au  
**Subject:** Lennox Carols

Hi Jeanette,

Cost of stage for carols at Williams reserve 3/12/17

\$5,016 +GST

Regards,

Corey Windle

Wiggins Scaffolding Pty Ltd

PO Box 605

Alstonville NSW 2477

Ph: 02 6628 0562

Mob: 0402 242 355 (Steve)

Mob: 0406 507 918 (Corey)

Fax: 02 6628 5553

19/07/2017





**Corporate Insurance Brokers Pty Ltd**

ABN 57 645 782 405 ACN 625 782 495 AFSL Licence No. 230 143  
 Suite 302 Central Tower 3, 5th Floor, Level 3, 91 Cassar Street, Gold Coast, QLD 4215  
 PO Box 3209, Australia Fair Post Shop, Queensland 4215  
 Tel: (07) 5590 2924 Fax: (07) 5591 3149  
 Email: kelly@corporateib.com.au website: www.corporateib.com.au



As per your instruction, we have arranged the following insurance on your behalf effective from 3/12/2016. To ensure your protection, the proposal, if attached, must be completed, signed and returned to our office, with your premium payment, within 21 days from inception date of your Policy

Lennox Head Combined Sports Assoc. Ltd  
 PO Box 150  
 LENNOX HEAD NSW 2478

**TAX INVOICE**

This document is a tax invoice for GST

Invoice Date: 17/11/2016  
 Invoice No: 099948  
 Our Reference: LHEADCOMBI

Should you have any queries in relation to this account, please contact your Account Manager  
 Christie Purdie

**Class of Policy:** Liability Insurance  
**Insurer:** Lloyd's Australia Limited  
 Level 21, 123 Pitt Street, Sydney NSW 2000  
 ABN:  
**The Insured:** Lennox Head Combined Sports Assoc. Ltd

**NEW POLICY**  
**Policy No:** T/B/A  
**Period of Cover:**  
 From 3/12/2016  
 to 5/12/2016 at 4:00 pm

**Details:** See attached schedule for a description of the risk(s) insured

**New Business:** Liability Insurance  
 One time event - Carols in th Park

**YOUR DUTY OF DISCLOSURE:**

Before you enter into a Contract of general insurance with an Insurer, you have a duty under the Insurance Contracts Act 1984 to disclose to the Insurer every matter that you know, or could reasonably expect to know, is relevant to the Insurer's decision whether to accept the risk of Insurance and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a Contract of general insurance. Your duty however does not require disclosure of matter:  
 - that diminishes the risk to be undertaken by the Insurer  
 - that is common knowledge  
 - that your Insurer knows or, in the ordinary course of business, ought to know  
 - as to which the compliance with your duty is waived by the Insurer

**NON-DISCLOSURE**

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

Clients who are not fully satisfied with our services should contact our customer relations/complaints officer.

Corporate Insurance Brokers Pty Ltd also subscribe to the Financial Ombudsman Service (FOS), a free customer service and the Insurance Brokers Code of Practice. Further information is available from this office, or contact the FOS on 1300 780 808.

**Your Premium:**

Premium	UW Levy	Fire Levy	GST	Stamp Duty	Broker Fee
\$250.00	\$50.00	\$0.00	\$37.50	\$24.75	\$75.00
<b>TOTAL</b>					<b>\$437.25</b>

**REMITTANCE ADVICE**

Please mail this portion with your cheque made payable to:

Corporate Insurance Brokers Pty Ltd  
 PO Box 3209  
 Australia Fair Post Shop QLD 4215

Our Ref: LHEADCOMBI **NEW POLICY**  
 Invoice No: 099948  
 Due Date: 3/12/2016  
 Policy No: T/B/A  
 Acct Man: Gold Coast  
 In accordance with standard business practices, receipts will not be issued unless requested.

**AMOUNT DUE \$0.00**



Meridian Protection Group Pty Ltd  
 ATF Rick Beddoes Family Trust (ACN127477525)  
 PO Box 7071 East Ballina, NSW 2478  
 Phone: 66869400  
 Mobile: 0404 049 956  
 Email: meridianprotection@bigpond.com  
 Website: www.meridianprotectiongroup.com.au  
 NSW Master Licence No. 410343129  
 ASIAL Membership No. 00043700

Tax Invoice To	
Lennox Head Carols Committee	
Lennox Head, NSW	2478

**Tax Invoice**

ABN	Date	Tax Invoice #
49 144 855 126	5/12/2016	3162

Description	Hours	\$ Per Hour	Amount
04/12/16 3 x Static Guards 4:30pm to 9pm	13.5	\$50.00	\$675.00
			\$0.00
Thank you for your business			
SUBTOTAL			\$675.00
GST Total			\$67.50
<b>TOTAL</b>			<b>\$742.50</b>

Payment may be made to:  
 Meridian Protection Group Pty Ltd  
 Bank : ANZ  
 BSB: 012 528  
 Account No: 4878 36837  
**PLEASE USE INVOICE NUMBER AS REFERENCE**

**PAYMENT TERMS ARE STRICTLY 7 DAYS FROM DATE OF INVOICE**

# Nor East Drinks

11 Piper Drive  
 P O BOX 5092  
 Ballina NSW 2478  
 Phone: 02 6686 2712  
 Fax: 02 6686 6240  
 ABN: 11 001 911 771

# Tax Invoice

Date	Tax Invoice #
30/11/2016	99732

Tax Invoice To	Ship To
LENNOX HEAD COMBINED SPORTS CAROL	LENNOX HEAD COMBINED SPORTS CAROL C/O NORTH COAST HOLIDAY PARK PACIFIC PARADE, LENNOX HEAD

Run No	P.O. No.	Terms	Due Date	Type	Rep
			30/11/2016		

Item	Qty	Description	Tax	Tax Amt	List Price	Total Ex GST
		ATTENTION : DEBBIE & AARON				
CC3	4	COCA COLA 375ML	GST	5.80	14.50	58.00
DC3	2	DIET COKE 375ML	GST	2.90	14.50	29.00
SC3LD	2	SCH 375ML LEMONADE	GST	2.90	14.50	29.00
SC3SO	3	SCH 375ML X 24 SOLO	GST	4.35	14.50	43.50
SC3SUN	2	SCH 375ML X 24 SUNKIST	GST	0.00	0.00	0.00
NU6	6	NU PURE SPRING WATER 600ML X 24	FRE	0.00	8.00	48.00
		Subtotal				207.50
RR4SHS	36	RED ROCKS HONEY SOY 45G/18	GST	4.39	1.22	43.92
RR4SSS	36	RED ROCKS SEA SALT 45G/18	GST	4.39	1.22	43.92
		Subtotal				87.84
D10		10% DISCOUNT	GST	-0.88	-10.00%	-8.78
<b>Tax Summary</b>			<b>Subtotal</b>		\$286.56	
			<b>Tax</b>		\$23.85	
			<b>Total</b>		\$310.41	
			<b>Payments/Credits</b>		\$0.00	
<b>Customer Signature</b>			<b>Balance Due</b>		\$310.41	
Direct Deposit Details		Account name: AG & SE Johnson Pty Ltd Account #: 58309 0502 BSB: 082-522 Please send the Remittance Advice to agsejoh@noreastdrinks.com.au				



Bank Details: BSB 012-715 Account No. 548035444

**INVOICE:** December 2016 Account

**To:** Lennox Head Combined Sports Association  
Carols Committee

**Re:** Lennox Head Carols by Candlelight

**Date:** 4<sup>th</sup> December 2016

**Items:** Supply labour for sound staging & lighting

**Total Amount :** \$ 200.00

(No G.S.T. Payable)

Your earliest convenient payment would be greatly appreciated.

THANK YOU.



# TAX INVOICE

Lennox Cricket Club

**Invoice Date**  
12 Dec 2016

Lennox Head Butchery & Deli  
1/60 Ballina Street

**Invoice Number**  
INV-0486

LENNOX HEAD NSW 2478  
Phone (02) 6687 7232

**ABN**  
69 058 812 917

Description	Quantity	Unit Price	GST	Amount AUD
8x \$40 Hams	1.00	320.00	GST Free	320.00
			Subtotal	320.00
			<b>TOTAL AUD</b>	<b>320.00</b>

**Due Date: 19 Dec 2016**

Payments Terms - 7 Days

Direct Deposit Details

Account Name: Lennox Head Butchery

BSB: 722744

Account: 111253

Please include your invoice number as the reference



1699 Pacific Highway Knockrow NSW 2479 Australia

Ph: 02 6687 8432 Fax: 02 6687 8669

Email [info@macadamiacastle.com.au](mailto:info@macadamiacastle.com.au)

A.B.N. 81 036 475 720

Bill To: Lennox Carols Committee  
Att: Jeanette McDevitt

Invoice #: 00000092

Date: 13/12/2016

### Tax Invoice

Description	Amount	Code
Supply 300 candles for Carols by Candlelight 2016	\$1,000.00	GST

Your Order #:	Customer ABN:	Subtotal:	\$909.09
	Terms: C.O.D.	GST:	\$90.91
Bank Details:		Total Inc GST:	\$1,000.00
BSB 062-565		Amount Applied:	\$0.00
Account 10547611			
Macadamia Castle Trading Pty Ltd		<b>Balance Due:</b>	<b>\$1,000.00</b>

## LENNOX HEAD RURAL FIRE BRIGADE INVOICE

BILL TO Lennox Head Chamber of Commerce PO Box 11 Lennox Head, NSW, 2478	SHIP TO Lennox Head Chamber of Commerce PO Box 11 Lennox Head, NSW, 2478	Invoice # 022016 Invoice Date 12/12/16 Customer ID LHCC
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DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	F.O.B.	SHIP VIA	TERMS	TAX ID
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QTY	ITEM	UNITS	DESCRIPTION	DISCOUNT %	TAXABLE	UNIT PRICE	TOTAL
1			Donation Fire Truck at Carols in the Park 2016	0	0	500.00	500.00

Subtotal	500.00
Tax	0.00
Shipping	0.00
Miscellaneous	0.00
<b>BALANCE DUE</b>	<b>500.00</b>

### BANK DETAILS

Name	Lennox Head Bush Fire Brigade
BSB	012-528
Account	5495-55281

PO Box 181 Lennox Head NSW, 2478
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