

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

**POLICY REF:** D04

**MEETING ADOPTED:** 25 August 2022  
Resolution No 220822/17

**POLICY HISTORY:** 221118/19; 250914/13; 230910/21; 240205/036

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## **1. OBJECTIVE**

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

## **2. 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 Shire local government area
2. Consideration will 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 \$3,000 per event/project.
5. Where fees are reimbursed or waived the expense will be allocated against the fee reimbursement account in Council's records to ensure a register of all reimbursements is maintained. This information is recorded in Council's Annual Report.

### **3. 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 donation. This policy provides a framework to assist Council when considering donations of council fees for community groups.

### **4. DEFINITIONS**

**Council**        Ballina Shire Council

**Policy**         Donations – Assistance with Council Fees for Community Groups

### **5. SCOPE OF POLICY**

This policy applies to:

- Community Groups operating in the Ballina Shire.
- Councillors

### **6. RELATED DOCUMENTATION**

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

- Local Government Act 1993
- Council's Delivery Program and Operational Plan

### **7. REVIEW**

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