

Policy Title: **Not-For-Profit Community Organisations and In-kind Support**

Policy No: 113

Directorate: Community & Cultural Services

Responsible Officer: General Manager – Corporate and Community Services

Adopted Date: General Meeting – 19/07/2017

Review Date: 19/07/2019

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Planning Meeting	05/12/2012	Biennial Review
2	General Meeting	05/05/2015	Biennial Review
3	General Meeting	19/07/2017	Biennial Review

Authorities: Sections 194 and 195 of the *Local Government Regulation 2012*

INTRODUCTION:

Not-for-profit organisations provide significant social and cultural contributions to the North Burnett community. Council recognises that not-for-profit groups provide an opportunity for community cohesion and interaction. Council supports not-for-profit organisations within the Region and provides assistance through the waiving of certain fees and charges for services.

OBJECTIVES:

The intention of this Policy is to support organisations and opportunities provided by community groups in a fair and consistent framework.

It is the objective of this Policy to:

1. Identify the 'not-for-profit organisations' within the North Burnett Regional Council area, by developing a 'register' of not-for-profit organisations, that can be added to or removed from time to time, subject to appropriate approval; and
2. Provide support to approved local not-for-profit organisations through the waiver of certain fees and charges prescribed in this Policy.

POLICY STATEMENT:

Council's assistance to not-for-profit organisations forms a fundamental element to the existence of many culturally and socially beneficial activities. The North Burnett region benefits from an abundance of such organisations, which rely heavily on volunteer capacity to deliver programs.

Not-For-Profit Organisations

A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profit to the organisation's members. A not-for-profit organisation may have a "profit" - or surplus - left over after operating costs, but whereas a for-profit business would distribute that profit to its owners, shareholders or members, a not-for-profit must use the surplus to further the purpose of the organisation and its activities. Not-for-profit organisations are entitled to pay salaries and to engage in activities which will earn money such as charging for services, selling or leasing property, and investing in shares. Not-for-profit organisations range from sporting clubs and hobby groups to community centres, neighbourhood houses, traditional charities, disability support groups, aged care homes etc.

A register of not-for-profit organisations is developed by Council Resolution, which may be updated by Manager's approval only. This register must show:

- The name of the not-for-profit organisation;
- The contact person, i.e. Secretary, Treasurer and/or President;
- Location/Address of the not-for-profit organisation; and
- Contact telephone number, email address, facsimile number and postal address of not-for-profit organisation (if applicable), or the contact person for the organisation i.e. Secretary, Treasurer and/or President

Any amendments made to the not-for-profit organisation register, must be approved by Council Management confirming the eligibility criteria, being:

- The organisation's not-for-profit status; and
- That the organisation must operate within and/or benefit the North Burnett area.

All not-for-profit organisations registered in this policy will receive a letter from Council at the beginning of any financial year seeking an update their contact details, incorporation status and confirmation of eligibility criteria. This renewal has to be completed in order to continue to receive Council support.

Not-for-profit organisations, once registered, are then eligible to qualify for funding support as outlined in Council Statutory Policy 102 – Community Grants.

Waiver of Service Fees

This Policy prescribes the service fees which are able to be waived or provided at cost, for an approved not-for-profit organisation. Fees may be waived or provided at cost with the submission of an Application Form.

Any approved not-for-profit organisation may apply for a waiver of the following hire fees (only):

- Garbage Bin Hire;
- Portable Toilet Hire;
- Cleaning of Public Amenities during an Event;
- Marquee Hire;
- Barricade Fencing Hire;
- Bunting Hire;
- Chair and Table Hire;
- Photocopying Fees;
- Hall/Facility Hire;
- Building/Development Fees; and
- General Labour (to assist with set up/clean up).

It is the responsibility of the Applicant to arrange for the collection and return of all items at their own cost. All items must be returned in their original condition.

Waiver of fees does not include Bond Fees – a refundable bond will apply for any items on loan/hire as per adopted Fees and Charges. The Bond will be refunded following the return of equipment in good order.