

FINANCIAL ASSISTANCE FOR NOT FOR PROFIT INDIVIDUALS AND ORGANISATIONS - FEES & CHARGES

Intent To establish a policy for the provision of financial assistance to Not for Profit individuals and organisations in relation to certain fees & charges.

Scope This policy will allow Council to consider applications from Not for Profit individuals and organisations for financial assistance in the form of a full or part waiver of specific fees & charges.

DEFINITIONS

Accommodation Activities:

As listed in Table SC1.1.1.2 of CairnsPlan 2016:

- Community residence
- Dual occupancy
- Dwelling house
- Dwelling unit
- Multiple dwelling
- Residential care facility
- Retirement facility
- Rooming accommodation
- Short-term accommodation

CairnsPlan 2016 means the current planning scheme adopted by Cairns Regional Council at the time of request for assessment against this policy.

Not for Profit Organisation

Any local association, club, state or national organisation, who holds incorporated status under the Associations Incorporation Act 1981 or is a company limited by guarantee under the 2001 Corporations Act and does not operate for the profit or gain (either direct or indirect), of its individual members, either from ongoing operations or on its winding up.

Not for Profit Individual Hirer

An individual user or group that is not incorporated and does not operate for a commercial purpose or gain.

Fees and Charges

Fees and Charges are costs that are listed in Council's adopted Fees and Charges Schedule.

Sporting Hire

Organised physical activity which is by nature competitive and governed by formal rules and operated under a team or club structure. E.g. soccer practice and games, martial arts training or competition etc.

Recreational Hire

Activities that are not based on formal competition and lack a formal set of rules, does not include organised team sporting activities.

A. ASSISTANCE – NOT FOR PROFIT ORGANISATIONS

Council may at the request of a Not for Profit - organisation offer a concessional rate for access to its facilities and services:

1. Venue Hire – Community Spaces

Definitions:

- **Community Activity Space:** An indoor space (community hall) that supports a range of local programs, activities and groups to encourage active and engaged communities, support local community development and enrich the quality of life for surrounding residents.
 - **Community Activity Space - Not for Profit Organisation – Social Benefit¹:** A social benefit for the purpose of hiring a Community Activity Space can be defined as an activity or program run by a Not-for-Profit organisation or community volunteer group for free or for a small fee that:
 - Provide treatment and/ or promotes health and healing and/or involves education as a response to community needs.
 - Benefits our community, fosters community pride and improves the quality of life for the residents of the Cairns region.
 - Improve resident’s awareness about public safety to create safer neighbourhoods.
 - Volunteer wildlife and environmental protection groups who fundraise and advocate in response to issues in the community.
 - Generates a low or negative financial return and would likely be discontinued – or would need to be provided by another not-for-profit or government provider – if the decision was made on a purely financial basis.
 - **Community Activity Space – Peak usage times:** Means the times as defined in the CAS Best Practice Management Guideline.
 - **Community Activity Space – Off Peak usage times:** Means the times as defined in the CAS Best Practice Management Guideline.
- a. Council Community Activity Spaces:
- i. Not for Profit Organisation – Social Benefit provider - 100% subsidy Peak and Off Peak hours.
 - ii. Not for Profit Organisation – 100% subsidy Off Peak hours.
- b. Recreational park hire Tier A – 75% subsidy
 - c. Recreational park hire Tier B – 100% subsidy
 - d. Recreational park hire Tier C – 100% subsidy
 - e. Recreational Barlow Park hire – 50% subsidy
 - f. Esplanade barbeques (exclusive use) – 75% subsidy
 - g. City Venues Hire Equipment (on site use only) – 50% subsidy
 - h. Sporting hire - Sporting Ground Location Subsidy
 - i. Petersen Road to Gordonvale – overall fee 10% discount
 - ii. South of Mulgrave River – overall fee 40% discount

2. Venue Hire – Creative Life

Hire of the following venues – 50% subsidy:

- a. Cairns Performing Arts Centre (Sunday to Thursday, excludes Friday and Saturday)
- b. Munro Martin Parklands
- c. Tanks Arts Centre
- d. Botanic Gardens Visitor Centre multi-purpose meeting room

Hire of the following venues – 100% subsidy:

- a. Cairns Libraries meeting rooms
- b. Botanic Gardens Visitor Centre multi-purpose meeting room (meeting / boardroom configuration only)
- c. Markets – designated Not for Profit stalls at Council managed markets

3. Licenses and Approvals

Local law and health licence application and renewal fees – 100% subsidy

¹ Examples include but are not limited to Alcoholic Anonymous, Al Anon, Neighbourhood Watch, Progress & Residents Associations, wildlife based volunteer groups and Rotary/Lions/ Zonta clubs.

4. Bin Hire and Collection

Reasonable use for ad-hoc events – 100% subsidy

5. Waste Disposal

Waste disposal fee at all Transfer stations 100% subsidy applies only to general waste generated through the organisation's direct operations and activities. The subsidy does not cover green waste, hazardous waste or waste resulting from building renovations, capital works, or other non-operational projects.

6. Planning, Development and Plumbing Applications

For planning and development applications, the normal prescribed fee payable is wholly waived when evidence is provided that the Applicant is a Not for Profit as defined.

For plumbing applications, the normal prescribed fee payable is waived up to a value of \$650 when evidence is provided that the Applicant is a Not for Profit as defined.

Note: This does not apply to applications for commercial uses, reconfigurations of a lot or any other application where such developments do not provide a significant community role or benefit, and which are not considered to be 'not-for-profit' developments.

Note: Not-for-profit or charitable organisations that own, lease, manage or operate premises with poker machines are not eligible for a rebate against the applicable application fees and charges. Except in instances where the fees relate to a Council leased facility maintained wholly for community purposes that does not operate poker machines onsite.

7. Infrastructure Charges

Council will consider full or partial infrastructure charge waivers for Not-for-profit (NFP) led development that delivers tangible social, economic and environmental benefits.

- a. Applications for waivers of \$250,000 or less will be assessed and decided by the Director of Planning, Growth and Sustainability.
- b. Applications for waivers greater than \$250,000 will be referred to full Council for resolution.

Eligibility criteria:

Applicants must meet the definition of NFP Organisation and can demonstrate NFP status.

Development for commercial purposes (i.e. for profit), Reconfiguring a Lot, or any other development that does not deliver a significant community benefit is ineligible for a waiver under this policy.

A waiver of Levied Charges for accommodation activities listed in Table SC1.1.1.2 of CairnsPlan 2016 will only be considered where the development provides genuine social and/or affordable housing, or is owned and operated by a Registered Community Housing Provider under the Housing Act 2003. All other accommodation activities are ineligible for a waiver under this Policy.

Organisations that own, lease, manage or operate any premises with poker machines are ineligible for a waiver under this policy. The only exception is in instances where the infrastructure charge relates to development of a Council leased facility maintained wholly for community purposes that does not operate poker machines onsite.

Projects that are fully funded by a State or Commonwealth Government agency, including through State or Commonwealth financial assistance, are ineligible under this criterion.

Applicants must provide complete development staging details within their application.

Note: Council acknowledges that development delivery arrangements may involve third-party funding, staged handover, or the future transfer of ownership or operations to a Community Housing Provider or NFP organisation prior to commencement of the approved use.

The existence of a Memorandum of Understanding, funding arrangement, or future transfer arrangement does not, of itself, determine eligibility for a waiver under this Policy. Responsibility for the payment of infrastructure charges in these circumstances remains a matter to be resolved between the relevant parties through contractual arrangements, including any Memorandum of Understanding or funding agreement.

B. ASSISTANCE – NOT FOR PROFIT INDIVIDUAL OR HIRER

Council may at the request of an eligible user or organisation offer a concessional rate for:

1. Licenses and Approvals

Local law – Public Place Activity Permit application – 100% subsidy

C. GENERAL

Unless otherwise determined by Council, Not for Profit organisations will not be eligible if they sublease to organisations that do not comply with the Not for Profit definitions, the sublease activity is not aligned with the primary purpose of the organisation and the property, or the sublease is a commercial activity of a substantial size.

A request for assistance must be made in writing at the time an application is submitted and provide sufficient details and other particulars to enable Council to evaluate the request.

Any assistance provided does not constitute a credit and is non-transferable to subsequent or separate fees and charges or applications.

It is incumbent upon the organisation requesting assistance to notify Council of any changes in circumstances that may affect their eligibility under the provisions of this policy.



This policy is to remain in force until otherwise determined by Council.

Director Responsible for Review:

Chief Financial Officer

ORIGINALLY ADOPTED: 18/07/2018

CURRENT ADOPTION: 17/06/2026

DUE FOR REVISION: 17/06/2030

REVOKED/SUPERSEDED:



**Ken Gouldthorp
Chief Executive Officer**