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**General Policy**

**FINANCIAL ASSISTANCE FOR NOT FOR PROFIT ORGANISATIONS**  
**- FEES & CHARGES**

**Intent** To establish a policy for the provision of financial assistance for Not for Profit organisations of specific fees & charges.

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

**PROVISIONS**

**BACKGROUND**

This policy only applies to an organisation making an application for financial assistance for the fees & charges listed below, which must be a NOT FOR PROFIT organisation meeting the defined criteria.

**DEFINITIONS**

**Not for Profit Organisation**

Any non-profit, volunteer, charitable, community, sporting and religious organisation that do not manage or operate premises with poker machines and meets the following criteria:

- Non-profit community organisations, as determined by the Australian Taxation Office (ATO); or
- Religious institutions as determined by the ATO; or
- Schools registered with the Queensland Department of Education.

To be considered a non-profit community organisation the following criteria must apply –

- The organisation is incorporated under Queensland's Associations Incorporation Act 1981 or registered under the Collections Act 1961; and
- There is no profit or gain by individual members of the group; and
- The organisation's constitution or governing documents prevent it from distributing profits or assets for the benefit of particular persons, both while it is operating and on winding up; and
- Whilst a surplus can be made, it must be used, and seen to be used, to carry out the purpose and functions of the organisation.

**Fees and Charges**

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

**ASSISTANCE**

Council may at the request of a NOT FOR PROFIT organisation give financial assistance either in full or part waiver of fees and charges relating to:

**Venue Hire:**

- Hire of Council public meeting rooms and community halls – 100% subsidy
- Park hire Tier A – 75% subsidy
- Park hire Tier B – 100% subsidy
- Park hire Tier C – 100% subsidy
- Esplanade barbeques (exclusive use) – 75% subsidy

**Licenses and Approvals**

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

**Plumbing Applications**

In conjunction with Planning & Development/ Grant applications – 100% subsidy

## Waste Disposal

Waste disposal fee at Portsmouth Transfer station 100% subsidy. This does not include green waste or hazardous waste.

## Development Assessment

For expanding the services offered or construction of new facilities, through the provision of a waiver on a percentage of infrastructure charges, planning and development applications associated with their development.

NOT FOR PROFIT organisations have been classified into the following categories.

Category 1:

Any Not for Profit organisation that do not manage or operate premises with poker machines and meets the definition as outline in Section 2.

Category 2: Educational establishments (State and Non State Government funded establishments) and Religious Entities.

Council will waive the cost in full or in part of the cost of planning and development charges in accordance with the following table.

Category	Description	Examples	Development	Rebate Offered
1	NOT FOR PROFIT organisations (which may rely upon volunteer or paid labour)	The Endeavour Foundation, St Vincent De Paul, Salvation Army, sporting clubs and community groups.	The construction of new facilities	100%
2	Educational establishments	Schools	The construction of new facilities – non state school.	30%
			The construction of new facilities –state school.	Nil
2	Religious entities	Places of worship.	The construction of new facilities.	30%

## GENERAL

Unless otherwise determined by Council, NOT FOR PROFIT organisations will not be eligible if they sub-lease to organisations that do not comply with the NOT FOR PROFIT definitions, the sub lease 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.

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

**General Manager Responsible for Review:**

**Chief Financial Officer**

**ORIGINALLY ADOPTED: 18/07/2018**  
**DUE FOR REVISION: 18/07/2022**  
**REVOKED/SUPERSEDED:**



**John Andrejic**  
**Chief Executive Officer**