



COMMUNITY DONATIONS/CONTRIBUTIONS

Summary:

The purpose of this policy is to provide clear direction on the provision of Tenterfield Shire Council donations and contributions to the community.

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Department	Office of Chief Executive
Policy Custodian	Chief Executive
Superseded Documents	Policy 1.031 – Version 6.0
Related Legislation	Section 36 <i>Local Government Act 1993</i>
Delegations of Authority	Chief Executive

1. Overview

Section 356 of the Local Government Act 1993 allows Council to grant financial assistance for the purpose of exercising its functions.

The purpose of this policy is to allow Tenterfield Shire Council to:

- consider requests for Donations and Contributions from Community Bodies following adoption of the Operational Plan, and
- to allocate funds to organisations, on merit, within the funds available.

2. Policy Principles

The role of a Local Government authority as a philanthropic corporate citizen is to identify a suitable budget for the support of community based activities that would not otherwise be funded. The principle of this policy is to set a framework for the provision of community donations and contributions when such funds are available for Council to disperse.

3. Policy Objectives

The Community Donations/Contributions policy objective is to provide a level of community support through funding community donations and contributions for activities that would not otherwise be funded.

4. Policy Statement

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year. Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the *Local Government (General) Regulation 2005* states that "all such approvals and votes lapse at the end of a Council's financial year".

Individual applications will be for a maximum amount of \$4,000.00.

5. Scope

The following assessment guidelines are to be used to assist in assessing each application for community donations and contributions. Applications must meet all of the following eligibility and exclusion guidelines.

To be eligible for funding through the Community Donations/Contributions program, applicants must:

1. Apply via the appropriate online or hard copy application form.
2. Demonstrate how funds will be used for the purpose of exercising Council's functions.
3. Financial analysis of the proposal supported by estimates/quotes.
4. Is there a safety or health aspect?
5. Is it a proven attraction or community benefit?
6. It is voluntary and is there a matching contribution (it can be in-kind) equivalent to 50% (minimum)? *** Please note Definition in Section 7***
7. Is the project for the well-being of the Shire Community?
8. Will it have continuing support from the majority of the Shire Community?

9. Current financial status of organisation applying for funding (latest statements).

Applications **will not** be accepted from the following recipients:

- Commercial or profit-making enterprises or projects (with the exception of commercial events via the Community Strategic Plan/Operational Plan;
- Individuals;
- Political parties;
- Government Departments.

Applications **will not** be accepted for the following purposes:

- General fundraising activities;
- General shortfalls in funding by Government Departments;
- Completed or retrospective activities/projects; or
- Duplication of existing services.

Any financial assistance granted to offset or subsidise Council fees or charges must be consistent with the requirements of s610E and s610F of the *Local Government Act 1993*. (See Appendix A)

6. Accountability, Roles & Responsibility

Elected Council

Council will nominate an Assessment Panel comprising:

- the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

7. Definitions

In-Kind Support

Applications for some contributions/donations may seek to access, at no cost to the grantee, Council plant and equipment, or staff time and other resources. This "in-kind" support may not involve a direct cash component but still has financial consequences and budgetary implications.

In-Kind support may include (but is not limited to): preparation of traffic control plans, site plans, survey, design, review of environmental factors, or formwork; provision of traffic control, road closures or special clean-up for events, including waste collection; staff support for community event planning and set up; provision of temporary fencing; physical construction, earthworks or maintenance works at a project site involving Council plant and/or labour.

- For the purposes of assessing these applications, Council will first establish the in-kind cost and then decide the application;

- For approved applications, the value of the in-kind support will be recognised as a contribution under the community contributions/donations budget, to offset the budget allocation from which the works were provided.

8. Related Documents, Standards & Guidelines

Nil.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/04/00	Council	Adoption of Original Policy (Res No. 334/00)
V2.0	24/10/03	Council	Revised Policy Adopted (Res No. 582/03)
V3.0	26/09/12	Council	Revised Policy Adopted (Res No. 383/12)
V4.0	24/06/15	Council	Revised Policy Adopted (Res No. 190/15)
V5.0	23/08/17	Council	Revised Policy Adopted (Res No. 168/17)
V6.0	28/02/18	Council	Revised Policy Adopted (Res No. 17/18)
V7.0	28/08/20	Council	Revised Policy Adopted (Res No. 169/20)

APPENDIX A

LOCAL GOVERNMENT ACT 1993 No 30

Chapter 15, Part 10, Division 3

610E Council may waive or reduce fees

- (1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F(2) or (3).

610F Public notice of fees

- (1) A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submission duly made to it during the period of public notice.
- (2) Public notice of the amount of a proposed fee must be given (in accordance with section 405) in the draft operational plan for the year in which the fee is to be made.
- (3) However, if, after the date on which the operational plan commences –
 - (a) A new service is provided, or the nature or extent of an existing service is changed, or
 - (b) The regulations in accordance with which the fee is determined are amended,

The council must give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service or the fee determined in accordance with the amended regulations.

- (4) This section does not apply to a fee determined by a council for an application made in a filming proposal, if that fee is consistent with a scale of structure of fees set out in an applicable filming protocol.

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