



Policy

04 REQUESTS FOR DONATIONS AND FINANCIAL ASSISTANCE

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| File Reference No: | 15.128.2 |
| Strategic Outcome: | Supported and engaged communities |
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| Responsible Officer: | Director Corporate Services |

1. POLICY STATEMENT

As the representative body for the community of Berrigan Shire, Berrigan Shire Council receives many requests from various bodies for donations and other forms of financial assistance.

Section 356 of the *Local Government Act 1993* allows the Council to contribute money or otherwise grant financial assistance to persons or organisations for the purpose of exercising its functions.

This Policy provides a framework for assessing requests for donations and financial assistance from the Council

2. PURPOSE

The purpose of the policy is to:

1. Provide the community and other bodies with guidance in relation to the types of financial support that the Council may provide
2. Provide Councillors and Council staff with clear guidelines in relation to assessing requests for donations and financial support

3. SCOPE

- Individuals and organisations seeking donations and financial assistance from the Council.



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- Council staff assessing applications for donations and financial assistance from the Council.

4. OBJECTIVE

This policy is developed to assist the Council with *Berrigan Shire 2023* Strategic Objective 3.2:

Support community engagement through life-long learning, culture and recreation.

5. DEFINITIONS

A **Council volunteer Committee of Management** is a committee established under Section 355 of the Local Government Act and delegated care, control and management of a Council facility.

A **commercial organisation** is any individual or organisation that is operating a business on a commercial basis. This includes businesses operating on a not-for-profit basis.

6. POLICY IMPLEMENTATION

While the Council may consider requests for donations and funding assistance at any time, the Council has more capacity to respond to requests that are made in time for inclusion in its annual Operational Plan. In general, this requires organisations to submit a request to the Council by March for inclusion in the Operational Plan and budget for the following financial year.

Any application for financial assistance must be made in writing. Applicants are encouraged to make contact with the Council to discuss their proposal. Depending on the size and nature of the request, the Council may consider making any assistance contingent on meeting certain criteria.

In general, assessment of any request will be based on community, social and economic need, project outcomes and the documented strategic priorities of the Council. Priority will be given to organisations/individuals that are directly connected with the Berrigan Shire – i.e. local residents, businesses, service organisations etc.

The Council is obliged to ensure any funding provided is consistent with the requirements of s356 of the *Local Government Act 1993*.

6.1. Specific requests for assistance



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The Council provides Council staff with some discretion to make decisions regarding donations and funding assistance in certain specific cases. These include:

- Refund of Development Consent and other Application Fees
- Assistance to attend sporting and other events
- Capital grants and assistance to Council volunteer committees.
- Scholarships
- Assistance to fund events and tourism initiatives

Requests outside these specific cases will require the Council to specifically approve any assistance by resolution or by inclusion the Council's Operational Plan.

6.2. Refund of Development Consent and other Application Fees

Organisations and individuals may request the Council waive development application or other fees in lieu of direct support. While this is not a direct donation from the Council, the Council will recognise the value of this support in its operational budget.

To this end:

- The Council will pay the application and inspection fees for non-commercial activities of community and charitable organisations upon request and acceptance by the Director Corporate Services. Funds for this purpose will be allocated in the Community Works budget,
- Where the activities contain a commercial component, the request is to be referred to Council for decision.
- Where a request is made by a commercial organisation, the Director of Corporate Services will assess the request against the general guidelines of this policy.

If, in the opinion of the Director Corporate Services, the request has some merit, the request will be referred to the Council for consideration. Otherwise it will be refused.



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Organisations requesting the Council waive any development application fees are encouraged to pay the fees up-front when their application is lodged. If the Council approves the request for waive fees, then the Council will refund those fees to the applicant.

Otherwise, the application will not be formally accepted by the Council until the Council considers the request for the waiving of fees and makes payment on behalf of the applicant.

The Council will not waive any fees that it is required to collect on behalf of a third party, such as the Building Industry Long Service Levy.

6.3. Requests for assistance to attend sporting and other events

In recognition of the distances and expense of travelling to state or national competitions, the Council, via the Berrigan Shire Youth Development Committee, provides assistance to individuals selected to represent the region, the state or the nation.

The Council shall reimburse up to \$100 towards the cost attending a sporting or other event provided that:

1. The individual is 18 years of age or under, and
2. The individual is a resident of Berrigan Shire, and
3. The individual has been selected to represent the region, the state or Australia in a State, National or International championship.

This assistance is provided to individuals selected in representative teams only. It is not provided to individuals in local teams where the team as a whole is representing the region.

Applications for assistance under this scheme are to be made directly to the Berrigan Shire Youth Development Committee for assessment and payment in line with their existing procedures.

6.4. Requests for Capital Grants and Assistance from Council Volunteer Committees

The Council recognises that its volunteer committees responsible for the operation and maintenance of Council-controlled facilities need assistance with funding significant capital improvements.



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Funding assistance to these committees will be provided on the following basis:

- The funds are used for capital improvement of a Council facility
- The relevant volunteer committee of management will retain control of the funds and liability for any loans
- The maximum project value is \$50,000. Projects over this value will be considered independently on their merits as to whether any contribution will be made and if so, upon what terms and conditions
- The Council will maintain an aggregate cap of \$100,000 on loan contributions and commitments under this scheme at any time.

Applicants are strongly encouraged to make requests for funding under this scheme through the Council's annual integrated planning and reporting process. Applications outside this process may be presented to the Council for consideration with the consent of the Mayor or General Manager.

All funding provided under this scheme will be made either through inclusion in the Council's Operational Plan or via a formal resolution of the Council.

If approved by the Council, funding assistance will be provided in the following form:

- A grant of no more than one-third of the total project value, plus
- A loan – at a subsidized interest rate – of no more than one-third of the total project value,

This is subject to

- Confirmation of the committee's willingness and ability to fund the remaining cost of the project.

Any loan under this scheme will be provided on the following terms

- The term of the loan to be:
 - no longer than 3 years for amounts under \$5,000
 - 5 years for larger amounts
- Loan repayments to be no less than semi-annually
- The interest rate charged will be 50% of the interest rate earned by the Council on its most recent term deposit.



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7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Berrigan Shire 2023* and other Council integrated strategic plans
- Berrigan Shire Council Event Management Policy
- Berrigan Shire Council Scholarship Program