

Donations Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	24 July 2018
Author	Administration Manager
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	18/07/14

2 Summary

Provides for assistance given by Council by way of donations.

3 Approvals

Title	Date Approved	Signature
General Manager		

4 History

Minute No.	Summary of Changes	New Version Date
	Compilation of various policies: "Donations", "Men's Shed", "Molong Advancement Group – Use of Mitchell Room", "S356 Funds – Report to Council", "Provision of Telephone Facilities", "Donations under Section 356 to Offset Rate Levies and Charges"; and addition of "DA Fees" Category.	
12/12/12	Submitted for adoption	17 December 2012
13/09/30	Readopted as per s165(4)	17 September 2013
18/07/14	Page4 – Section 5 – Section on Progress Associations deleted as Molong Advancement Group relocated their meeting place. Readopted as per s165(4)	24 July 2018

5 Reason

This policy was created to document the way in which Council will support the community by way of a variety of donations.

6 Scope

This policy applies to individuals, community groups, not-for-profit organisations and S355 committees whose actions or activities bring benefit to the Cabonne LGA.

This policy does not include any support, initiatives or incentives available under Council's Economic Development Strategy.

7 Associated Legislation

Local Government Act 1993

8 Definitions

LGA – Local Government Area

Men's Shed - A place where men can meet and engage in practical recreational pursuits and build up support networks among their peers.

DA fees and charges eligible to be donated - limited to:

- a. Development application fee
 - b. *Construction certificate fee
 - c. *Complying Development Certificate fee
- *- only when issued by Council – not by private certifiers.

Aged Units - relates to approved non-resident funded aged accommodation facilities for people on low income

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Director of Environmental Services

Responsible for approving or preparing reports to Council in relation to applications for a donation equivalent to DA fees as required by the policy.

9.4 Finance Manager

Responsible to ensure donations and refunds are processed as per policy.

9.5 Community Services Manager

Responsible to report on applications for donations and sponsorships assessed to be of benefit to the wider community to Council for its consideration during Community Services Committee and Council meetings.

10 Related Documents

Document Name	Document Location
Donation Application Form	My Workspace/Letters and Templates/Public Application Forms
Economic Development Strategy	Council's website

Version Date: **Error! Reference source not found.**

A listing of all current organisations, properties and levels of donation eligible for Rate and Charge equivalent donations	Council's EDRMS system
---	------------------------

11 Policy Statement

Council will provide assistance by way of donations in the following categories:

1. donations and sponsorships in response to applications assessed to be of benefit to the wider community
2. donations equivalent to General Rate / Water / Sewer charges and reimbursement of some service charges
3. donations equivalent to refunds of Development Application (DA) fees
4. Men's Sheds – donations of cash and or services
5. Progress Associations – donation of room hire for meetings

Procedure

Requests for donations shall be on the prescribed Donation Application Form: the covering report to Council will identify funding as being from the s.356 budget and identify the availability of funds and the impact of the expenditure on the budget.

An acknowledgment or full reply will be provided to applicants within the days nominated in Council's Customer Service Guarantee.

1. Donations and sponsorship - applications assessed to be of benefit to the wider community

Council will consider applications from individuals, groups and organisations for sponsorship and donations toward events and activities considered to be of benefit with priority given to those benefiting the Cabonne community.

Applications will be submitted for consideration on their merits at the Community Services Committee and/or Council meetings.

2. Rate and Charge equivalent donations

Council resolved a policy in 1988 that an amount equal to the respective General Rates will be donated to Aged Units (as defined) within the Cabonne LGA (19 December 1988 Minute No: 8910/9). Over time other organisations have been added.

Council will contribute an amount equal to the rental cost of telephones at Cudal, Cumnock, Eugowra, Manildra and Yeoval pools subject to the Pool Committees meeting costs of calls: rental costs are to be funded from the Pool Maintenance Vote.

3. Development Application (DA) fees

Council will donate an amount equal to refunding the actual amounts paid as Council DA fees and charges, as defined, in instances relating to Council owned / controlled or Crown Land where the improvement would become a Council Asset.

Any requests for a refund/donation of DA fees by Not-For-Profit/Community Organisations will be submitted for consideration by Council with the amount to be refunded / donated to be determined on a case by case basis.

For clarity it is noted the following fees are not eligible for donation: statutory fees such as long service levy, advertising, planning reform (plan first levy) and other fees which may be charged including inspections, occupation certificate, subdivision, subdivision certificates, integrated development and principal certifying authority.

All fees associated with development applications, construction certificate applications and complying development applications are to be paid with the application. Requests for a refund of DA fees are to be made in writing on the prescribed form, stating the grounds or reasons justifying why Council should donate an amount equal to the relevant fees.

Fees to be donated back to the applicant will only be donated after determination of the relevant application.

Council staff may process any such requests within the limits of the policy. Any requests exceeding the policy are to be reported to Council for consideration.

4. Men's Shed

Men's Sheds in the Cabonne LGA are varied in their circumstances and needs with some operating from Council controlled buildings and others meeting in places owned by other organisations.

In the past support given by Council has included:

1. The donation of money
2. Supply of Concrete for the construction of a new shed
3. Loans on favourable terms
4. Assistance in identifying grant opportunities
5. Assistance in writing grant applications
6. The use of Council owned/controlled Buildings
7. Lobbying to other bodies
8. Waiving of fees and charges both partial and full

For all requests for assistance from Men's Sheds that have not previously secured more than minor assistance from Council, Council will:

1. Consider making donations of up to \$1,500.00 to assist with establishment costs
2. Consider loaning funds to assist with establishment costs
3. Consider waiving fees and charges
4. Provide assistance in identifying grant opportunities
5. Provide limited assistance in writing Grant Applications
6. Consider requests to use Council owned buildings at favourable rates
7. Assisting them in lobbying for the support of other organisations

For all requests for assistance from Men's Sheds that have previously received substantial assistance from Council, Council will:

1. Consider making donations of up to \$200.00 to assist with new projects
2. Consider waiving fees and charges
3. Provide assistance in identifying grant opportunities
4. Provide limited assistance in writing Grant Applications
5. Consider requests to lease Council owned buildings at favourable rates
6. Assisting them in lobbying for the support of other organisations

Council may at its discretion consider other requests on an individual basis and be mindful of treating all Men's Sheds in Cabonne in an equitable manner.