

Donations Policy

(for donations under
s.356 of the *Local Government Act 1993*)

| | |
|---------------------------------|----------------|
| Date policy was adopted: | 12 April 2017 |
| Resolution number: | PLA036/17 |
| Next Policy review date: | September 2018 |
| Reference number: | |

Donations Policy 2017

1. OUTCOMES:

- 1.1 Under s.356 of the *Local Government Act 1993*, Queanbeyan-Palerang Regional Council (QPRC) may exercise a function by resolution to provide various forms of assistance to the community through grants, donations, rental rebates, rate relief, non-financial contributions, in-kind donations and sponsorships. This assistance, referred to collectively as donations, provides the community with funding for activities and programs that align with Council's strategic objectives. This policy establishes an equitable, transparent and accountable management framework to guide the provision of consistent funding administration and assessment processes across Council.

2. POLICY

- 2.1 Council is committed to providing financial assistance for the development of positive and beneficial projects within the community which address identified objectives in the QPRC Community Strategic Plan. Preference will be given to organisations that are based, or have a branch, in the QPRC area.

- 2.2 Council will assess applications and proposals for financial assistance against established criteria and will ensure compliance measures are met.

- 2.3 Council will make certain that rigorous processes are in place to ensure consistency, fairness, transparency and accountability. Funded projects will be monitored to ensure the benefit to the community is realised and worthwhile.

- 2.4 Funded projects will be required to provide timelines. Approved requests for financial assistance will require lodgement of evidence to Council that funds have been expended for the purpose for which the funds were approved.

- 2.5 All Council employees, Councillors or Committee members must declare any conflict of interest in assessing any application or proposal for funds, in accordance with the QPRC Code of Conduct.

- 2.6 Council provides financial assistance within four categories:

2.6.1 **Category 'A' Funding – general assistance**

- (a) The relief of poverty, hardship or provision of assistance to less advantaged persons through welfare services and facilities, public health services and facilities, education services and facilities, transport services and facilities, and housing.
- (b) The advancement of education through education services and facilities.
- (c) Any other purpose for which there is agreement by resolution of Council.
- (d) From time to time, Council may make funds available under its Annual Grants Program for local, not-for-profit community groups and, in some cases, individuals. The aim is to support a wide range of activities that builds community capacity, fosters social networks and information exchange, facilitates cooperation and builds on existing community strengths.

2.6.2 **Category 'B' Funding – hire/lease fees**

Financial assistance will be provided to community, not-for-profit or charitable organisations that wish to hire or lease a Council facility but are unable to meet this cost. The grant will be non-monetary and will be recognised financially as a donation and as income for the facility. The grant will be either full or partial payment of venue hire or lease (see **Clause 5** for conditions relating to this category).

Donations Policy 2017

2.6.3 **Category 'C' Funding – rates, fees and annual charges**

- (a) Council will make annual donations as provided in **Schedule 1** to this policy. Council will review this Schedule every two years.
- (b) Council may, at its discretion, consider upon application a one-off rates rebate for sporting, recreational and other community organisations.
- (c) Eligible organisations in (b) above must demonstrate that such donations will enable a particular purpose or project to be undertaken that meets QPRC's strategic objectives.
- (d) Eligible organisations in (b) above may receive a rebate of up to 100% of Council's rates and charges, depending upon their level of eligibility (see **Schedule 4** for eligibility criteria calculations).
- (e) Council will consider the waiving of fees and charges for not-for-profit community organisations and s.355 committees on a one-off basis for development application fees and associated charges (see **Schedule 2** for a full list of relevant fees and associated charges).
- (e) Annual charges for waste, water and sewerage services, where these services are available, will be levied in accordance with Council's pricing policies for these services. Community organisations may apply under the Annual Grants Program for a donation towards these costs.
- (f) Where a ratepayer can demonstrate a high level of non-discretionary water use due to the requirements of a home dialysis patient, Council will grant a 100% rebate on the water access charge to their property. The application for such a rebate must be supported by a current doctor's certificate.

NOTE 1: Churches and religious bodies are exempt from all rates under s.555 of the *Local Government Act 1993*.

NOTE 2: There is no legislative requirement for Council to provide relief to sporting, recreational and community organisations for rates and charges. Any donation provided for this purpose is at Council's discretion.

2.6.4 **Category 'D' Funding – rental rebate**

- (a) Council may assist community organisations using Council's leased or licensed properties or facilities by providing a rental rebate for a specified period (see **Schedule 5** for eligibility criteria).
- (b) The rental rebate will be defined as a donation.

NOTE: This category does not include:

- Council's facilities that are covered by specific legal commercial leasing and licensing agreements as approved by Council;
- leases and licenses where the lessee/licensee is not a charitable or not-for-profit, incorporated organisation.

Donations Policy 2017

3. DEFINITIONS

Donation — a voluntary, freely-given form of financial assistance given by Council that meets QPRC's strategic goals and objectives. There are generally no formal conditions or reporting measures, excluding those relating to a rental rebate, placed on recipients of donations other than that the funds are expended within the intent for which they were given.

Grant — a payment made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting QPRC's strategic goals and objectives. Grants are subject to an application process and are generally equitably distributed among a range of individuals, organisations or groups.

In-kind donation — rather than contribute direct funding, Council may undertake works using its own resources. Such in-kind donations will be costed the same way in which Council's own works are costed, including for labour and plant.

Non-financial contribution — the provision of a Council service, product or facility free of charge or at a subsidised rate. A non-financial contribution may be subject to eligibility criteria and shall meet QPRC's strategic goals and objectives.

Rental rebate — assistance in the form of a subsidy given by Council to community lessees/licensees of Council-owned or managed properties or facilities. The level of rental rebate will vary between 0 – 100% of the market rental value of the property.

Sponsorship — is provided in exchange for a negotiated mutual benefit that meets QPRC's strategic goals and objectives. A sponsorship can be of a financial or non-financial nature.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

4.1 Section 356 of the *NSW Local Government Act 1993* states:

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if:
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Donations Policy 2017

4.2 Section 610E of the *Local Government Act 1993* states:

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).

4.3 Section 377 of the *Local Government Act 1993* states, inter alia:

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

...

- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons.

4.4 Under this policy, financial assistance including community grants and the waiving of Council fees and charges is considered to be a donation, provided in accordance with s.356 of the *Local Government Act 1993*.

4.5 This policy is to be read in conjunction with the following documents:

- *NSW Local Government Act 1993*,
- QPRC Code of Conduct,
- Pricing policies for waste, water and sewerage services.

4.6 This policy rescinds the following documents:

- The QPRC Rental Rebate Policy 2016
- The former Queanbeyan City Council Donations Policy 2013
- The former Palerang Council Donations Policy 2015
- The former Queanbeyan City Council Rates and Charges Relief Policy 2013

5. PROCESS

Category A funding – General Assistance

Annual Grants Program

- 5.1 Council may determine that the Annual Grants Program for any given year will be directed towards particular outcomes, but the emphasis will always be towards supporting the community's aspirations as articulated in the QPRC Community Strategic Plan.
- 5.2 Applications will only be considered for one-off expenditure in the financial year in which the costs occur.
- 5.3 Applications will be sought through advertising in local media, community newsletters, social media, Council's website and Engagement HQ following the allocation of funds, this being typically through the adoption of Council's Operational Plan in June each year. Applications are to be made on the relevant form (**Schedule 3**), and address all criteria outlined in the Annual Grants Program guidelines for that year.

Donations Policy 2017

- 5.4 Applications must be received by the advertised closing date on the relevant application form with supporting documentation, rather than on an ad hoc basis.
- 5.5 Notwithstanding Clause 5.4, Council may consider applications outside the funding round if the applicants are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the Annual Grants Program round.
- 5.6 Should any applications be received in accordance with Clause 5.5, consideration of the applications will be dependent on any funds being available following allocation from the current round, and will require a resolution from Council regarding the assessment of the applications.
- 5.7 Any request for financial assistance outside the Annual Grants Program must address the criteria detailed in the guidelines, and be submitted on the relevant application form.
- 5.8 Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel of staff nominated by the General Manager. The panel will prepare recommendations for funding to the next available ordinary meeting of Council. All approved fees and charges to be waived will be in the form of a donation and paid by Council on behalf of the organisation.

Category B funding – hire/lease fees

- 5.9 Requests for the waiving of hire/lease fees of Council facilities should be in writing addressed to Council's General Manager. When making requests, applicants need to clearly outline how the event will benefit the QPRC community.
- 5.10 When submitting an application, applicants should ensure that:
 - (a) bookings are confirmed;
 - (b) a copy of the facility's "Hire Agreement", including a quote for the cost of hire, is submitted with the application;
 - (c) once the hire agreement is in place and the donation amount has been awarded, any variation to the hours of hire that may affect the total donation provided, is to be reported to Council as soon as possible. For example, if the hours are reduced, the donation amount will reduce proportionately. If the hours increase, full hire charges will apply for the additional hours.
- 5.11 The following criteria will be applied in assessing these requests:
 - (a) the purpose of the donation;
 - (b) the alignment with Council's Community Strategic Plan and Delivery Plan;
 - (c) any previous donations and support provided to the applicant by Council;
 - (d) the amount requested;
 - (e) the applicant's access to alternative sources of funding, including the ability to raise general income from usage of the facility,
 - (f) Council's annual budget allowance.
- 5.12 Waiving of fees and charges for ongoing usage or events will not be considered unless negotiated in a service level agreement with Council.

Donations Policy 2017

Category C funding – rates, fees and annual charges

- 5.13 Standing donations of rates and annual charges within Category C funding (see **Schedule 1**) will be processed at the time of the levy of the annual rates and charges notices. A letter will be issued to the recipient organisation notifying them of Council's donation.
- 5.14 Any increase in standing donations, other than for rates or annual charges, is limited to the statutory rate pegging limit. Any request for an increase above this limit is to be referred to Council for consideration.
- 5.15 All requests from not-for-profit community organisations, sporting and recreation bodies and s.355 committees for the waiving of development application fees should be in writing and addressed to Council's General Manager.
- 5.16 All requests should consider the criteria below when outlining the reasons for waiving of fees, and be submitted prior to the lodgement of the development application:
- (a) the proposed improvements are to be constructed on land owned by or vested in Council, OR
 - (b) where the improvements are to be constructed on freehold land by a not-for-profit community, sporting or recreation body, Council may consider the waiving of applicable fees and charges where a community benefit will be provided by the construction of the facility.
- In addition, the facility:
- (c) is to be freely accessible to all sectors of the community;
 - (d) must satisfy a need that has been previously identified in the community;
 - (e) is in accordance with plans of management or a sporting or recreational strategy adopted by Council; and
 - (f) is designed for multi-use purposes.
- 5.17 Council will not consider waiving development application fees if the proposed works are for commercial purposes, e.g. for the development of land for commercial sale or the undertaking of a commercial enterprise or commercial activity regardless of the charitable status of the organisation.

Category D funding – rental rebate

- 5.18 A market rental valuation or assessment of a Council-owned or managed property or facility will be obtained by Council at its cost, prior to the granting of a rental rebate. This will indicate the amount of annual rent that Council could charge if the property or facility had been let or leased in a competitive market.
- 5.19 The total cost to Council in operating a facility or managing a property will be determined, and will include but not be limited to:
- depreciation
 - maintenance
 - land rates
 - rent payable by Council to the Department of Industry - Crown Lands
 - water charges
 - waste removal
 - telephone
 - gas and/or electricity
 - administration costs
 - improvements

Donations Policy 2017

- 5.20 In the case of a new building, a facility management plan and appropriate sinking fund will be established as part of its long-term asset management planning.
- 5.21 The level of rebate to not-for-profit community organisations will be reviewed on a regular basis so that Council is informed of the total level of rebates being applied.
- 5.22 The level of the rental rebate will be determined based on the criteria contained in **Schedule 5**, which will be provided to potential lessees and licensees prior to establishing an agreement.
- 5.23 The level of rebate will vary between 0 – 100% of the market rental value; however, a minimum annual rental fee applies (see Council's adopted **Fees and Charges Schedule** on its website). This minimum annual rental fee will not attract any rebate and will be payable by the organisation leasing or licensing the property or facility.
- 5.24 All rental rebates will be reported to the community on an annual basis.
- 5.25 Community groups and organisations occupying Council-owned or managed properties will be required to report annually in relation to the facility and the group's activities.

6. REVIEW

This policy is a local policy and accordingly will be automatically revoked 12 months after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [**Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2017].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

Donations Policy 2017

Schedule 1

S1.1 Annual Donations

Council will make annual donations as follows:

1. Public schools located within the Queanbeyan-Palerang Regional Council Local Government Area for their annual prize giving/speech day ceremonies, to be increased by the annual rate peg amount, rounded up to the nearest \$5.00 starting from \$100.00 donated in 2016/17.
2. A donation equivalent to the ordinary rates levied for the year to the following organisations and facilities located within the Queanbeyan-Palerang Regional Council Local Government Area:
 - (a) Any Scouts Australia group
 - (b) Braidwood & District Historical Society
 - (c) Braidwood Show Society
 - (d) Any Country Women's Association branch
 - (e) Any service club including Lions and Rotary
 - (f) Any registered pre-school
 - (g) Bungendore War Memorial Hall
 - (h) Araluen Community Hall
 - (i) Charleys Forest Community Hall
 - (j) Gundillion Community Hall
 - (k) Majors Creek Community Hall
 - (l) Nerriga Community Hall
 - (m) Any men's shed registered with the Australian Association of Men's Sheds

NOTE: The Captains Flat Community Hall, and Queanbeyan halls and community centres are under Council's control.

Donations Policy 2017

Schedule 2

S2.1 Development applications and associated charges

All fees and charges associated with lodging a development application are:

Council fees:

- Development application
- Local Approval applications (there are a several of these e.g. water/sewer, on-site sewerage management, solid fuel heater, manufactured homes and associated structures)
- Construction Certificate application
- Inspection fees – mandatory
- Inspection fees – construction
- Re-inspection fees
- Inspection fees – surveillance
- Fee to lodge 'Notice to Commence and Appointment of a Principal Certifying Authority'
- Fee to lodge 'Notice of Work for Plumbing and Drainage'
- Water and / or sewer connection application
- Section 138 application
- Advertising fee
- Integrated development referral fee
- Issue of rural address number
- Section 94 contributions
- Section 64 contributions

State Government fees:

- Plan First Levy – applicable on all building works over \$50,000
- Long Service Levy – applicable on all building works \$25,000 and over

Donations Policy 2017

Schedule 3

S3.1 Annual Grants Program – Application Form



Annual Grants Program Application Form

Applications close: *[date]*

Privacy Management

Information provided in this form is required in order to process the application. Provision of the information is voluntary; however, if insufficient information is provided, support for the application will be difficult when considering competing requests.

LOGGING THE COMPLETED APPLICATION

There are three lodgement options available:

1. Hand-delivered to Council Chambers
263 Crawford St, Queanbeyan
10 Majara Street, Bungendore or
144 Wallace Street, Braidwood
2. Post
The General Manager
PO Box 90
QUEANBEYAN NSW 2620
3. Email
council@qprc.nsw.gov.au

NB: Applications must be clearly marked 'Annual Grants Program *[year]*'.

For further information or assistance with this application please contact Council's Office

Telephone: 02 6285 6000

GUIDELINES FOR APPROVAL OF COUNCIL DONATIONS

Council's donations generally do not apply to individuals however in certain circumstances donations may be approved. Council's donations policy, and a copy of this application form, can be viewed at *[insert link]*

In allocating funds, Council will give consideration to the nature of the request, the proposed beneficiaries, any recent donations to each applicant, alternative funding sources and equity of support across the local government area.

An application for financial assistance would be enhanced by supporting financial reports i.e. annual financial statements, auditor's reports, recent bank statements, or references from qualified accountants, auditors or financial advisors. Any such reports and documents will be used strictly for assessing financial status of the applicant and kept in strict confidence.

Donations Policy 2017

TYPE OF ORGANISATION / CONTACT DETAILS

Name of organisation/group: _____

Postal address: _____

Primary purposes and activities of organisation: _____

Number of members: _____

Property No. _____

Names of primary office-bearers: (President/Treasurer/Secretary) _____

Contact person for this application: _____

Ph _____ Mob _____ Fax _____

Email _____

Is the group/organisation GST Registered? Yes No Exempt

(if yes provide ABN): _____

Is the group/organisation not-for-profit? Yes No

FINANCES

Briefly describe why you need financial assistance from Council i.e: what financial resources are available to you and why they are not sufficient for this matter.

Donations Policy 2017

Schedule 4

S4.1 Calculation for eligibility of sporting, recreational and community organisations for rate relief

| Category | Level of rebate | From (>) | To (<=) |
|----------|-----------------|----------|---------|
| A | High | 90% | 100% |
| B | Medium | 50% | 90% |
| C | Low | 0% | 50% |
| D | None | 0% | 0% |

| Points attained | Rate relief | Points attained | Rate relief | Points attained | Rate relief | Points attained | Rate relief |
|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| 1 | 0% | 7 | 5% | 13 | 35% | 19 | 65% |
| 2 | 0% | 8 | 10% | 14 | 40% | 20 | 70% |
| 3 | 0% | 9 | 15% | 15 | 45% | 21 | 75% |
| 4 | 0% | 10 | 20% | 16 | 50% | 22 | 80% |
| 5 | 0% | 11 | 25% | 17 | 55% | 23 | 90% |
| 6 | 0% | 12 | 30% | 18 | 60% | 24 | 100% |

| Criteria | Category A (each answer worth 4 points) | Category B (each answer worth 3 points) | Category C (each answer worth 2 points) | Category D (each answer worth 1 point) |
|--|---|---|--|--|
| Purpose of donation | The organisation provides a unique activity or service to the majority of residents in QPRC | The organisation provides a unique activity or service to a particular group of residents in QPRC | The organisation provides an activity or service to QPRC residents that may be difficult to access outside the LGA | The organisation provides an activity or service to QPRC residents that may be easily accessed outside the LGA |
| Management of organisation | The organisation is stand-alone and locally managed servicing only the QPRC community | The organisation is locally managed and participates in local and regional activities or services | The organisation is a local branch of a regional umbrella organisation | The organisation is a regional branch of a national umbrella organisation |
| Accessibility of service or function | Accessible to all QPRC residents and provides disabled access | Accessible to all QPRC residents but no disabled access is provided | Accessible to the majority of the QPRC community | Access is limited to small groups within QPRC |
| Alignment with QPRC's Community Strategic Plan | Project fully aligns | Project partially aligns | Project has minimal alignment | Project has no alignment |
| Support provided by Council in the last financial year | The organisation has received no support from Council | The organisation has received a maximum of 25% support from Council | The organisation has received a maximum of 50% support from Council | The organisation has received at least 75% support from Council |
| Sources of funding | The organisation relies entirely on donations from the community | The organisation can raise income from member subscriptions or participants' fees only | The organisation can raise income from member subscriptions, participants' fees and regular fundraising activities | The organisation can raise income from member subscriptions, participants' fees, regular fundraising activities and grants |

Donations Policy 2017

Schedule 5

S5.1 Rental rebate calculation

The level of rebate will be determined by assessing each user against the criteria and evaluating their weighted distribution across the categories.

| Category | Level of rebate | From (>) | To (<) |
|----------|-----------------|----------|--------|
| A | High | 90% | 100% |
| B | Medium | 50% | 90% |
| C | Low | 0% | 50% |
| D | None | 0% | 0% |

| Points attained | Rebate amount | Points attained | Rebate Amount | Points attained | Rebate amount | Points attained | Rebate amount |
|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| 1 | 0% | 11 | 5% | 21 | 54% | 31 | 91% |
| 2 | 0% | 12 | 10% | 22 | 58% | 32 | 92% |
| 3 | 0% | 13 | 15% | 23 | 62% | 33 | 93% |
| 4 | 0% | 14 | 20% | 24 | 66% | 34 | 94% |
| 5 | 0% | 15 | 25% | 25 | 70% | 35 | 95% |
| 6 | 0% | 16 | 30% | 26 | 74% | 36 | 96% |
| 7 | 0% | 17 | 35% | 27 | 78% | 37 | 97% |
| 8 | 0% | 18 | 40% | 28 | 82% | 38 | 98% |
| 9 | 0% | 19 | 45% | 29 | 86% | 39 | 99% |
| 10 | 0% | 20 | 50% | 30 | 90% | 40 | 100% |


The total score is referenced with the table above to determine the level of rebate that will be applied.

| Criteria | Category A (each answer worth 4 points) | Category B (each answer worth 3 points) | Category C (each answer worth 2 points) | Category D (each answer worth 1 point) |
|---|--|---|---|--|
| Structural integrity | Assumes full responsibility for long-term maintenance (structural integrity) of the building | Makes some contribution to long-term maintenance (structural integrity) of the building | Makes minimal contribution to long-term maintenance (structural integrity) of the building | Council is responsible for long-term maintenance (structural integrity) of the building |
| Reactive and ongoing maintenance | Takes responsibility for internal and external reactive maintenance as detailed in the agreement | Takes responsibility for almost all the internal and external reactive maintenance as detailed in the agreement | Takes responsibility for some internal and external reactive maintenance as detailed in the agreement | Takes no responsibility for internal and external reactive maintenance even though detailed in the agreement |
| Extent of service provided by organisation | Broad community (more than 40% of QPRC residents) is a beneficiary of the service provided by the organisation | Service is significantly used by a number of specific sections of the local community | While the organisation provides a direct service to only a small number within the local community, it forms part of a larger service provision | Service is used by a small number within the local community |
| Extent of accessibility to community | Facilities are accessible to many in the community | Facilities are generally accessible to the community | Facilities have limited accessibility to others in the community | Facilities have limited access for the community, with fees charges being paid to the lessee/licensee |
| Number/type of service providers within the local community | A unique service | One of a number of providers of a similar community service | One of a number of providers meeting a less critical community need (in terms of Council-identified targets) or meeting an | Provider meets social or recreational needs only |

Donations Policy 2017

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| | | | identified recreational need | |
| Ability to charge fees and raise income | Limited or no ability to raise revenue | Some ability to raise revenue and charge fees, which may be varied to reflect ability of clients to pay | Has ability to charge fees and raise revenue | Operates on a profit basis |
| Access to other sources of funding | No access to other sources of funding | Limited access to other sources of funding (no more than 5% of total funding) | Access to other sources of funding (state, federal and local) which provides between 5 - 30% of total funding | Access to other sources of funding (state, federal and local) which provides more than 30% of total funding |
| Do they provide direct competition to commercial ventures? | No, the main activity is not a commercial one | While main business is not a commercial activity, some aspects of the business are in direct competition | While they are in direct competition with commercial providers, they provide added or differentiated service to users | Yes, they are in direct competition with commercial providers |
| Does their service impact on Council's need to provide a similar service? | Without this service provision, Council would be required to provide additional service | Lack of service would have some impact on Council's provision | Service is not a core responsibility of local government, but could be provided | Service is not the responsibility of local government |
| Organisational status and structure | The organisation is locally-based, stand-alone and not-for-profit; and it has a voluntary management committee, comprised mainly of local area representatives | The organisation is a locally-based service, has a regional focus, is stand-alone and not-for-profit; and has a voluntary management committee, comprised partly of local area representatives | The organisation is a locally-based service outlet or project that is part of a larger not-for-profit organisation; and has a voluntary advisory committee comprised partly of local area representatives | The organisation is a locally-based service, outlet or project that is part of a larger, not-for-profit organisation; there is limited, or no local area representation on the advisory committee or similar |
| Capacity to undertake a range of administrative and management responsibilities | Dependent on assistance from volunteers for all administrative and management functions | Paid staff undertake some of the administrative and management functions and volunteers assist with other tasks | Staff undertake the majority of administrative and management functions with additional assistance provided by umbrella organisation | Umbrella organisation carries out the majority of administrative and management functions |
| Social and community benefit for the local community | Service is unique and specific and meets high level of need OR service meets identified social / community needs, with most service users from low socio-economic backgrounds | Service meets identified social/community needs, with service users from a range of socio-economic backgrounds | Service meets a broad social/community need | Service is valued by the community, but is not focused on meeting an identified social / community need |

Donations Policy 2017

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| POLICY:- | | |
| Policy No: | | |
| Policy Title: | | Donations Policy (for donations under s.356 of the <i>Local Government Act 1993</i>) |
| Date Policy was adopted by Council: | | 12 April 2017 |
| Resolution Number: | | PLA036/17 |
| Previous Policy Review Date: | | |
| Next Policy Review Date: | | September 2018 |
| PROCEDURES/GUIDELINES:- | | |
| Date Procedure/Guideline (if any) was developed: | | |
| RECORDS:- | | |
| Container Reference in TRIM: Policy | | |
| Container Reference in TRIM: Procedure | | |
| Other locations of Policy: | | Intranet (linked to TRIM Container) |
| Other locations of Procedures/Guidelines: | | Intranet (linked to TRIM Container) |
| DELEGATION (if any):- | | |
| RESPONSIBILITY:- | | |
| Draft Policy developed by: | | Debby Ferguson |
| Committees (if any) consulted in the development of the Draft Policy: | | |
| Responsibility for Implementation: | | Communications |
| Responsibility for Review of Policy: | | Debby Ferguson |
| INTEGRATED PLANNING FRAMEWORK: | | |
| Community Strategic Plan: | | Theme No. |
| Delivery Program Title: | | |
| Operational Plan: | | |
| Senior Authorising Officer | Position General Manager |  2 May 2017 |

Donations Policy 2017

| ACTION | COUNCIL MEETING DATE | RESOLUTION NUMBER | REPORT ITEM NUMBER |
|---------------------------------|-----------------------------|--------------------------|---------------------------|
| NEW/RECONFIRMED/ AMENDED | 12 April 2017 | PLA036/17 | 6.2 |
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| DATE REVIEWED | REVIEWER POSITION | REVIEWER NAME |
|----------------------|--------------------------|----------------------|
| 12 April 2017 | A/Manager Civic Support | Debby Ferguson |
| | | |