

POLICY NAME: DONATIONS – COMMUNITY SPORTING GROUPS CAPITAL WORKS ASSISTANCE

POLICY REF: D08

MEETING ADOPTED: 23 November 2017
Resolution No. 231117/35

POLICY HISTORY: 280716/47



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OBJECTIVE

The objective of this policy is to provide guidance on the provision of financial assistance to community sporting groups.

POLICY

Council will provide financial assistance to community sporting groups to assist with capital works, as defined in this policy, subject to the following guidelines and eligibility criteria.

1. Guidelines for Approval of Donation

- 1.1 Donations are restricted to capital works relating to facilities used by community sporting groups.
- 1.2 The facilities must be available for general community purposes and typically will be available to a range of community users.
- 1.3 When allocating available Council funds consideration will be given to:
 - The nature of the works;
 - The overall benefit to the various users;
 - The frequency of donations to each sporting group;
 - The ongoing in kind contribution made by the sporting group;
 - Alternative funding sources; and
 - The equity of support across the local government area.
- 1.4 Priority for the allocation of funds will be given to works that rectify non-compliance and/or safety matters.
- 1.5 Allocated Council funds cannot be used to purchase removable fixtures or fittings. These include items such as fridges, dishwashers, tables, chairs and the like.
- 1.6 Matched funding from sporting groups can be used to purchase fixtures and fittings as part of an overall project. For example if a sporting group proposes to upgrade a kitchen, Council funds could be used towards cabinetry, plumbing and electrical work and the matching funds from the sporting group could be used to purchase the appliances fixtures and fittings.
- 1.7 Applications for capital works assistance must be accompanied by supporting documentation that sets out:
 - How the proposed improvements benefits the community and/or the long term viability of the facilities.
 - A statement from the sporting group committee confirming that the facility complies with all relevant safety standards.
- 1.8 Sporting groups that have previously received funding through this policy must have satisfactorily acquitted those previous funds.

- 1.9 To be eligible the applicant must complete the *Sporting Group Donations - Application Form* (found on Council's website) and submit to Council prior to 31 May of the financial year preceding the financial year in which the funds are sought.

2. Strategies

- 2.1 Council will allocate an amount, in the annual Operational Plan, for the purpose of providing financial assistance for sporting groups to which this policy applies.
- 2.2 In February each year Council will notify eligible community sporting groups via advertising and/or in writing, asking for submissions for capital works assistance.
- 2.3 Following adoption of the Operational Plan Council will appoint a minimum of three Councillors, one from each Council Ward, to a committee. The Mayor will be an automatic member of the committee.
- 2.4 This committee will meet and assess the applications against the guidelines in this policy, and recommend a distribution of the available funds. If Council agrees with the recommendations by resolution, the funding will be allocated. It is not incumbent upon the committee or Council to donate any or all of the funds.
- 2.5 Donated funds must be, as a minimum, matched on a dollar for dollar basis, or matched with in kind contributions, by the sporting group. "In kind" covers only labour, which must be quantified at a maximum average hourly rate of \$40 (excluding attendance at meetings to organise the project).
- 2.6 The maximum donation by Council in any one year, for an individual sporting group, under this program, shall be \$10,000 (excluding GST), subject to funds being available.
- 2.7 The funds must be expended on capital works, as defined in this policy, to the sporting facility and surrounds. The funds are not to be used for recurrent or operational expenses or to reimburse expenditure already incurred.
- 2.8 A copy of the Certification and Acquittal of Community Donation Form, signed by two members of the sporting organisation, must be provided to Council within two months of the completion of the project.
- 2.9 Any applications received from organisations following the completion of this process will be advised of Council's policy and invited to apply in the following year.

3. Funding Unallocated

- 3.1 Any funds unallocated, or unexpended, from the sporting group donations budget will be transferred to the sports facilities maintenance budget at the end of the application process.

4. Eligibility Criteria

- 4.1 Community sporting groups using Council land and facilities.
- 4.2 Community sporting groups using other facilities (i.e. typically on Crown land not controlled by Council or on freehold land granted by the Crown to the Trustees/Committees in accordance with the School of Arts Act).
- 4.3 Community sporting groups using privately-owned sports facilities.

BACKGROUND

Council acknowledges the important role that sporting groups play in the life of local communities. In recognition, Council offers financial assistance for the capital upgrade of facilities used by these groups.

This policy provides guidance on how requests for donations are to be managed. It identifies the types of works for which assistance is available, and it provides criteria against which requests will be prioritised and assessed.

The policy will enable Council to manage requests for donations equitably and cognisant of budget limitations.

Assistance is contingent on the sporting group(s) providing matching and/or in kind assistance.

In accordance with Section 356 of the Local Government Act a Council resolution is required for each and every donation each year. This policy provides a framework for the donation but not the authority to donate.

Sporting groups may also access funding from various government and charitable organisations including the Community Building Partnership Fund, Community Futures Grant, Community Safety Grants and various other annual grants.

DEFINITIONS

- Council:** Ballina Shire Council
- Policy:** Donations – Community Sporting Groups – Capital Works Assistance
- Capital works:** Includes works to building interiors and exteriors such as painting, re-roofing, re-stumping, floor sanding or works that aim to address compliance/safety issues. It could also include refurbishments to service areas such as kitchens or toilet amenities, or other sports-related structures.
- In Kind:** “In kind” covers only labour, which must be quantified at a maximum average hourly rate of \$40 (excluding attendance at meetings to organise the project).

SCOPE OF POLICY

This policy applies to:

- Community sporting groups.
- Councillors
- Council staff

RELATED DOCUMENTATION

Related legislation:

- Local Government Act 1993 (section 356)

Related Council policies:

- Donations - Financial Assistance Policy
- Donations - Rates & Charges Policy
- Donations - Assistance with Council Fees for Community Groups Policy

REVIEW

The contents of this policy are to be reviewed within the first twelve months of the election of the Council. The aims of this review are to ensure that the donations listed in the policy meet the newly elected Council's goals and to ensure the level of assistance provided in the policy remains at a reasonable level.