

GENERAL MANAGER'S REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 9 JULY 2012



01) **GUIDELINES FOR FINANCIAL ASSISTANCE PROGRAMS AND APPLICATION FORMS**

(General Manager)

RECOMMENDED:

1. That Council adopt the Guidelines for Financial assistance Programs and application forms,
2. that Council adopt the donations as contained in Appendix A of the Guidelines for the 2012/2013 financial year;
3. That Council call for Expressions of Interest from Shire Sporting Bodies to be involved in the Sports Council to assess applications for sports funding; and
4. that Council establish a Community Committee to assess financial assistance program applications; and
5. that Council publically notify the guidelines including Appendix A – Recurrent donations; and
4. that Council work with local businesses to identify other funding opportunities to support social or environmental outcomes in the Shire

REPORT

As part of the Integrated planning and Reporting process (IP&R) it was identified that a community fund should be established to support local activities and to assist the not for profit organisations across the Shire. As part of this process, staff have reviewed the need to address other important contributions to the shire for sporting and environmental activities. These guidelines establish a system for the community and council to make application, assess and provide support.

Council as with many Shire businesses are receiving requests for donations and contributions and has been required to make assessments as to the Shires benefits without any formal guidelines or support from sporting, environmental or social groups across the Shire. These guidelines will allow council to call on its community committees to assess where donations and contributions should be made to generate the greatest benefit to the shire communities or individuals.

The guidelines establish an open system of funding and the financial assistance is provided through four categories being; Recurrent funding, Non Recurrent funding including council and industry funding sources, Sport Related financial Assistance and Special project Financial Assistance.

Councils budget will fluctuate yearly and it must be noted that not all projects can receive funding or be eligible for funding from the community. These guidelines place limitations on funding levels and establish funding reductions where other government funding is being used. As the financial assistance is from public money, the acceptance of funding requires the organisations to submit acquittal and reporting forms and enter into agreements with council.

BUDGET IMPLICATIONS

The 2012/2013 budget has \$106,492 funding available which includes recurrent funding as identified in appendix A.

POLICY IMPLICATIONS

This is a new policy (Guideline) that establishes Financial Assistance criteria, an application process and community assistance in the assessment process. The policy would become effective if approved by Council. Recurrent funding will be assessed annually by Council as part of its budget assessment. Assessment of sporting and community based applications will be undertaken by community committees.

Attachments

1 Draft Guidelines 22 Pages

02) **COUNCIL DELEGATES TO CENTRAL TABLELANDS WATER COUNTY COUNCIL**
(General Manager)

RECOMMENDED:

1. That Council select future delegates to attend Central Tablelands Water County Council whom are water consumers of this County Council.

REPORT

Council has received the attached letter from Central Tablelands Water requesting that Council's future delegates be consumers of water from the County Council.

BUDGET IMPLICATIONS

Council is a member of Central Tablelands Water and this request will not impact on budget resources.

POLICY IMPLICATIONS

Council elects its delegates for the full term of Council to sit on the Board of the County Council and this request would restrict some Councillors from sitting on the Board. Council will need to include a note to the committee election process to reflect this request.

Attachments

1 Constituent Delegates 1 Page

DRAFT

**GUIDELINES FOR FINANCIAL ASSISTANCE PROGRAM
AND APPLICATION FORMS**

GUIDELINES FOR BLAYNEY SHIRE COUNCIL FINANCIAL ASSISTANCE PROGRAM

- The Blayney Shire Council Financial Assistance Program assists not-for-profit groups that offer a significant contribution to the social, economic and/or environmental wellbeing of the community.
- Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements in the Community Strategic Plan will be addressed.
- Council will announce its annual budget funding in the local paper for the February and September application periods. Council does not offer any guarantee of funding as not all projects will receive funding and funding will be allocated for projects that meet the required community based criteria.
- No appeal process is permitted as to funding allocation.

GENERAL CONDITIONS OF FUNDING

- All applicants are to complete the Financial Assistance Application form - letters of request or verbal applications will **not** be accepted as funding applications.
- Applications that **match \$ for \$ will be considered favourably** - any matching funding from the applicant or other sources are to be identified on the application.
- Applications received after close of business on the due dates will not be considered.
- Assessment of applications will remain confidential.
- No funding will be allocated to meet short falls, nor will financial assistance be retrospective other than for Council fee waiver requests within the current financial year.
- All applicants must provide certificates of currency for insurance and/or constitution/rules of their organisation.
- Council **must be acknowledged in all promotional activities** and must be provided with copies of advertising or promotional materials featuring Council for Council's approval **prior** to use in any promotional activity.

- Any funds unspent at the completion of the project must be returned to Council.
- Council requires a tax invoice prior to payment of Financial Assistance. GST will be added to all financial assistance. Applicants should be registered for GST and provide their ABN. Applicants without an ABN must submit a 'Statement by a Supplier' form available from the Australian Tax Office or from Council.
- Council fees and charges incurred in the holding of an event will be deducted before the financial assistance is paid.
- For financial assistance of \$5,000 and above, a performance agreement must be completed between Council and the organisation.
- Applicants should keep the guidelines and only return the application form and any associated documentation with their application.
- The applicant accepts and acknowledges these guidelines and conditions of making an application and that if unsuccessful cannot appeal, contest or petition any councillor, staff member or community representative acting on behalf of or for council or its funding partners.

FINANCIAL ASSISTANCE CATEGORIES

There are four (4) financial assistance categories.

a) Recurrent Financial Assistance

Council acknowledges that the following annual events and festivals (Attachment A), which are regarded as contributing to the retention and further development of social capital within individual communities, will be funded on a recurrent basis. No further funding requests for these mentioned activities, by way of financial assistance, will be considered by Council:

All organisations, excepts schools and rate or charge recipients, in receipt of recurrent financial assistance are required to submit a Financial Assistance Program Application Form in February and September each year for the following financial year.

b) Non-Recurrent Financial Assistance

There are two types of funding offered under this assistance. Council Community Based Funding and the Private Industry Community Funding.

Council calls for these applications for financial assistance twice each year in February and September. This financial assistance will be made available in July and November or as advised during the year following July.

All organisations requesting non-recurrent financial assistance must do so on the Financial Assistance Program Application Form and indicate which of the two groups of funding they are seeking support of.

2. Council Community Based Funding

Council considers at this time, applications:

- To support local projects and activities with a demonstrated broad community benefit to the Blayney Shire community and in accordance with the Community Strategic Plan and four year delivery plan outcomes.
- For the re-imbursement of the general rates component of property rates (including rates for Crown land where an approved community organisation controls activities).
- For the waiving of fees and charges for the use of Council owned facilities.*
- **Schools:** Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Note: Council will not support any school or university scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero;

* *Organisations may submit requests for the waiving of Council fees and charges throughout the year. These are to be submitted on the Financial Assistance Program Application form. Council fees and charges will be deducted before the financial assistance is paid.*

3. Private Industry Community Funding

Private Industry and Council considers at this time, applications:

- To support local projects and activities with a demonstrated broad benefit to the Blayney Shire community that is based on environmental, greenhouse gas reduction, water conservation, tree planting or river care principles and other funding requirements stipulated by the relevant private industries..

c) Sporting Related Financial Assistance

- Council's Sports Advisory committee considers **ALL** applications for sporting-related sponsorships/financial assistance including the waiving of sportsground hire fees and charges.
- The Sports Advisory Committee will establish criteria that sets the level of funding for different sporting achievements.
- All organisations seeking Sporting financial assistance or a sporting facility fee reduction must submit an application using the Financial Assistance Program Application Form.

d) Special Project Financial Assistance

Special project funding is a non-recurrent funding that is subject to the applicant group, association or organisation committee entering into an agreement of management with Blayney Shire Council or the Crown with Councils support.

Special projects would include community based applications subject to a management plan, an agreement with council or the crown for the management of a facility or group of facilities, a museum or gallery in public ownership within the Shire, a public hall operated under a management agreement or similar facility. Financial assistance would be to support applications made to a government or other public funding organisation and reduced in accordance with these guidelines.

FUNDING LEVEL REDUCTION

Special funding applications that are applying for grants or contributions from a government or other public organisation shall include the level of contribution being sort on the application form. If an application is to be made for government or other funding after the time of this application, Council will reduce its contribution by an amount equal to 50% of the total project funding raised by the community organisation or group e.g. if a project costs \$20,000 (\$10,000 community and \$10,000 Council) and the organisation receives \$10,000 from a government grant, then Councils contribution will be reduced to \$5,000, requiring the community organisation to raise \$5,000 in cash or kind to meet the required amount.

INDICATIVE FUNDING LEVELS

Funding Type	Maximum funding levels available annually per application
Recurrent Financial Assistance	Generally up to \$1,000 for new projects except school prizes School prize of \$50 per School per annum.
Non- Recurrent Financial Assistance - Council: Projects of demonstrated broad community benefit, including school projects - the applicant must demonstrate the uniqueness of the project, how it will benefit the community and how it meets Council's vision statement(s) objectives.	Generally up to \$3,000 Special projects enhancing a community facility may receive up to \$10,000 **
Non- Recurrent Financial Assistance- Private Industry: Local projects and activities with a demonstrated broad benefit to the community that is based on environmental, greenhouse gas reduction, water conservation, tree planting or river care principles	Generally up to \$3,000 Special projects enhancing a community facility may receive up to \$10,000 **
Rate Reimbursement: Not for profit only and general land rates component of rates only.	As specified on rates notice
Fees and Charges	As specified in Council's Fees and Charges.
Sporting Related: Financial Assistance for junior representatives is considered by Council's Sports Advisory Committee.	<ul style="list-style-type: none"> • up to • \$100.00 for regional selection • \$300.00 for state selection • \$500.00 for national selection

** Note: Special projects see description above.

PROJECT DESCRIPTION AND INFORMATION TO INCLUDE IN THE APPLICATION

The following information is to be included in the application:

- The project name
- A clear description of the project and its aims.
- How the project meets the overall visions of Council. Obtain a copy of Council's Management Plan to get a better picture of Council's visions.
- Clearly identified and demonstrated needs for the project from the community's viewpoint.
- How the project/programs will address identified needs.
- Outcomes to be achieved and the specific tasks to be undertaken
- Evidence of consultation with, and involvement in the project of, key stakeholders and others who will benefit from the project.
- A project timetable.
- Letters of support including supporting documentation from the applicant's sponsoring or governing body.
- Copies of any applications made for funding from grants.

BUDGET

- Section 4 on the application form.
- **IMPORTANT - Every** applicant should carefully consider this section and complete in full.
- Include a detailed budget that shows income and expenditure for the project and details of any other funding that is anticipated.
- Include an estimate of the in-kind contribution to be provided by your organisation as \$ for \$ matching applications will be favourably considered. Refer notes on funding reduction.
- Applicants may attach a budget to the application in preference to completing the section.

IMPLEMENTATION SCHEDULE

- Section 5 on the application form.
- This will assist Council to understand how you will achieve the project objectives.

ACQUITTAL AND REPORTING REQUIREMENTS

- An acquittal form is provided with the application form for applicant's information only.
- A copy will be sent to all applicants at the conclusion of the funding process. Applicants need to ensure that they have listed the end date of the project in section 1.
- Organisations receiving a financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
- All organisations receiving a financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of \$10,000 and over will be required to report quarterly (or as agreed) in the performance agreement that will be created for each Category 1 application.

FUNDING AGREEMENT

- ONLY applicants seeking financial assistance of \$5,000 or more are required to complete a funding agreement but this is not required until funding is approved.
- Successful applicants will be sent a completed copy for signing following the negotiation of terms between the organisation and Council.

ATTACHMENTS TO ASSIST IN THE CONSIDERATION OF YOUR REQUEST

The following attachments must be attached with the financial assistance request:

- The organisation's constitution.

- Minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.

The following suggested inclusions might assist in the success of the request:

- Details of promotional and marketing activities for the project.
- Evidence of ongoing communication with stakeholders regarding the project.
- Numbers of active members, including volunteers, in the organisation - names are not required.

Any changes to the purpose for which funding has been allocated must be submitted in writing to

**The General Manager, Blayney Shire Council, PO BOX 62 BLAYNEY
NSW 2799**

**CHECKLIST - THESE ITEMS MUST BE INCLUDED WITH THE
APPLICAITON**

To ensure the application is complete, please check that all the attachments are included as follows:

- A completed application form is required for **ALL** applications.
- All applicants should complete section 1 – Applicants details
- All applicants should complete section 2 selecting one category only.
- All applicants should complete section 3 – Project details
- All applicants should complete section 4 – Budget
- All applicants should complete section 5 – Implementation Schedule
- All applicants should complete section 6 - Declaration
- Section 7 applies only to applications for financial assistance over \$10,000
- For capital assistance projects - **2 quotations** must be included.
- All Applicants must include the organisation's constitution showing its not-for-profit status.

- All Applicants must include the minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.
- Only return the application form and your attachments - keep the guidelines, draft funding agreement and draft acquittal form for your records.

..... *end*

FINANCIAL ASSISTANCE PROGRAM Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	
Name of the Organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone, Fax and Email Address	Telephone: (bh) (ah)
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	

Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date: End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

\$

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

Must agree with amount stated in this application's budget in section 5)
(amount **EXCLUSIVE** of GST)

SECTION 2: PROJECT / PROGRAM DESCRIPTION

PLEASE tick one of the following boxes

RECURRENT FINANCIAL ASSISTANCE

See Appendix A

School Prize Giving – total \$50 per school in LGA p.a.

NON-RECURRENT FINANCIAL ASSISTANCE

Local projects and activities with a demonstrated broad community benefit - Generally up to \$3,000 p.a.

Applications for Rate Reimbursements

- General Land Rates only and available for non profit organisations only

Waiver of Council fees and charges

Schools: Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Private Industry Funding: local projects and activities with a demonstrated broad benefit to the Blayney Shire community that is based on environmental, greenhouse gas reduction, water conservation, tree planting or river care principles.

LOCAL INDUSTRY

SPORTING FINANCIAL ASSISTANCE – ALL applications under this category are referred to the Council's Sports Advisory Committee for their recommendation – note if more than one team member applies the financial assistance will be split between team members.

Junior Regional Sporting representation – up to \$100 p.a.

Junior State Sporting representation – up to \$300 p.a.

Junior National Sporting representation – up to \$500 p.a.

SECTION 3: APPLICATION / PROJECT DETAILS

All applicants to complete (including representation/prize giving).

Briefly describe your request/project. If required, attach additional details.

Is your project new? Select one YES NO N/A

If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the *aims* of the request/project? How will your request/project assist members of the Community? Which of Council's vision statements does your project achieve?

Identify how your request/project supports social, environmental and/or economic aspects and development in the Community.

What outcomes and benefits will your project have for the community?

What community consultation has confirmed the need for this program?

List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 4 : BUDGET

IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income:	Amount
Proposed Expenses:	Amount
TOTAL COST OF PROJECT	
TOTAL COST OF FUNDING SOUGHT	

50% ONLY of capital projects will be considered. Please indicate if you intend to match any funding applied for on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, 2 quotations for the goods/ services need to be attached to your application.

SECTION 5: IMPLEMENTATION SCHEDULE

KEY MILESTONE	TIME FRAME

SECTION 6: DECLARATION

All applicants to complete this section.

On behalf of:

(Name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

Print Name:

Position in organisation:

Address:

Contact telephone numbers:

Email address:

Date:

SECTION 7: Financial Assistance Program – Funding Agreement for financial assistance of \$10,000 or more

This Agreement is made between Blayney Shire Council and

_____ (“The Organisation”)

(INSERT ORGANISATION NAME)

TERMS OF AGREEMENT and REVIEW DATE

It is agreed as follows:

1. Blayney Shire Council will support the organisation by providing financial assistance of \$_____ (insert amount), for the purpose of undertaking _____ (insert program details) which links to Council’s corporate plans to achieve the following objectives:

} Insert all Vision Statement and Council Programs the Project supports/achiev

2. The financial assistance is to be used by the organisation for the project only, unless prior written approval is provided by Blayney Shire Council. The organisation needs to demonstrate they have sourced other funding,

or will seek alternative funding in the future to supplement/replace Council's contribution.

3. The Organisation will provide written quarterly reports to Blayney Shire Council within one month of the end of each quarter.
4. Blayney Shire Council will provide funds upon receipt of tax invoice, each quarter/annually. (Delete one)
5. Any extension to the project duration or scope of works must be approved by Blayney Shire Council in writing.
6. At the end of the financial assistance period a final report detailing the outcomes of the project and a self assessment/evaluation of the effectiveness of the project is to be provided to Blayney Shire Council.
7. An audited financial statement, identifying how the financial assistance was spent is to be provided to Blayney Shire Council within three calendar months after the project ends.
8. The Organisation will take out appropriate insurance, including workers compensation, public liability insurance and personal accident and sickness insurance. Certificates of Currency will be provided to Blayney Shire Council if requested.
9. Any materials produced including project publicity and the final product is to recognise Blayney Shire Council as a major financial promoter.
10. Copyright for any material produced as a result of the grant will be retained by the Organisation.
11. Blayney Shire Council has the authority to use, distribute, and demonstrate any materials produced by the grant project.
12. If the Organisation fails to comply with this agreement, Blayney Shire Council may withhold payment of financial assistance funds, terminate the financial assistance or request full reimbursement of the financial assistance.

SIGNATURE OF PARTIES TO THE AGREEMENT.

I accept on behalf of my Organisation the terms and conditions of the funding Agreement.

Quarterly reports will be provided to Council on the following dates:

Date 1: _____

DD/MM/YYYY

Date 2: _____

DD/MM/YYYY

Date 3: _____

DD/MM/YYYY

Date 4: _____

DD/MM/YYYY

Signature of President/Chairperson

Date

(Print Name and Position held)

Signature of General Manager

Date

(Print Name)

Attachment A
Contributions 2012/2013

2012/13 Section 356 Donations			
Item	Recipient	Type	2012/2013 Donations \$
1	2BS Junior Sports Awards Program	G	2,000.00
2	Community Improvement Program	G	50,000.00
3	Blayney Community Fund	G	100.00
4	Blayney Fishing Club – Annual Donation	G	100.00
5	Life Education Van	G	50.00
6	Lifeline – Annual Donation	G	200.00
7	The Macquarie Philharmonic Foundation	G	250.00
8	Western Region Academy of Sport	G	350.00
9	Pipe Band – ANZAC Day	G	650.00
10	Traffic control - ANZAC Day	I	1,000.00
11	Pipe Band – Remembrance Day	G	150.00
12	Pipe Band - Boer War Day	G	150.00
13	Insurance Contribution - Community Groups	G	3,183.00
14	Donations - Community Centre Hire	G	5,000.00
15	Suicide Prevention Network Orange Region	G	1,500.00
16	Blayney Pistol Club	L (100%)	365.00
17	Carcoar Dam Sailing Club Incorporated	R (100%)	250.24
18	Carcoar Historical Society	R (100%)	580.81
19	Hobbys Yards Hall	R (100%)	223.16
20	Lyndhurst CWA	R (100%)	377.00
21	Mandurama CWA	R (100%)	346.33
22	Stringybark Craft Cottage/ Gladstone Hall	R (100%)	382.04
23	Tallwood Hall	R (100%)	237.03
24	Blayney Fire Station	R/D/S (100%)	1,499.84
25	Millthorpe Fire Station	R/D/S (100%)	

			1,533.00
26	Blayney RSL	R/S (100%)	1,267.27
27	Millthorpe CWA	R/S (100%)	1,559.69
28	Carcoar School of Arts	R/W (100%)	478.19
29	Lyndhurst Soldiers Hall	R/W (100%)	553.94
30	Millthorpe & District Historical Society	R/W/S (100%)	3,791.30
31	Millthorpe School of Arts	R/W/S (100%)	1,838.79
32	Anglican Church Blayney	S (50%)	239.50
33	Anglican Church Millthorpe	S (50%)	381.00
34	Catholic Church Blayney	S (50%)	239.50
35	Presbyterian Church Blayney	S (50%)	239.50
36	Uniting Church Blayney	S (50%)	239.50
37	Uniting Church Millthorpe	S (50%)	381.00
38	Traffic control - B2B Cyclo Sportif	I	6,000.00
39	Traffic control - Carcoar Australia Day Fair	I	600.00
40	Traffic control - St Joseph's Central School (Church Hill Climb)	I	1,500.00
41	Traffic control - Blayney Billy Cart Bash	I	3,713.00
SUB - TOTAL			93,499.63

Other Contributions included in 2012/13 Budget

Item	Recipient	Type	2012/2013 \$
1	WBC Planning Scholarships	G	2,610.00
2	WBC Finance Scholarships	G	2,610.00
3	WBC Engineering Scholarships	G	2,610.00
4	Contribution to Arts Out West	G	3,663.00
5	Music Scholarship	G	1,500.00
SUB - TOTAL			12,993.00
TOTAL DONATIONS AND OTHER CONTRIBUTIONS			106,492.63

Legend

D = Domestic Waste Charges

S = Sewer Connection Charge

G = General Donation

S (50%) = 50% of Sewer Connection Charge

R = Council Rates

W = Contribution to Central Tablelands Water Administration Charge

L = Lease of crown land

I = In-kind donation of services

This Is A Reprint Of A Scanned Image



Central Tablelands Water

Our Reference: AP:328
Contact: Tony Perry

19 June 2012

BLAYNEY SHIRE COUNCIL
21 JUN 2012
Doc. No.
Verified:
Disp. CAS:
Sent.

Mr Glen Wilcox
General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Dear Glen,

Re: Constituent Delegates

At its meeting in Molong on 13 June 2012, the Council of Central Tablelands Water resolved to write to its three constituent councils and respectfully request that delegates elected to Central Tablelands Water should be consumers of the county council.

Whilst Council acknowledges that there is no legal requirement for this request, Council is of the opinion that consumers should be represented by an elected representative who is a consumer of their respective council area.

Yours faithfully,

A. Perry
General Manager

E-MAILED
19/6/12

Phone: 02 6368 2208 Fax: 02 6368 2451 Email: water@ctw.nsw.gov.au Web: www.ctw.nsw.gov.au
30 Church Street P.O. Box 61 BLAYNEY NSW 2799
Central Tablelands County Council T/A Central Tablelands Water ASB: 43 721 623 602

DataWorks Document Number: 348971

