



4. COMMUNITY LIAISON

Policy 4.3

Financial Assistance to Community Groups and Organisations – Interest Free Loans

Version 2

4. COMMUNITY LIAISON

4.3 FINANCIAL ASSISTANCE TO COMMUNITY GROUPS AND ORGANISATIONS - INTEREST FREE LOANS

OBJECTIVE:

- (i) To contribute money or otherwise grant financial assistance by way of interest free loans to community groups and organisations for the purpose of exercising the Council functions of providing community sporting and recreational projects, services and facilities.
- (ii) To set a combined limit of \$400,000 for all interest free loans to community groups.

POLICY:

Council will consider providing financial assistance by way of interest free loans to community groups and organisations within the Lithgow City Council area for the purpose of exercising Council functions of providing community sporting and recreational projects, services and facilities under the following guidelines:

1. The community project or facility which is the subject of the application for financial assistance is approved by Council and is located on Council owned community land.
2. There be no limit per individual loan.
3. The period for repayment of interest free loans will be within a term generally not exceeding 5 years.
4. Priority will be given to applications for financial assistance from community groups and organisations which:
 - (i) Provide community, recreational and sporting projects, services or facilities that are available uniformly to all persons or to a significant number of persons within the Council's area; and
 - (ii) Include the contribution of funds by the community group or organisation, either in cash or in-kind.
5. Council will undertake a due diligence and probity check, in conjunction with Council's Auditors if required, to establish the ability of the applicant to service loan principal repayments.
6. Applications by community groups and organisations for interest free loans from Council must provide a full description of the project, service or facility for which the interest free loan is sought and include with application the following:
 - An audited Annual Income and Expenditure Statement and Balance Sheet for the past 5 years
 - A copy of the community group or organisation's constitution.
 - A copy of the minute passed at a meeting of the community group or organisation seeking the interest free loan from Council.

7. Should Council agree to act as a loan guarantor for any loan, terms and conditions relating to the security of such actions must be specified in an agreement between Council and the relevant party that is executed under Council's seal.
8. All information as required in the policy is provided by the applicant.
9. All submissions for interest-free loans are considered in the following financial year's DRAFT Management Plan along with all other new expenditure items. This will allow the Council to consider any applications in a transparent and accountable fiscal environment.
10. Council has included the loan in its Operation Plan and Delivery Program.
11. Prior to any new application being approved. The Council receives a report on its current financial position, including investments.

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Attachments:					



4. COMMUNITY LIAISON

Policy 4.4

Request for Financial Assistance by Waiving of Fees for Council
Facilities

Version 4

4. COMMUNITY LIAISON

4.4 REQUEST FOR FINANCIAL ASSISTANCE BY WAIVING OF FEES FOR COUNCIL FACILITIES

OBJECTIVE:

To provide a means by which community groups conducting events and activities within the Lithgow City Council area may seek Council assistance, through the waiving of fees for Council facilities, outside of the normal time frame for the management of Council's Annual Financial Assistance Program.

ELIGIBILITY:

Eligibility will be limited to small community based organisations operating for the direct benefit of the local community. Eligibility will not extend to major fund raising bodies, with a parent body located outside the Council area.

POLICY:

1. That Council allocate an amount in each financial year budget (from the Financial Assistance allocation) for the General Manager to waive fees for the use of Council owned facilities
2. Waiving of fees will not apply to requests from individuals;
3. Waiving of fees will not apply to educational institutions, except in the following circumstances:
 - Regional Representative Sport – where a team comprising players representing Western Regional Academy of Sport hires a sporting field to play sport against another region, such as Riverina, Far West, Sydney, North Coast or Newcastle, OR where a local school hires a sporting field to play against another school in a State Competition at quarter final level or higher; and
 - Where a school actively contributes to the maintenance of a Council owned recreational facility.
4. Waiving of fees will apply to fees charged by Council for the following:
 - Council owned facilities, such as venues, playing fields and park areas, swimming pools. **NOTE: COUNCIL CANNOT GUARANTEE EXCLUSIVE USE OF PARKS AND SWIMMING POOLS**
 - Fees for the hanging of street banners
 - Photocopying for groups which are not Section 355 Committees
 - Other fees at the discretion of the General Manager
5. Council may provide financial assistance towards the cost of hiring the Civic Ballroom and/or Tony Luchetti Showground for major events that demonstrate an economic and social benefit to Lithgow. Financial Assistance up to a maximum of \$2,500 per event may be provided and will only be provided once to each applicant. Organisations already receiving financial assistance for major events at these venues will not be eligible for additional assistance. Applications

must be submitted in writing at least 3 months prior to the event for consideration by a meeting of Council.

6. All requests for the waiving of fees should be lodged in writing at least one month prior to the date of the event taking place.
7. Groups and organisations may apply more than once per financial year for fees to be waived, however a maximum of \$500.00 shall be applied to requests from individual organisations in each financial year
8. Community Groups which submit requests for fees to be waived will still be eligible to apply for funding under Council's Annual Financial Assistance Program, for other aspects of the same project for which fees may have already been waived.
9. The General Manager of Lithgow City Council will have the delegated authority to approve the waiving of fees, as requests are received.
10. Approvals given by the General Manager for waiving of Council fees will be reported to Council twice annually, as part of the Annual Financial Assistance Program.
11. Unexpended funds in the amount reserved annually for the waiving of fees, at the end of each year, may be carried forward as an internally restricted asset to the following year for the same purpose.

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