

Financial Assistance Policy

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| Reference number: | POL 078 |
| Approval date: | 17 October 2022 |
| Policy owner: | Chief Financial Officer |
| Next review: | September 2029 |

Council provides various forms of financial assistance to the community through grants, sponsorship, donations, in-kind support and the waiving of Council fees and charges whose supported activities are aligned with Council's Community Strategic Plan 2040 – Wagga View along with Council's Combined Delivery Program and Operational Plan.

Council is accountable to the community for the management and disbursement of its funds. This is undertaken in a manner that maximises the benefits to the community and is transparent, fair and equitable. Recipients of Council funds have a responsibility to use those funds for the purposes for which they were provided, and to meet all legal and reporting obligations.

In providing grants, donations, subsidies and in-kind support, Council demonstrates its commitment to community capacity building and its support for appropriate services to the Wagga Wagga community.

This policy will assist Council to determine an equitable and effective basis for the provision of financial assistance to meet the special needs of the community in line with Section 356 of the Local Government Act 1993 (the Act).

Purpose

- To ensure Council fulfils its legislative requirements in accordance with the provisions of the Act, in particular Sections 356 and 377 and associated regulations.
- To provide an open and transparent decision-making process for requests for financial assistance from Council.
- To provide a clear framework whereby applications for financial assistance are assessed in an equitable and impartial manner and distributed accordingly.
- To ensure that the recipients of the financial assistance or in-kind support understand their role and obligations.
- To ensure applicants understand the information they will be required to provide under the different financial assistance programs.
- To assist community groups to maximise their opportunities to access funding sources other than from the Council.
- To ensure that any conflicts of interest are appropriately declared and managed in accordance with Council's Code of Conduct and the Office of Local Government's Pecuniary Interest Guidelines, which also assists in achieving open, transparent and equitable decision-making.

Scope

This Policy applies to community groups, organisations and individuals that apply for, and receive, financial and in-kind assistance from the Wagga Wagga City Council.

This Policy does not apply to sponsorship that may be provided to community organisations or individuals. Any community group, organisation or individual that is seeking sponsorship should refer to Council's POL 087 Major Events, Festivals and Films Sponsorship Policy.

This Policy covers all Councillors, Council staff, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities and all activities of the Council.

Clause 2.2.4 of this Policy regarding the Mayoral Discretionary Fund applies to the Mayor, and in their absence the Deputy Mayor.

This Policy does not confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

Policy Provisions

Council will consider programs of financial assistance to various organisations, which results in a broad community benefit.

A schedule of contributions, grants and donations is included in the draft operational plan each year and placed on exhibition for public comment prior to adoption. This process is consistent with Section 356 (3) of the Local Government Act.

All transactions associated with financial assistance will be recorded and subject to Council's internal control processes.

A summary of financial assistance including the recipients and the total amount contributed will be included in the Wagga Wagga City Council's Annual Report.

1.1 Approval Arrangements

Council nominates financial assistance budget allocations in each year's Operational Plan as part of the Combined Delivery Program and Operational Plan. The draft Operational Plan is placed on public exhibition for a period of 28 days whereby public submissions are sought. The Council consider the public submissions received prior to adopting the Operational Plan.

The following programs and requests for financial assistance will be reported to Council for approval prior to the financial assistance being provided:

1. Annual Grants Program
2. Major Events, Festivals and Films Sponsorship
3. Waiving of Gregadoo Waste Management Centre Fees

4. Loans to community organisations
5. Requests for financial assistance that exceed existing budget allocations, or specific budgeted programs
6. Requests for financial assistance that are not incorporated into Council's Operational Plan
7. Any other request for financial assistance that exceeds the delegation of the Mayor or General Manager

Council staff, other than the General Manager, do not have the delegation to waive or subsidise fees and charges.

1.2 Review procedures

This policy is to be reviewed at least once every Council term.

POLICY CONTENT

1.3 General Provisions

Council will refrain from making financial donations and paying subsidies to any individual, body or organisation unless that individual, body or organisation offers a service to address an identified need in the community, with preference being given to organisations that are based in the Wagga Wagga Local Government Area or have a branch in the area.

Approved requests for financial assistance require lodgement of evidence to Council that funds have been expended for the purpose the funds were approved.

There are several methods of requesting financial assistance from Council:

1. Annual Grants Program
2. Major Events, Festivals and Films Sponsorship
3. Waiving of Council Fees and Charges
4. Mayoral Discretionary Fund
5. Loans to Community Organisations
6. Financial Hardship Concession

Only requests that have been assessed as meeting the relevant criteria will be forwarded to Council for consideration.

Any applicant that is in arrears with their financial obligations to the Wagga Wagga City Council will not be eligible.

Applicants that have a current agreed loan repayment schedule relating to funding for a previous project, and have met all payment schedules, are not precluded from applying for a new program.

The use of a Wagga Wagga City Council Corporate Purchase Card to provide financial assistance is prohibited.

Where Council staff or the Mayor have an actual, potential or perceived conflict of interest with an applicant who is requesting financial assistance, the conflict of interest is to be declared and managed in accordance with Council's Code of Conduct and the Department of Local Government's Pecuniary Interest Guidelines.

1.3.1 Applications from those acting for private gain

Council officers will ensure that where possible:

- (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.

This is to ensure that if Council propose to grant financial assistance to a recipient who acts for private gain, 28 days' public notice of the Council's proposal is not required in accordance with Section 356 of the Act.

If however the application did not form part of a specific program outlined in the draft operational plan, then 28 days' public notice of the Council's proposal will be required whereby submissions will be sought, and Council will consider those submissions prior to any benefit being provided.

1.4 Specific Provisions

1.4.1 Annual Grants Program

1.4.1.1 Overview

Each financial year, Wagga Wagga City Council makes funds available under its Annual Grants Program for local not for profit community groups and in some categories individuals. The aim is to support a wide range of activities that build community capacity, foster social networks and information exchange, facilitate cooperation and build on existing community strengths.

The Annual Grants Program has the following categories that can be applied for:

- Community Programs and Projects
- Recreational and Community Facilities
- Neighbourhood and Rural Villages
- Rural Halls
- Arts Culture and Creative Industries
- Local Heritage
- Events
- Environment
- Youth Programs and Projects

- Small Business

Applications will be sought through advertising in local media and on Council's website between March and June each year. Applications are to be made on the relevant Annual Grants Program Application form, and address all criteria outlined in the Annual Grants Program Guidelines for that year.

1.4.1.2 Assessment

Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel consisting of Council Officers and Councillors, which then makes recommendations for funding to the next available full Council meeting.

1.4.1.3 Accountability

Formal accountability is required. The recipient is required to:

- (a) acquit funds using an online form provided for this purpose;
- (b) provide copies of receipts/invoices, photos or video files, media releases, advertising and promotional materials with the acquittal report;
- (c) provide the acquittal report within 8 weeks of completion of the project.
- (d) If acquittals have not been received by the end of the financial year in which the grant was provided, the Council will not consider applications submitted by that applicant in the next round of funding
- (e) Any unexpended funds must be returned to the Council
- (f) If the successful applicant does not claim funds awarded within a 12 month period from the notification date, Council withdraws the funding offer.

1.4.1.4 Requests outside of funding rounds

It is preferred that all applications for financial assistance or donations be received on the relevant application form with supporting documentation as part of the Annual Grants Program, rather than an "ad hoc" basis. The criteria in the Annual Grants Program Guidelines require this level of detail so that a fair and transparent process can be undertaken in the distribution of funds.

However, Council may consider applications outside of the funding round if they 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.

This will be dependent on any funds being available following allocation from the current round and will require a resolution from Council regarding the timing of, and assessment of any additional applications.

Any request for financial assistance outside of the Annual Grants Program will still need to address the criteria detailed in the guidelines and be submitted on the relevant application form.

1.4.2 Waiving of Council Fees and Charges

1.4.2.1 Overview

Council will consider the waiving of fees and charges for not-for-profit community organisations and sporting and recreation bodies on a one-off basis for:

- Development Application fees
- Development contributions and charges
- Hire and/or lease fees for Council sporting, community and cultural facilities including parks
- Gregadoo Waste Management Centre fees

The waiving of fees and charges for ongoing usage or events that can demonstrate sustainability will not be considered unless negotiated in a Service Level Agreement with Council.

Where fees and charges are waived for particular categories of community organisations (or individuals), the categories are published in the annual Fees and Charges, in accordance with Section 610E of the Act.

All requests for waiving Council fees and charges will be assessed in accordance with this Policy by the Chief Financial Officer (CFO) or delegate. Any assessment is only to determine eligibility. Only applications that meet the criteria and are deemed eligible will be forwarded to Council for consideration, or to the General Manager where a delegation has been provided by Council.

*Council has adopted a policy position for not-for-profit community organisations facilitating public events to have an individual fee or charge reduced in accordance with specified provisions and exclusions in Council's Fee and Charges.

1.4.2.2 Waiving of Development Application Fees

All requests for the waiving of fees associated with Council's Development approvals process must be in writing and addressed to Council's General Manager and be submitted prior to the lodgement of the Development Application(s). Please note Council has no ability to waive some fees such as those imposed by State Government, including Long Service Levy and Planning Reform fees (Plan First) and these will still need to be paid where applicable.

Assessment

All requests should consider the criteria below when outlining the reasons for waiving of fees:

- The proposed improvements are to be constructed on land owned by or vested in the Council, or
- Where the improvements are to be constructed on freehold land by a not-for-profit community or sporting and 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; or
- The facility is freely accessible by all sectors of the community; or
- The facility is satisfying a need that has been previously identified in the community; or
- The facility is in accordance with plans of management or a sporting or recreational strategy adopted by the Wagga Wagga City Council; or

- The facility is designed for multi-use purposes where the proposed construction is not for commercial purposes eg 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).

Requests for the waiving of Development Application fees not associated with any construction works will be assessed under the criteria listed in 2.2.3.2.

1.4.2.1 *Waiving of Development Contributions and Charges*

Development contributions and charges are payments made during the course of the Development Application (DA) or Complying Development Certificate (CDC) process to enable Council to provide public facilities and services required as a consequence of new development and to protect existing infrastructure.

Where the improvements are to be constructed on freehold land by a not-for-profit community or sporting and 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.

Any application must be made in writing to the Council's General Manager and be submitted prior to the lodgement of the Development Application.

Assessment

All requests should consider the criteria below when outlining the reasons for waiving of development contributions and charges:

- The facility is freely accessible by all sectors of the community; or
- The facility is satisfying a need that has been previously identified in the community; or
- The facility is in accordance with plans of management, or a sporting or recreational strategy adopted by the Wagga Wagga City Council; or
- The facility is designed for multi-use purposes where the proposed construction is not for commercial purposes eg 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).

Where Council consider the waiving of applicable fees and charges for those developments that provide a community benefit, Council will register a charge of the land title for the Development Contributions and Charges which would become payable should the property be sold, or not used for the intended purposes within a specified time period from the Development Approval date.

1.4.2.2 *Waiving of Hire/Lease Fees of Council Facilities*

Request 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 community of Wagga Wagga.

Assessment

All requests should consider the criteria below when outlining the reasons for waiving of fees, which are included in the mandatory application form to be submitted to Council:

- Details on how the event will benefit the Wagga Wagga Local Government community of the donation
- Alignment with Council's Community Strategic Plan 2040 – Wagga View and Council's Delivery Program and Operational Plan
- Previous donations and support provided to the applicant by Council
- Budget for the event
- Fee waiver amount requested
- Applicants access to alternative sources of funding (including the ability to generate income from the usage of the facility)
- Annual budget allowance
- The requirement for an organisation to provide a copy of its most recent annual report and financial statements and a budget for the event/project when the requested donation is equal to or greater than \$1,000.
- Organisations that intend to donate event proceeds to a charity are required to disclose the respective charity and basis behind the amount and the amount subsequently donated.

1.4.2.3 Waiving or Subsidy of Gregadoo Waste Management Centre Fees

Overview

On some occasions Council may decide to offer “free tip days” for the disposal of waste at the Gregadoo Waste Management Centre. The decision to do so is undertaken in accordance with this Policy and will be advertised through local media.

Council will also consider requests for the waiver or subsidised fees for the disposal of waste material at the Gregadoo Waste Management Centre. All requests for financial assistance relating to disposal fees must be submitted on Council's Application Form (Appendix 1), and addressed to the General Manager, Wagga Wagga City Council.

Funding Round

Applications for the waiver or subsidised disposal fees will be advertised annually, with advertisements ordinarily placed in March/April of each year with the intention that applications will be determined by Council in May/June ready to commence from 1 July of each financial year.

There are two types of waivers or subsidised disposal fees that may be applied for:

1. An annual waiver or reduction to a maximum value of \$1,000 per individual, not-for-profit, non-government registered charity or community group; or
2. A waiver or fee reduction for a single, specific project up to a maximum value of \$250.

Assessment

Applications will be assessed as they are submitted in accordance with the current guidelines, criteria and budget allocations by Council staff who would then make recommendations for funding to the next available full Council meeting.

All requests will be considered on their merits, having regard to the circumstances of each case and the availability of funds in the Council's budget.

Applications received after the allocated funds have been committed will not be considered, however applications can be re-submitted upon commencement (annually on 1 July) of a new program.

The following criteria will be applied in assessing these requests:

- The request must be from a registered not-for-profit or non-government registered charity (registered with the Australian Charities and Not-for-profits Commission), community group or individual located in the Wagga Wagga Local Government Area
- Previous donations and support provided to the applicant by Council
- Applicants access to alternative sources of funding
- The area where the waste is proposed to be collected must enhance the surrounding environment or provide a benefit to the community

Conditions

- The fee reduction adopted by the Council will take the form of a credit that is applied within the Council's financial system for use by the registered not-for-profit or non-government registered charity (registered with the Australian Charities and Not-for-profits Commission), community group or individual
- All fee reductions or waivers must be used within the financial year that they are provided for
- The goods must be made available to Council's the Gregadoo Waste Management Centre or nominated company and must not be subjected to deliberate damage prior to or during delivery
- Upon application, registration numbers of private vehicles being used to transport and dispose of waste at the Gregadoo Waste Management Centre are to be provided to Council
- Fee waivers or subsidies for mixed waste tipping fees are only granted on Clean-Up Australia Day or other advertised clean up events approved by Council.

1.4.3 Mayoral Discretionary Fund

Overview

The Mayoral Discretionary Fund is established to provide the opportunity for the Mayor to utilise a nominal annual budget, adopted by Council, at their discretion, towards supporting requests for financial assistance from community groups and members for activities that provide, or have the potential to provide, benefit to the community.

The Mayor, on occasion, may seek clarification, advice or information from Council staff (in accordance with Council's adopted POL 089 Provision of Information and Interaction between Councillors and Staff Policy) so as to enable the making of an informed decision in relation to whether the request qualifies for financial assistance, and as to the amount proposed to be provided.

Assessment

Any request for financial assistance will be considered, and a decision will be made by the Mayor at their discretion and will be:

- (a) based on merit

- (b) for a nominal amount – such nominal amount to be determined having regard to what is fair and reasonable in the circumstances; and
- (c) in the best interests of the community

1.4.4 Assistance to Community Organisations and Individuals

Overview

The Council will provide support to community organisations and individuals to seek financial assistance where the assistance is aligned with Council's Community Strategic Plan 2040 – Wagga View along with Council's Combined Delivery Program and Operational Plan.

This support includes regularly promoting grant opportunities through community networks, assisting organisations prepare applications, conducting grant writing workshops and offering assistance where reasonable and practicable.

1.4.5 Loans to Community Organisations

Overview

The provision of loans to community organisations aims to facilitate the ongoing improvements to facilities and development of community organisations in partnership with Council. This can be achieved in part through the provision of a loan in circumstances where the community organisation may lack the ability to fund the upfront capital cost of new or upgraded facilities which benefits the users of those facilities and of the community overall.

Assessment

Any request for the provision of loan funds will be assessed in accordance with Council's POL 010 Loans to Community Organisations Management Policy. Only applications that meet the criteria and are deemed eligible will be forwarded to Council for consideration.

1.4.6 Financial Hardship Concession

Overview

Providing a financial hardship concession assists those ratepayers who are experiencing genuine financial hardship with the payments of their rates and/or charges.

Assessment

Any request for a financial hardship concession will be assessed in accordance with Council's POL 102 Financial Hardship Policy. Only applications that exceed the delegations provided to Council staff will be forwarded to Council for consideration.

Legislative Context

Section 356 of the Act 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.

Note. Part 4 of the *Graffiti Control Act 2008* deals with graffiti removal work.

Section 377 of the Act 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,
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:
 - (a) the financial assistance is part of a specified program, and
 - (b) the program is 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 proportion of all the persons within the council's area.

Section 610E of the Act states:

- (1) A council may waive payment of, or reduce, a fee (whether expressed as a 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).

The Government Information (Public Access) Act 2009 is also relevant.

Related Documents

- Request for Financial Assistance Application Form – Waiving of Hire/Lease fees of Council Facilities
- Application for the waiving or subsidy of Gregadoo Waste Management Centre Fees
- Wagga Wagga City Council Code of Conduct
- Department of Local Government *Pecuniary Interest Guidelines*
- Conflicts of Interest Policy (POL 112)
- Loans to Community Organisations Management Policy (POL 010)
- Budget Policy (POL 052)
- Financial Hardship Policy (POL 102)
- Major Events Sponsorship Policy (POL 087)
- Commercial Advertising on Council Assets Policy (POL 023)
- Wagga Wagga City Council Corporate Strategic Plan 2040 – Wagga View
- Council's Delivery Program and Operational Plan
- Council's Fees and Charges that form part of the Revenue and Pricing Policy
- Section 7.11 Contributions Plan
- Section 7.12 Levy Contributions Plan
- Development Servicing Plan – Stormwater
- Development Servicing Plan – Sewerage

Definitions

| Term | Definition |
|------------------------|---|
| Applicant | An eligible community organisation or individual (or group of individuals) applying to Council for financial assistance. |
| Community Organisation | Refers to incorporated or unincorporated groups, clubs and service providers that are predominantly voluntary, have charitable status and/or are recognised as not-for-profit, and that provide community, social, cultural and/or leisure services to the Wagga Wagga community. |

| Term | Definition |
|------------------------------|--|
| Donation | Any form of financial or in-kind of assistance that is provided by Council to any individual, group or organisation to support a service, program or initiative that is likely to benefit the community. |
| Financial Assistance | Includes grants, donations, subsidies, fee waivers, in-kind support or other allocation of Council funds to individuals or organisations in accordance with Section 356 of the Act. |
| Financial Assistance Records | The records will detail financial assistance provided for each financial year in the Council's financial database and will include taxation implications such as GST applicability. This will allow reporting of the assistance provided and ensure third party obligations are met. |
| Grant | Money provided to recipients who meet a specific program or fund criteria to deliver an agreed outcome whereby the evaluation process is usually competitive. |
| In-Kind Assistance | Is the provision of assistance in lieu of providing a monetary contribution to support the programs or daily operations of a community organisation. The monetary value of in-kind contributions are calculated as the actual costs of the products, services and/or salaries/wages plus statutory on costs. Such contributions may include the use of its photocopiers for not for profit organisations to print newsletters, road closures and road barriers as part of an event that are not charged at commercial rates or peppercorn lease arrangements for community facilities. |
| Not-for-profit | Refers to an organisation that is not carried on for the purposes of profit or gain to its individual members nor allowed to make any distribution, whether in money, property or otherwise, to its members. Any surplus made by the organisation is retained by the organisation to carry out its purposes. |
| Sponsorship | A commercial arrangement with a sponsor's name, product or services with the sponsored organisation's service, product or activity, in return for negotiated and specific benefits such as cash, in-kind support or promotional activities. |

Revision History

| Revision number | Council resolution | Council meeting date |
|-----------------|--------------------|----------------------|
| 1 | Res No: 85/1778 | 22 July 1985 |
| 2 | Res No: 1155/00 | 25 September 2000 |
| 3 | Res No: 70/03 | 28 January 2003 |
| 4 | Res No: 243/04 | 23 August 2004 |
| 5 | Res No: 09/118.9 | 21 September 2009 |
| 6 | Res No: 11/192.6 | 29 August 2011 |
| 7 | Res No: 13/224.1 | 26 August 2013 |
| 8 | Res No. 14/031.5 | 24 February 2014 |
| 9 | Res No: 16/214.11 | 29 August 2016 |
| 10 | Res No: 17/285 | 28 August 2017 |
| 11 | Res No: 17/350.2 | 23 October 2017 |
| 12 | Res No: 22/354 | 17 October 2022 |
| 13 | Res No: 23/117 | 22 May 2023 |

Appendix 1

Request for Financial Assistance Application Form – Waiving of Hire/Lease fees of Council Facilities

| | | | | | |
|-----------------------------------|--|---------------------------|-----------------------------------|-----------------|------------|
| 1 | Organisation name: Organisation type: <i>Please select one</i> <table border="1" style="margin-left: 20px;"> <tr> <td>Registered Not-For Profit</td> </tr> <tr> <td>Non-Government Registered Charity</td> </tr> <tr> <td>Community Group</td> </tr> <tr> <td>Individual</td> </tr> </table> | Registered Not-For Profit | Non-Government Registered Charity | Community Group | Individual |
| Registered Not-For Profit | | | | | |
| Non-Government Registered Charity | | | | | |
| Community Group | | | | | |
| Individual | | | | | |
| 2 | Organisation Officials: <i>Please list all who hold official positions within the organisation, including all Board members</i> | | | | |
| 3 | Organisation contact details making this request: Name: Position within organisation: Phone: Email address: | | | | |
| 4 | Brief description of the event requesting full or partial fee waiver: | | | | |
| 5 | Details on how the event will benefit the Wagga Wagga Local Government community: | | | | |
| 6 | Alignment with Council's Community Strategic Plan 2040 – Wagga View and Council's Delivery Program and Operational Plan Please select at least one Objective below that is aligned to the intent of your event: | | | | |

| | Strategic Direction Category | Objective (please select at least one) |
|---|---|---|
| | Community leadership and collaboration | Wagga Wagga has strong community leadership and a shared vision for the future |
| | | Our community is informed and actively engaged in decision making and problem-solving to shape the future of Wagga Wagga |
| | | Wagga Wagga City Council leads through engaged civic governance and is recognised and distinguished by its ethical decision-making, efficient management, innovation and quality customer service |
| | Safe and healthy community | Our community feel safe |
| | | Our community embraces healthier lifestyle choices and practices |
| | | Our community has access to health and support services that cater for all of our needs |
| | Growing economy | Wagga Wagga is a thriving, innovative and connected regional capital city |
| | | Wagga Wagga is an attractive location for people to live, work and invest |
| | | Wagga Wagga is an attractive tourist destination |
| | | Wagga Wagga is a centre for education and training |
| | | Wagga Wagga is a hub for activity |
| | Community place and identity | Our community are proud of where we live and our identity |
| | | Our community feel welcome, included and connected |
| | The environment | Future growth and development of Wagga Wagga is planned for in a sustainable manner |
| | | Our natural areas are protected and enhanced |
| | | Our built environment is functional, attractive and health promoting |
| | | Wagga Wagga is sustainable, liveable, and resilient to the impacts of climate change |
| 7 | Prior donations provided to organisation: Please provide details on any previous donations and support provided to your organisation by Council: | |
| 8 | Budget for the event: Please provide details on the total budget for the event, including all proposed income (including contributions from other funding bodies), and all estimated expenditure for the event: | |

| Estimated Income (A): | | Estimated Expenditure (B) (exclude any in-kind expenditure here*): | |
|-----------------------|-----------|---|-----------|
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Total (A) | \$ | Total (B) | \$ |

Net Profit / Loss from event: (A) less (B) - \$

***Details of any in-kind expenditure:**

If you require more space, please attach separate document to your submission

9 Council Hire/Fee details:

Total fee invoiced or to be invoiced by Wagga Wagga City Council, and amount requested for fee waiver.

For any fee waiver requests greater than \$1,000, please attach your organisations most recent annual report and financial statements

10 Donation of funds to charity:

If relevant, please provide information on your organisations intention to donate any/all event proceeds to a charity, including disclosing the respective charity and basis behind the amount. If any funds are proposed to be donated, your organisation is required to advise the actual amount subsequently donated after the event.

| | |
|-----------|---|
| 11 | Acknowledgement: If fee waiver request is successful, please provide details on how your organisation will acknowledge this financial assistance provided by Council: |
| 12 | Additional information: Please attach any additional information in support of your application |
| 13 | Declaration: I have read Council's Policy document titled "POL 078 Financial Assistance Policy" and I agree to the conditions outlined in this Policy. Name (please print): Signature: Date: |



City of
Wagga Wagga

APPLICATION FOR THE WAIVING OR SUBSIDY OF GREGADOO WASTE MANAGEMENT CENTRE FEES

Application is hereby made for the waiving or subsidisation of Gregadoo Waste Management Centre Fees in accordance with Council's POL 078 Financial Assistance Policy.

Applicant Details:

Name of Individual,
Organisation or Community
Group:

Are you a Registered Not-For-
Profit, Non-Government
Registered Charity,
Community Group or
Individual?

Registered
Not-For-
Profit

☐

Non-Government
Registered
Charity

☐

Community
Group

☐

Individual

☐

Mailing Address:

Name of Contact Person:

Telephone:

Email Address:

Type of Financial Assistance

Amount Requested: \$ _____ (maximum
\$250/single, specific project or \$1,000 overall)

Event (if applicable):

Type of waste to be disposed:

Total estimated quantity of
waste to be disposed:

_____ (tonne)

Source of waste to be
disposed (please try to be
specific):



Benefits to the community:

Financial Assistance provided to you, your organisation or community group over the last three years:

Amount

Date

Purpose

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

Describe in broad terms, the principal objective of your Charitable Organisation or Community Group

Please provide an overview as to the alternative sources of funding that you have sought?

What services or activities does your Charitable Organisation or Community Group provide to the residents of Wagga Wagga?

What contributions to volunteers make to your Charitable Organisation or Community Group?

Council requires a list of registration numbers of private vehicles being used to transport and dispose of waste seeking a waiver or subsidy of fees at the Gregadoo Waste Management Centre.

No commercial waste collection vehicles will be approved through this waiver or subsidy.

Note: This list may be updated at any time during the financial year relevant to the waiver or subsidy by contacting Council. Failure to provide accurate vehicle registration details may result in the normal fees and charges being applied.

Vehicle Registration Details:

Additional Information:

Please attach or include any additional information in support of your application

Is there any way that your organisation will acknowledge the Council's financial assistance?

I have read Council's Policy document entitled "POL 078 Financial Assistance Policy" and I agree to the conditions outlined in this Policy.

Name (please print):

Signature (contact person):

Date:

Council Details:

| | | | |
|----------|--|------------|--|
| Address: | Wagga Wagga City Council Cnr Baylis & Morrow St Wagga Wagga, NSW 2047 P O BOX 20 WAGGA WAGGA NSW 2650 | Website: | www.wagga.nsw.gov.au |
| | | Email: | council@wagga.nsw.gov.au |
| | | Telephone: | 1300 2 92442 / 1300 2 WAGGA |