

1. BACKGROUND

The Councillor Expenses and Facilities Policy provides for the allocation of a Mayoral vehicle as part of the facility extended to the Office of the Mayor. The funding of the Mayoral vehicle is an annual allocation within the Operational Budget of the Council.

It was resolved by Council at its meeting of 29 April 2014 to establish a new Fund for the purpose of providing financial support to deserving or worthy causes as identified by the Mayor within the LGA of Fairfield City.

The Fund is established from any redistribution of monies normally allocated for the provision of a Mayoral vehicle in circumstances where the Mayor has chosen to modify or remove personal access to this facility.

This Policy establishes a Mayoral Community Benefit Fund to enable individuals or community groups to seek the provision of financial assistance for deserving or worthy causes that support the community of Fairfield. The Fund is intended to cover areas of support where other donation schemes or grants are not suitable or available.

2. OBJECTIVES

The objectives of this Policy and associated Fund are to provide:

- donations to deserving worthy causes within Fairfield City that are supported by the Mayor.
- necessary governance arrangements to ensure the proper administration of the Policy.

3. STAKEHOLDERS

The Mayor, Councillors, staff and Fairfield LGA community.

4. CRITERIA

The following criteria apply to applications made for funding under this Policy. The requirements must be read together:

- 4.1** Donations are to provide assistance to organisations or individuals that undertake deserving or worthy activities which assist and support the community of Fairfield City/LGA.
- 4.2** Donations will only be made to organisations that are based or serve individuals who reside in the Fairfield LGA.
- 4.3** Applications which fall into the criteria, outlined in the list below, will be deemed ineligible under this Fund. This includes applications received that:

- are not endorsed by the Mayor
- do not promote affordable pursuits or promote community goodwill and rapport
- are in lieu of reimbursement expenses associated with labour or services
- request the waiving of a Council fee
- are for payment of insurance(s)
- are to support specific religious activities or entities
- are in support of political events or programs
- are from any government organisation or agency
- are for the purpose of attaining private or commercial gain
- does not provide a direct benefit to the Fairfield LGA
- have been previously funded from another Council donation or grants scheme.

4.4 Generally, eligibility and the maximum amount that will be allocated per donation will be based on the recommendation and support of the Mayor following consultation with applicable Council Officers.

4.5 Requests for recurrent funding will not considered, however, applicants may apply for funding in successive years.

4.6 The Manager Governance and Legal will oversee the implementation of the Fund.

4.7 The Mayor and Manager Governance and Legal will meet as required to review applications received, using the established Policy criteria.

4.8 Applications supported by the Mayor will be put before the Council via a report to Council's Services Committee.

4.9 Approval of the application will be via a resolution of the Outcomes or Services Committees as delegated authority under Section 377 of the Local Government by the Council.

5. APPLICATION, IMPLEMENTATION AND PROCEDURES

5.1 Applications are to be lodged in writing with Fairfield City Council and must include:

- Name of person or organisation seeking the donation.
- Purpose of the donation specifically outlining:
 - the need/justification for the donation
 - its benefit to the Fairfield LGA
 - where any donated funds will be expended
 - an indication of the total expenses/budget being requested.
- If requested, at least 2 references testifying to the bona fides of the requesting person/organisation.
- relevant contact details:

- physical and postal address
- phone number and/or email address
- the details for payment of any approved financial support

5.2 Council provides these donations on the grounds that the Applicant is willing to:

- 5.2.1 attend the full Council Meeting to receive the donation in person; and
- 5.2.2 provide applicable receipt/s of expenditure; and/or
- 5.2.3 acknowledge Council's contribution at any associated event or within relevant documentation.

Contact Details

Please direct all questions concerning this Policy and/or your application to:

Manager Governance & Legal
Telephone: 9725 0226
Fairfield City Council
PO Box 21
Fairfield NSW 1860
governance@fairfieldcity.nsw.gov.au

6. RELEVANT LEGISLATION, POLICIES, PROCEDURES & GUIDELINES

Local Government Act
Local Government (General) Regulation
Mayoral Scholarship Fund Policy
Mayoral Donations Fund Policy
Grants Management Policy
Councillors Donations Fund Policy
Community Volunteer Fund Policy
Language & Cultural Awareness Fund Policy
Cultural Event Sponsorship Fund Policy

In accordance with Section 207 of the Local Government (General) Regulation 2005, Council's Manager Governance & Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council's finance system with enough detail to allow for auditing purposes. The Manager Governance & Legal will also be the co-ordinator for all procedural and application purposes under this Policy.

Section 356 of the Local Government Act 1993 requires that Council may only contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council. At the Ordinary Council Meeting of 26 September 2017, Council resolved that the Outcomes and Services Committees be delegated authority under Section 377 of the Local Government Act to exercise the granting of financial assistance.

7. FUNDING

Funds for the Mayoral Community Benefit Fund will be allocated from the redistribution of funds allocated in the annual budget for the Mayoral vehicle.

Any funding made by Council is at the discretion of the Council and are subject to available funding - applications meeting the eligibility criteria may not necessarily receive funding.

8. REVIEW DATE

Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

This Policy will be reviewed every 5 years from the date of Council approval or as required.

9. AUTHORISATION

This Policy was adopted by Council resolution on 2 December 2014, Item 183 Outcomes Committee.

This Policy was adopted by Council resolution on 14 August 2018, Item 101 Outcomes Committee.