

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Events Donations Policy

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Events Donations Policy
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REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
February 2023	New Policy	1	20 April 2023	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
February 2024	Revision		GM

1) POLICY OBJECTIVES

- (a) To provide clear guidance for Council and organisations regarding the potential scope of assistance for events
- (b) To determine which events will be supported by Council
- (c) To ensure that income derived from hire is properly assigned to the venue/ equipment
- (d) Provide a mechanism by which scarce Council resources can be equitably distributed

2) SCOPE OF POLICY

- (a) All events held in Temora Shire Council area

3) DEFINITIONS

Organisation	An organized group of people with a particular purpose, such as business, government department or volunteer group.
Committees	A group of people appointed for a specific function by a larger group and typically consisting of members of that larger group.
Event	An event is a planned and organized occasion with an intent to entertain, educate or inform
Community Groups	An organized group of people, with a community focus and a legal status
Private Event	Is an event with a largely private focus. Typically, these would include family celebrations or events with a profit motive
National Event	Is an event of National or State significance where there is a community expectation of Council support
Council Committee	Means a committee constituted under S355 of the Local Government Act (Community Committee)
Costs	Costs incurred in the conduct of an event, which may include: <ul style="list-style-type: none"> • Event Application Fee • Hire of Council equipment, including the Mobile Stage • Hire of Council Venues

4) OVERVIEW

Council recognises the important role it plays as a provider, venue supplier and supporter of community events.

The events involved can be either local community, charitable, nationally significant or Council run. The approach taken in relation to the charges applied are dependent on the nature of the event.

5) TYPES OF EVENTS

There are a number of varying types of events that will be treated differently dependent on the circumstances, namely:

a) **Private Events.** These events, included in this policy due to the potential to use Council facilities, will not be subject to any discount of fees. Such events would include:

- Weddings, birthdays and private celebrations
- Concerts/ events run by a private operator with the primary focus not being community benefit

b) **National Events.** These events are of national or state importance and have widespread community support. Examples of these events are

- Anzac Day
- Remembrance Day
- Clean Up Australia Day

The Council costs of these events may be met fully by Council if included in the annual budget or through the donations budget by decision of Council.

c) **Council events.** Council events are those run by Council, generally with a community purpose. These would include:

- Mayoral Reception
- Civic Reception
- Public Meetings
- New Resident Dinner/ Events

The costs of these events must be met from within the Council and will be fully costed with income assigned to the venue and costs allocated to the designated budget. Any allocation outside the budgeted amount must be referred to Council for decision.

d) **Community events run by Council Committees.** These events, mostly run by S355 Committees of Council, generally use Council facilities, for which a charge is levied in accordance with the adopted Fees and Charges Schedule and/or involve the expenditure of Council funds for items such as equipment hire, road closures or signage.

In general terms, Council will provide assistance to these events to an amount of 50% of the cost, upon application. In some instances, the Committee may apply for special circumstances funding which may increase the discount. These circumstances would include:

- Payment of the fee would mean the event could not be held
- The group need start up assistance to commence on ongoing program
- The event has a strong community benefit outside the normal operations of the committee. For example, a group run an event for the community as part of a larger celebration.

In all instances, the decision to discount the fees or make a donation rest with Council unless a specific budget is provided. These funds should be allocated from

the Advance Temora Fund unless a specific budget item is provided. Current events with a specific budget are:

- International Women's Day
- Australia Day
- Local Government Week

e) **Community/ Charitable events run by community organisations.** There are a number of events that satisfy the community benefit criteria that are run by groups external to Council. In these instances, an application may be made to Council for a donation to offset Council fees and the decision rests entirely with Council. In general terms, a maximum donation / discount of up to 50% will be considered unless the event:

- Has an entirely community focus. This may include a charitable component

In all instances, the decision to discount the fees or make a donation rest with Council

f) **Supported Community Events.** There are a number of events that utilise Council facilities/ equipment. A Council budget is provided for the event, including:

- Temora Show
- Aria Park Show
- V8 Jetboats
- Country Weekend Hot Rod Run
- Aria Park Christmas Tree
- TBEG Christmas Fair
- Warbirds Downunder
- Rural Museum Open Day
- Temora Ribbon Run
- Carols in the Park
- Christmas Eve Mass
- Palm Sunday Service

g) **Grant funded events.** Occasionally, grant funding is available to undertake an event. In these instances, it is expected that the cost of equipment/ venue will be met from the grant. If this is not the case, an application may be received for a donation to the event if the event is unable to be funded from the functional budget

6) PROCEDURES

Any application for assistance from Council **must** be prior to the event. There will be **no** consideration given retrospectively. Applications must be in writing and received by Council, at least 60 days prior to the event to enable consideration by Council. These requirements are in addition to the Event Application process.

Applications must articulate the grounds under which the application is made. That is, what section of this document the application is made and how the assessment criteria is met.

The following criteria will be used to determine the support of Council:

1. **Private Event** – No support will be provided by Council.

2. **National Events** – No assistance application is required for identified events. An event application still needs to be submitted.
3. **Council Events** – No assistance application is required for events with a budgetary allocation.
4. **Community events run by a Community Committee.** These events require an application to Council as follows:
 - a) If the event is specifically included in the budget, the assistance will be provided automatically to the level set in the budget
 - b) If not included in the budget and the committee is requesting assistance of up to 50% of the venue costs, a letter detailing the request should be included with the event application.
 - c) If not included in the budget and the committee is requesting assistance in excess of 50%, a submission must be made to Council outlining the reasons why the application should be supported, referencing the reasons outlined above.
5. **Community/ Charitable events run by community organisations.** If the event is not one of the events that is specified in the budget, a submission should be made to Council outlining:
 - a) Assistance sought
 - b) Community benefit of the event

7) GENERAL

- a) **Damage/Cleaning** - Any assistance given under this policy is provided:
 - The cost of equipment that is damaged or lost/stolen must be reimbursed in full to Council
 - Equipment/ venue. If, after use, the equipment/venue is left in a state of cleanliness that is unacceptable to Council, cleaning fees will be payable by the user.
- b) **Costing.** All hirings must have a cost assigned and income received in the ledger for chargeable items. Council should be informed if the costs incurred exceed the allocated budget.
- c) **Other Events.** When an event does not meet the criteria outlined above, any approach made to Council should be in terms of a donation to the organisation. An example of this would be the Temora Trotting Club stage usage.