

**POLICY NAME:** (REVIEW)  
DONATIONS COMMUNITY HALLS  
CAPITAL WORKS ASSISTANCE

**POLICY REF:** D02

**MEETING ADOPTED:** 26 July 2012  
Resolution No. 260712/32  
(approved minor amendment)

**POLICY HISTORY:** 220911/20; 240108/24



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### OBJECTIVE

The objective of this policy is to provide clear policy guidelines for the provision of financial assistance to Council owned or controlled halls, public halls on crown land and public halls on private land managed by incorporated bodies.

### BACKGROUND

There are a number of halls that operate throughout Ballina Shire. Council recognises the important role that these halls play in the life of the local communities. The ownership of these halls varies and includes;

- Council owned halls managed by community groups;
- Halls that are owned and controlled by local incorporated groups; and
- Crown owned halls managed by community groups.

In recognition of the community service provided by those groups Council offers financial assistance for the capital upgrade of those halls. This is subject to the licensee or community group providing matching or in kind assistance. This policy details how this assistance is delivered.

In accordance with Section 356 of the Local Government Act a Council resolution is required for each and every donation each year. This policy provides a framework for the donation but not the authority to donate.

Crown Halls are able to apply for alternative sources of funding from the Crown Lands Department Public Reserves Fund Management Program.

Private Halls can access funding from various government and charitable organisations including the Community Building Partnership Fund, Community Futures Grant, Community Safety Grants and various other annual grants.

### DEFINITIONS

**Council:** Ballina Shire Council

**Policy:** Donations – Community Halls Capital Works Assistance

**Capital works:** Includes works to halls interior and exterior area such as painting, re-roofing, re stumping, floor sanding or works that aim to address compliance/safety issues. It could also include refurbishments to service areas such as kitchens or toilet amenities.

### SCOPE OF POLICY

This policy applies to:

- Community Hall Committees
- Councillors
- Council staff

### RELATED DOCUMENTATION

Related legislation:

- Local Government Act 1993 (section 356)

Related Council policies:

- Donations - Financial Assistance Policy
- Donations - Rates & Charges Policy
- Donations - Assistance with Council Fees for Community Groups Policy

### POLICY

Council will provide assistance to licensees of public halls to assist with capital works, as defined in this policy, subject to the following guidelines.

#### 1. Guidelines for Approval of Donation

- 1.1 The organisation receiving the donation must be the licensee from Council or from the Crown, or the owner of a public hall as nominated in this policy.
- 1.2 The hall must be available for general community purposes and typically will be available to a range of community users.
- 1.3 When allocating available Council funds consideration will be given to;
  - The nature of the works;
  - The overall benefit to the various users;
  - The frequency of donations to each hall;
  - The ongoing in-kind contribution made by the managing group;
  - Alternative funding sources; and
  - The equity of support across the local government area.
- 1.4 Priority for the allocation of funds will be given to works that rectify non-compliance and/or safety matters.
- 1.5 Allocated Council funds cannot be used to purchase removable fixtures or fittings for the hall. These include items such as fridges, dishwashers, tables, chairs and the like.
- 1.6 Matched funding from committees can be used to purchase fixtures and fittings as part of an overall project. For example if a community hall committee proposed to upgrade a kitchen the Council funds could be used towards cabinetry, plumbing and electrical work and the matching funds from the hall could be used to purchase the appliances fixtures and fittings.
- 1.7 For any application for capital improvements to the property surrounds, supporting documentation will be required which sets out:
  - a. How the proposed improvements benefits the community and/or to the long term viability of the hall.

b. A statement from the hall committee confirming that the hall complies with all relevant safety standards.

- 1.8 Halls that have previously received funding through this Donation policy must have satisfactorily acquitted the previous funding received
- 1.9 To be eligible the applicant must complete the Community Donations - Application Form (found on Council's website) and submit to Council prior to 31 May of the financial year preceding the financial year in which the funds are sought.

### 2. Strategies

- 2.1 Council will allocate an amount, in the annual Operational Plan, for the purpose of providing financial assistance for the upgrade of public halls to which this policy applies.
- 2.2 In February each year Council will write to all hall licensees and /or owners, listed in this policy, asking for submissions for capital works assistance.
- 2.3 Following adoption of the Operational Plan Council will appoint a minimum of three Councillors, one from each Council Ward, to a committee. The Mayor will be an automatic member of the committee.
- 2.4 This committee will meet and assess the applications against the guidelines in this policy, and recommend a distribution of the available funds. If Council agrees with the recommendations by resolution, the funding will be allocated. It is not incumbent upon the committee or Council to donate any or all of the funds.
- 2.5 Donated funds can be matched on a dollar for dollar basis, or matched with in kind contributions, by the organisation which owns or is licensed to manage the hall.
- 2.6 The maximum donation by Council in any one year, for an individual hall, under this program, shall be \$10,000 (excluding GST), subject to funds being available.
- 2.7 The funds must be expended on capital works, as defined in this policy, to the building and surrounds. The funds are not to be used for recurrent or operational expenses.
- 2.8 A copy of the Certification and Acquittal of Community Donation Form, signed by two members of the organisation, must be provided to Council within two months of the completion of the project.
- 2.9 Any applications received from organisations following the completion of this process will be advised of Council's policy and invited to apply in the following year.

### 3. Funding Unallocated

- 3.1 Any funds unallocated, or unexpended, from the hall donations budget will be transferred to the halls maintenance budget at the end of the application process.

**4. Eligible Halls**

4.1 Public Halls on Council Land (Council owned)

Newrybar Hall  
Northlakes Community Centre  
Pimlico Hall  
Wardell District War Memorial Hall  
West End Hall  
Wigmore Hall  
Wollongbar Hall

4.2 Other Eligible Public Halls (i.e. typically on Crown land not controlled by Council or on freehold land granted by the Crown to the Trustees / Committees in accordance with the School of Arts Act).

McLeans Ridges Hall  
Meerschaum Vale Hall  
Tintenbar School of Arts

4.3 Privately owned halls managed by an incorporated community group.

Rous Mill Hall  
Pearces Creek Hall

**REVIEW**

The contents of this policy are to be reviewed within the first twelve months of the election of the Council. The aims of this review are to ensure that the donations listed in the policy meet the newly elected Council's goals and to ensure the level of assistance provided in the policy remains at a reasonable level.