

<b>POLICY:-</b>	
Policy Title:	Incoming Grants Management Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	20 February 2014
Resolution Number:	27/14
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	17 October 2019
Resolution Number:	296/19
Next Policy Review Date:	2024

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	25 November 2013
Procedure/guideline reference number:	

<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Grants Officer
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

## **Policy Objective**

This policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council;
- Evaluate and assist/facilitate offers of funding assistance to all Section 355 Committees, all Community Groups, not-for-profit groups, charities, playgroups, pre-schools and all other similar groups within the Upper Lachlan Shire Council local government area;
- Identify and maximise opportunities for additional revenue to align with Councils strategic goals in an open and transparent manner;
- Adopt a best practice approach in the administration of grant and sponsorship funds;
- Effectively manage the information relating to new and existing grant programs to comply with auditing requirements;
- Establish a framework for the preparation and coordination of grant applications which maximises the role of staff managing the grant functions.

## **Policy Statement**

### **1. Introduction:**

Grant programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards financial and information management relating to grant funds.

### **2. Scope:**

This policy applies to the grants and funding of events, facilities, activities or the functions of Council where appropriate.

### **3. Definitions:**

For the purpose of this policy:

- Grants are defined as funds, from government or private sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is required.

### **4. Grants Policy:**

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and Council activities.

Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council specifically to new assets (such as matching funding) or to maintain assets or services.

Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported to Council for endorsement and consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to Council's current Community Strategic Plan and Integrated Planning and Reporting suite of Plans. If new assets are to be acquired through grant funding, the life cycle cost of the asset/s must be considered prior to acceptance. The life cycle of each Council asset class is listed below:

Asset Class	Life cycle
Plant and Equipment <ul style="list-style-type: none"><li>○ Plant and Equipment, Road marking equipment</li><li>○ Office Equipment</li><li>○ Furniture and Fittings</li><li>○ Motor Vehicles</li></ul>	10 to 15 years 5 to 10 years 5 to 20 years 5 years
Buildings	45 to 75 years
Other Structures	15 to 50 years
Roads <ul style="list-style-type: none"><li>○ Sealed Road – Surface</li><li>○ Unsealed Road – pavement base</li><li>○ Kerb &amp; Gutter</li></ul>	25 years 30 years 80 years
Bridges <ul style="list-style-type: none"><li>○ Concrete</li><li>○ Timber</li></ul>	100 years 40 to 100 years
Footpaths	80 years
Stormwater and Flood control structures	100 years
Water Supply and Sewerage <ul style="list-style-type: none"><li>○ Reservoirs</li><li>○ Bores</li><li>○ Pump Stations</li><li>○ Pumps</li></ul>	100 years 25 to 50 years 25 to 70 years 25 years
Swimming Pools	50 years
Playground Equipment and Park Furniture	15 years

\*Note asset management framework to be provided for Council review and adoption.

## **5. Review**

This policy shall be reviewed regularly to ensure that it meets the requirements of legislation and the needs of Council.

## **6. Related Documents:**

- Grants Administration Procedures;
- Purchasing – Acquisition of Goods and Services;
- Community Strategic Plan.

## **7. Related Legislation**

The following legislation and Council policies that are relevant to this Policy include:-

- Crown Land Management Act 2016;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Government Information (Public Access) Act 2009 ;
- Government Information (Public Access) Regulation 2018;
- Government Information (Public Access) Amendment Act 2012;
- Independent Commission Against Corruption Act 1988;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Code of Business Practice;
- Code of Conduct;
- Code of Conduct Procedures;
- Government Information (Public Access) Policy;
- Lands under Council Jurisdiction Policy;
- Management of Leases and Licenses Procedure;
- Plan of Management – Parks, Sporting Fields & General Reserves;
- Privacy Management Plan;
- Records Management Policy;
- Statement of Ethical Principles; and
- Any other relevant legislation and guidelines as applicable.

## **8. VARIATION**

Council reserves the right to vary or revoke this policy.