

# REGIONAL COUNCIL OF GOYDER

	<b>FINANCE POLICY &amp; PROCEDURE</b>	Department	F&A
		Version No:	3.1
		Adopted:	Mar 2015
		Reviewed:	Sept 2021
		Next Review:	Sept 2023
		Minutes Ref:	153/21
		Responsibility:	DOF

## 1. ANNUAL INVESTMENT REVIEW

That the Director of Finance be authorised to invest with the Local Government Finance Authority and the four major banks.

## 2. BANK ACCOUNTS AND SIGNATORIES

- That signatories to the bank accounts be David J. Stevenson, Grifford W. Campbell and Lee Wallis, and that all cheques require the signature of two persons.
- That Council authorise Grifford W. Campbell to approve the opening and closing of bank accounts.

***That Grifford W. Campbell be authorised to approve the addition and deletion of Council employees in the On line banking system. Two authorised Council employees are required to make disbursements via electronic funds transfer.***

## 3. FINANCIAL ASSISTANCE

### Donations

Council makes provision in their Annual Budget for funds to be allocated by way of a donation to individuals, groups or organisations whose activities provide a direct benefit to the Goyder Community.

### Process

An 'Application for Financial Assistance' form may be used to apply to Council for a donation. These forms are available on the Council website [www.goyder.sa.gov.au](http://www.goyder.sa.gov.au) or can be collected from either Council office.

Applications that meet the scope will be assessed at point of receipt as a donation or in the case that an application is to be redirected to the Ward Funding procedure, notification will be provided to the applicant.

### Halls – Council Owned

That Council meet the listed costs associated with the halls owned by Council:

1. Provision and maintenance of fire extinguishers and exit lights.
2. Treatment of termite infestations and maintenance.
3. SA Water charges (not including excess water charges).
4. Emergency Services Levy
5. CWMS charges.
6. Capital (buildings & structures) insurance.

## 4. INDIRECT EMPLOYMENT COSTS

Indirect employment costs including sick leave, annual leave, long service leave, superannuation, workers compensation, and expenses such as protective clothing, training, depot expenses and minor plant/small tools, are costs that are directly attributable to the employment of technical services (Leading Hands and Work Gang) staff.

These costs are to be charged as a percentage of the direct labour component incurred for each function that staff are employed on as an on cost.

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The total amount to be on costed for each year should equal the total amount of these indirect costs incurred in each year.

## 5. INSURANCE

### Insurance - Assistance – Community Management Committees

That Council provide assistance to the:

- Booborowie Recreation Ground Committee Inc
- Bower Progress Association
- Burra Community Management Committee Inc
- Eudunda Community, Business and Tourism Association Inc
- Farrell Flat Management Committee Inc
- Hallett Community and Sports Association Inc
- Mount Bryan Progress Association Inc
- Robertstown and District Community Management Inc
- Terowie Citizens Association

to cover costs of public liability and volunteer insurance.

### Sporting Facilities

Council meet Capital (buildings & structures) Insurance costs for Council owned Sporting Facilities.

*Min 58/98 16.02.98*

*Min 435/07 16.10.07*

### Public Liability Cover – Council Facilities

That all commercial users of Council facilities, and contractors, be requested to provide a minimum of twenty million dollars (\$20,000,000) public liability insurance, and that the insurance cover provide a clause indemnifying Council.

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**6. INVESTMENT FUNDS**

**6.1 Eudunda Racing Club**

That the Eudunda Ward Councillors be authorised to allocate the funds in accordance with the terms of the Trust Deed of the Eudunda Racing Club and that interest on investment funds is allocated back to the relevant trust investment account.

DECLARATION OF TRUST

WHEREAS the Eudunda Racing Club Incorporated (hereinafter called "the Club") has ceased to carry on the principal activities for which it was formed AND WHEREAS the Club has indicated that it would consider paying or transferring to the District Council of Eudunda (hereinafter called "the Council") all the moneys and investments belonging to the Club pursuant to the provisions of Section 22 of the Associations Incorporation Act and totalling \$18,300 in Investments and \$1818.43 in cash, if the Council is prepared to accept the same upon the trusts hereinafter appearing AND WHEREAS the Council has agreed to accept the same upon the said trusts NOW the District Council of Eudunda HEREBY DECLARES that it will hold all moneys and investments which may be paid or transferred to it by the Club as aforesaid UPON TRUST to invest such part thereof as shall not already be invested in any investments which are authorised by the law of South Australia for the investment of trust funds and to hold the same together with the investments transferred to it UPON TRUST to pay or apply the income from time to time arising therefrom in or towards any charitable purpose (not connected with religious worship) as the Council shall in its absolute discretion think fit provided that such charitable purpose is for the benefit of a person or persons living within the boundaries of the Council as amended from time to time or for the benefit of an organisation or organisations carrying on its or their activities within the said present boundaries.

DATED this 20th day of February 1978.

IN WITNESS whereof the COMMON SEAL )  
of DISTRICT COUNCIL OF EUDUNDA was )  
hereunto affixed on the day of the )  
date hereof in the presence of )

*R. E. Cantle*  
*ASW*

I certify that this is a true photocopy  
of the original Cedical

*MP*

21/9/88

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**6.2 L.C. Nicholson Trust Funds**

That the Eudunda Ward Councillors be authorised to allocate the funds in accordance with the terms of the respective Trust Deed of the L.C. Nicholson Trust Funds and that interest on investment funds is allocated back to the relevant trust investment account.

THIS IS THE FIRST CODICIL to the will of me LESLIE CHARLES NICHOLSON of 1 Preston Avenue Brighton in the State of South Australia Retired Farmer which will bears date the 15th day of May 1986.

1. I GIVE a sum of Ten thousand dollars (\$10,000) to be paid out of my residuary estate to the EUDUNDA DISTRICT COUNCIL and I express the request (but without creating any trust or imposing any legal obligation) that the Council shall invest the money and shall apply the income arising from those investments to assist such sporting body or sporting bodies within the area of the said Council as the Council may from time to time think fit and I declare that the receipt of the District Clerk of the said Council for the said legacy shall be a full and sufficient discharge to my trustees who shall not be obliged in any way to see to the application of those moneys.

2. IN all other respects I CONFIRM my said will.

IN WITNESS whereof I have hereunto set my hand this 10<sup>th</sup> day of May One thousand nine hundred and eighty-eight.

SIGNED by the abovenamed  
LESLIE CHARLES NICHOLSON as a )  
first codicil to his will in )  
the presence of us both )  
present at the same time who )  
at his request in his )  
presence and in the presence )  
of each other have hereunto )  
subscribed our names as )  
witnesses )

*L.C. Nicholson*

*L.C. Nicholson.*  
*30 Gilbert St*  
*Breclinton*

*D.K. Guleman*  
*Solicitor*  
*Adelaide.*

I certify that this is a true photocopy  
of the original Codicil

*[Signature]*

21/9/88

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## 6.3 Terowie Hospital Trust Fund

That interest in the Terowie Hospital Trust Fund is made available to the citizens of Terowie for the purpose of improvement of the amenities and the promotion of community projects in the township of Terowie, as detailed in the Deed of Trust.

### 1. **Call for Applications**

That applications to access funds from the Terowie Hospital Trust Fund be advertised widely within the local community by the Terowie Community Management Committee on behalf of Council, once the interest available reaches \$500.00

### 2. **Reinvestment**

That Council reinvest the Terowie Hospital Trust Fund for a further 2 years in accordance with Clause 4(a) of the Trust Deed with the Local Government Finance Authority and that the future of the Trust funds is reviewed in 2020.

### 3. **AAS27 Reporting**

That due to the unusual terms of the Terowie Hospital Trust Fund, it be maintained in the Council's General Ledger, for AAS27 reporting, and a disclosure of its existence and the relationship of the Council to the Trust and details of the operations of the Trust be made as a note to the Financial Statements.

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*[Handwritten signature]*  
THIS INDENTURE made this 21<sup>st</sup> day of January 1980 BETWEEN  
TEROWIE DISTRICT HOSPITAL INCORPORATED of Terowie in the State of South  
Australia of the one part and the DISTRICT COUNCIL OF HALLETT of Hallett  
in the said State (hereinafter called "the trustee") of the other part

WHEREAS the said TEROWIE DISTRICT HOSPITAL INCORPORATED is winding up its  
affairs and selling the hospital premises and

WHEREAS the sum of SEVEN THOUSAND DOLLARS (\$7,000) is available and

00845843  
WHEREAS the said TEROWIE DISTRICT HOSPITAL INCORPORATED wishes to invest  
the said sum of SEVEN THOUSAND DOLLARS (\$7,000) in a Trust Fund with a  
view to providing for the improvement of the amenities of and the promotion  
of community projects in the township of Terowie and

WHEREAS the said the DISTRICT COUNCIL OF HALLETT is now the Local Government  
body charged with administering the area of Terowie with other areas has  
agreed to accept and invest the said sum and to apply the income therefrom  
upon the trusts herein declared NOW IT IS HEREBY AGREED by and between the  
parties hereto as follows:



1. The DISTRICT COUNCIL OF HALLETT hereby covenants that it will upon  
payment to it by the said TEROWIE DISTRICT HOSPITAL INCORPORATED of  
the sum of SEVEN THOUSAND DOLLARS (\$7,000) invest the same in an  
appropriate trustee security bank deposit and will from time to time  
as occasion requires vary such investment for another or others of a  
like nature.
2. The said sum of SEVEN THOUSAND DOLLARS (\$7,000) and the investment  
representing the same as aforesaid shall be called TEROWIE HOSPITAL  
TRUST and will hereafter be referred to as the Trust Fund.
3. The net income of the Trust Fund shall be applied in or towards the  
upkeep of amenities of and the promotion of community projects in the  
township of Terowie and for that purpose shall be distributed annually  
to applicants and the trustee shall have absolute and unfettered  
discretion as to the amount if any to be distributed to the respective  
applicants provided that the whole of the income for any one year need  
not be distributed but may be held over for the following or any  
subsequent year. All applications shall be in writing and directed to  
the trustee and shall be called for by advertisement in a locally  
circulating newspaper, the cost of such advertising to be deducted from  
the trust income.

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..2..

4. This declaration of trust shall determine twenty (20) years from the date hereof at which time the trust principal sum shall be held by the trustee in its absolute discretion either

(a) to be reinvested for such further period, not exceeding twenty (20) years, as the trustee shall determine pursuant to the terms of a new trust deed containing the same terms and conditions, with the exception of part (a) of this clause, as this Deed

or

(b) to apply the whole of the capital of the trust fund for such purposes as the trustee shall in its discretion think fit provided that any such application shall be under the same terms and conditions as govern the distribution of income pursuant to clause 3 of this Deed.

IN WITNESS whereof the parties hereto have hereunto affixed their seals on the day and year first before written.

THE COMMON SEAL of TEROWIE DISTRICT  
HOSPITAL INCORPORATED was hereunto  
affixed in the presence of

W. Besanko.

Chairman

E. Edwards

Secretary

TEROWIE  
DISTRICT HOSPITAL  
INCORPORATED

THE COMMON SEAL of the DISTRICT  
COUNCIL OF HALLETT was hereunto  
affixed in the presence of

E. Hally

Chairman

D. Allen

District Clerk

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## 7. LOANS

### Sporting Bodies and Community Groups

That Council's policy in relation to the issue of loans or bank guarantees to sporting bodies and community groups is as follows:

- 7.1 Applicants to provide details of:
  - (a) Amount required
  - (b) Term of loan or bank guarantee
  - (c) Membership
  - (d) Ability to service loan – history of fundraising and planned fundraising
  - (e) Past loan performance
  - (f) Audited financial statement for previous two years
  - (g) Reason for loan or bank guarantee
- 7.2 Guarantors may be requested to guarantee the loan or bank guarantee.
- 7.3 All loan repayments (principal and interest) shall be by a minimum of equal half yearly instalments.
- 7.4 All loan repayments shall be paid to Council by the due date, being one month prior to the date to repay LGFA.
- 7.5 Council will have regard to current loans and guarantees and will assess each application on its merits.
- 7.6 For the purpose of the Policy, Loans are described as “the lending of money to organisations with an agreement for these funds to be repaid with interest within a given period of time”.
- 7.7 Criteria for the issue of Loans from the Ward Project Funds
  - 7.7.1 Loans will only be granted if organisations and community groups:
    - Can demonstrate the ability to repay the debt and interest within the timeframe specified.
  - 7.7.2 Comply with/satisfy the requirements of Sections 4 to 7 above
- 7.8 The onus is on the community group or organisation to advise the Council as soon as possible of any changes in circumstances of the group that may reduce their capacity to repay the debt on time”.
- 7.9 Council expects a community cash contribution of at least 1:1 to the value of the approved funding.

## 8. PLANT AND MACHINERY

The cost of running plant and machinery including finance costs, repairs, tyres, depreciation, registration and insurance, and fuel are to be charged as an on cost to any functions that directly employ the use of plant and machinery.

The amounts charged may be either as a rate per hour or kilometre, depending on the item of plant, and the total amount charged as on costs should be the total cost for each item of plant, and for the total of all plant in each year.

Hire rates used to on cost the plant running expenses are to be reviewed by the Technical Services Department each year.

## 9. NET PROCEEDS FROM SALE OF COUNCIL ASSETS

- 9.1 Council Buildings, Infrastructure and Associated Land
  - The net proceeds from the sale of Council buildings, infrastructure and associated land are distributed as follows:
    - a) Core Council Activities: classified as “General Revenue”
    - b) Council Core Community: placed in the Capital Projects Fund of the Ward in which



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- the sold asset is located.
  - c) Council Heritage & Self Funding: classified as “General Revenue”
  - d) Non Council Recreation: placed in the Capital Projects Fund of the Ward in which the sold asset is located.
  - e) Non Core Council Activities: classified as “General Revenue”
- 9.2 Council Vacant Land  
The net proceeds from the sale of Council vacant land are placed in the Capital Projects Fund of the Ward in which the sold asset is located.
- 9.3 All other Council Assets  
The net proceeds from the sale of all other Council assets are classified as “General Revenue”.

### 10. WARD PROJECT FUNDS

This policy aims to provide Council with guidance in respect of the provision of Ward Project Funds for activities, events, programmes and projects to develop and sustain a vibrant and active community.

The policy is designed to provide equitable means for community organisations to access Council funds to establish /maintain mutually beneficial partnerships between Council and the community.

The policy, therefore, aims to assist the Council to achieve best practice by implementing strategies and processes that effectively control in an equitable and transparent manner how it provides Ward Project Funds to the community.

#### 10.1 Policy Objectives

- 10.1.1 To facilitate community benefit within the Goyder region, Council will provide Ward Project Funds (in the form of grants and loans) to support a broad range of social and cultural activities, programmes and services on a bi-annual basis.
- 10.1.2 To support the conservation and upkeep of infrastructure that is integral to and necessary for the conduct of activities that Council considers beneficial for the community of the Goyder region.
- 10.1.3 To encourage a community cash contribution of at least 1:1 to the total value of the approved funding.

#### 10.2 Scope

Council's funding support is provided through the following funds:

- 10.3.1 The Capital Projects Ward Fund: this is derived from 2% of general rates revenue, on an annual basis.  
The Capital Projects Ward Fund has been established to support the conservation, additions to, improvements and upkeep of infrastructure assets that contribute to or are necessary for achieving the outcomes that Council considers desirable for the community of the Goyder region.  
And;
- 10.3.2 The Sports and Recreation Ward Fund: this is derived from 1% of general rates revenue, on an annual basis.  
The Sports and Recreation Ward Fund has been established to support local community initiatives and the development of appropriate programmes, services, activities and facilities to meet community needs. The fund also assists to establish mutually beneficial partnerships between Council and the community in

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the provision of these services, and at the same time adding value and enabling improvement and development.

### **10.3 Guidelines**

- 10.3.1 Ward funding is a biannual program with funding opportunities opening in March and September
- 10.3.2 All applications for funding will be assessed for eligibility and considered for funding according to the assessment criteria, with a final funding report submitted to Council.
- 10.3.3 All applications must be submitted on the prescribed form: refer to Guidelines and Application procedure
- 10.3.4 The Chief Executive Officer (or delegate) is to ensure that all applications comply with this policy and the requirements contained in the related Guidelines and Application Procedure.

### **10.4 Eligibility**

- 10.4.1 Applicants must be a not for profit organisation or group that is legally constituted as an incorporated association or company limited by guarantee, or is under the legal patronage of such an organisation.
- 10.4.2 If the level of funding sought exceeds \$2,000, then financial detail must be provided e.g. audited financial statements for the previous two years and/or budgets. In additional two quotations detailing the proposed project.
- 10.4.3 The requirement to provide two quotations for the proposed project may be varied in exceptional circumstances at the discretion of the Chief Executive Officer or delegated officer.
- 10.4.4 Capital Projects Grant Funding including loans will only be considered for capital works where the land or building is under the ownership or control of Council.
- 10.4.5 Projects must be completed within 12 months from when funds have been approved.
- 10.4.6 The applicant must disclose to Council the source and amount of any funds or financial assistance received, (or intended to be received) aside from the allocated funds that it has or will receive from Council, for the purpose of the project.

### **10.5 Ineligibility Criteria**

- 10.5.1 Individuals (acting in self-interest, not on behalf of an organisation or group).
- 10.5.2 For projects/activities considered the major responsibility of the State or Federal Governments.
- 10.5.3 For projects that are clearly duplication of an existing service.
- 10.5.4 Upgrading of Government or privately owned buildings (community owned buildings are eligible).
- 10.5.5 Funds will not be provided for any unlawful, unethical or profit making activities or for political purposes.
- 10.5.6 Travelling allowances will not be covered by the funding.
- 10.5.7 Applicants that have outstanding acquittals from previous Ward funding rounds.
- 10.5.8 An application will be referred back to the applicant if it fails to meet the guidelines contained in the policy.

### **10.6 Assessment**

- 10.6.1 Applicants must demonstrate (where appropriate):
- 10.6.2 A benefit to a range of age groups or activity areas in the Council region.

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- 10.6.3 Promotion of greater use of existing facilities.
- 10.6.4 Ability to assist Council in achieving outcomes outlined in Council's Strategic Management Plan.
- 10.6.5 Increased facilities or opportunities for recreational or community activities.
- 10.6.6 Contribution towards activities that create/enhance community and/or economic benefit to the region.
- 10.6.7 That the project will not duplicate other locally available services.
- 10.6.8 A **clear and detailed plan** of how the proposal will be implemented, including **evidence** of how the proposal will **achieve value for money**

### 10.7 Successful Applications

- 10.7.1 The applicant must expend the allocated funds only for the purpose of the project/activity as set out in the application and approved by Council.
- 10.7.2 The project/event is not to be changed without the prior written consent of Council being obtained.
- 10.7.3 The applicant must keep separate accounts and financial records in relation to expenditure of the allocated funds and will provide Council with reasonable access to those accounts and records upon request.
- 10.7.4 Amounts stated in all applications are to be inclusive and exclusive of GST.
- 10.7.5 If any organisation or community group does not expend the funds in the manner described in their application then the Council has the right to recall the debt at point of acquittal.
- 10.7.6 Upon completion applicants must acquit the funds and evaluate the project by completing the appropriate acquittal and evaluation forms. Applicants rights and obligations under this policy are not assignable

## 12. WHEELIE BINS (WASTE COLLECTION ONLY)

That requests for wheelie bins, to be used other than for their purpose, be treated as follows:

- New bins requested by community / sporting groups and other not for profit groups be sold at cost.

## 13. RECORDS

All records should be kept confidential and be treated in accordance with Local Government GDS40.

## 14. REVIEW

This document shall be reviewed by Council within two (2) years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

## 15. REVIEW HISTORY

Document History	Version No:	Issue Date:	Description of Change:
	1.1	Mar 2015	Reviewed by Council – 49/15
	1.2	Aug 2015	Reviewed by AC - 05/15
	2.0	Feb 2017	Reviewed by AC – 02/17
	2.0	Mar 2017	Reviewed by Council – 064/17
	2.1	July 2017	Reviewed by Council - 157/17
	2.2	Aug 2017	Reviewed by AC - 06/17
	2.2	Sept 2017	Reviewed by Council - 189/17
	3.0	Aug 2019	Reviewed by AC - 07/19

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	3.0	Sep 2019	Reviewed by Council - 202/19
	3.1	21/09/21	Reviewed by AC refer AC08/21
	3.1	19/10/21	Reviewed by Council refer 153/21