

## Ordinary Meeting

**Meeting Date:** Tuesday, 29 April, 2025

**Location:** Council Chambers, City Administrative Building, Bridge Road, Nowra

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# Community Donations Policy

|                        |  |
|------------------------|--|
| <b>Adoption Date:</b>  | 26/03/2002   |
| <b>Reaffirmed:</b>     | 28/09/2004   |
| <b>Amendment Date:</b> | 27/04/2010, 28/06/2011, 21/06/2013, 10/03/2020, 27/06/2022, 11/12/2023, 25/03/2024                 |
| <b>Minute Number:</b>  | MIN02.282, MIN04.1165, MIN10.450, MIN11.609, MIN13.589, MIN20.172, MIN22.422, MIN23.727, MIN24.150 |
| <b>Review Date:</b>    | 01/12/2024   |
| <b>Directorate:</b>    | City Performance   |
| <b>Record Number:</b>  | POL23/68   |

Community Donations Policy

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## 1. Objectives

The objectives of the policy are:

- To detail the principles whereby Council provides financial assistance (donations, sponsorships and subsidies) in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993 and other legislative provisions;
- To consider financial assistance by way of donation, sponsorship and subsidies to local service, cultural, sporting, charitable or non-profit organisations who
  - operate within or provide benefit to the residents of the Shoalhaven or
  - conduct quality cultural, sporting and community service programs and activities in the Shoalhaven
  - and who cannot attract sufficient funds from other sources;
- To address priorities within the Community Wellbeing Strategy;
- To consider funding to encourage and enable broad community participation in cultural, sporting and community service activities;
- To establish an application process including guidelines and procedures for use by organisations in applying for donations, sponsorships or subsidies (including 'in kind' support).

## 2. Statement

Subject to budget allocations each year, Council is committed to provide funding annually to meet the objectives of this policy.

### 2.1. Scope

This policy applies to applications for financial assistance and 'in kind' support by way of donations, sponsorships and subsidies granted by Council to organisations. It does not deal with Fee Waivers that are dealt with under the Fee Waivers, Subsidies and Support Policy and the Fees – Waiving of Development Application and other Fees by Charitable Organisations and Community Groups Policy.

### 2.2. Categories

Applications should be submitted within one of the categories nominated below.

#### A) GENERAL DONATIONS (CULTURE, & COMMUNITY )

These may include:

- community development projects that meet an identified community need, have been developed in consultation with the community and encourage community participation in the development of the project.
- community development, training, education and awareness activities.

Community Donations Policy

- co-funding for large or new cultural and community projects.

**B) SPONSORSHIP OF LOCAL EVENTS**

These may include festivals and special activities which enhance community spirit.

**C) SUBSIDISED RENTAL, RATES AND USE OF COUNCIL FACILITIES**

Rent subsidies or Council rates relief may be available for:

- community, charity and not for profit activities on public open space/reserves.
- community, charity and not for profit organisations' use of Council owned and controlled facilities.

**D) ENVIRONMENT**

These may include heritage / environment projects.

**2.3. Criteria and Procedures for Applicants**

Council's Application Form and Council's Donations webpage set out the full eligibility criteria. Applications will be sought annually through advertising and on Council's website. Applications are to be made on the relevant form, and address all criteria outlined on the Application Form and Council's Donations webpage. All organisations are required to provide financial statements as part of the application process.

The Application for Financial Assistance Form with required supporting information should be submitted to Council by 5.00pm on the advertised closing date for consideration within Council's Annual Donations Program. An application will only be considered as lodged once all required information has been submitted.

Applications to be considered under this Policy will be assessed by a Donations Assessment Panel against the criteria and with reference to the annual Donations budget. The Donations Assessment Panel comprises representatives from Council and will be convened by Council's CEO or their delegate. Staff representatives will be selected from the appropriate functional areas of Council to reflect the applications received. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct, including the declaring of any interests at the commencement of each meeting to consider applications.

Panel members will score applications against the criteria set out in the accompanying Assessment Panel Marking Criteria , and the cumulative scores will be considered at a meeting of the Panel. Informal Minutes will be taken of the Panel's reasoning for its decisions. The Panel will recommend to Council those applications to receive financial assistance based on alignment with the Community Wellbeing Strategy , and on compliance with the documentation and acquittal requirements of this Policy.

The elected Council will determine the funding to be provided from the Application process.

**The following criteria apply to all donation categories:**

- What Community Wellbeing Strategy foundations does the project meet?
- Who and how many benefit from the project/event (target group)?

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- To what degree is the group/or project self-financing?
- Has the need for the project/event been demonstrated?
- Has the need for funding or subsidy been demonstrated?
- Is the organisation able to make a contribution either in monetary funds or in kind, eg labour, materials, etc?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus what benefit will occur for Shoalhaven residents?

**Projects/Events NOT Eligible for Funding:**

- where benefit is primarily to an individual
- projects occurring outside the Shoalhaven Local Government Area
- projects that are retrospective
- projects which do not align with Council's Community Wellbeing Strategy
- where applicants are in a position to self-fund the project
- where a more applicable funding source is available
- where applicants are government departments or agencies
- where application is for capital funds (e.g. building and building maintenance costs)
- where a project will financially benefit a profit-making organisation, individual or a government department
- projects and facilities or services controlled through Council appointed Management Committees (where these projects, facilities or services are not under Council's direct care and control)
- where the proceeds or entry fee from a project or event are being donated to another organisation
- where there is no direct benefit to Shoalhaven City residents
- applications for fireworks (MIN24.150)

[Community Donations Policy](#)

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### 3. Provisions

The granting of all donations, sponsorships and subsidies is made pursuant to [Section 356](#) of the Local Government Act, 1993 subject to the constraints outlined in [Section 377](#) of the Act.

The granting of all financial assistance will be subject to a fresh written application being lodged with Council for each donation period.

- Applications should be submitted in one of the categories nominated above; however, Council may at its discretion determine to assess an application under a more appropriate category.
- Applications which do not meet the eligibility criteria shall be advised that the request is not eligible for consideration under this policy.
- Council reserves the right to assess any application (not fitting the criteria for assessment) on its merits according to Council's Policies and Procedures and Community Service Outcomes.
- Applications for financial assistance will generally not be considered where the application also meets the criteria for other grants/donations provided by Council through the Shoalhaven Arts Board, the Shoalhaven Tourism Advisory Group, the Shoalhaven Sports Board and/or Council's Community Development Grant Program. In these cases, applications will be sent directly to the appropriate area for consideration.
- It is a condition of funding that a detailed acquittal of any prior funding allocated under this policy is provided to Council before any further request is considered.
- Donations will be limited to funding from the Annual Budget directed by the Council.
- Recipients must provide an acquittal and/or evaluation report, where specified in the applicable category, by the end of the financial year in which the funding was provided (30 June). If acquittals/reports have not been received by the end of the financial year, the Council may choose not to consider applications submitted by that applicant in the next round of funding.

### 4. Delegation

In accordance with Section 377 of the Local Government Act, 1993 the Chief Executive Officer may authorise payment of a donation, sponsorship or subsidy voted by Council, other than where it is a decision under Section 356(2) to contribute money or otherwise grant financial assistance to an individual. Payment to an individual must be authorised by a Council resolution and following a 28 day public exhibition period, if applicable.

The Chief Executive Officer (Director, City Performance) has delegated authority to approve any out of policy requests for donations of up to \$1000 in exceptional circumstances/requests which align with Council's strategic objectives and do not require a resolution under Section 356(2) of the Local Government Act.

Community Donations Policy

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**5. Events Policy**

All community events funded under this policy will be required to comply with Council's Events Policy.

**6. Implementation**

Council's Donations Assessment Panel will receive and assess applications for funding and report to Council. Council's City Performance Directorate will respond to written requests for financial assistance.

Details of the Policy will be available via Council's website at all times and an additional advertising will be undertaken in advance of the annual application

**7. Review**

This policy will be reviewed within each new Council term, and other times when required.

**8. Application of ESD Principles**

None Applicable.

# Community Donations Policy

|                                       |  |
|---------------------------------------|--|
| <b>Adoption Date:</b>                 | 26/03/2002   |
| <b>Reaffirmed:</b>                    | 28/09/2004   |
| <b>Amendment Date:</b>                | 27/04/2010, 28/06/2011, 21/06/2013, 10/03/2020,<br>27/06/2022, 11/12/2023, 25/03/2024  |
| <b>Minute Number:</b>                 | MIN02.282, MIN04.1165, MIN10.450, MIN11.609,<br>MIN13.589, MIN20.172, MIN22.422, MIN23.727, MIN24.150  |
| <b>Next Review Date:</b>              | 01/12/2024   |
| <b>Related Legislation:</b>           | <a href="#">Local Government Act 1993 (NSW)</a>  |
| <b>Associated Policies/Documents:</b> | <a href="#">Shoalhaven 2032 Community Strategic Plan</a><br><a href="#">Community Wellbeing Strategy</a><br><a href="#">Events Policy</a><br><a href="#">Refund of Development Application Fees and Other Fees for Charitable Organisations and Community Groups</a><br><a href="#">Fee Waivers and Subsidies Policy</a> |

Community Donations Policy

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|                           |  |
|---------------------------|--|
| <b>Directorate:</b>       | City Performance                       |
| <b>Responsible Owner:</b> | <a href="#">Governance Coordinator</a> |
| <b>Record Number:</b>     | POL24/147                              |

DRAFT

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Community Donations Policy

## 1. Policy Purpose

The purpose of this Policy is to detail the principles whereby Council provides financial assistance (donations, sponsorships and subsidies) in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993 and other legislative provisions.

## 2. Objectives

The objectives of the policy are:

- ~~• To detail the principles whereby Council provides financial assistance (donations, sponsorships and subsidies) in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993 and other legislative provisions;~~
- To consider financial assistance by way of donation, sponsorship and subsidies to local service, cultural, sporting, charitable or non-profit organisations who
  - operate within or provide benefit to the residents of the Shoalhaven or
  - conduct quality cultural, sporting, ~~and~~ community service and environmental programs and activities in the Shoalhaven
  - and who cannot attract sufficient funds from other sources;
- To address priorities within the Community Wellbeing Strategy;
- To consider funding to encourage and enable broad community participation in cultural, sporting and community service activities;
- To establish an application process including guidelines and procedures for use by organisations in applying for donations, sponsorships or subsidies (including 'in kind' support).

### 2.1. Policy Statement

Subject to budget allocations each year, Council is committed to provide funding annually to meet the objectives of this policy.

### 2.2. Scope

This policy applies to applications for financial assistance and 'in kind' support by way of donations, sponsorships and subsidies granted by Council to organisations. It does not deal with Fee Waivers that are dealt with under the Fee Waivers, Subsidies and Support Policy and the Fees – Waiving of Development Application and other Fees by Charitable Organisations and Community Groups Policy.

### 2.3. Categories

Applications should be submitted within one of the categories nominated below.

Community Donations Policy

A) GENERAL DONATIONS (CULTURE, & COMMUNITY )

These may include:

- community development projects that meet an identified community need, have been developed in consultation with the community and encourage community participation in the development of the project.
- community development, training, education and awareness activities.
- co-funding for large or new cultural and community projects.
- community, charity and not for profit activities on public open space/reserves.
- community, charity and not for profit organisations' use of Council owned and controlled facilities.

B) SPONSORSHIP OF LOCAL EVENTS

These may include festivals and special activities which enhance community spirit.

~~C) SUBSIDISED RENTAL, RATES AND USE OF COUNCIL FACILITIES~~

~~Rent subsidies or Council rates relief may be available for:~~

- ~~• community, charity and not for profit activities on public open space/reserves.~~
- ~~• community, charity and not for profit organisations' use of Council owned and controlled facilities.~~

~~DC) ENVIRONMENT~~

~~These may include heritage / environment projects.~~

**2.4. Criteria and Procedures for Applicants**

Council's Application Form and Council's Donations webpage set out the full eligibility criteria. Applications will be sought annually through advertising and on Council's website. Applications are to be made on the relevant form, and address all criteria outlined on the Application Form and Council's Donations webpage. All organisations are required to provide financial statements as part of the application process.

The Application for ~~a Community Donation Form Financial Assistance Form~~ with required supporting information should be submitted to Council by 5.00pm on the advertised closing date for consideration within Council's Annual Donations Program. An application will only be considered as lodged once **all** required information has been submitted.

Applications to be considered under this Policy will be assessed by a Donations Assessment Panel against the criteria and with reference to the annual Donations budget set by Council. The Donations Assessment Panel comprises staff representatives from Council and will be convened by Council's CEO or their delegate. Staff representatives will be selected from the appropriate functional areas of Council to reflect the applications received. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct, including the declaring of any interests at the commencement of each meeting to and occasioned when considering applications.

Community Donations Policy

Panel members will score applications against the criteria set out in the accompanying Assessment Panel Marking Criteria, and the cumulative scores will be considered at a meeting of the Panel. Informal Minutes will be taken of the Panel's reasoning for its decisions. The Panel will recommend to Council those applications to receive financial assistance based on alignment with the Community Wellbeing Strategy, and main compliance with the documentation and acquittal requirements of this Policy.

The elected Council will determine the funding to be provided from the Application process.

**The following criteria apply to all donation categories:**

- What Community Wellbeing Strategy foundations does the project meet?
- Who and how many benefit from the project/event (target group)?
- To what degree is the group/or project self-financing?
- Has the need for the project/event been demonstrated?
- Has the need for funding or subsidy been demonstrated?
- Is the organisation able to make a contribution either in monetary funds or in kind, eg labour, materials, etc?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus what benefit will occur for Shoalhaven residents?
- The maximum amount considered per application will be no more than 10% of the available budget (the Donations budget is adopted by Council each year in the month of June).

**Projects/Events NOT Eligible for Funding:**

- where benefit is primarily to an individual
- projects occurring outside the Shoalhaven Local Government Area
- projects that are retrospective
- projects which do not align with Council's Community Wellbeing Strategy
- where applicants are in a position to self-fund the project. See definitions for more information on when Council will consider an applicant able to self-fund.
- where a more applicable funding source is available
- where applicants are government departments or agencies
- where application is for capital expenditure funds (e.g. building and building maintenance costs)(Capital expenditures are funds used by a company to acquire, upgrade, and maintain physical assets such as property, plant, buildings, technology, or equipment, see definitions for examples)
- where a project will financially benefit a profit-making organisation, individual or a government department

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- projects and facilities or services controlled through Council appointed Management Committees (where these projects, facilities or services are not under Council's direct care and control)
- where the proceeds or entry fee from a project or event are being donated to another organisation
- where there is no direct benefit to Shoalhaven City residents
- applications for fireworks (MIN24.150)

### 3. Definitions

| Term                                     | Meaning   |
|--|---|
| <u>Shoalhaven City Council (Council)</u> | <u>The organisation providing financial assistance to community groups in the Shoalhaven local government area</u>  |
| <u>Community Groups (Organisations)</u>  | <u>Any non-government group or organisation who provides a cultural, sporting, charitable or non-for-profit service to the Shoalhaven local government area</u>   |
| <u>Financial Assistance</u>              | <u>Donations, sponsorships and subsidies provided by Council under section 356 of the Local Government Act, 1993</u>  |
| <u>Donations Assessment Panel</u>        | <u>A panel made up of Council staff from different departments who bring relevant expertise to assessing applications</u>   |
| <u>Retrospective applications</u>        | <u>Applications which are made for a project(s) that have already occurred</u>  |
| <u>Capital expenditure</u>               | <u>Capital expenditures are funds used by a company to acquire, upgrade, and maintain physical assets such as property, plant, buildings, technology, or equipment. Examples of Capital Works expenditure include:</u> <ul style="list-style-type: none"> <li>• <u>Applications requesting funds for computer and electrical equipment, including software programs</u></li> <li>• <u>Applications requesting funds to renovate a building, or acquire seating, air-conditioning etc..</u></li> <li>• <u>Applications requesting equipment or tools for projects</u></li> </ul> |
| <u>Self-funded applications</u>          | <u>The Donations Assessment Panel will consider an organisation able to self-fund where the financial information (i.e. bank statements) submitted shows that the funds currently held by</u>   |

Community Donations Policy

|  |   |
|--|---|
|  | <p><u>the organisation are able to cover the expenses budgeted for the project, event and or subsidy applied for.</u></p> <p><u>This outlines the importance of submitting a detailed budget which not only details the expenses budgeted for the project, event and or subsidy applied for, but all other expenses the organisation budgets for, and provides explanation as to why funds may be held by the organisation which are unable to be utilised for this project of event.</u></p> |
|--|---|

## 4. Roles and Responsibilities

### 4.1. Provisions

The granting of all donations, sponsorships and subsidies is made pursuant to [Section 356](#) of the Local Government Act, 1993 subject to the constraints outlined in [Section 377](#) of the Act.

The granting of all financial assistance will be subject to a fresh written application being lodged with Council for each donation period.

- Applications should be submitted in one of the categories nominated above; however, Council may at its discretion determine to assess an application under a more appropriate category.
- Applications which do not meet the eligibility criteria shall be advised that the request is not eligible for consideration under this policy.
- Council reserves the right to assess any application (not fitting the criteria for assessment) on its merits according to Council's Policies and Procedures and Community Service Outcomes.
- Applications for financial assistance will generally not be considered where the application also meets the criteria for other grants/donations provided by Council through ~~established Committees of the Council the Shoalhaven Arts Board, the Shoalhaven Tourism Advisory Group, the Shoalhaven Sports Board and/or Council's Community Development range of Grant Programs.~~ In these cases, applications will be sent directly to the appropriate ~~area~~process for consideration.
- It is a condition of funding that a detailed acquittal of any prior funding allocated under this policy is provided to Council before any further request is considered. Recipients must provide an acquittal and/or evaluation report, where specified in the applicable category, by the end of the financial year in which the funding was provided (30 June). If acquittals/reports have not been received by the end of the financial year, the Council may choose not to consider applications submitted by that applicant in the next round of funding.

Community Donations Policy

- Donations will be limited to funding from the Annual Budget directed by the Council. The maximum amount considered per application will be no more than 10% of the available budget.
- ~~Recipients must provide an acquittal and/or evaluation report, where specified in the applicable category, by the end of the financial year in which the funding was provided (30 June). If acquittals/reports have not been received by the end of the financial year, the Council may choose not to consider applications submitted by that applicant in the next round of funding.~~

**4.2. Delegation**

In accordance with Section 377 of the Local Government Act, 1993 the Chief Executive Officer may authorise payment of a donation, sponsorship or subsidy voted by Council, other than where it is a decision under Section 356(2) to contribute money or otherwise grant financial assistance to an individual. Payment to an individual must be authorised by a Council resolution and following a 28 day public exhibition period, if applicable.

The Chief Executive Officer (Director, City Performance) has delegated authority to approve any out of policy requests for donations of up to \$1000 in exceptional circumstances/requests which align with Council's strategic objectives, as set out in the Shoalhaven 2032 Community Strategic Plan and the Community Wellbeing Strategy, and do not require a resolution under Section 356(2) of the Local Government Act.

**4.3. Events Policy**

All community events funded under this policy will be required to comply with Council's Events Policy.

**4.4. Implementation**

~~Council's~~The Donations Assessment Panel will receive and assess applications for funding and report to Council. Council's City Performance Directorate will respond to written requests for financial assistance.

Details of the Policy will be available via Council's website at all times and an additional advertising will be undertaken in advance of the annual application

**5. Related Legislation, Policies or Procedures**

The Community Donations Policy will be applied in conjunction with the following related Legislation, Policies & Procedures:

- Local Government Act 1993 (NSW)
- Events Policy
- Refund of Development Application Fees and Other Fees for Charitable Organisations and Community Groups
- Fee Waivers and Subsidies Policy

## 6. Risk Assessment

| <u>Risk Category</u> | <u>Risk</u>   |
|----------------------|---|
| <u>Compliance</u>    | <u>The granting of all donations, sponsorships and subsidies is made pursuant to Section 356 of the Local Government Act, 1993 subject to the constraints outlined in Section 377 of the Act. This Policy exists to assist Council in fulfilling its requirements under these sections of the Local Government Act 1993 when providing financial assistance by way of donations, sponsorships and or subsidies.</u> |
| <u>Reputation</u>    | <u>Council is required to consider and assess applications and grant donation funding in a manner based on sound financial management and equity (See section 8b Local Government Act 1993). Council will be subject to public scrutiny and criticism where this is not achieved. Applications made under this policy will provide assurance to the community on the process applied.</u>                           |

## 7. Data and Reporting

### 8.7. Monitoring and Review

This policy will be reviewed within each new Council Term, and other times when required.

### 9.8. Ownership and Approval

#### 9.1.8.1. Public Policy

| <u>Responsibility</u> | <u>Role</u>   |
|-----------------------|---|
| Directorate           | <u>City Performance"Enter Directorate Department Unit" '</u>                                |
| Endorser              | <u>"Enter Director &amp;/or ELT include Advisory Committee name (if relevant)" Director</u> |
| Approver              | Council   |

## Application for Community Donation Program 2025 2026



### Application - Community Donation Program 2025 2026

- Refer to the [Community Donations Policy](#) and [Eligibility Criteria](#) prior to completing this form.
- Applications close on **(Insert Date) at 5.00pm.**
- Ensure attachments are submitted to support your application, see checklist of documents at the end of this form.
- Applications will be assessed by Council and if any further documentation or information is required to support your application, we will be in contact with you.

Council's Donation Assessment Panel will assess applications. A report will go to Council by the end of **(Insert Date)**. Applicants will be notified of the progress and outcome of their application. Donation payments provided following Councils resolution in **(Insert Date)**.

### Application Details

Date of Application Required

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Select Category (Select 1 option) Required

- A) General Donations (Culture, Community, Rates & Rental)
- B) Sponsorship of Local Events
- C) Environment

Title of Project, Event or Subsidy Required

Amount of (\$) Assistance being sought from Council Required

Minimum amount of (\$) Assistance required from Council to enable Project / Event to proceed? Required

**Tell us in 300 words about your Project, Event or Subsidy** Required

Please note, this information will be reported to Council for decision making purposes

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**Please provide a brief explanation of the benefit that this Project, Event or Subsidy provides to residents of the Shoalhaven** Required

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Answer this question if you selected 'A) General Donations (Culture, Community, Rates & Rental)' in *Application Details > Select Category*

**Is this donation request for Rates or Rental (Select 1 option)** Required

- Yes  
 No

### Community Wellbeing Strategy

Please select the [Community Wellbeing Strategy](#) key foundations that this event, project or subsidy will meet (*select all that apply*)

**1 - Vibrant communities where everyone can participate and connect (Select 1 or more options)**

- 1.1 People do things in their community and feel connected, included, community pride and belonging
- 1.2 People actively participate in shaping their community and have a sense of shared responsibility
- 1.3 People value and celebrate creative and cultural expression (Participation in the arts, engagement with cultural events/activities that represent and reflect the community's stories, heritage and character)

**2 - Lifelong learning and helping each other (Select 1 or more options)**

- 2.1 People have access to education to improve their employment opportunities
- 2.2 People have access to learning opportunities to build skills for enjoyment and to build capacity; Children and their families/carers have support for early childhood development
- 2.3 People have access to well-resourced local support services; People volunteer to help others in the community

**6 - Sustainable natural and built environments (Select 1 or more options)**

- 6.1 People can access our natural resources in a way that supports the long-term sustainability of them
- 6.2 People can enjoy our natural environment in a way that is sustainable for future generations (Natural environments are sustainably managed so people will have access in the future)
- 6.3 People are supported to understand sustainable building and to build sustainably

**We encourage uploading a document outlining how these key foundations will be met, and the impact that your event, project or subsidy will have on the Shoalhaven Community**



Please attach all files to the end of this form before submitting it.

**Details of Applicant / Organisation**

Name of Organisation (if applicable)

Contact Person Required

Contact Number Required

Email Address Required

Mailing Address

Type of Organisation (tick all that apply) (Select 1 or more options) Required

- Not for Profit
- Registered Charity
- Incorporated
- Other

Other

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**Address of Property / Facility**

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**Property ID (from Rates Notice - If Known)**

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**How often is this venue used by your Group / Organisation?**

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**Number of members of your Group / Organisation?**

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**Does your Group / Organisation charge hire fees? (Select 1 option)** Required

- Yes
- No

Answer this question if you:

- answered *Details of Applicant / Organisation > Does your Group / Organisation charge hire fees?*
- and selected only 'Yes' in *Details of Applicant / Organisation > Does your Group / Organisation charge hire fees?*

**Please detail hire charges** Required

Skip this question if you:

- selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*
- and selected 'C) Environment' in *Application Details > Select Category*

Or if you:

- selected only 'No' in *Application Details > Is this donation request for Rates or Rental*

**Please detail activities for which the premises are being used**

Complete this section if you selected 'B) Sponsorship of Local Events' in *Application Details > Select Category*

## Supporting Information - B) Sponsorship of Local Events

Please note: [Event applications](#) must be submitted to [events@shoalhaven.nsw.gov.au](mailto:events@shoalhaven.nsw.gov.au) 90 days in advance of your event.

**Disclaimer:** If Council approval is yet to be provided for the event and your community donation application is successful, please note this does not mean your event is approved.

**Does this event require Council approval? (Select 1 option)**

- Yes - A copy of the Public Liability Insurance Policy (Certificate of Currency) will be required with application submission.
- No

Have you applied for approval of the event with Shoalhaven City Council? (Select 1 option)

- Yes  
 No

If yes, date of submission

D D M M Y Y Y Y

Start Date of the proposed event/s

D D M M Y Y Y Y

End Date of the proposed event/s

D D M M Y Y Y Y

Details of the proposed event (including the location and target audience/participants)

Is this proposed to be an annual event?

## Funding

Total cost of the event, project or subsidy Required

Funds held by the organisation that will be used to support this application Required

Will there be a fee, charge or contribution payable by participants? (Select 1 option) Required

- Yes  
 No

Answer this question if you selected 'Yes' in Funding > Will there be a fee, charge or contribution payable by participants?

Please specify the type of fee and the dollar amount per participant

Has Council previously supported your organisation with an event, project or subsidy? (Select 1 option)

- Yes  
 No

Answer this question if you selected 'Yes' in Funding > Has Council previously supported your organisation with an event, project or subsidy?

Please specify details of Council support

Have you applied for funding from other organisations for this project or event? (Select 1 option)

- Yes  
 No

Answer this question if you selected 'Yes' in Funding > Have you applied for funding from other organisations for this project or event?

Please specify the organisation, the amount and if successful.

Will proceeds be donated to another organisation or charity? (Select 1 option) **Required**

- Yes  
 No

Answer this question if you selected 'Yes' in Funding > Will proceeds be donated to another organisation or charity?

Please explain who will receive the proceeds **Required**

This information applies if you selected 'Yes' in Funding > Will proceeds be donated to another organisation or charity?

**ATTENTION:** as you have answered yes to the above question, your application will be considered ineligible under the eligibility criteria (See [Community Donations Policy](#)).

If you require more information, please contact Governance on 1300 293 111

Is it anticipated this event, project or subsidy will be self-funded in the future? (Select 1 option) **Required**

- Yes - in the short term - 1-2 years
- Yes - in the longer term - 3+ years
- No
- Other

Other (i.e. this will not be an ongoing project, event or subsidy)

How do you intend to give public recognition to the financial assistance received from Council and acknowledge Council's financial assistance on any related promotion or other material? **Required**


### Checklist of Documents

(Select 1 or more options) **Required**

*Note: Please provide enough detail in your financial information to allow the Donations Panel to make an informed decision about your need for the Donation (i.e. What existing funds are being used for, what shortfalls exist in your budget, itemising what the Donation would go towards)*

- Evidence of Incorporation Certificate (if applicable)
- Copy of Charity Registered Certificate (if applicable)
- Copy of current Public Liability Insurance Policy - Certificate of Currency (Applicable for the Events Category)
- Detailed Budget - This should be a firm estimate if not the final budget (Supporting information should be provided explaining if significant funds are held by the organisation) **Required**
- Copy of Annual Report (including financial statements of Income and Expenditure & Balance Sheet) **Required**
- Detailed Acquittal Report of previous Council financial assistance received

### Upload Documents

 Please attach all files to the end of this form before submitting it.

I / We confirm that: (Select 1 or more options) **Required**

- Where funding is being sought for an event, this event will comply with Council's Event Policy **Required**
- I / We will retain full responsibility for organising and hosting the project, event or subsidy, including the marketing, procurement, administration, obtaining all relevant permits, and supplying information as requested by Council. **Required**
- No financial assistance, other than that which is outlined in this application is being received or sought from Council this financial year for this project, event or subsidy. **Required**

### **Privacy and Public Access to Information**

Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), Public Access to [Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the Government Information (Public Access) Act 2009 (GIPA Act) unless there is an overriding public interest against disclosure of this information. Further information on privacy and public access to information can be found on [Council's website](#).

The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning 1300 293 111.

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*End of form*

*Don't forget to attach all files before submitting this form*



## Monthly Investment Review



**March 2025**

Arlo Advisory Pty Ltd  
ABN: 55 668 191 795  
Authorised Representative of InterPrac Financial Planning Pty Ltd  
AFSL 246 638  
Phone: +61 2 9053 2987  
Email: [michael.chandra@arloadvisory.com.au](mailto:michael.chandra@arloadvisory.com.au) / [melissa.villamin@arloadvisory.com.au](mailto:melissa.villamin@arloadvisory.com.au)  
Level 3, Suite 304, 80 Elizabeth Street, Sydney NSW 2000

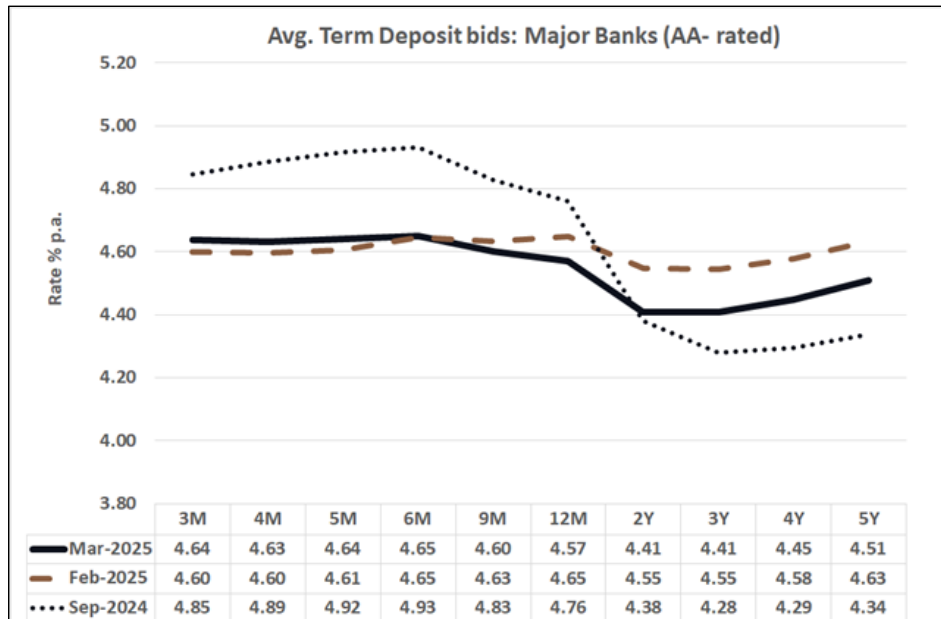
CL25.130 - Attachment 1



## Market Update Summary

Financial markets (equities and bonds) were sold off in March due to concerns of escalating tariff wars, global growth prospects and inflation uncertainty.

In the deposit market, over March, at the very short-end of the curve (less than 6 months), the average deposit rates offered by the major banks remained relatively flat compared to where they were the previous month (February). At the longer-end of the curve (1-5 years), the average rates fell by another 10-15bp compared to where they were in February.



Source: Imperium Markets

With additional rate cuts and a global economic downturn priced in over 2025, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. (small allocation only).



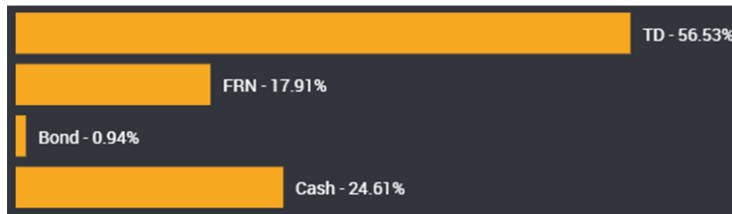
## Shoalhaven City Council 's Portfolio & Compliance

### Asset Allocation

The majority of the portfolio is directed to fixed term deposits and cash or cash notice accounts. The remainder of the portfolio is directed to liquid senior FRNs and fixed bonds.

Senior FRNs are becoming expensive on a historical basis, although new issuances should continue to be considered on a case by case scenario. In the interim, staggering a mix of fixed deposits between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With additional rate cuts and a global economic downturn being priced in 2025, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any further rate cuts by investing across 1-5 year fixed deposits, locking in and targeting yields above 4½% p.a. Should inflation be within the RBA's target band of 2-3% over the longer-term, returns around 4½% p.a. or higher should outperform benchmark.





**Term to Maturity**

All maturity limits (minimum and maximum) comply with the Investment Policy. Short-Medium Term (1-2 years) assets account for around 5% of the total investment portfolio, with capacity of ~\$137m remaining.

Any funds excess to surplus requirements should be placed in longer-dated tenors between 1-5 years across fixed term deposits along with any attractive new FRNs (3-5 years) as they come to market (refer to respective sections below).

| Compliant | Horizon       | Invested (\$)        | Invested (%)   | Min. Limit (%) | Max. Limit (%) | Available (\$) |
|-----------|---------------|----------------------|----------------|----------------|----------------|----------------|
| ✓         | 0 - 90 days   | \$83,243,915         | 39.22%         | 0%             | 100%           | \$129,024,801  |
| ✓         | 91 - 365 days | \$94,099,028         | 44.33%         | 0%             | 100%           | \$118,169,688  |
| ✓         | 1 - 2 years   | \$11,479,057         | 5.41%          | 0%             | 70%            | \$137,109,045  |
| ✓         | 2 - 5 years   | \$23,446,716         | 11.05%         | 0%             | 50%            | \$82,687,642   |
| ✓         | 5 - 10 years  | \$0                  | 0.00%          | 0%             | 25%            | \$53,067,179   |
|           |               | <b>\$212,268,716</b> | <b>100.00%</b> |                |                |                |



**Counterparty**

As at the end of March 2025, all counterparty exposures comply within the Policy limits. Capacity limits are also dependent on the movement in the cash balances. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to the regional bank (lower rated) ADIs.

| Compliant | Issuer          | Rating | Invested (\$)        | Invested (%)   | Max. Limit (%) | Available (\$) |
|-----------|-----------------|--------|----------------------|----------------|----------------|----------------|
| ✓         | DBS Cov         | AAA    | \$1,004,037          | 0.47%          | 100.00%        | \$211,264,679  |
| ✓         | ANZ (Sunc.) Cov | AAA    | \$2,017,540          | 0.95%          | 100.00%        | \$210,251,176  |
| ✓         | ANZ             | AA-    | \$38,576,595         | 18.17%         | 100.00%        | \$173,692,121  |
| ✓         | CBA             | AA-    | \$49,386,316         | 23.27%         | 100.00%        | \$162,882,401  |
| ✓         | HSBC Bank       | AA-    | \$2,016,724          | 0.95%          | 100.00%        | \$210,251,992  |
| ✓         | NAB             | AA-    | \$69,511,505         | 32.75%         | 100.00%        | \$142,757,212  |
| ✓         | Northern Terr.  | AA-    | \$2,000,000          | 0.94%          | 100.00%        | \$210,268,716  |
| ✓         | NSW (SIRA)      | AA+    | \$6,675,000          | 3.14%          | 100.00%        | \$205,593,716  |
| ✓         | Macquarie       | A+     | \$3,999,868          | 1.88%          | 100.00%        | \$208,268,848  |
| ✓         | Rabobank        | A+     | \$5,319,790          | 2.51%          | 100.00%        | \$206,948,926  |
| ✓         | ING Bank        | A      | \$18,713,265         | 8.82%          | 100.00%        | \$193,555,451  |
| ✓         | Bendigo         | A-     | \$10,600,140         | 4.99%          | 20.00%         | \$31,853,603   |
| ✓         | AMP Bank        | BBB+   | \$2,447,936          | 1.15%          | 5.00%          | \$8,165,500    |
|           |                 |        | <b>\$212,268,716</b> | <b>100.00%</b> |                |                |

On 31<sup>st</sup> July 2024, ANZ's takeover of Suncorp Bank was formalised, and ratings agency S&P upgraded Suncorp's long-term credit rating to that of its parent company immediately (now rated AA-). Investor's exposure to Suncorp is now reflected under the parent company being ANZ.



**Credit Quality**

The portfolio is well diversified from a credit ratings perspective. The portfolio is entirely invested amongst the investment grade ADIs (BBB+ or higher). There is no exposure to Unrated assets now following the disposal of the TCorp Long-Term Growth Fund in Q1 2024.

All ratings categories are within the Policy limits:

| Compliant | Credit Rating        | Invested (\$)        | Invested (%)   | Max. Limit (%) | Available (\$) |
|-----------|----------------------|----------------------|----------------|----------------|----------------|
| ✓         | AAA Category         | \$3,021,577          | 1%             | 100%           | \$209,247,139  |
| ✓         | AA Category          | \$168,166,139        | 79%            | 100%           | \$44,102,577   |
| ✓         | A+ to A Category     | \$28,032,923         | 13%            | 100%           | \$184,235,793  |
| ✓         | A- Category          | \$10,600,140         | 5%             | 40%            | \$74,307,346   |
| ✓         | BBB+ to BBB Category | \$2,447,936          | 1%             | 30%            | \$61,232,679   |
| ✓         | BBB- & NR Category   | \$0                  | 0%             | 5%             | \$10,613,436   |
| ✓         | NSW TCorp LTGF       | \$0                  | 0%             | 100%           | \$212,268,716  |
|           |                      | <b>\$212,268,716</b> | <b>100.00%</b> |                |                |



**Performance**

Council's performance for the month ending March 2025 (excluding cash) is summarised as follows:

| Performance (Actual)                         | 1 month      | 3 months     | 6 months     | FYTD         | 1 year       |
|--|--------------|--------------|--------------|--------------|--------------|
| Official Cash Rate                           | 0.34%        | 1.02%        | 2.11%        | 3.21%        | 4.31%        |
| AusBond Bank Bill Index                      | 0.35%        | 1.07%        | 2.20%        | 3.34%        | 4.46%        |
| T/D Portfolio                                | 0.43%        | 1.22%        | 2.50%        | 3.79%        | 5.07%        |
| FRN Portfolio                                | 0.43%        | 1.23%        | 2.49%        | 3.77%        | 5.02%        |
| Bond Portfolio                               | 0.10%        | 0.30%        | 0.57%        | 0.85%        | 1.11%        |
| <b>Council's Total Portfolio<sup>^</sup></b> | <b>0.42%</b> | <b>1.21%</b> | <b>2.45%</b> | <b>3.70%</b> | <b>4.92%</b> |
| <b>Relative (to Bank Bills)</b>              | <b>0.08%</b> | <b>0.14%</b> | <b>0.25%</b> | <b>0.37%</b> | <b>0.47%</b> |

<sup>^</sup>Council's total portfolio returns excludes Council's cash account holdings.

| Performance (Annualised)                     | 1 month      | 3 months     | 6 months     | FYTD         | 1 year       |
|--|--------------|--------------|--------------|--------------|--------------|
| Official Cash Rate                           | 4.10%        | 4.19%        | 4.27%        | 4.30%        | 4.31%        |
| AusBond Bank Bill Index                      | 4.16%        | 4.42%        | 4.46%        | 4.47%        | 4.46%        |
| T/D Portfolio                                | 5.13%        | 5.06%        | 5.07%        | 5.09%        | 5.07%        |
| FRN Portfolio                                | 5.18%        | 5.08%        | 5.06%        | 5.05%        | 5.02%        |
| Bond Portfolio                               | 1.24%        | 1.21%        | 1.16%        | 1.13%        | 1.11%        |
| <b>Council's Total Portfolio<sup>^</sup></b> | <b>5.09%</b> | <b>5.01%</b> | <b>4.98%</b> | <b>4.97%</b> | <b>4.92%</b> |
| <b>Relative (to Bank Bills)</b>              | <b>0.93%</b> | <b>0.59%</b> | <b>0.52%</b> | <b>0.49%</b> | <b>0.47%</b> |

<sup>^</sup>Council's total portfolio returns excludes Council's cash account holdings.

For the month of March, the total portfolio (excluding cash) provided a return of +0.42% (actual) or +5.09% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.35% (actual) or +4.16% p.a. (annualised). The longer-term positive performance continues to be anchored by the handful of deposits that were originally placed for terms greater than 12 months.



### Recommendations for Council

#### **AMP Business Saver & Notice Account**

We note the AMP Business Saver and AMP 31 Day Notice Account are now sub optimal investments given the rise in deposit yields in recent months. We recommend switching into short-dated fixed deposits with the major banks yielding a considerably higher rate of return, or simply just redeem to replenish capital reserves.

#### **Term Deposits**

As at the end of March 2025, Council's **deposit** portfolio was yielding 4.94% p.a. (down 4bp from the previous month), with a weighted average duration of ~202 days (~7 months). We recommend extending the weighted average duration closer to 9-12 months to optimise returns in the long-run.

Going forward, a more optimal strategy would be staggering deposits across 1-5 year terms – this is likely to earn up to ¼-½% p.a. higher compared to shorter tenors in a normal market environment. There is growing belief that additional rate cuts and a global economic downturn is imminent and so locking in rates above 4½% p.a. across 1-5 year tenors may provide some income protection against a lower rate environment.

Please refer to the section below for further details on the Term Deposit market.

#### **Securities**

Primary (new) **FRNs** (with maturities between 3-5 years) are starting to become expensive but remain slightly appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario. **Fixed Bonds** may also provide attractive opportunities from new (primary) issuances.



**Council's FRN Portfolio**

We recommend that Council retains most its FRNs at this stage. We will continue to monitor them individually and will advise when it is appropriate to sell to boost the overall returns of the portfolio in future. (We also remind Council that FRNs can also be sold in the case of an emergency for cash flow purposes).

The following FRNs (unrealised gains of ~\$33k) are up for consideration to be sold over the next few months. We recommend switching into a new attractive FRN when available or otherwise, medium-term fixed deposits (1-5 years) yielding above 4½% p.a.

| Issuer | Rating | Maturity Date | ISIN         | Face Value  | Trading Margin | ~Capital Price (\$) | ~Unrealised Gain (\$) |
|--------|--------|---------------|--------------|-------------|----------------|---------------------|-----------------------|
| CBA    | AA-    | 14/01/2027    | AU3FN0065579 | \$2,750,000 | +53.0bp        | \$100.274           | \$7,546               |
| NAB    | AA-    | 25/02/2027    | AU3FN0066528 | \$4,000,000 | +55.0bp        | \$100.283           | \$11,332              |
| DBS    | AAA    | 16/08/2027    | AU3FN0080313 | \$1,000,000 | +61.0bp        | \$100.404           | \$4,037               |
| Rabo.  | A+     | 27/01/2027    | AU3FN0065710 | \$2,000,000 | +62.5bp        | \$100.176           | \$3,526               |
| Sunc.  | AA-    | 25/01/2027    | AU3FN0065694 | \$2,700,000 | +63.5bp        | \$100.246           | \$6,653               |

**Council's Senior Fixed Bonds**

In August 2021, Council invested into the following NTTC (AA-) fixed bond:

| Investment Date | Maturity Date | Principal   | Rate % p.a. | Interest Paid |
|-----------------|---------------|-------------|-------------|---------------|
| 27/08/2021      | 15/12/2025    | \$2,000,000 | 1.20%       | Annually      |

We believe this was prudent at the time of investment given the low rate environment and particularly after the RBA's easing decision in early November 2020 to 0.10% and their forward guidance towards official interest rates (no rate rises "until at least 2024").

The NTTC bond is a 'retail' offering and not a 'wholesale' issuance. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, it is considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.



## Term Deposit Market Review

### Current Term Deposits Rates

As at the end of March, we see value in the following:

| ADI                 | LT Credit Rating | Term    | Rate % p.a. |
|---------------------|------------------|---------|-------------|
| ING Bank            | A                | 5 years | 4.81%       |
| BoQ                 | A-               | 5 years | 4.60%       |
| Hume Bank           | BBB+             | 5 years | 4.55%       |
| Westpac             | AA-              | 5 years | 4.50%       |
| ING Bank            | A                | 4 years | 4.68%       |
| BoQ                 | A-               | 4 years | 4.50%       |
| Westpac             | AA-              | 4 years | 4.42%       |
| ING Bank            | A                | 3 years | 4.57%       |
| BoQ                 | A-               | 3 years | 4.45%       |
| Hume Bank           | BBB+             | 3 years | 4.38%       |
| State Bank of India | BBB-             | 2 years | 4.65%       |
| ING Bank            | A                | 2 years | 4.55%       |
| Bank of Us          | BBB+             | 2 years | 4.40%       |
| Westpac             | AA-              | 2 years | 4.40%       |
| BoQ                 | A-               | 2 years | 4.45%       |

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (we stress that rates are indicative, dependent on daily funding requirements and different for industry segments):



| ADI                 | LT Credit Rating | Term      | Rate % p.a. |
|---------------------|------------------|-----------|-------------|
| State Bank of India | BBB-             | 12 months | 4.80%       |
| Suncorp             | AA-              | 12 months | 4.71%       |
| ICBC Sydney         | A                | 12 months | 4.68%       |
| ING Bank            | A                | 12 months | 4.64%       |
| State Bank of India | BBB-             | 9 months  | 4.80%       |
| Suncorp             | AA-              | 9 months  | 4.70%       |
| BoQ                 | A-               | 9 months  | 4.70%       |
| Bank of Sydney      | Unrated          | 6 months  | 4.83%       |
| State Bank of India | BBB-             | 6 months  | 4.80%       |
| Suncorp             | AA-              | 6 months  | 4.80%       |
| BoQ                 | A-               | 6 months  | 4.78%       |
| Bank of Sydney      | Unrated          | 3 months  | 4.83%       |
| State Bank of India | BBB-             | 3 months  | 4.80%       |
| NAB                 | AA-              | 3 months  | 4.75%       |

For those investors that do not require high levels of liquidity and can stagger their investments longer term, they will be rewarded over a longer-term cycle if they roll for an average min. term of 12 months, with a spread of investments out to 5 years (this is where we see current value). In a normal market environment (upward sloping yield curve), investors could earn over a cycle, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits.

With additional rate cuts and a global economic downturn priced in over 2025, investors should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. This will provide some income protection if the RBA decides to continue cutting rates over 2025 and into 2026.









































































































































































































