

Lithgow Mayoral Relief Fund

Public Fund Rules

Clause 1: Lithgow City Council has established the Lithgow Mayoral Relief Fund (the Fund) to accept donations from members of the public, with the sole aim of providing funding to assist residents who are in necessitous circumstances (financial necessity), as a result of a State Declared Natural Disaster.

Clause 2: As stated in Taxation Ruling TR 2000/9, the expression 'necessitous circumstances' refers to financial necessity. It involves some degree of poverty, though it may be less than abject poverty or destitution. Necessitous circumstances do not extend to the absence of merely desirable advantages.

Clause 3: The Fund will distribute funds only for the short-term relief of residents who are in financial hardship as a direct result of a State Declared Natural Disaster.

Clause 4: The Fund aims to provide a "one stop shop" where members of the general public can donate money to assist victims of Lithgow State Declared Natural Disasters, while ensuring that all monies donated are used solely to assist residents who have suffered financial hardship as a direct result of a State Declared Natural Disaster.

Clause 5: All funds received will be allocated by the following method by Council through the Fund Advisory Committee directly to those residents adversely affected by the State Declared Natural Disaster via specific grant or program. Residents in necessitous circumstances must complete an application for the Fund Advisory Committee to determine whether their circumstances meet the financial hardship criteria for payment of a grant or inclusion in a program.

Clause 6: All funds which are allocated directly by the Council can only be used to assist victims of a State Declared Natural Disaster.

Clause 7: The public will be invited to contribute to the fund immediately following a State Declared Natural Disaster.

Clause 8: Upon activation following a State Declared Natural Disaster, the Advisory Committee will operate for a period of up to two years for any single natural disaster or sequence of disasters. Donations and distributions for each fund activation will be accounted for as a distinct fund. Any funds not distributed at the end of a two year activation period will remain in the fund to assist residents in the event of a future State Declared Natural Disaster.

Clause 9: The Fund will utilise the Lithgow City Council Trust Fund bank account to manage all funds received.

Account Name: Lithgow City Council Trust Account

BSB : 062-566

Account Number: 28008920

Means of payment allowed will include cash and credit / debit cards that will be processed at Council offices and Commonwealth Bank of Australia branches, as well as bank transfers via the internet.

Clause 10: Council will set up a trust fund within its general ledger and manage all funds received through this trust.

Clause 11: The fund will operate as a non-profit fund. All fund earnings will be returned to the fund. The Council will not use any funds donated for any administration or other non-charitable purposes, and all funds donated will only be used for the purposes as detailed in Clauses 3 and 4 above.

Clause 12: If the fund is wound up or if the endorsement of the fund as a deductible gift recipient for the operation of the fund is revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.

Clause 13: The Fund will have a gift fund that will be used to accept the donations. The gift fund operates through the separate bank account and the trust accounts set up by the Council. Donations and distributions for each fund activation will be accounted for as a distinct fund.

Clause 14: Reconciliations and accounts will be prepared for the Fund on a monthly basis to ensure that all monies are correctly accounted for and used for the purposes detailed in these public fund rules, and detailed statements will be prepared when the fund is wound up.

Clause 15: Receipts will be issued in the name of the Lithgow Mayoral Relief Fund.

Clause 16: The fund will be managed by a majority of responsible and respected community members who will have a high degree of trust within the general community. Following a State Declared Natural Disaster, the General Manager and Mayor will convene the Committee. If the fund is activated, the Committee will identify the residents in greatest need for financial assistance in a transparent and fair manner to directly help our affected residents recover from a State Declared Natural Disaster.

The governance structure of the Lithgow Mayoral Relief Fund Advisory Committee will include two highly prominent local citizens and the General Manager. The General Manager will determine the process for selecting the Committee members. The committee has the ability to co-opt additional members.

The Committee will operate for a term of up to two years following a State Declared Natural Disaster. In the event of a sequence of natural disasters, the Advisory Committee will determine the scope of the natural disasters covered by the fund's activation.

Clause 17: The ATO will be notified of any changes to the fund rules within twenty one days.

Approval

Ray Thompson
Mayor

Graeme Faulkner
General Manager

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