



NAMBUCCA VALLEY COUNCIL

DONATIONS (DIALYSIS PATIENTS) POLICY NO:G 44

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

Policy Statement:

To ensure that Council has a consistent, equitable and transparent process to respond to requests for donations from Nambucca Valley dialysis patients, from the funds transferred from the Nambucca Valley Dialysis Committee. That equitable consideration is given to all donation applications received meeting this policy. Funding of donations under this policy will only be available until transferred funds are exhausted.

1.0 Policy objective

To ensure that money provided by Council to Nambucca Valley dialysis patients is allocated in the most effective, fair and equitable manner to assist residents with dialysis costs, using an application process, and reporting of all requests to the Mayor and General Manager for endorsement and approval.

- 1.1 To provide clear guidelines for the management of transferred funds from Nambucca Valley Dialysis Committee.
- 1.2 To ensure Council has a consistent and transparent process to respond to applications for donations of financial assistance from Nambucca Valley dialysis patients.
- 1.3 To ensure that all applications received, which meet the policy requirements, are given equitable and appropriate consideration for donation funding.
- 1.4 To ensure all information submitted in support of an application for donation, is kept confidential to align with the Health Records and Information Privacy Act 2002.

2.0 Related legislation

- 2.1 Section 356 Local Government Act 1993
- 2.2 Local Government (General) Regulation 2021 (NSW)
- 2.3 Health Records and Information Privacy Act 2002

3.0 Definitions

3.1 Donation

A donation is a contribution made by Council without consideration or conditions other than the donation must be used in accordance with Council's objectives and have a demonstrated benefit to the recipient.

4.0 Policy Content

- 4.1 Nambucca Valley Council in accordance with Section 356 of the Local Government Act prescribes the requirements in this policy for the provision of financial assistance to Nambucca Valley dialysis patients. Council will commit the transferred funds from the Nambucca Valley Dialysis Committee as prescribed, until the funds are exhausted.
- 4.2 Council will close the dialysis donation fund once all funds expended, and there will be no further obligation to Council to accept or approve donations to dialysis patients.
- 4.3 This policy details the eligibility criteria for the application process for administration of the fund for dialysis patients in the Nambucca Valley.

5.0 Donations (Dialysis Patients) Policy Funding Guidelines

- 5.1 Council will allocate the set amount of transferred funds from the Nambucca Valley Dialysis Committee to donations to Nambucca Valley dialysis patients until fully expended. To optimise the benefit of these funds in the community, funds are allocated in accordance with the guidelines, eligibility and selection criteria outlined in this Policy.
- 5.2 Council will allocate only the amount of transferred funds for enactment of this policy.
- 5.3 Council will publish on its website, and social media, the availability of the funds, and details on the process of making an application for a donation.
- 5.4 All applicants will be made aware that there is a set limit of a maximum of \$300.00 for each applicant on the funds available for donation requests from Nambucca Valley dialysis patients, per application.
- 5.5 There is to be only one (1) application submitted for approval from an applicant during a financial year, and funding will only be available to Nambucca Valley dialysis patients, up to the value of the program funds.
- 5.7 All applicants will be required to complete an application in the approved form, which will include details of treatment and medical certification proving the need for dialysis, to be eligible for a donation.
- 5.8 All information submitted in support of an application will be kept confidential, and the “holding of all information” will align with the Health Records and Information Privacy Act 2002.
- 5.9 Applications are to indicate the proposed use of the funds and this can include out-of-pocket expenses for travel to appointments, medical expenses and other related costs.
- 5.10 When applications are received, notification of an eligible application will be provided to the Mayor and General Manager to make the final assessment in regard to approval, or non-approval, of a donation request.
- 5.11 Council will base an assessment of each application, in accordance with the requirements of the legislation referred to under 2.0 – Related Legislation and the selection criteria outlined in this Policy. Council may choose to fund, part fund or not fund each application.
- 5.12 Due to limited funding available, once the full allocation of available funds is expended, there will be no more applications accepted and no further obligations to Council.
- 5.13 Funds are to be made available to applicants after approval from Mayor and General Manager.
- 5.14 A report will be prepared for Council, bi-annually, to advise of the status of the available funds for continuation of the Dialysis Patients donations program.
- 5.15 An appropriate response will be given to an applicant where support is not provided.
- 5.16 It is not incumbent on Council to donate any, or all, of the funds.

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6.0 Selection Criteria

- 6.1 Council requires that dialysis patients applying for funding under this policy are to submit an application, specifically designed for this Dialysis Patients donations program.
- 6.2 Applicants must reside in the Nambucca Valley Council local government area, and provide evidence of address, and be able to provide certification of the dialysis treatment they receive to be eligible for a donation under this policy. All information submitted in support of an application will be kept confidential, and the “holding of all information” will align with the Health Records and Information Privacy Act 2002.

7.0 History

Department:	Governance	Last Reviewed	Resolution Number
Policy Category	Council	December 2022	552/2022
Endorsed By:	General Manager		
Approval Authority	Council		
Policy Owner	Grants and Contributions Officer		
Contact Officer	Grants and Contributions Officer		
Document No.	52226/2022		
First Adopted	13 October 2022		
Resolution No:	463/22		
Review Date:	December 2023		