



Naracoorte Lucindale Council
Better by Nature

COMMUNITY BUDGET SUBMISSIONS GUIDELINES

2024-2025

Budget Submissions:

Opens: 1 February 2024

Closes: 5.00pm 29 February 2024

Community Budget Submissions Guidelines



Introduction

Naracoorte Lucindale Council invites you to put forward your 2024-2025 Community Budget Submissions.

This document should answer some frequently asked questions about Community Budget Submissions, including:

- About Community Budget Submissions
- Eligibility
- Submitting your application
- Acquittal
- FAQs

You can submit your ideas by:

1. Downloading the PDF application form and submitting it via email to council@nlc.sa.gov.au using 'Community Budget Submission 24/25' as the subject line.
2. Collect your hard copy application form from the Naracoorte or Lucindale Council Offices and returning it by the closing date.

All applications must be submitted by 5.00pm Thursday 29th February 2024.

Late applications are not eligible and will not be assessed.

Naracoorte Lucindale Council Budget 2024-2025 Timeline:

1 February 2024	Community Budget Submissions Open
29 February 2024	Community Budget Submissions Close
March 2024	Council Briefing Session to consider Community Budget Submissions
May 2024	Special Council Meeting – Endorsement of Draft Budget for public consultation
May 2024	Public consultation commences on Draft Budget (22 days). Exact dates TBC.
4 June 2024	Special Council Meeting - to consider public consultation feedback & requests and consider/determine any possible amendments to Draft Budget & Annual Business Plan. Community will be invited to attend meeting for a period of one (1) hour.
25 June 2024	Council Meeting – adoption of Draft Budget and Annual Business Plan.

Further enquiries can be directed to:

Alex Edmonds

Manager Finance & Corporate
Naracoorte Lucindale Council
(08) 8760 1100
alex.edmonds@nlc.sa.gov.au

Naracoorte Lucindale Council

DeGaris Place (PO Box 555) Naracoorte SA 5271 - Telephone (08) 8760 1100
Email council@nlc.sa.gov.au - www.naracoortelucindale.sa.gov.au

About Community Budget Submissions

Naracoorte Lucindale Council is seeking community submissions for possible inclusion in the 2024-25 Annual Budget. This submissions process puts the community at the forefront of how we budget, and your input now will help shape our budget before the draft stage.

Requests can be for new or improved Naracoorte Lucindale Council assets or services (such as a new footpath or upgrade to a road). They can also be made for community projects and sponsorships that fall outside of Council's existing Community Chest program for community groups.

Submissions should be aligned to the Council's Strategic Plan.

We're looking forward to seeing some fantastic proposals come in - we have some passionate community members out there with great ideas!

If you have additional questions about the process or application, please reach out to:

Alex Edmonds

Manager Finance & Corporate
Naracoorte Lucindale Council
(08) 8760 1100
alex.edmonds@nlc.sa.gov.au

How much can I apply for

- There is no limit to the size of the proposal.
- Community projects or sponsorship requests will preferably include financial or in-kind contributions from the community group.

Eligibility

Eligible proposals must directly benefit the Naracoorte Lucindale Council area and its residents.

Examples of what may be considered:

- ✓ Capital projects
- ✓ Repairs and maintenance to Council owned or managed facilities
- ✓ Improvements to community facilities
- ✓ Donations, sponsorships and waivers of fees and charges for Council owned or managed facilities
- ✓ Council in-kind support.

Examples of ineligible projects include:

- × Projects not delivered in the Naracoorte Lucindale Council area
- × Projects that have already commenced
- × Projects that will not be completed by 30 June 2025
- × Political activities
- × Federal or State Government projects
- × Projects undertaken on private property or for personal gain

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Submitting your application

1. Thoroughly read through the Community Budget Submission Guidelines including the FAQs.
2. Complete the *Community Budget Submission Form*. Include as much information as you believe will do justice to your submission to assist Councillors in assessing the merits of the submission.
3. Submit your application in one of the following ways:
 - a. Return your application along with all attachments by emailing your application to council@nlc.sa.gov.au using 'Community Budget Submission' as the subject line.
 - b. Return your hard copy application along with all attachments to the Naracoorte or Lucindale Council Offices.

Applications close 5.00 Thursday 29 February 2024. Late applications are not eligible and will not be assessed.

Supporting documents

Requests for new or improved Naracoorte Lucindale Council assets or services:

- If possible or applicable, please include any photos or examples of similar assets (if seen elsewhere). This will assist administration with gaining a clear understanding of the project and to better estimate costs.

Requests for Community Projects or Sponsorship:

- A quote or cost breakdown of how you will spend the monies
- Full details of your financial contribution

Tips for completing an application:

- Contact Council to discuss your request if you are unsure or have additional questions about the process.
- Ensure your request aligns to the eligible projects listed in this document.
- Ensure the timing of the funding is relevant to your project and your club/organisation can complete the project within the allocated timeframe.
- Ensure all required attachments are submitted.
- Ensure your application is submitted on time.

Acquittal

Successful projects or organisations that receive a financial contribution will be required to complete an acquittal form and provide a brief report and photographs (if applicable) that outline the project and how the grant has benefited the project and the community. Photographs are preferred to be received electronically in PNG or JPEG format. Reports and photographs are an opportunity for Council to promote the project to the wider community through social media and Council's website.

Any photos and reports provided to the Council are the property of Naracoorte Lucindale Council, and may be shared publicly (social media, website etc.) at Council's discretion.

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FAQs

What is the Naracoorte Lucindale Council responsible for?

Examples of what Naracoorte Lucindale Council is responsible for include, but not limited to:

- Local roads and footpaths
- Cemeteries
- Waste management
- Parks & gardens including the Naracoorte Swimming Lake
- Stormwater management
- Street lighting
- Aerodrome
- Fire prevention
- Naracoorte Regional Livestock Exchange
- Community financial support
- Tourism
- Economic development
- Supporting the community through programs and events
- Naracoorte Library + Town Hall

When and how will I know if my submission has been supported or not?

We will keep all applicants notified of the status of their application via the email address provided with their submission.

When will my submission be presented to the Elected Members?

All submissions will be presented to the Elected Members in early March at a briefing session. This is an opportunity for Councillors to discuss the submissions and consider which requests will be included in the draft 2024-25 Budget.

The draft 2024-25 Budget will be adopted in May 2024 and will be open for community consultation and feedback for 21 days, before adoption in late June 2024.

Will my submission be included in the 2024-25 Budget?

While every submission will be considered, it may not be possible for all submissions to be included in the final 2024-25 Budget. This could be due to a number of factors, including:

- The submission is inconsistent with the Council's strategic directions and aspirations;
- The submission is outside the scope of the services provided by the Council;
- Further work is required to develop the submission for it to be ready for consideration;
- Further analysis on the proposed costs may be required; or
- The proposal is beyond the financial capacity of the Council.

Who makes the decision about which submissions are included in the 2024-25 Budget?

Council staff will prepare and present all budget submissions to the Elected Members. However, it is the Elected Members who will ultimately decide which submissions are included in the draft and final 2024-25 Budget.

Naracoorte Lucindale Council

If my submission is not included in the 2024-25 Budget what will happen with it?

Any submissions not included in the 2024-25 Budget may be considered in future budgets.

Can I meet and discuss my ideas with Naracoorte Lucindale Council Staff?

If you have any questions about the process or need assistance submitting the submission you can call or email Council on the contact details below.

Alex Edmonds
Manager Finance & Corporate
Ph: (08) 8760 1100
Em: alex.edmonds@nlc.sa.gov.au

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Can I provide feedback on the draft 2024-25 Budget?

Yes! The draft 2024-25 Budget will be open for public consultation for 21 days in May. Public consultation will open in early May, exact dates are to be confirmed. Additional details will be announced closer to May.

To stay up to date on all consultation please follow our [Naracoorte Lucindale Council Facebook page](#) and register to receive regular updates from our YourSay Page here - <https://yoursay.naracoortelucindale.sa.gov.au/>

Where can I find more information on Naracoorte Lucindale Council's Strategic Plan?

The budget submission application requires you to outline which Strategic Direction your application aligns to. Council has 6 Strategic Directions, listed below;

1. Plan for and manage growth
2. Embrace our cultural diversity
3. Grow the visitor economy and our regional service hub
4. Preserve our natural environment and enhance our built assets
5. Invest in key infrastructure
6. Activate our recreation, events, arts and culture opportunities

You can read Naracoorte Lucindale Council's Strategic Plan in full [here](#).

Where can I find more information on the Community Chest grant program?

Community Chest aims to encourage, develop and support community and sporting groups to increase usage of local facilities, foster development of community services, activities and events, providing opportunities for community participation and benefiting residents of Naracoorte Lucindale Council.

You can find out more [here](#).