



**Brighton
Council**

GUIDELINES FOR ACCESS TO FUNDS FOR COMMUNITY BUS

1. Can only be accessed by local community groups.
2. The money will be used to pay the bus company for use of the bus and driver and will not be payable to individuals.
3. The event for which the bus is required should be a special event and not a regular event conducted by the community group.
4. The bus can be used for a maximum number of four (4) times by an individual community group during any financial year.
5. The maximum payable for each individual hire will be \$400.
6. The community group should discuss the function with the Council Services Officer or General Manager and then should arrange for two (2) quotes to be obtained for the bus and driver, which is then required to be submitted to either of those council officers for approval. A Council purchase order will be issued and the group can then proceed to use the bus as per the order.
7. When Council's allocation has been expended, the scheme will cease until further funds are allocated by Council.
8. These guidelines may be varied at any time at the discretion of the General Manager, but only if special circumstances exist.

