
COMMUNITY DONATIONS AND SUPPORT POLICY

Version 2 Adopted on 09/12/2015 by Council Resolution 1215/024.

1. PURPOSE

The purpose of this policy is to provide an accountable and transparent framework for Council's Community Donations and Support Programme. In accordance with Carpentaria Shire Council's Corporate Plan 2012-2017, this policy is consistent with the following Key Outcomes:

1. *Council supports our community organisations*
2. *Provide and develop community services that support our community.*

Council recognises that supporting the community through financial and in-kind assistance is necessary for the provision of a diverse range of programmes and projects that enhance the cultural, social, sporting, education and economic development aspirations of organisations and individuals within Carpentaria Shire.

2. REPEAL

This policy repeals all previous policies relating to community donations and support.

3. SCOPE

The policy applies to all Council community donations, including financial and in-kind support, provided to community groups, clubs, committees and other community organisations within Carpentaria Shire.

4. RESPONSIBILITY

The administration of this policy is the responsibility of the Chief Executive Officer and the Manager Community and Economic Development.

1. Approvals of \$1,000 or less may be given by the Chief Executive Officer or delegate under delegated authority by Council.
2. Approvals over \$1,000 must be made by resolution of council.

5. DEFINITIONS

In this policy a reference to:

- (a) the singular includes the plural, and vice versa;
- (b) an Act includes an Act that amends, consolidates or replaces the Act;

- (c) a section or other provision of an Act includes a section or provision that amends, consolidates or replaces the section provision;
- (d) a reference to a clause is a reference to all of its sub-clauses;

Applicant means the person or body making the request for community donation or support.

Community Donation or Support includes financial support and or in-kind support.

Conditions of Approval means the conditions that are imposed on any grants of Financial Assistance or In-Kind Support.

Financial Support means a cash donation.

In-Kind Support means non-financial assistance; for example waiving of fees, or use of equipment.

6. POLICY

Amount of Financial Assistance Available

1. The amount of Financial Assistance available in any given financial year is limited by Council's budget decisions and priorities. No Applicant is guaranteed to receive approval for all or any funding applied for.

Application Process

2. Applicants are required to submit applications in accordance with Community Donation and Support Guidelines (the "Guidelines") established by Council. The Guidelines may be amended by the Chief Executive Officer from time to time and prescribe how applications must be made, and may include Conditions of Approval that will ordinarily be imposed on successful applicants.
3. Successful applicants may be required to meet certain requirements, such as providing evidence of insurances, before payment of Financial Assistance or In-Kind support is made.
4. Should the Applicant fail to comply with the Conditions of Approval to the satisfaction of the Chief Executive Officer or delegate, Council reserves the right to revoke the offer of support and seek repayment of any funds. Any repayment of funds must be made within thirty (30) days of the demand for repayment.
5. Failure to comply with conditions of funding or support may be taken into consideration by Council or delegate when deciding on any future donation applications.

Acknowledgement of Council

6. Where requested, Carpentaria Shire Council requires acknowledgement of support in an appropriate manner. For example, use of Council logo on promotional material, acknowledgement of Council support in media releases and the invitation of Council representatives to attend events, openings and ceremonies.

Accountability

7. In accordance with Council's responsibilities under the *Local Government Act 2009*, including the local government principle of carrying out its duties in a way that is transparent using effective processes and decision making in the public interest, Council may require successful Applicants to account for any Financial Assistance in a way that is prescribed under the conditions of approval or the Guidelines. This may include a requirement to supply invoices or an acquittal report showing that the support has been used for the approved purpose and that there has been a benefit to the community.
8. Donations by Carpentaria Shire Council do not include GST.
9. Requests for payment of service fees such as water access and sewerage access fees **will not** be an eligible item for Council assistance as these represent actual costs.

Delegation of Power to Decide Applications

10. The Chief Executive Officer may delegate the power to suitably qualified officers to approve applications to the value prescribed under this policy. Any approval must comply with the principles contained in this policy and the Community Donations Guideline.
11. The approved requests are to be reported to an ordinary meeting of Council for information by the Manager of Economic and Community Development.

7. ASSOCIATED DOCUMENTS

Community Support and Donations Guidelines

6. RESOLUTION

Adopted by Council on 09 December 2015 by Council Resolution 1215/024.



Chief Executive Officer