

 Kingborough	Donations Policy		Policy Number 3.3		
			LAST REVIEWED Aug 2016	NEXT REVIEW Aug 2018	MINUTE REF C350/16-16
POLICY STATEMENT:	1.1	This Policy sets out Council’s position in relation to requests for financial assistance for not-for-profit registered welfare or community service groups working within Kingborough.			
	1.2	This Policy also sets out Council’s position in relation to requests for financial assistance from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community.			
OBJECTIVE:	2.1	The objective of this Policy is to provide a structure for making donations which are honest and accountable in accordance with the community’s core values.			
	2.2	This Policy provides opportunities for Council to support encourage and assist community groups.			
	2.3	To facilitate and manage requests for financial assistance by way of donations through timely responses and with a consistent approach.			
	2.4	This Policy is in line with Section 77 on the <i>Local Government Act 1993</i> , which provides guidance on providing gifts and benefits and the requirement to include details in the annual report.			
SCOPE:	3.1	This Policy applies to both requests for assistance from not for profit registered welfare or community service groups working within Kingborough, and; Applies to all requests for (one off) financial assistance from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community.			
PROCEDURE: (POLICY DETAIL)		<u>Assistance for not-for-profit groups</u>			
	4.1	Requests for assistance from not-for-profit registered welfare, community, or service groups working within Kingborough will be considered on a case-by-case basis, with the maximum donation being \$1,000. Assistance will not be given for projects that would be eligible for consideration within Council’s Community Project Support allocation, whether or not the project was submitted or successful.			
	4.2	Where a donation in excess of \$500 is proposed, the Mayor and the General Manager must agree upon the quantum, or else the request is to be brought before Council for a final decision. <u>Amount of Assistance for persons chosen to represent Tasmania/Australia</u>			
	4.3	Assistance will be provided within the following structure: <ul style="list-style-type: none">• Interstate representation \$100• Overseas representation \$200• Commonwealth, Olympic Games or World Championship representation \$250			
	4.4	The Mayor has discretion to provide donations outside of this Policy as long as the benefits are in line with Section 77 of the <i>Local Government Act 1993</i> and the total of the donations is within the annual budget allocation for Mayoral donations.			

	<p>4.5 The assistance will be available upon request to residents of Kingborough achieving State or National representation.</p> <p>4.6 Evidence of selection will be required prior to the allocation of funds.</p> <p>4.7 Grants will be provided to individuals only (not teams).</p> <p>4.8 Grants will not be provided to officials (ie coaches, managers, judges).</p>
GUIDELINES:	<p>5.1 All requests for financial assistance must be in writing addressed to the Mayor or General Manager.</p> <p>5.2 This Policy is to be implemented within the allocation provided in the Annual Estimates. Any proposed additional expenditure is to be specifically authorised by an absolute majority of Council.</p> <p>5.3 Subject to paragraph 5.2, the Mayor and General Manager are individually authorised to approve a donation not exceeding \$500, or jointly to an amount not exceeding \$1,000 in line with the provisions of this Policy.</p> <p>5.4 Budget allocations will be considered as part of the Annual Estimates.</p> <p>5.5 A report on all donations will be provided to Council on a quarterly basis.</p> <p>5.6 All recipients of donations provided under this Policy will be listed in Council's Annual Report in accordance with Section 77 of the Local Government Act 1993.</p>
COMMUNICATION:	<p>Members of the public.</p> <p>Kingborough Councillors</p> <p>Kingborough Council Staff</p>
LEGISLATION:	<p>The <i>Local Government Act 1993</i> at section 77</p>