

 <b>Kingborough</b>	<h2 style="margin: 0;">DISASTER RELIEF DONATIONS POLICY</h2>	<b>Policy Number 3.13</b>		
		<small>LAST REVIEW</small> July 2017	<small>NEXT REVIEW</small> July 2019	<small>MINUTE REF</small> C370/16-17
<b>POLICY STATEMENT:</b>	<p>1.1 This Policy sets out how Council will provide financial assistance to help address the needs of those who are affected by major disasters.</p> <p>1.2 This Policy provides a set of criteria to determine eligibility for such disaster relief donations.</p>			
<b>OBJECTIVE:</b>	<p>2.1 The objective of this Policy is to provide a structure for making donations which are transparent and accountable and which can meet the needs of those affected by disaster in the most timely, effective and efficient way.</p>			
<b>SCOPE:</b>	<p>3.1 This Policy applies to all Council donations for disaster relief in respect of disasters affecting other countries or within Australia. It excludes events that are covered by Council’s Emergency Management Plan.</p>			
<b>PROCEDURE: (POLICY DETAIL)</b>	<p><u>Donation recipients</u></p> <p>4.1 Donations will be made to government or aid agencies accredited by AusAID, or an equivalent accrediting agency. Donations may be made to community groups but they will not be made to individuals.</p> <p><u>Budget</u></p> <p>4.2 It is suggested that \$10,000 is an appropriate amount for a donation to a single major event in any one year, however the actual amount is to be decided by Council on each occasion. Funds collected at Council (fund-raising) events will not be included as part of the maximum amount of donation.</p> <p>4.3 Due to the uncertain requirement for expenditure under this Policy, no budget will be set aside to fund potential disaster relief.</p> <p>4.4 In-kind donations will be additional to any maximum financial donation. The cost of in-kind staff secondments or provision of services or facilities will be borne by the Council department providing the resources.</p> <p><u>Type of donations</u></p> <p>4.5 Only financial or in-kind donations will be provided. Money is the preferred donation for national and international disasters. In-kind aid is more likely to be a practical option for Tasmanian disasters</p> <p>4.6 The decision about whether to give an in-kind or financial donation is entirely at the discretion of Council. The wishes of the recipients will be taken into consideration.</p> <p><u>Timeliness of aid</u></p> <p>4.7 During or immediately after a disaster, when lives and livelihoods are in danger, the speed of aid delivery is vital. Donations should be made within the first four weeks of the disaster. In-kind support should be offered as soon as possible following the event.</p> <p><u>Criteria for donation</u></p> <p>4.8 To qualify for a donation, an event must fit the definition of a disaster as defined in this policy. A disaster would usually be one that is so catastrophic that it overwhelms the normal social and material support systems of those affected.</p>			

	<p>In the case of a local community, the event would be outside of their ability (particularly financial) to remedy.</p> <p>4.9 The location of a disaster influences the eligibility for donation. Disasters affecting Tasmania should always take priority. For national disasters, priority may be given to areas where there is a pre-existing relationship. For international disasters, priority should be given to areas with a significant connection to the cultural origin of residents or sister city relationships. The Asia Pacific region should have a priority higher than other areas.</p> <p>4.10 For a disaster within Tasmania, the affected local government should be consulted to ascertain the preferred destination for donations. For a national disaster, the relevant State government department should be consulted for information on accredited appeals. For an international disaster, the AusAID list of Australian non-governmental aid organizations is to be consulted.</p> <p>4.11 A local community group may be eligible for a donation. Council will establish the legitimacy of the organization and only make a donation if it is clear that the group is best suited to deal with the disaster. The donation must be used strictly for the purposes for which it was donated.</p>
<p><b>GUIDELINES:</b></p>	<p>5.1 Council is responsible for approving all disaster relief donations. The proposal to make a donation in accordance with this Policy may be made by either the General Manager or a Councillor. The decision to approve or refuse applications will be documented in Council minutes.</p> <p>5.2 A decision as to whether the criteria are met will be made within two weeks of knowledge of the disaster. If possible, a coordinated response with other nearby Councils should be considered.</p> <p>5.3 Financial payment will be made by a non-negotiable cheque specifying the name of the aid agency or community group or by electronic funds transfer to the aid agency or community group.</p> <p>5.4 Arrangements for in-kind staff support will be made in consultation with the affected Council managers.</p> <p>5.5 A media release will be prepared to inform the Kingborough community of the Council's disaster relief donations.</p>
<p><b>DEFINITIONS</b></p>	<p>5.6 Donation – a donation is a gift or contribution and may be financial, material or in-kind.</p> <p>5.7 Disaster – a disaster is a serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilization and organization of resources other than those normally available to those authorities.</p> <p>5.8 Financial aid – this consists of money and would be provided by cheque or electronic funds transfer. The Australian Agency for International Development (AusAID), the Australian Government agency which manages Australia's overseas aid program, suggests that money is their preferred donation, as it is easily transferable and can be used to meet actual need.</p> <p>5.9 Material aid – this consists of food, furniture, clothing or other goods. This disadvantage of material aid is that it can have serious economic ramifications for disaster affected people, if provision of donated goods decreases purchases from local businesses. In addition, the transport of food and clothing can be costly and the materials dispatched may be inappropriate for the disaster or the cultural destination.</p>

	<p>5.10 In-kind aid – this may comprise secondment of staff or provision of services or facilities managed by Council. In-kind aid would usually only be provided within Tasmania (due to transport logistics) and is likely to be the main form of aid provided within our own or neighbouring municipalities. This type of donation can provide invaluable assistance to recovery, especially when skills are needed more than cash.</p>
<b>COMMUNICATION:</b>	<p>Members of the public</p> <p>Kingborough Councillors</p> <p>Kingborough Council Staff</p>
<b>LEGISLATION:</b>	<p>Section 77, <i>Local Government Act 1993</i></p>