



Donations Policy

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Responsible Officer:	Senior Finance Officer
Strategic Plan Reference:	1.1 A Council that engages with and enables its community

1. POLICY STATEMENTS

- 1.1 This Policy sets out Council's position in relation to requests for financial donations for not-for-profit registered welfare, schools or community service groups working within Kingborough.
- 1.2 This Policy also sets out Council's position in relation to requests for financial donations from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community.

2. DEFINITIONS

- 2.1 **"Applicant"** means a resident of the Kingborough municipality.

3. OBJECTIVE

- 3.1 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.
- 3.2 This Policy provides opportunities for Council to support, encourage and assist community groups.
- 3.3 To facilitate and manage requests for financial donations by way of donations through timely responses and with a consistent approach.
- 3.4 This Policy is in line with Section 77 on the *Local Government Act 1993*, which provides guidance on providing gifts and benefits and the requirement to include details in the annual report.

4. SCOPE

- 4.1 This Policy applies to both requests for donations from not for profit registered welfare, school, community or service groups working within Kingborough, and;
- 4.2 Applies to all requests for (one off) financial donations from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community.

5. PROCEDURE (POLICY DETAIL)

5.1 Tasmania/Australia Representation

- 5.1.1 In terms of clause 1.2, eligible applicants will be entitled to receive a donation under the following structure:
 - i. Interstate representation \$150
 - ii. Overseas representation \$300
 - iii. Commonwealth, Olympic Games or World Championship representation \$400
- 5.1.2 An increase of \$10.00 will apply to the above amounts on 1 July each financial year.
- 5.1.3 An individual will be entitled to one payment for (i), (ii) and (iii) per financial year.
- 5.1.4 Evidence of selection will be required. This should be an official letter addressed to the applicant confirming the applicant's selection.
- 5.1.5 Requests for donations must be received prior to the date of the event.

5.1.6 Donations will not be provided for events held in Tasmania, training squads or development camps.

5.1.7 Donations will be provided to individuals only (not teams).

5.1.8 Donations will not be provided to officials ie coaches, managers, judges.

5.2 School Citizenship Awards

5.2.1 Council will give each Primary and High School located in the Kingborough Municipality \$100 for a School Citizenship Award per financial year. This will be provided to each school to present at their end of year school assembly/awards event.

5.3 Mayor's Discretionary Donations

5.3.1 Requests for donations from not-for-profit registered welfare, school community, or service groups working within Kingborough will be considered on a case-by-case basis, with the maximum donation being \$5,000. Donations 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.

5.3.2 Where a donation in excess of \$2,000 is proposed, the Mayor and the General Manager must agree upon the quantum, failing which the request is to be brought before Council for a final decision.

5.3.3 The Mayor has discretion to provide donations outside of this Policy as long as the benefits are in line with Section 77 of the *Local Government Act 1993* and the total of the donations is within the annual budget allocation for Mayoral donations.

5.3.4 Donations will be regarded as a "one off" and not an annual contribution from Kingborough Council. Unless there are exceptional circumstances donations will not be provided to the same groups for the same purpose every year.

5.3.5 As a guideline, donations should provide a specific benefit to either the Kingborough Community, a Subset of the Community, or an Individual Kingborough resident. They will not be provided for a generic purpose e.g. medical research. They may support the running of an event, acquisition of physical assets by a community group or Individual assistance.

6. GUIDELINES

6.1 All requests for financial donations must be in writing and addressed to the Mayor or General Manager alternatively via the applicable form on Council's website.

6.2 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.

6.3 Subject to paragraph 6.2, the Mayor and General Manager are individually authorised to approve a donation not exceeding \$2,000, or jointly to an amount not exceeding \$5,000 in line with the provisions of this Policy.

6.4 Budget allocations will be considered as part of the Annual Estimates.

6.5 A report on all donations will be provided to Council on a quarterly basis.

6.6 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*.

7. COMMUNICATION

- 7.1 Members of the public.
- 7.2 Kingborough Councillors.
- 7.3 Kingborough Council Staff.

8. LEGISLATION

- 8.1 Section 77 of the *Local Government Act 1993*.

9. RELATED DOCUMENTS

- 9.1 Nil.

10. AUDIENCE

- 10.1 Public.