

## Donations Policy

<b>POLICY STATEMENT:</b>	<p>1.1 This Policy sets out Council’s position in relation to requests for financial assistance for not-for-profit registered welfare, schools or community service groups working within Kingborough.</p> <p>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.</p>
<b>OBJECTIVE:</b>	<p>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.</p> <p>2.2 This Policy provides opportunities for Council to support encourage and assist community groups.</p> <p>2.3 To facilitate and manage requests for financial assistance by way of donations through timely responses and with a consistent approach.</p> <p>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.</p>
<b>SCOPE:</b>	<p>3.1 This Policy applies to both requests for assistance from not for profit registered welfare, school, community or service groups working within Kingborough, and;</p> <p>3.2 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.</p>
<b>PROCEDURE (POLICY DETAIL):</b>	<p><u>Assistance for not-for-profit groups</u></p> <p>4.1 Requests for assistance 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 \$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.</p> <p>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.</p> <p><u>Amount of Assistance for persons chosen to represent Tasmania/Australia</u></p> <p>4.3 Assistance will be provided within the following structure:</p> <ul style="list-style-type: none"> <li>• Interstate representation \$100</li> <li>• Overseas representation \$200</li> <li>• Commonwealth, Olympic Games or World Championship representation \$250</li> </ul> <p>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>

	<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>
<b>GUIDELINES:</b>	<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>
<b>COMMUNICATION:</b>	<p>Members of the public.</p> <p>Kingborough Councillors</p> <p>Kingborough Council Staff</p>
<b>LEGISLATION:</b>	<p>The <i>Local Government Act 1993</i> at section 77</p>