Council Policy Manual

DONATIONS POLICY

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Relevant delegations	
Responsible Directorate	
Responsible officer	General Manager

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Introduction

Brewarrina Shire Council regularly receives requests for assistance from organisations and individuals.

These guidelines will ensure a consistent open and equitable approach to consideration of requests for assistance and prudent allocation of Council resources.

Local community needs must be assessed in an open transparent way, whether they take the form of monetary or other forms of assistance.

The Council is permitted to make donations or provide assistance in accordance with S 356 of the Local Government Act 1993 (as Amended).

(Section 356 states:

1. A Council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

2. A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section, until at least 28 day's public notice of the Council's proposal to pass the necessary resolution has been given.)

Purpose

The purpose of this document is

- To ensure that a standard approach applies to requests for donations of money or services provided by the Council and

- To provide guidance to applicants in relation to Council's powers and ability to provide limited assistance.

Policy Statement

To ensure that the Community Services obligations of Brewarrina Shire Council, concerning the granting of Donations to Community Groups are met in an open, fair and transparent manner.

Definition

A donation can be in cash, goods or services including payment of fees, but does not include rates and charges.

Policy Principles

i. Council will consider provision of assistance by way of donation to local cultural, education, sport, welfare, and other bodies and individuals where in the Council's opinion the application demonstrates a community need.

ii. Applications for donations shall be considered on their merits, taking into account the circumstances in each case, the availability of funds in the council's budget, the guidelines of this policy and provisions of the Local Government Act 1993 (as amended).

iii. All applications for donations by Council must be submitted on the standard request form.

iv. Approval limits:

The following donations hierarchy is to be applied:

- Applications under $500 are to be considered by the General Manager and the Mayor for approval.

- Applications greater than $500 are to be considered by the full Council.

Guidelines

In assessing applications, the following criteria will be considered:

i. Federal or State Government Funded initiatives will generally not receive assistance.

ii. Donations will not be made to groups that are raising funds on behalf of another community that is exploring other funding options.

iii. Applicants must be residents of Brewarrina Shire or based in or affiliated with, and/or service clients within the Shire. Applicant organizations must be "not for profit".

iv. An assessment of the extent to which previous donations to the applicant fulfilled the purpose of funding. An evaluation must be supplied by the applicant.

v. Whether or not the applicant organization has agreed to undergo an evaluation of the donated funds.

vi. An assessment of any previous evaluation of an applicant organization that may have been made by Council under this policy.

vii. The extent to which the activity meets the identified needs in Council's Social Plan and Management Plan.

viii. That the proposed donation has been provided for in Council's budget.

ix. The applicant indicating then they will promote Council as having contributed the funds.

Appendix A – Application Form

DONATIONS POLICY

BREWARRINA SHIRE COUNCIL

APPLICATION FORM -DONATIONS

1. APPLICANT/ORGANISATION

Name of Organisation: _____

Address: _____

Contact Person: _____

Telephone: _____

Email _____

2. TYPE OF DONATION

☐ **Financial Assistant** ☐ **Provision of Services**

Amount Requested: **$**_____

Detail how funds are to be expended or services are to be provided:

_____

_____

_____

_____

_____