

# Community Donations Policy

## Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Business
Section/Service Unit	Business
Next Review Date	28 February 2023

## Version Control

Ref	Date	Description	Resolution Number
0.1	28-04-2020	Adopted.	112/2020
0.2	28-02-2023	Presented to Council to facilitate public exhibition process – Adopted thereafter.	029/2023

## Purpose

Cootamundra-Gundagai Regional Council (CGRC), and the former Cootamundra and Gundagai Shire Councils, have traditionally supported local sporting clubs, schools, community groups and individuals through the provision of financial, and in kind, support. It is imperative that CGRC continues to provide that support to its communities now and into the future.

The purpose of this Policy is to enable Council to support the local initiatives put forward by organisations that promote a vibrant and supportive community where all members of the community are valued. In doing so, the Policy aims to:

1. Make provision in Council's budget to provide financial assistance to selected organisations which meet the criteria set out in this Policy and associated procedures.
2. Provide an annual open and transparent decision-making process for requests for donations from Council, and;
3. Ensure an accessible and equitable process for those seeking donations from Council.

## Scope

All community Members belonging to, and/or delivering services/activities to the CGRC Local Government Area and which:

- assist to provide a service that falls within Council's area of responsibility, or;
- benefits or assists a target group or activity identified in one of Council's adopted plans.

## Objectives

To better regulate donations, sponsorships and in-kind support of not for profit, community groups, and individual activities by providing procedures adequately addressing application criteria for appropriate assessment and approval.

## Definitions

In this Policy, *donation* includes 'financial assistance' in providing funds, 'in-kind assistance' by way of assisting with staff, plant or supplies, or general sponsorship and the waiving of fees and charges.

## Legislative Framework

Section 356 of the Local Government Act 1993 prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals). Financial assistance must be for the purposes of exercising the council's functions under the Act.

(See also Office of Local Government Circular 06-32 – Provision of financial assistance under Section 356)

Section 377 (1A) of the Local Government Act states that the power can be delegated and this permission is mirrored in Section 356(3) which, in similar terms, removes the need for 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so where:

- The assistance is part of a specific program which has been included in the council's management plan (the purpose of this policy).
- The program's budget does not exceed 5% of the council's income from ordinary rates for the year and;
- The program is uniformly available to all or a significant group of persons within the area.

## Related CGRC Policies, Procedures and Forms

Community Donations Policy Procedure  
Application Form in above procedure

## Review Period

This document is to be reviewed 3 months after each ordinary Council election to ensure that it remains relevant and meets legislative requirements, or as required.

## Policy Statement

Nothing in this Policy restricts Council from making recurrent donations, subject to Council receiving an annual application from the applicant organisation. Funding in any one year will neither preclude nor guarantee funding in any other year.

Council will only provide financial assistance to individuals in exceptional circumstances and only then if the application for assistance is made by an incorporated organisation.

This Policy does not apply to any requests for assistance from s355 Committees of Council, or requests associated with events or economic development initiatives or for capital works and major building repairs.

Council may consider applications for donations for the payment of general rates from organisations that meet a general not-for-profit basis as well as meeting the criteria in the associated procedures document.

Council will not approve financial assistance for initiatives or events that generate financial profits for commercial companies and/or individuals.

Applications must be received prior to the advertised closing date. Any application received outside of this period will be considered with the following years applications.