

Authority Local Government Act 1995 (WA) (CI)

Strategic Plan Link Social Environment – 2.2 Improve the planning and liaison with community groups in relation to community events and celebrations

EM 2 – DONATIONS TO COMMUNITY ORGANISATION, OTHER GROUP AND PERSONS
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Objective

- To assist community organisations in the provision of services and facilities for the benefit of the residents and visitors to the Shire of Christmas Island
- To assist appropriate private groups or persons to achieve their objectives
- To establish maximum levels of annual expenditure on donations
- To properly record the value of all donations and eliminate hidden subsidies
- To plan expenditure on donations to ensure an equitable distribution of funds across community organisations and activities
- To maintain a consistent, open and equitable approach to consideration and distribution of Council donations.

Policy

1. Council will provide funds annually in its budget for expenditure on donations.
2. Council will determine the annual total allocation each year.
3. Council will encourage community organisations to submit applications for assistance. As a general rule, Council will encourage community organisations to apply prior to 30 June each year to maximise its ability to plan expenditure in the following financial year.
4. Council will place two advertisements in *The Islander* in May and June each year inviting community organisations to submit an application for donations. This advertisement will emphasise the need for community organisations to plan their financial needs, what contribution they would like to obtain from Council, and when this contribution (if granted) would be required. An application form will be provided to community groups to provide all the information Council would require to consider the application.
5. Council will accept applications for community donations at any time. However, the extent to which these requests can be met will be limited by the funds available as set out in point 6 below.
6. On the basis of applications received by 30 June, Council will identify the amount to be budgeted for community donations for the financial year. Council will retain a proportion of the allocation to accommodate additional calls or requests received during the year. This residual fund shall be identified separately in the Budget.
7. On receipt of an application, the CEO will consider whether other assistance may be available such as government grants or the Community Welfare Fund. Where an applicant for a government grant is required to provide matching funds, the CEO may recommend that it assist by providing these matching funds, as either \$ or in-kind support.

8. Council will decide applications for donations received by 30 June as soon as practicable after the budget is adopted. Council will decide applications arising during the financial year as soon as practicable after these have been received.
9. Allocations to groups and persons shall be determined in order to achieve an equitable distribution of funds throughout the community. Council may allocate funds to individuals or private organisations where, in the opinion of Council the donation is in the interests of the community. Examples of such donations would include assistance to sports persons, artists or researchers. Council may allocate funds to organisations and persons outside the Shire providing Council is of the opinion that the activities of the organisation or person provide a direct benefit to the Shire of Christmas Island.
10. Council will decide all applications requesting a donation of \$1,000 or more. The CEO will refer such applications to Council via a report to a Council meeting. The CEO will have discretion, subject to budget, to decide applications for donations under \$1,000. Where Council has approved the application as per point 7 above, the CEO is authorised to pay the donation at the time required by the organisation or individual.
11. Council may by resolution delegate the responsibility for determining applications in each year to the Shire President, Chief Executive Officer or a Standing or Advisory Committee as defined by the Local Government Act.

Key Performance Indicators	Timeliness and adequacy of advertisements in accordance with the policy The extent to which applications are received by 30 June each year The extent to which funds are distributed equitably and meet community needs
Key Words	Donations
Related Policies	CS3 - Community Welfare Fund
Related Procedures/ Documents	Annual Budget
Delegation Level	Council, CEO
First Adopted by Council	28 May 2002
Resolution No.	En bloc resolution 04/02
Adoption Conditions	Nil
Consultation	None specifically required Articles and advertisements in the Islander calling for applications
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	Amended by adding new 6 th dot point
Date Document Updated	September 2017
Next Review Date	September 2021
FILE REFERENCE	2.11.4
