

POLICY		Responsible Department	Governance
		Original Adoption Date	27.11.2019
		Current Adoption Date	28.06.2023
		Audit Committee Review Date	15.11.2019
		Date of Next Review	28.06.2026

COMMUNITY DONATIONS

Latest Review Changes	<p>Updated to new template</p> <p>Renamed policy from “Sponsorship and Donations Policy”</p> <p>Updated to wording for PURPOSE & SCOPE</p> <p>Inclusions of the following additional information/criteria:</p> <ul style="list-style-type: none"> - Definitions - Community Donations Principles - General Principles - Eligibility Criteria - General Information - Expenditure and Evaluation - Goods and Services Tax (GST) - Refusal and Referral to External Grant Programs - Restrictions and Considerations - Legislative Framework - Strategic Plan
Previous Council Reviews	27.11.19 (New Policy)
Previous Audit Committee Review	15.11.19

Applicable Legislation

Local Government Act 1999

Related Policies

Related Documents

Strategic Plan 2021-2025

Consolidated Fees & Charges Register

Leases and Licences to Sporting and Community Organisations Policy

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1. PURPOSE

This policy outlines the general principles for the assessment and approval of applications for community donations awarded by the Municipal Council of Roxby Downs (Roxby Council). The existence of this Policy will ensure that community donations are administered in a responsible, transparent and equitable manner.

2. SCOPE

Our Strategic Plan is focused on promoting the wellbeing of our community; that is, to ensure we have a healthy community that enjoys a quality lifestyle. Council’s community donations funds support this by providing financial assistance to community groups and not-for-profit organisations that provide a benefit to the wider community of Roxby Downs. Donations will be disbursed in accordance will Council’s objectives, vision and/or management plans as per Council’s Strategic Plan.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

Donation	Refers to a provision of cash or items of value with no return benefits expected. An individual or an organisation may make a donation. A donation assumes a philanthropic motivation. Donors may request a modest acknowledgement or that the provision be used for a particular purpose.
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4. DONATIONS PRINCIPLES

The following principles apply to the Community Donations:

Strategic Direction and Wellbeing

- 1) All donations will be assessed and aligned to Councils Strategic Plan.
- 2) Encourage applications that will help achieve community wellbeing.

Funding and Value for Money

- 1) Funds will be provided each year for the Community Grants Program (amount will be determined by Council each financial year).
- 2) Council is accountable to the community for the management and disbursement of these funds and that this must be done in a manner that optimises the benefits to the community and is seen to be responsible, transparent and equitable.

Equity and Transparency

- 1) Grants will be distributed in a responsible, transparent and equitable manner by establishing criteria under each category that must be met by all applicants.
- 2) Ensure that any funding provided is spent on the purpose for which it was provided and for the benefit of the residents of Roxby Downs.
- 3) Assess donations with consideration of risk management principles.
- 4) While Council has a role in supporting organisations providing benefit to the community, organisations should not seek to be maintained or substantially developed by Council funding. An offer of a donation by Council, in no way implies any ongoing funding commitment or obligation by Council.
- 5) Council recognises that the groups/individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given and that those purposes are of benefit to the residents of the Municipal Council of Roxby Downs.
- 6) Other principles that directly apply to each category are covered below.

5. COMMUNITY EVENT DONATIONS

Council's Neighbourhood Event Donations has been established to encourage residents of the Roxby Downs to connect with their neighbours and the community they live in by holding localised events.

GENERAL PRINCIPLES

- 1) Community event donations will be managed under Council's scheme of delegations, the Chief Executive (or delegate) will consider applications and award donations in line with this policy criteria.
- 2) An information report detailing the outcomes will be provided to Council at the conclusion of each financial year.

ELIGIBILITY CRITERIA

To be eligible for funding:

- 1) Applicants must be a Roxby based not for-profit community group, club or institution.
- 2) Activities must be held in the Roxby Council area.
- 3) Requests for donations must be received at least 4 weeks prior to the event being held.
- 4) Applicants are eligible to receive funding once only within a 12 month period (July-June financial year).
- 5) A current ABN and GST registration.

Acceptable requests to Council are:

- 1) Cash or in-kind support for youth and community service related activities and events.
- 2) Cash or in-kind support for the development of community assets.

Funding will not be provided for activities that:

- 1) Involves the purchasing of alcohol;
- 2) Are religious or political in nature;
- 3) Include salaries and people costs, e.g. coordinator, volunteer or project officer costs; or
- 4) Do not comply with local State or Federal laws.

Funding will not be provided if an organisation are:

- 1) Currently tendering for work at the Council.
- 2) Involved in the manufacture, distribution and wholesaling of tobacco and tobacco related products.
- 3) Involved in the manufacture, distribution and wholesaling of alcoholic products where such donations would be related to services or activities for youth.
- 4) Involved in the gambling industry.

Applications are encouraged for events that:

- 1) Strengthen and build stronger relationships between community members.
- 2) Encourage safe, healthy and well-connected community.
- 3) Involve collaboration between community member, groups and organisations in planning the activity.
- 4) Comply with local laws with regard to alcohol, noise, litter and whether an event permit/road closure request may be required.
- 5) Comply with guidelines for use of Council reserves.

Applicants must:

- 1) Meet the eligibility requirements outlined above.
- 2) Apply in writing to the Chief Executive by either of the following methods:
 - i. **email** – roxby@roxbycouncil.com.au
 - ii. **writing** – PO Box 124, Roxby Downs SA 5725
 - iii. **in-person** – Roxby Council Office, 6 Richardson Place Roxby Downs
- 3) Provide an invoice detailing the donation purpose, inclusive of bank account details; and
- 4) accept payment via EFT.

Community Events must also:

- 1) Have Public Liability Insurance to the minimum value of \$20 million recognising the interest of The Municipal Council of Roxby Downs. A current copy of the certificate of currency must be included with the application
- 2) Provide an Event Management Plan including a risk assessment at the time of application
- 3) Demonstrate that the purchase or hire of equipment or materials is relevant to the particular community event
- 4) Hold the community event within Roxby Downs

EXPENDITURE AND EVALUATION

Successful applicants must:

- 1) Spend the grant monies within 12 months of approval
- 2) Complete and submit a Grant Acquittal and Evaluation form as soon as practicable or within one month of the completion of the project, program or activity (including all the documentation (i.e. receipts) providing evidence that funds were used in the way specified in the original application.
- 3) Return remaining funds to Council if funding is not fully expended as specified in the original application.
- 4) Ensure they seek consent from Council in writing to alter the original approval prior to the funds being spent.

GOODS AND SERVICES TAX (GST)

In accordance with current tax legislation, the applicant must hold an Australian Business Number (ABN) and GST registration. Council may be obligated to withhold a tax component of the donation and forward to the Australian Taxation Office if an ABN is not provided.

GST treatment will be in accordance with the ABN registration held.

6. GENERAL INFORMATION

REFUSAL AND REFERRAL TO EXTERNAL GRANT PROGRAMS

Applications not meeting the criteria for the provision of donations described above will be refused and referred where possible to external grant programs that may be more suited to their needs.

RESTRICTIONS AND CONSIDERATIONS

- 1) Where a donation involves receipt of a product that product should be evaluated for its fitness for purpose
- 2) The donation must not conflict or be seen to conflict with objectives and policies of the Council
- 3) Funds received from donations must be used for the purpose requested by the Council and not be directed to general revenue
- 4) Where there is any doubt regarding what is appropriate in the policy the matter is to be delegated to the Administrator or Chief Executive for clarification.

7. LEGISLATIVE FRAMEWORK

The following legislation applies to this Policy:

- **Local Government Act 1999**

Section 137 states that subject to this or another Act, a Council may expend its funds as the Council thinks fit in the exercise, performance or discharge of its powers, functions or duties under this or other Acts.

8. STRATEGIC PLAN

The following strategic objectives in Council’s Strategic Plan are the most relevant to this policy:

OBJECTIVE	COMMUNITY FOUNDATION
Community Vibrancy	
We will support engagement in volunteering and will create volunteering opportunities that capitalise on the experience, skills and expertise of our residents.	A vibrant, active, inclusive and engaging community that fosters connections between community members.
We will deliver and support initiatives that encourage community participation across all age groups to increase the connectedness and active engagement among members of the community.	
We will recognise and celebrate our community’s achievements.	
Environment & Sustainability	
We will investigate and explore opportunities and technologies which support a circular economy, minimising waste and optimising recycling and reuse.	A town that respects its natural heritage and offers practical initiatives to benefit the community and preserve the environment.
We will set standards to support environmentally sustainable building designs, including public amenities.	
We will educate and support local residents in making environmentally responsible decisions	
We will engage in thriving and resilient partnerships that allow Council to provide a wide variety of climate and environmental opportunities.	

OBJECTIVE	COMMUNITY FOUNDATION
Leadership & Governance	
We will work with the Roxby Downs community, BHP and other stakeholders to progress community aspirations.	An organisation that has a culture of accountability, improvement and acts with a set of shared values and behavioural standards.
Council conducts operations in an efficient and financially sustainable way with strong governance that maximises equitable use of its assets.	
Promote value for money and community benefits in all activities.	
Health & Wellbeing	
We will provide facilities and services that will improve the health and wellbeing of the community.	A place that provides services and facilities to assist residents to achieve positive wellbeing outcomes.
We will promote and develop healthy and active living opportunities.	
Our community facilities and venues continue to be of high quality are well utilised and encourage healthy activity.	
The community enjoys a unique, vibrant and quality lifestyle.	
Advocacy with key stakeholders for delivery of health and wellbeing-based initiatives.	
Economic Development	
We will build economic networks and relationships based on issues of common interest with the local business sector, Regional Development Australia, other councils and State and Federal Governments.	Provide efficient services to the business sector which will contribute to its success in our local economy
We will support local business development and will prioritise local purchasing.	
A community working together to achieve its potential.	
Assist existing and new businesses to grow and prosper.	
A resilient local economy with sustainable businesses, where new business activity and entrepreneurship is encouraged.	
Community Services	
We will work with BHP and other community stakeholders to develop programs that support the community's social and wellbeing needs.	The needs of our diverse community are supported by the delivery of responsive and relevant community services.
We will support youth to access personal development and training opportunities.	
Youth are supported with programs and services.	
Working with BHP and other stakeholders on mutually beneficial initiatives that support the community.	
Leveraging government grants and other funding sources to support the establishment and sustainability of new community services and programs.	

9. RECORDS MANAGEMENT

A register of donations received and provided (both in kind and in cash) will be maintained and published on Council's website.

10. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive and managed in accordance with Council's scheme of delegations.

11. AVAILABILITY OF THE POLICY

This Policy is available to be downloaded free of charge from Council's website: www.roxbydowns.sa.gov.au

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council Office, 6 Richardson Place, Roxby Downs.

12. POLICY REVIEW

This policy will be reviewed every three years.

This report should be completed and submitted to Council by 30 June of the Financial Year in which your organisation/business received the donation

ORGANISATION DETAILS

Name of Organisation/Community Group: _____

Address: _____

Contact Phone: _____

Contact Email: _____

President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

ABN: _____

DONATION RECEIVED

What was the value of the donation you received from Council? \$ _____

REPORTING

Detail how the funds were spent.

What intended outcomes/outputs of your project/activity were you able to deliver?

Who—and how many people—benefited from your project/activity, both directly and indirectly?

ACKNOWLEDGEMENT

Signature: _____ **Date:** _____
(Chairperson or Treasurer's signature + Date)

Please return to:

By Post: Chief Executive
Municipal Council of Roxby Downs
PO Box 124
Roxby Downs SA 5725

By Email: roxby@roxbycouncil.com.au

By Hand: Council Office,
6 Richardson Place
Roxby Downs