

	<b>D230 - DONATIONS AUTHORITY TO APPROVE REQUESTS</b>	Version No:	4
		Issued:	16 <sup>th</sup> May, 2017
		Next Review:	

## 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for donations, authority to approve requests.

## 2. AUTHORITY TO APPROVE REQUESTS

- (a) The General Manager Community Wellbeing be delegated the authority to consider and approve (or not approve) any request that may be received for a Council donation from any of the existing Council general donation schemes that Council may be able to provide as part of the adopted Budgets of Council without referral to Council.

The general donation schemes would include such allocations as:

- Youth At Risk
- General Community Assistance
- Sponsorship of Community Events
- Sponsorship of Minor Events
- Sponsorship of Major Events
- Special Recreation and Sport Assistance
- Donations - Sporting Organisations

- (b) The limitations to the General Manager Community Wellbeing in exercising the empowerment of this delegation are:

- donations to any one organisation should not exceed \$5,000 in any one financial year unless the donation (i.e. recipient, value and purpose) has been specifically declared in the adopted Budget of Council then the General Manager Community Wellbeing may pay the donation without referral to Council.
- the total donations approved shall not exceed the specific annual budget allocation for that particular donation scheme as provided in the annual budget.

- (c) Where a donation is made to any one organisation that exceeds \$3,000 then the organisation must submit to Council an acquittal report and financial statement establishing that the Council donation has been used for the purposes it was approved.

- (d) A simple proforma that requires each organisation that wishes Council financial support for a particular community benefit project (and which is not specifically referenced in a Budget of Council) is to be complete when the donation granted exceeds \$3,000;

- (e) Any request for a Council donation that exceeds the financial levels indicated in this Report or Council Policy D230 shall be referred to the Corporate and Community Services Committee for consideration and the Committee is delegated the authority to determine the application;

- (f) Council advertise twice annually of the various Council grant programs that it has and of the possible availability of funding from Council for community development projects based on application and the essential criteria for each program and that full information be also provided on Councils website of the details of each specific grant program.

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## 7. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	
Related Policies:	
Related Procedures:	
Related Documents:	

## DOCUMENT DETAILS

Responsibility:	General Manager Community Wellbeing
Version:	4.0
Last revised date:	16 <sup>th</sup> May, 2017
Effective date:	16 <sup>th</sup> May, 2017
Minute reference:	Council Meeting 16 <sup>th</sup> May, 2017 - Corporate and Community Services, Item 10
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