

4.6 Donation Requests

Policy No	4.6	
Policy Name	Donation Requests	
Responsible Directorate	Council and Elected Members	
Responsible Officer	Chief Executive Officer	
Council Adoption	Date: 24 July 2018	Resolution No. OC92/18
Reviewed/Modified	Date:	Resolution No.
Review Date	July 2020	
Legislation	Local Government Act 1995	
Related Policies		
Related Organisational Directives		

Objectives:

To streamline Council decision making and provide criteria for approving donations up to \$300 GST exclusive.

Policy Statement:

To give guidance to the Chief Executive Officer to make decisions on donation requests up to the value of \$300 GST exclusive.

Guidelines:

- 1) The Chief Executive Officer is delegated authority to approve donation requests up to \$300 GST exclusive, in accordance with Council's budget and the eligibility criteria listed below.
- 2) Donation requests over \$300 GST exclusive are to be referred to Council for authorisation.
- 3) A monthly report is to be provided in the Councillor's Information Bulletin advising of accepted and rejected donation requests.

Eligibility:

- a. The request must come from a local community organization or an incorporated local sporting organisation and must be for community benefit;
- b. The organization must be a non-profit organization.

