

COUNCIL POLICY

Donation Requests

Policy No:	4.6	
Policy Subject:	Donation Requests	
Objectives:	To streamline Council decision making and provide criteria for approving donations up to \$500 GST exclusive.	
Policy Statement:	To give guidance to the Chief Executive Officer to make decisions on donation requests up to the value of \$500 GST exclusive.	
Guidelines:	<ol style="list-style-type: none"> 1) The Chief Executive Officer is delegated authority to approve donation requests up to \$500 GST exclusive, in accordance with Council's budget and the eligibility criteria listed below. 2) Donation requests over \$500 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. 	
	<u>Eligibility:</u>	
	<ol style="list-style-type: none"> 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. 	
Resolution No:	Finance & Policy Committee	FP11/02
	Ordinary Council	OC16/02
Resolution Date:	24 July 2001	
Amended:	26 November 2003	OC79/04
	23 August 2006	OC21/07
	26 September 2012	OC244/12
	22 October 2014	OC106/14
	24 July 2018	OC92/18
	26 November 2019	OC311/19
	23 November 2021	OC151/21
	24 February 2026	OC13/26
Source:	Council and Elected Members	
Review		
Responsibility:	Chief Executive Officer	