

## COUNCIL POLICY

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### Donation Requests

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| <b>Policy No:</b>        | 4.6   |          |
| <b>Policy Subject:</b>   | Donation Requests   |          |
| <b>Objectives:</b>       | To streamline Council decision making and provide criteria for approving donations up to \$300 GST exclusive.   |          |
| <b>Policy Statement:</b> | To give guidance to the Chief Executive Officer to make decisions on donation requests up to the value of \$300 GST exclusive.  |          |
| <b>Guidelines:</b>       | <ol style="list-style-type: none"> <li>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.</li> <li>2) Donation requests over \$300 GST exclusive are to be referred to Council for authorisation.</li> <li>3) A monthly report is to be provided in the Councillor's Information Bulletin advising of accepted and rejected donation requests.</li> </ol> <p><u>Eligibility:</u></p> <ol style="list-style-type: none"> <li>a. The request must come from a local community organization or an incorporated local sporting organisation and must be for community benefit;</li> <li>b. The organization must be a non-profit organization.</li> </ol> |          |
| <b>Resolution No:</b>    | Finance & Policy Committee  | FP11/02  |
|                          | Ordinary Council  | OC16/02  |
| <b>Resolution Date:</b>  | 24 July 2001  |          |
| <b>Amended:</b>          | 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  |
| <b>Source:</b>           | Council and Elected Members   |          |
| <b>Review Date:</b>      | October annually  |          |
| <b>Review</b>            |   |          |
| <b>Responsibility:</b>   | Chief Executive Officer   |          |