

Title	Donations Policy
Category	Council Policy
Number & Version	SVC-COR-PO-034-01
Owner	People, Culture & Governance
Status	Final
Endorsed by	8/11/2018 - General Manager via ELT
Approved by	Adopted by Council 25/10/2018
Effective date	25 October 2018
Due date for review	March 2019 4 yearly thereafter
Keywords	Book awards, prizes, scholarships, reduced rates, fees and charges, in-kind

Disclaimer

*Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on policy@snowyvalleys.nsw.gov.au for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.

1 PURPOSE

To identify why and to which organisations, and individuals Snowy Valley Council (SVC or Council) will provide monetary and in-kind donations in the Snowy Valleys Local Government Area (LGA).

2 SCOPE AND APPLICATION

This policy covers monetary and in-kind donations provided to individuals, community organisations, community groups (including s355 committees) and businesses as requested and agreed upon by Council. This policy applies to all *Applications for Donations*. Council officials must comply with this policy and ensure consistent and transparent decisions are made regarding community resources.

This policy does not cover donations for festivals or events. Please see *Event Sponsorship Policy* for all support regarding festivals and events.

3 DEFINITIONS

Council Officials:	councillors, administrators, members of staff, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council.
Donation:	money or other item provided to an individual or organisation
Monetary:	relating to giving of money
Scholarship:	money provided to a student to assist with further study
In-Kind:	paid or given in goods, or services instead of money

4 CONTENT

Council recognises and values the strengths of the Snowy Valleys community, including the strong sense of belonging demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities which further develop these strengths in the community.

Council provides donations to many organisations and individuals each year. Some donations are provided on a once off basis while other donations are provided on an annual basis. Council will consider which organisations and individuals are eligible for donations. Council will set aside an amount each year in its budget for the provision of donations. The Director of Internal Services will monitor allocations against requests to ensure that the budget allocation is not exceeded without the further approval of Council.

Formal written application

Any new requests for donations both monetary and in-kind will be considered after formal written application is received using an *Application for Donation Form* as per the *Donations Procedure*.

4.1 MONETARY DONATIONS

Each year Council contributes monetary donations to individuals and organisations based on individual merit. Some of the annual monetary donations include:

- School Book Prizes
- Art prizes
- Scholarships

Each year council award Charles Stuart University Scholarships. These Scholarships are covered under the *SVC-CSU Foundation Scholarship Procedure*.

4.2 IN-KIND DONATIONS

Each year Council contributes in-kind donations to community organisations for the benefit of the community. These in-kind donations are in accordance with *the Act Section 610E Council may waive or reduce fees*. In-kind donations can include reductions in;

- Rates
- Councils *Fees and Charges* including
 - Water
 - Sewer
 - Waste Management
 - Fire Safety
 - Venue hire
 - Waste disposal fees
- Service via Infrastructure Works Division(IWD) including
 - Plant hire
 - Labour
 - Traffic Control Services

Assistance provided specific to Rates and Charges is processed as a payment to the appropriate rates account from the General, Water, Waste Water or Domestic Waste Fund. Council should not exempt these charges but provide monetary assistance.

4.3 ANNUAL REVIEW

This policy will be reviewed and determinations will be made annually, before May, for the following financial year, as part of Council's budget process. Donations are listed for annual consideration, however donations need to be reviewed and approved on a yearly basis.

This will ensure

- Annual donations are monitored against budgets
- Adjustments can be made accordingly
- Enforce that donations cannot be expected on a yearly basis
- Allow notification from Council for annual donations before the start of financial year

4.4 ONCE OFF DONATIONS

Council will consider once off donations, either monetary or in-kind, based on formal written application as per *Donations Procedure*. Once off donations will be considered individually as per the *Donations Procedure* and based on:

- The merits of the application
- Individual circumstances
- Availability of funds
- The guidelines of this policy

5 RESPONSIBILITIES /ACCOUNTABILITIES

Council Officials: must comply with this policy and ensure consistent and transparent decisions are made

Director of Internal Services: monitor allocations against applications to ensure budget allocation is not exceeded without further approval

6 RELEVANT LEGISLATION

Local Government Act Section 610E

7 RELATED POLICIES/DOCUMENTS

Donations Procedure SVC-COR-PR-017
SVC-CSU Foundation Scholarship Procedure SVC-HR-PR-019
Event Sponsorship Policy SVC-ComDev-PO-038
Fees and Charges

8 RELATED FORMS

Application for Donation Form SVC-COR-F-016

9 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Donations, Rates and Water Assistance Policy FIN.04, V1.5 (Former Tumut Shire Council)
Donations and Financial Assistance Policy TSC-COR-PO-090-03 (Former Tumberumba Shire Council)
Donations and Financial Assistance Procedure TSC-COR-PR-066 (Former Tumberumba Shire Council)

10 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
05.07.2018	1	New		
25/10/2018	1	Adopted by Council	M286/18	25/10/2018

11 CONTACT OFFICER

Position: Coordinator People, Culture & Governance

Section: People Culture & Governance