

Community Donation Policy

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Next Review Due	September 2027
File Number	18.63.001 / PL2023175
Responsible Division	Office of the CEO
Related Documents	Application for Community Donation Form Community Donation Information & Guidelines Community Grants Policy
Applicable Legislation	<i>Independent Commissioner Against Corruption (ICAC) Act 2012</i>

1. Preamble

Alexandrina Council values the role of community groups and organisations within the region and endeavours to financially support a range of projects and activities that contribute towards a Liveable, Green and Connected Alexandrina and support our communities to thrive.

2. Purpose

The purpose of this Policy is to:

- Define the methods by which Council assesses solicitations from community groups and individuals seeking donations from Council
- Demonstrate fairness, accountability and responsibility to ratepayers for the expenditure of public money
- Be transparent and equitable to all parties involved
- Enable all processes to be monitored and recorded
- Ensure that the best possible outcome is achieved for Council and the community
- Ensure that Council is consistent with strategic, corporate and financial directions.

3. Background

- 3.1 Donations by the Council can be made to charitable and not for profit community groups, organisations and individuals, with preference given to those located in, or which provide services to benefit the Alexandrina Council area. This Policy is intended to provide a clear and consistent process for the determination of requests for one-off monetary, in-kind and other donations from Council to individuals, community groups or organisations for charitable purposes.
- 3.2 Council recognises its obligation to make decisions responsibly, accountably and transparently and within the community's interests and expectations. It is considered that the types of donations that this Policy seeks to address uphold this responsibility, provided that they occur within the parameters of this Policy. Funds that enable donations to be made are allocated within the Council budget each financial year.

4. Policy

- 4.1 Applications for donation made by organisations must meet the Council's donation criteria. Applications from individuals that involve youth and/or charitable works will also be considered.
- 4.2 In accordance with the *Independent Commissioner Against Corruption (ICAC) Act 2012* and associated legislative requirements, Council will maintain fairness, transparency and accountability for all donation requests made with the support of the Mayor and the appropriate ward Councillors, or by Council approval. As this is a small donations program, requests above \$1,000 will not be considered unless in exceptional circumstances and presented to all Council Members at a Council Meeting.
- 4.3 The Council's Application for Community Donation Form and relevant supporting documentation must be fully completed and submitted to Council where the criteria for donation will be assessed. Failure to complete all areas of the form will result in the application being rejected.
- 4.4 Council Members must declare any conflicts of interest regarding the applicant organisation prior to decisions being made, if a conflict of interest is to arise then the application must go to a Council meeting for a decision.
- 4.5 Conflicts of interest as outlined in section 74 and 75 of the *Local Government Act 1999* must then be made again at the time a report is presented to Council for decision.
- 4.6 Applications will be assessed using the criteria outlined in the Community Donation Information and Guidelines document.
- 4.7 Applications for recurrent funding, including operating expenses, refundable bonds, incidentals, ongoing costs or insurance will not be considered.
- 4.8 Applications that would be eligible for a community grant will instead be referred to that process.
- 4.9 All donations made by Council will be published on the Council's website.

5. Documentation

- 5.1 To assist in demonstrating that the above processes are cost effective, fair, transparent and accountable, and meet community needs, all applications for donations, as well as their respective outcomes, will be documented.
- 5.2 Quarterly reports will be presented to Council and a register will be available on Council's website.

6. Availability of Policy

This Policy will be available on the Council's website www.alexandrina.sa.gov.au. Copies will also be provided to interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.