



Gladstone Regional Council

Policy

Title	DONATIONS TO COMMUNITY ORGANISATIONS¹
Policy Number	P-2017-39
Responsible Directorate	CORPORATE AND COMMUNITY SERVICES
Responsible Officer	MANAGER COMMUNITY WELLBEING
Date of Adoption	18 JULY 2017
Resolution Number	G/17/ 3124
Date Review Due	18 JULY 2018

1.0 PURPOSE:

Under *Section 195* of the *Local Government Regulation 2012* Council is required to prepare and adopt a policy about Council's grants to community organisations. The policy must include the criteria for a community organisation to be eligible for a grant from Council.

2.0 SCOPE:

This policy applies to the provision of all Donations by Council to community organisations within the Council region.

3.1 RELATED LEGISLATION:

- Local Government Act 2009
- Local Government Regulation 2012

4.1 RELATED DOCUMENTS:

- Gladstone Regional Council Community Donations Assistance Request Form

5.0 DEFINITIONS:

"Council" means Gladstone Regional Council.

"Donation" means a grant made under this policy by Council to a community organisation for the general support of the community organisation or contribution towards a worthy cause where the community organisation that is the recipient of the grant may decide on the best use of the grant to achieve the purpose stated by the community organisation in the application made to Council for the grant.

¹ Formerly Grants to Community Organisations

6.1 POLICY STATEMENT:

6.2 OVERVIEW

Under this policy Council seeks to provide Donations to financially support community organisations that are generally ineligible to receive funding from other sources for the purposes identified in this policy.

This policy sets out to:

- provide a robust process for prioritising requests to ensure that finite Council public funds for assisting community groups are allocated in a manner that achieves greatest public benefit in a fair and transparent manner; and
- achieve community confidence in Council's method for determining the community organisations selected for the receipt of Donations from Council.

6.3 SUBMISSION GUIDELINES

Council has a number of categories under which community organisations may make application for a Council Donation.

Community organisations that are eligible for a Donation under this policy will be invited to submit one application per category in a financial year stating the amount being requested by the community organisation. Different funding limits may apply to each category.

Applications must address the specific requirements of each category as stipulated in this policy. Unless otherwise determined by Council, applications for Donations must be submitted by the date nominated in a public advertisement that will be placed by Council each financial year.

Categories available for submission:

Category	Description	Comments
1	School/College Bursaries and Awards	No application necessary
2	Heritage Museums	Application required
3	Regional Events Support - Australia Day	Application required
4	Recreational Event Support	Application required
5	Regulatory Fee Reimbursement	Application required
6	Use of Council Plant & Equipment	Application required
7	Community Hall Subsidy	Application required
8	Tidy Towns Entry Fees	Application required
9	Waste Tipping Fee Waiver	for Charitable Organisations and Service Groups only
10	Education/Guidance	Application required
11	Performing Arts	Application required
12	Mayor's Discretionary Fund	not for public application
13	Community Service Obligations	not for public application

6.4 CATEGORIES

6.3.1 *Category 1 – School/College Bursaries & Awards*

Intent:

To assist in funding bursaries and/or awards conferred upon students enrolled at institutions in the Council region. This category is automatic and does not require an application form.

Eligibility Criteria:

Annual bursary payments of \$200 are paid to all Primary and Secondary Schools, the former College of TAFE now CQU TAFE, Central Queensland University - Gladstone Campus, and the Technical College of Gladstone Region.

On the occasion where a school educates at both a primary and secondary level, the school is eligible for a \$200 bursary donation for both levels of education (ie. 2 x \$200). For clarity, CQU receives two (2) bursaries; one (1) for the former TAFE College and the other for the traditional CQU campus.

6.3.2 *Category 2 – Heritage Museums (funding limit – determined by annual budget)*

Intent:

To support community organisations that are custodians of historical/heritage collections and/or museums for public benefit.

Eligibility Criteria:

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council Region.
- Must not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Must not have any outstanding matters of concern before Council.

Application Criteria:

Applicants must:

- Control and manage a publicly-accessible museum and / or collection.
- Agree to take curatorial advice as necessary from the Curator of Gladstone Regional Art Gallery & Museum.

6.3.3 Category 3 – Regional Events Support - Australia Day (funding limit – determined by annual budget)

Intent

To provide support for community led Australia Day Events run by community organisations (other than Council) for broad public benefit.

Eligibility Criteria

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council Region.
- Not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Not to have any outstanding matters of concern before Council.

Selection Criteria

Organisations must demonstrate that the event for which funding is requested:

- Is an event to celebrate Australia Day which is held on 26 January or the nominated Australia Day Public Holiday.
- Provide an opportunity for people of the region to gather, celebrate and participate.
- Trigger positive media and other favourable coverage of the Council region.
- Foster a sense of community pride in our national identity.

6.3.4 Category 4 – Recreational Event Support (funding limit \$400 per recreational group per event per year)

Intent

To support local community organisations who host or facilitate significant carnivals and/or events (excluding regular competitions involving teams from outside of the Council region) which bring in participants from regions other than from within the Council area.

Eligibility Criteria:

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council Region.
- Must not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Must not have any outstanding matters of concern before Council.

Selection Criteria:

Community organisation must demonstrate that the event for which funding is requested:

- Is an event which attracts participants from not only the local Council area but from other regions within the state and / or country.
- Not be a regular competition in which the Council region teams participate in a seasonal-type sport with teams from outside of the Council region
- Trigger positive media and / or other favourable coverage of the Council region
- Generate an increase in visitor numbers to the Council region.

6.3.5 Category 5 – Regulatory Fee Reimbursement

Intent:

To provide fee relief for eligible organisations from Council imposed regulatory fees.

Eligibility Criteria:

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council region.
- Must not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Applicants must be undertaking work (requiring some form of development approval) on Council-owned or Council-controlled land or on a public facility to which the general public has regular access.
- Must not have any outstanding matters of concern before Council.

Application Procedure:

Eligible community organisations can apply in writing for reimbursement of fees associated with development assessment and/or building certification of work undertaken on public premises on Council controlled or Council owned land.

6.3.6 Category 6 – Use of Council Plant & Equipment (funding limit - \$1,000 per annum per group)

Intent:

To assist community and organisations through the use of Council plant and equipment.

Eligibility Criteria:

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council region.
- Must not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Must not have any outstanding matters of concern before Council.

Conditions:

- Machinery or equipment will only be made available when its use will not otherwise interfere with Council's own works programs and needs.
- An operator may be hired from Council at the applicable private works rate (including penalties where applicable).
- Council employees, with appropriate certification, are permitted to operate Council machinery in their own time, for the purpose of assisting clubs. In such circumstances, any arrangements for payment (cash or other) of the Council employee are a matter between the applicant and the Council employee.
- Floating plant to a job site will be included in the value of work performed.

6.3.7 Category 7 – Community Hall Subsidy (funding limit - \$1,500 per annum per group or hall).

Intent:

To assist with ongoing maintenance of community halls in the Council area.

Criteria:

Must be:

- A not-for-profit community organisation.
- Based within the Council region.
- Own and/or manage a community hall (as distinct from a room for hire within a larger building).

Must not:

- Be a religious or worship group.
- Be a government agency.
- Be a sporting club.
- Be the holder of a permanent liquor licence or gaming licence.
- Have any matters of concern outstanding with Council.

6.3.8 Category 8 – Tidy Towns Entry Fees (funding Limit: Registration Fee)

Intent:

To provide assistance to townships within the Council region to take part in the Tidy Towns competition.

Eligibility Criteria:

- Incorporated community organisation in the Council region.
- Registered for Tidy Towns.
- Must not have any outstanding matters of concern before Council.

Procedure:

- Groups must notify Council in advance of their application to Tidy Towns to be considered for assistance.

6.3.9 Category 9 – Waste Tipping Fee Waiver for Charitable Organisations & Service Groups

Intent:

To relieve charitable organisations that accept pre-loved household belongings (e.g.. St Vincent de Paul) from the burden of having to process and dispose of general waste deposited in their facilities.

Fees normally incurred for depositing waste materials at Council's landfill and/or transfer stations will be waived for these organisations up to pre-approved budget limits each year.

Eligibility Criteria

- Be a not-for-profit community organisation / charitable group / service group based in or servicing the Council area.

- Must offer a publicly-available "donations bin" or equivalent that allows public gifting of pre-loved clothing and other household items.
- Be undertaking some form of recycling or goods donations.
- Be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility.
- Must not have access to funds generated internally from permanently-licensed premises or onsite gaming machines.
- Must not have any outstanding matters of concern before Council.

Although not necessarily a definitive list (any charitable community organisation satisfying the criteria will be admitted), by way of illustration, the following organisations have traditionally had waste tipping fees waived:

- Anglican Parish of Gladstone - "This-n-That Shop"
- Anglican Parish of Boyne - St Mark's Ladies Guild
- Anglicare
- Agnes Water / 1770 Baptist Fellowship - "Opportunity Shop"
- Bindaree Lodge - Friends of Bindaree
- Blue Care Auxiliary
- Endeavour Foundation Retail
- Lifeline
- Salvation Army
- St Vincent de Paul.

6.3.10 Category 10 – Education/Guidance (funding limit – determined by annual budget)

Intent:

To support programs that offer youth development, education and / or guidance as an extension to school-based / delivered programs.

Eligibility Criteria:

To be eligible for funding in this category, community organisations must first demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in or servicing the Council region.
- Must not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Must not have any outstanding matters of concern before Council.

Applicants for funding must:

- Offer local programs in youth development, education and/or guidance as an extension to school-based/delivered programs
- Provide reports to Council on performance of programs

6.3.11 Category 11 – Performing Arts (funding limit - determined by annual budget)

Intent:

To provide funding assistance to those local organisations that coordinate events that aggregate the efforts of performing arts groups.

Eligibility Criteria:

To be eligible for funding, community organisations must demonstrate their benefit to the Council region and demonstrate their ability to satisfy the following criteria:

- Be a not-for-profit community organisation based in, or servicing the Council region.
- Not have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Not have any outstanding matters of concern before Council.

Funding is only offered to a particular group for one performance or event per year.

Additional Selection Criteria:

Applicants must be engaged in:

- The staging of a cooperative/aggregated program involving local performing arts groups
- Offer a public concert showcasing the performers as part of the event.

6.3.12 Category 12 – Mayor’s Discretionary Fund

Intent:

The Mayor’s Discretionary Fund allows for the Donation of funds, at the Mayor’s discretion, for purposes other than that contemplated elsewhere in this policy within adopted Council budget constraints.

Eligibility Criteria:

No eligibility criteria have been stipulated.

6.3.13 Category 13 - Community Services Obligations

Intent:

This policy recognises that, from time to time, Council may, by Council resolution or by agreement, require that one of its businesses (e.g. Gladstone Airport, Gladstone Aquatic Centre, Gladstone Entertainment Convention Centre etc.) to provide goods and/or services (e.g.. fee concessions etc.) in a manner that might not be otherwise contemplated by that business in its normal day-to-day operations.

In these instances, Council will reimburse the business for any costs incurred or revenue foregone to ensure that the business is not disadvantaged by compliance with the directive of the organisation.

7.0 ATTACHMENTS:

Nil.

8.1 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review - Annually in conjunction with budget adoption.

TABLE OF AMENDMENTS		
Originally Adopted	16/9/2008	08/538
Amendment 1	1/9/2009	09/482
Amendment 2	5/7/2011	G/11/621
Amendment 3	7/8/2012	G/12/1162
Amendment 4	2/7/2013	G/13/1624
Amendment 5	15/7/2014	G/14/2087
Amendment 6	25/8/2015	G/15/2528
Amendment 7	01/09/2015	G/15/2544
Amendment 8	02/08/2016	G/16/2860
Amendment 9	20/12/2016	G16/2950
Amendment 10	18/07/2017	G/17/ 3124

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ACTING CHIEF EXECUTIVE OFFICER