

1. BACKGROUND

A number of Fairfield City Council (Council) Councillors donate a percentage of their annual Councillor allowance into the Councillors Donations Fund. It was resolved by Council at its meeting of 28 June 2011 to establish a new Fund for the purpose of providing financial support to local community organisations. This Policy has been developed to support this intent and to provide the necessary governance arrangements to ensure the proper administration of the scheme.

2. OBJECTIVES

The objective of the Councillors Donations Fund is to provide financial support by way of donations to local community groups for the purpose of building community cohesion, wellbeing and spirit, and fostering respect and enjoyment of our diversity, culture and heritage. This objective is consistent with the community's aspirations as set out in the Fairfield City Plan.

3. FUNDING CRITERIA

The following criteria apply to applications made for funding under this Policy. The requirements must be read together:

- 4.1 Donations will only be made to community groups within the Fairfield local government area (LGA).
- 4.2 Donations will only be made for the purpose of supporting activities which are intended to build community cohesion, wellbeing and spirit and foster respect and enjoyment of our diversity, culture and heritage.
- 4.3 For the purpose of this Policy, community groups are non-profit organisations or an association of persons with the aim of working to provide a benefit to the community. It excludes political parties, unions, government agencies and religious organisations except for secular community activities.
- 4.4 Subject to the exception in 4.6 below, donations will be made to support activities for groups of people within the LGA and not for funding individuals to reach their potential through, social or community activities that can be made under Council's other donation schemes or Funds.
- 4.5 Donations will not be made to provide financial support for communities in the event of a natural disaster. Applications for this purpose must be made to the Manager Governance & Legal.
- 4.6 Donations will not usually be made for equipment or other capital purposes unless a specific community benefit within a reasonable timeframe can be demonstrated as a direct result of the proposed acquisition.
- 4.7 The Fund cannot be used for the waiving of Council fees.

4.8 The amount of funding provided will be based on the merits of the application, the funding available at the time, the extent of funding previously provided to the group and the availability of funding from other Council schemes. As a guide, funding can be in the range of \$200 to \$2,000 per application.

4. STAKEHOLDERS

This Policy applies to community groups that are non-profit or an association of persons with the aim of working to provide a benefit to the community.

5. APPLICATION, IMPLEMENTATION AND PROCEDURES

5.1 Applications must be lodged with Council in writing setting out the following:

- A description of the proposed activity
- The expected participants and community benefit
- The overall budget for the activity and how it is to be funded
- The amount of funding sought from Council
- The names of 2 referees who can vouch for the veracity of the proposal and the capacity of the organisation or association to deliver the proposed activity.
- The date/time of the activity and when a decision by Council for funding is required.

5.2 Applications will be reviewed by the Mayor for consideration of submission to Council for approval.

5.3 Any funds provided by Council under this policy can only be used for the purposes approved by the Council. If required, the group or association must provide proof of use of Council funds for the purpose approved. If proof of expenditure for approved purposes cannot be produced, the group or association is to refund the donation.

5.4 Any unspent portion of funds provided by Council must be returned to Council as soon as practicable.

5.5 If the activity does not go ahead as planned, irrespective of the reason, the group or association must return the Council funding in full as soon as practicable. If a change in the date/time of the activity occurs and it is not significant, the group or association must advise Council of the change and seek approval to retain the funds for the re-scheduled date/time.

5.6 All applicants must be free of due of debts with Council.

5.7 Any advertising or promotion of the activity for which Council funding is provided must acknowledge Council as a financial supporter of the activity.

6. RELEVANT LEGISLATION, POLICIES, PROCEDURES & GUIDELINES

Local Government Act
Local Government (General) Regulation
Grants Management Policy
Mayoral Scholarship Fund Policy
Mayoral Donations Fund Policy
Mayoral Community Benefit Fund Policy
Community Volunteer Fund Policy
Language & Cultural Awareness Fund Policy
Cultural Event Sponsorship Fund Policy

In accordance with Section 207 of the Local Government (General) Regulation 2005, Council's Manager Governance & Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council's finance system with enough detail to allow for auditing purposes. Council's Manager Governance & Legal will also be the co-ordinator for all procedural and application purposes under this Policy.

Section 356 of the Local Government Act 1993 requires that Council may only contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council. At the Ordinary Council Meeting of 26 September 2017, Council resolved that the Outcomes and Services Committees be delegated authority under Section 377 of the Local Government Act to exercise the granting of financial assistance.

7. FUNDING

Funds for the Councillors Donations Fund will be from donations made by Councillors as they determine annually and any outstanding balance at the end of the financial year will be carried forward.

8. REVIEW DATE

Management of Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

This Policy will be reviewed 5 years from the date of Council approval or as required.

9. AUTHORISATION

This Policy was adopted by Council resolution on 23 August 2011 Item No. 190 Services Committee.

This Policy was adopted by Council resolution on 14 October 2014 Item No. 150 Outcomes Committee.

This Policy was adopted by Council resolution on 14 August 2018, Item 105 Outcomes Committee.