

COMMUNITY GRANTS AND MINOR SPONSORSHIP POLICY (STATUTORY POLICY)

1 Scope:

This policy applies to Rockhampton Regional Council employees and Councillors who approve or administer grants, donations, and minor sponsorship to eligible community organisations within the Rockhampton Regional Council area.

This policy does not apply to the following financial assistance and grants programs:

- Remission of Rates;
- Regional Arts Development Fund; or
- Major Sponsorship

2 Purpose:

To ensure a fair, equitable and transparent framework when approving or administering community grants, donations and minor sponsorship for initiatives within the Rockhampton Regional Council area.

3 Related Documents:

Primary

Local Government Act 2009

Secondary

Crime and Corruption Act 2001

Local Government Regulation 2012

Public Sector Ethics Act 1994

Code of Conduct

Community Grants and Minor Sponsorship Procedure – Community Assistance Program

Community Grants and Minor Sponsorship Procedure – Councillor's Discretionary Funds

4 Definitions:

To assist in interpretation, the following definitions apply:

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|------------------------|--|
| Community Organisation | As per schedule 8 of the <i>Local Government Regulation 2012</i> : a) An entity that carries on activities for a public purpose; or b) An entity whose primary objective is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily |

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|-------------|---|
| Grant | Financial payment towards a non-commercial project usually tied to specific eligibility criteria for the applicant or project |
| Sponsorship | Negotiated arrangement involving the provision of funds, or in-kind support in exchange for advertising, publicity or other benefits. |

5 Policy Statement:

Council is committed to supporting eligible community organisations undertaking projects or events that contribute to building:

- A safe, caring and healthy community;
- A healthy and livable environment; and
- A strong, resilient and diversified economy

Council will allocate funds within its annual budget for the provision of assistance through the Community Assistance Program and Councillor's Discretionary Fund.

The eligibility criteria and processes for applying and administering these funds have been adopted as procedures to this policy (Community Grants and Minor Sponsorship Procedure – Community Assistance Program and Community Grants and Minor Sponsorship Procedure – Councillor's Discretionary Fund).

All requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support and appropriate for the level of funding provided.

These procedures will facilitate a fair, accountable and transparent process for the distribution of funds across the community and ensure that Council's contribution is recognised and recorded, as required by the *Local Government Regulation 2012*.

6 Review Timelines:

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

- 6.1. As required by legislation
- 6.2. The related information is amended or replaced; or
- 6.3. Other circumstances as determined from time to time by the Council

7 Responsibilities:

| | |
|------------------------|------------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | Chief Executive Officer |
| Policy Owner | Chief Executive Officer |
| Policy Quality Control | Corporate Improvement and Strategy |

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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