

COMMUNITY GRANTS AND MINOR SPONSORSHIP PROCEDURE - COUNCILLOR'S DISCRETIONARY FUNDS

1 Scope:

This procedure applies to Rockhampton Regional Council employees and Councillors who request, approve or administer Councillor Discretionary Funds to eligible community organisations within the Rockhampton Regional Council area.

2 Purpose:

To ensure a fair, equitable and transparent framework when requesting, approving or administering from Councillor's Discretionary Funds.

3 Related Documents:

Primary

Community Grants and Sponsorship Policy

Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Application for Funding – Councillor's Discretionary Fund Form

Donation Received from Councillor's Discretionary Fund Form

Financial Delegations Policy

Procurement and Logistics - Ethical Behaviour and Disclosure of Information Relating to Procurement Policy

Purchasing Policy – Acquisition of Goods and Services

Recordkeeping Policy

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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 object is not directed at making a profit.
Council	Rockhampton Regional Council

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Councillor/s	The Mayor and/or Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.
One-Off Funding	Financial assistance that is provided as a one-off allocation, with no obligation to provide additional assistance in subsequent grant and sponsorship rounds or on a recurrent ongoing basis.
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.

5 Procedure:

Councillors are allocated discretionary funds to use in assisting eligible community organisations across the Region. These funds are used at a Councillor's discretion to provide one-off donations in any of the following ways:

- To spend for a community purpose;
- To allocate for capital works of Council that are for a community purpose, but only with the approval of –
 - If the Councillor is the Mayor – the Deputy Mayor and the Chief Executive Officer; or
 - Otherwise – the Mayor and the Chief Executive Officer; or
- To allocate to a community organisation for a community purpose

5.1 Eligibility

Councillors have the discretion of allocating those funds to community organisations in accordance with the Community Grants and Sponsorship Policy and the following criteria:

- Requests must be for a community based purpose;
- Funds allocated will result in beneficial projects and activities for the Region;
- Funds can be allocated for any project or activity which the Councillor believes is of local or regional importance;
- Requests must be in writing setting out details of the request and its purpose; and
- Applications for funding must meet or exceed the minimum value of \$50.00; and
- Political parties including activities associated with a political party are ineligible to apply.

5.2 Application and Approval Process

- Community organisations wishing to apply for funds must complete the Application for Funding – Councillor's Discretionary Fund form and return to the Councillor whose support they seek.
- Having satisfied themselves that a request complies with the Community Grants and Sponsorship Policy and this procedure, Councillors may approve allocations from their individual discretionary funds for amounts up to and including \$1,000.00.

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- Amounts greater than \$1,000.00 will be referred to the Council table for determination.
- Regardless of the amount requested, applications that have obtained additional funding or grants will be referred to the Council table for determination.

5.3 Acknowledgement

The recipient will be required to sign a Donation Received from Councillor's Discretionary Fund form as acceptance of the donation.

5.4 Reporting

- The CEO will maintain a record of all funding approved under this program and will provide Councillors with an itemised status report each month.
- As soon as practicable after an amount has been allocated from a Councillor's Discretionary Fund, Council will publish a notice on the website and in the public office stating:
 - The amount and purpose of the allocation; and
 - Where an amount has been allocated to a community organisation, the name of that community organisation.

6 Evaluation Process:

This procedure is reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or.
- 6.2. Other circumstances as determined from time to time by the CEO.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Office of the CEO
Section: Governance Support
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