

COUNCILLOR'S DISCRETIONARY FUNDS POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council grants, donations and minor sponsorships to eligible community organisations within the Region.

2 Purpose

The purpose of this policy is to ensure a fair, equitable and transparent framework when requesting, approving or administering from Councillor's Discretionary Funds.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Councillor Discretionary Fund Application Form

Councillor Discretionary Fund Donation Received Form

Community Grants and Minor Sponsorship Policy

Financial Delegations Policy

Purchasing Policy – Acquisition of Goods and Services

Recordkeeping Policy

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer 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 defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another 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 Council, within the meaning of the <i>Local Government Act 2009</i> .
Council Table	The body of elected Councillors of Council.
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	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

5 Policy Statement

5.1 Allocation

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:

- (a) To spend for a community purpose;
- (b) To allocate for capital works of Council that are for a community purpose, but only with the approval of:
 - (i) If the Councillor is the Mayor – the Deputy Mayor and the CEO; or
 - (ii) Otherwise – the Mayor and the CEO; or
- (c) To allocate to a community organisation for a community purpose.

5.2 Eligibility

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

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

5.3 Application and Approval Process

Community organisations wishing to apply for funds must complete the Councillor Discretionary Fund Application Form and return to the Councillor whose support they seek.

Having satisfied themselves that a request complies with the Community Grants and Minor Sponsorship Policy and this policy, Councillors may approve allocations from their individual discretionary funds for amounts up to and including \$1,000.00.

Amounts greater than \$1,000.00 are referred to the Council Table for determination.

Regardless of the amount requested, applications that have obtained additional funding or grants for the same purpose in the current financial year are referred to the Council Table for determination.

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5.4 Conflicts of Interest

Councillors must declare any conflicts of interest in relation to each application received. Where a conflict of interest is declared and the Councillor supports the request, the application must be referred to the Council Table for determination.

5.5 Acknowledgment

The recipient is required to sign a Councillor's Discretionary Fund Donation Received Form as acceptance of the donation.

5.6 Reporting

The CEO maintains a record of all funding approved under this program and provides 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 publishes a notice on the website and in the public office stating:

- (a) The amount and purpose of the allocation; and
- (b) Where an amount has been allocated to a community organisation, the name of that community organisation.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Manager Office of the Mayor
Policy Owner	Manager Office of the Mayor
Policy Quality Control	Legal and Governance

OUR VALUES



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