
Donations Policy

Policy Owner:	Council & Corporate Support
Contact Person:	Manager Council & Corporate Support
Date of Approval:	12 October 2021 (CP01-10/21)

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application. Recipients will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to

satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of donations to residents and community groups of the City.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Council Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

2. Exclusions:

Council **will not** consider funding applications for donations for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities;
- 2.3 Retrospective applications;

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- 2.4 More than one application per financial year, including funding through the Community Funding Program;
 - 2.5 Requests from non-residents or organisations which do not directly serve or represent the community of the City;
 - 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City;
 - 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
 - 2.8 Requests from organisations who have monies owing to the City;
 - 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;
 - 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

- 3.1 All applications must be on the official form, otherwise will not accepted.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;
- 3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;
- 3.7 Any funds not spent in the agreed time are to be returned to the City;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	DONATIONS
Promotes City of Wanneroo's mission and objectives	√
Significant benefits to the City of Wanneroo community	√
Not-for-profit or Non-government organisations	√
75% of membership of groups requesting support must be City of Wanneroo residents	√

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- 4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- 4.4 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in points 1. to 3. of this policy.

5. Specific Donations

The City will continue to honour its commitment to the following organisations / programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

- 5.1 Cancer Council – Relay for Life (\$5,000 p.a.)
- 5.2 Wanneroo Agricultural Society (perpetual trophy)
- 5.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

6. Applications with extenuating circumstances

If an application for a donation does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation Value / Applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Governance Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Official Form

Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City's website at www.wanneroo.wa.gov.au

REFERENCES

Community Funding Policy
Facility Hire and Use Policy
Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
12 October 2021 (CP01-10/21)	12 October 2022	10/67965v4