



## Policy 2.2.10 – Donations

### 1. Policy Purpose

The Shire of Harvey has developed a Donations Policy to provide guidance on the disbursement of funds as donations for disaster appeals as well as discretionary donations in accordance with annual budget allocations.

### 2. Policy Scope

This Policy applies to all donations to disaster appeals as well as discretionary donations in accordance with annual budget allocations.

### 3. Policy

#### 3.1. Disaster Appeals / Donations

The actual amount donated and the recipient agency is to be decided by Council on each occasion.

Funding to support disasters is restricted to the total allocation which is determined annually during the budget process, unless otherwise determined by Council.

Any donations given by the Shire of Harvey will be made to affected local governments or the City of Perth Lord Mayors Distress Relief Fund.

Shire disaster / appeal donations will not be made to individuals.

In-kind donations will be additional to this amount. In-kind donations can provide invaluable assistance to recovery, especially when skills are needed more than cash and may also attract re-imbursement from the State or Federal Government.

The decision about whether to give an in-kind or financial donation is entirely at the discretion of the Shire, although the wishes of the recipients will be taken into consideration. The cost of in-kind staff secondments or provision of services or facilities will be borne by the Shire service area providing the resources.

#### 3.2. Discretionary Donations

Discretionary donations are provided for the purpose of meeting any unbudgeted requests for donations received during the year by the Chief Executive Officer from charitable or not-for-profit

organisations, Schools (public and private) and Parents and Citizens Associations located within the Shire of Harvey.


The Chief Executive Officer is authorised to approve individual discretionary donations up to a maximum of \$1,000 per organisation with total donations limited to the amount allocated annually in the budget.

### 3.3. Responsibilities

The Chief Executive Officer in consultation with the appropriate Director, is responsible for deciding if donations meet the eligibility criteria and where required, forwarding them to Council for consideration.

## 4. Strategic Objective

The policy aligns with the following strategic objective:

	<b>Effective civic leadership</b> Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 5. Definitions

**Charitable Organisations** means for the purposes of this policy shall be organisations operating within the Shire of Harvey or neighbouring local governments that carry out charitable or community activities that benefit residents of the Shire of Harvey

## 6. Legislation

- *Local Government Act 1995*
- Local Government (Financial Management) Regulations 1996

## 7. Related Documents

- Nil.

Responsible officer	Director Corporate Services		
Responsible team	Finance		
Responsible area	Corporate Services		
Version control	Date	Resolution	Number
Version 1	18.07.2017	Resolution	17/198
Version 2	22.01.2019	Resolution	19/020
Version 3	23.05.2023	Resolution	23/068