

## 1. PURPOSE

Horsham Rural City Council (HRCC) provides annual assistance to a range of community groups on a recurrent basis to support the activities of these groups within the municipality. These community donations are included in the Council Budget adopted each year.

This policy provides the framework for Council's annual donations program including where corporate donations are made to support Council programs.

## 2. INTRODUCTION

In each annual budget process, HRCC allocates recurrent funding assistance to support the activities of a range of community organisations that provide community facilities, services, social support and recreational opportunities for the municipality.

From time to time, Council may also receive donations or sponsorship from corporate organisations to support Council programs.

This policy outlines the rationale for community donations, eligibility, donation requests, assessment criteria, donation approval (including corporate donations or sponsorship) and payment processes.

## 3. SCOPE

This policy is applicable to community groups that operate in or provide activities for the benefit of the residents of Horsham Rural City Council and receive a donation from Council. The policy also applies to corporate organisations seeking to donate to support Council programs

## 4. PRINCIPLES

HRCC provides a range of community donations to local community groups. Council recognises there are many community groups that work to make our municipality a better place to 'live, work and play'. The key principle is that the donation supports recurrent operational aspects of organisations within our community that provide community facilities, services or recreational activities that benefit the health and wellbeing of residents of our municipality. The donations program supports Theme 1 of the Council Plan to "*Develop the municipality as a diverse, inclusive and vibrant community*".

### 4.1 Eligibility

Community donations are allocated under the following categories:

#### **A. Recreation Reserve – maintenance of grass playing surfaces**

This is an annual cash donation to assist recreation reserve Committees of Management maintain the standard of watered grass playing surfaces for the benefit of wider community use. Donations are based on whether a recreation reserve maintains a **watered** grass playing surface for competition sport during summer and/or winter, for example, a reserve that is watered for **both** summer and winter competition will receive two allocations. A reserve that is watered for **either** summer or winter will receive one allocation.

A smaller pre-determined allocation is provided for recreation reserves with no competition sport or that have a **non-watered** grass playing surface.

Recreation reserves that receive direct support and maintenance via Council recreation staff are not eligible for recurrent cash donations.

## **B. Kindergartens (Council owned) – annual maintenance**

Council provides a general maintenance allocation to all Council-owned kindergartens.

Council also provides a recurrent grant to support the operations of the Horsham District Kindergarten Association (Emerge).

## **C. Public Halls – insurance**

Council provides Industrial Special Risk (ISR) insurance for public halls. ISR insurance essentially provides property damage cover for buildings and (in cases where these have previously been nominated and accepted by Council) contents. In addition, Council also provides public liability cover for “casual” (and some designated “regular”) hirers of community halls, together with public liability insurance cover for the delegated activities of the HRCC Community Halls Community Asset Committee (noting that public liability is provided through the Crown, for any Crown Land Committees of Management).

## **D. Charitable Retail Premises – refund of rate payments**

In recognition of the outstanding community service work provided to our municipality, Council refunds payments for the general rate and municipal charge levied against eligible charitable retail premises.

## **E. Sponsorship of Prizes**

Council sponsors a number of annual prizes to support the activities of schools and local events.

## **F. Specific Other Donations**

Council recognises the important role that certain not-for-profit organisations play within our community to enhance the physical, recreational and/or social attributes of our municipality, through an annual cash donation.

The eligibility and amount of community donations is reviewed each year as part of Council's annual budget process. A full list of yearly community donations is included in Council's Annual Budget (available on the Horsham Rural City Council website – [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)).

Note - groups receiving a community donation may also apply under the Community Grants Program if they require cash support for a specific project.

## **4.2 Application for a Community Donation**

The allocation of recurrent community donations is only made to community groups in accordance with Section 4.1. If a community group believes that they fit under one of the eligible categories for a community donation or if a current donation recipient requests a variation, they may lodge a request in writing to:

Chief Executive Officer  
Horsham Rural City Council  
PO Box 511  
HORSHAM Vic 3402

The request must provide details of their organisation, including current membership, and details of community facilities and services provided including public access. The request must state the reasons why the organisation is seeking on-going operational support from Council.

The Chief Executive Officer will make a recommendation to Council. Council must approve any new community donations as part of the annual budget process.

#### 4.3 Payment of a Community Donation

Once approved and listed in Council's adopted budget for a financial year, the grant funds will be paid in October of that year, unless an alternative payment schedule is requested and approved by Council's Chief Financial Officer.

### 5. CORPORATE DONATIONS

Council may choose to receive corporate donations or sponsorship that support Council programs and Theme 1 of the Council Plan to "Develop the municipality as a diverse, inclusive and vibrant community".

Any donations or sponsorship Council accept must not compromise its reputation, image, probity or ability to fulfill its functions and responsibilities. Council retains the right to decline a donation or sponsorship agreement with any external party, in respect to particular products or services for which Council considers inappropriate, inopportune or if costs outweigh the benefits.

Council will not, under any circumstances enter into a donation or sponsorship agreement with external parties who:

- Conflict with Council's principles of equity, access, participation, rights and accessibility for all community groups.
- Pose a conflict with the broader policies and practices of Council or may be perceived in conflict.
- Undertakes any illegal or unethical activity that negatively impacts the community and/or natural environment.

Where Council receives offers of corporate donations or sponsorship to support Council's programs, such offers will be considered on a case-by-case basis. If approved, a Memorandum of Understanding for use of the funds will be developed and approved by Council.

### 6. COMMUNICATION

A list of Community Donations is contained in the Operating Budget adopted by Council each year. This policy will be available on the Horsham Rural City Council intranet and website.

### 7. RESPONSIBILITY

**Policy Owner:** Coordinator Community Relations and Advocacy

This Policy will be reviewed every 12 months or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

### 8. DEFINITIONS

Term	Meaning
Community donation	For the purposes of this policy, a community donation means HRCC giving a cash payment or other Council resources to assist the recurrent operations of community groups

## 9. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Development Grants Policy (C04/024)	Internet/Intranet

## 10. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	• New Policy	
02	January 2017	Council	<ul style="list-style-type: none"> <li>• Removal of refund of rate payments for service clubs as properties no longer rateable</li> <li>• Clarification of eligibility D – refund of rates for charitable <u>retail premises</u> i.e. Opportunity shops</li> <li>• Removal of listing of organisations – this is now noted as included in Council budget</li> </ul>	
03	19 March 2018	Council	• Clarification of donations to watered and non-watered grass playing surfaces	
04	14 December 2020	Council	<ul style="list-style-type: none"> <li>• Minor grammatical changes</li> <li>• Addition of new name for Horsham District Kindergarten Association</li> <li>• Minor clarification of the Public Halls Insurance category</li> <li>• Minor clarification to Charitable retail premises category</li> </ul>	14 December 2021
05	24 January 2022	Council	• Change in Council Plan wording	24 December 2022
	November 2022	Not required	• Reviewed by EMT – no changes required	24 December 2023
5.1	March 2023	n/a	• New logo	24 December 2023
06	29 January 2024	Council	• Inclusion of provision for corporate donations	24 December 2024
6.1	28 January 2025	Council	<ul style="list-style-type: none"> <li>• Annual review</li> <li>• Addressed grammatical and numbering errors</li> </ul>	24 December 2025

*It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter a Policy, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.*