



Burwood^{Inc.1874}

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CIVIC RECOGNITION, CONDOLENCES AND SMALL DONATIONS POLICY

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Purpose

This policy provides for Council and the elected Councillors to provide civic recognition and condolences for individuals and organisations in limited circumstances. It also provides guidelines for small donations determined by the Mayor of the day.

Scope

This policy applies to the Mayor, Councillors and Council Officers when determining appropriate support for and recognition of individuals and community organisations.

Gifts and recognition

1. Giving a gift

In circumstances where it is appropriate for Councillors to give a gift (for example, on a Council business-related trip or when receiving a visitor) Councillors will be provided with a gift by Council.

2. Civic recognition

Flowers or an equivalent small gift to a maximum value of \$150 may be given to recognise the following:

- appreciation for lengthy or significant service to Council (either as an employee or Councillor) at the cessation of their tenure or employment
- acknowledgement of lengthy or significant service to the Burwood Council or the Burwood community on cessation of their involvement in the relevant activity (for example, a long-serving community representative on a Council committee stepping down from that committee)
- to provide well wishes during a period of serious illness to a member of the community who had provided lengthy or significant service to Burwood Council or the Burwood community.

The gift is to be labelled “from the Mayor and Councillors of Burwood Council” or “from the General Manager and employees of Burwood Council”, depending on the circumstances.

3. Acknowledging significant milestones

Flowers or an equivalent small gift to a maximum value of \$150 may be sent on behalf of Council for the following:

- to a resident turning 100 years of age or other major milestone, where Council has been notified
- to a resident couple celebrating 50 years of marriage or other major milestone, where Council has been notified.

The gift is to be labelled “from the Mayor and Councillors of Burwood Council”.

4. Condolences

Wreaths, flowers or the equivalent to the value of \$150 may be given for the purpose of a tribute on the death of a resident or former employee who made a significant contribution to the Council or to the Burwood community during their lifetime.

The wreath, flowers or equivalent are to be labelled “from the Mayor and Councillors of Burwood Council”.

5. Donations at charitable events

Any Councillors who are invited to an approved event under the Councillor Expenses and Facilities Policy that occurs for charity purposes, can present a donation of a gift hamper or monetary

donation (made via a cheque to the charity) to the value of up to \$150. Only one donation for each event is allowed, including where a small donation has been made by the Mayor under clause 7.

The donation is to be labelled “from the Mayor and Councillors of Burwood Council”.

6. Other significant gifts

Significant gifts valued at more than \$150 may be approved by Council at an open meeting of the Council.

Small donations at the discretion of the Mayor

7. Categories and criteria

This scheme is intended to provide civic leadership by supporting organisations or individuals through the allocation of small donations on behalf of Council.

The small donation categories and criteria are as follows:

1. For personal development of individual community members representing NSW or higher in their chosen fields, including sporting, academic, cultural and artistic endeavours and who require financial assistance to attend events or activities or compete in their chosen field. Applications can only be made by individuals who are a resident of the Burwood Local Government Area.
2. Relief and other emergency support organisations. Applications will only be considered where a national or international natural disaster has been declared.
3. Registered charitable organisations that provide benefits to the Burwood Local Government Area.
4. Groups and organisations located in the Burwood Local Government Area that service the Burwood community and are established as not-for-profit, community based groups, including P&C associations. Applications will only be considered where the group or organisation has not applied under the community grants program.
5. Requests of a humanitarian nature. These requests will be considered at the discretion of the Mayor.
6. When invited to an event that occurs for charity purposes, to make a donation, whether it be a gift hamper or monetary donation (made via cheque to the charity).

Community-based projects and activities of benefit to residents of Burwood Council that would be substantial donations are to be applied through the Community Grants Program in accordance with Section 356 of the *Local Government Act 1993*.

If an applicant has previously made an application through the Burwood Community Grant Program, they are not eligible under this policy for the same purpose.

Donations made under this section should be labelled “from the Mayor and Councillors of Burwood Council”.

8. Monetary limits

Financial assistance for all categories outlined in clause 7 is capped at \$1,000 per donation.

An annual budget of \$15,000 will be provided to the Mayor for small donations made under this section. In election years, a pro-rata budget allocation will be made based on the date of the election.

9. Application requirements

All applications must be in writing, on letterhead where applicable, and addressed to Council, clearly stating the purpose of the donation.

Donations are granted for a specified purpose and not on the basis of a group or organisation.

Approval, budget and reporting

10. Approval of giving of gift or recognition

Notice of the death, significant milestone, civic duty or charitable event should be given to the General Manager or Mayor.

The General Manager and Mayor will consult on the appropriateness of the gift or recognition and approve or decline the proposed action within one day of notification.

11. Approval of small donations

Small donations made under clauses 7–9 will be approved at the discretion of the Mayor, according to the criteria outlined in those sections, and the requisition authorised by the General Manager.

12. Budget limitations for condolences, milestones and civic recognition

A budget allocation of \$2,500 is available each financial year for gifts under clauses 2–5, with all gifts to be capped at \$150, unless approved at an open meeting of Council.

Council funds must not be spent on gifts for purposes not referred to in this policy or approved by Council at an open meeting.

13. Reporting

Expenditure on gifts and donations referred to in this policy will be reported to Council on a six-monthly basis.

Review

To be reviewed every four years.

Contact

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