

## DONATIONS POLICY

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Related Documents	Fleurieu Regional Aquatic Centre Authority Regional Subsidiary Charter 2015
Applicable Legislation	-

### 1. PURPOSE

The purpose of this policy is to set out how the Fleurieu Regional Aquatic Centre Authority (the Authority) will consider and administer receipt of donations.

Donations received by the Authority will support the delivery of services, functions and programs at the Fleurieu Aquatic Centre and be in line with the objectives of the Authority as set out in its Charter.

This policy provides the framework for the acceptance or non-acceptance of donations offered to the Authority.

### 2. OBJECTIVES

- 2.1 Advise the community as to the types of donations the Authority is open to receiving and the processes required.
- 2.2 Enable donors to assess the appropriateness of their proposed donation.
- 2.3 Ensure the appropriate management of donations.

### 3. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

**Donation:**

A donation (including unconditional gift, bequest or endowment) is a provision of cash or items of value with no return benefits expected.

A donation assumes a philanthropic motivation.

Donors may request a modest acknowledgment or that the provision be used for a particular purpose.

Donations include:

- Donations – an act or instance of presenting something as a gift, grant or contribution
- Bequest – a disposition in a will (legacy)
- Endowment – the property or funds with which an institution or person is endowed

### 4. POLICY PRINCIPLES

The Authority must have regard to the following principles when considering whether to accept a donation.

#### 4.1 Types of donations and the appropriateness of them being received by the Authority:

##### 4.1.1 **Cash donations:**

###### 4.1.1.1 *General purpose:*

Cash donations from individuals or groups that are provided without any caveat as to how the funds are to be used, are welcomed by the Authority and will be applied to assist with specific community development and benevolent activities (e.g. providing access to Fleurieu Aquatic Centre activities for disadvantaged members of the community).

###### 4.1.1.2 *Specific purpose:*

Cash donations from individuals or groups that are provided for a specific purpose will be considered by the Authority Board in terms of the suitability of that purpose; alignment to existing and planned activities and operations of the centre; and in line with the objectives of the Authority as set out in its Charter.

###### 4.1.1.3 *Fundraising:*

Cash donations may be provided to the Authority as part of a specific fundraising campaign organised by the Fleurieu Aquatic Centre Manager from time to time and in line with the objectives of the Authority as set out in its Charter.

##### 4.1.2 **Physical donations:**

###### 4.1.2.1 *Non-operational:*

Due to storage and display restrictions and public safety considerations at the Fleurieu Aquatic Centre, physical gifts that are non-operational cannot be accepted by the Authority.

###### 4.1.2.2 *Operational:*

Physical donations that will assist in safe operation of the centre (e.g. equipment) and are declared to be fit for purpose (including meeting certifiable quality, condition and safety requirements) may be considered by the Authority on a case by case basis.

#### 4.2 The process for accepting and utilising donations made to the Authority:

##### 4.2.1 **Cash donations:**

###### 4.2.1.1 *General purpose:*

General purpose donations will be received by the Authority and amounts recorded in a donation register.

The Authority Board on an annual basis, in collaboration with the Fleurieu Aquatic Centre Manager will apply the funds for specific community development and benevolent activities in line with the objectives of the Authority as set out in its Charter.

### 4.2.1.2 *Specific purpose:*

- a) Donations sought to be made by an individual or group for a specific purpose (or with a contingent specific request) are requested to be made in writing providing all necessary information for consideration by the Authority Board at an ordinary meeting.
- a) Following receipt of the offer, the Board will consider its appropriateness in terms of alignment with the objectives of the Authority as set out in its Charter; and any other matters the Board may consider relevant.
- b) The Authority reserves the right to respectfully decline the donation offered and will provide feedback to the prospective donor as required.

### 4.2.1.3 *Fundraising:*

- a) The Authority will work with the Fleurieu Aquatic Centre Manager and local area interest groups over time to assess and action opportunities for fundraising.
- b) Funds raised may be applied to activities that support new initiatives or activities at the centre; or that assist with specific identified community development and benevolent activities.

## 4.2.2 **Operational physical donations:**

### 4.2.2.1 *Minor operational physical donations:*

- a) Minor operational physical donations sought to be made by an individual or group for a specific operational purpose are requested to be made directly to the Fleurieu Aquatic Centre Manager for consideration.
- b) The Centre Manager will determine the appropriateness of the donation for safe and effective use at the centre including consideration of fitness for purpose and meeting of certifiable quality, condition and safety requirements.
- c) Donations will be considered on a case by case basis and the Authority reserves the right to respectfully decline the donation (via the Centre Manager).

### 4.2.2.2 *Major operational physical donations:*

- a) Major operational physical donations sought to be made by an individual or group for a specific operational purpose are requested to be made in writing providing all necessary information for consideration by the Authority Board at an ordinary meeting.
- b) Prior to consideration by the Board, the Centre Manager will determine the appropriateness of the donation for safe and effective use at the centre including consideration of fitness for purpose and meeting of certifiable quality, condition and safety requirements.

## Donations Policy

- c) Following receipt of the offer, and advice from the Centre Manager, the Board will consider the appropriateness of the offer in terms of alignment with the objectives of the Authority as set out in its Charter; and any other matters the Board may consider relevant.
- d) Donations will be considered on a case by case basis and the Authority reserves the right to respectfully decline the donation offered.

### 5. DELEGATIONS

The Authority Executive Officer has the authority to implement this policy.

### 10. AVAILABILITY OF THIS POLICY

This Policy will be available on the [Fleurieu Aquatic Centre Website](#).

### 11. REVIEW

This Policy shall be reviewed by the Authority at a minimum within two (2) years of issued date.

#### Document History

VERSION	DOCUMENT	ACTION	DATE
1.0	Approved version	FRAC Authority endorsement	26 May 2017