

POLICY NUMBER: 0032

DEPARTMENT: Chief Executive Office

EFFECTIVE DATE: 24.09.2014

UNIT: Governance

## 1.0 Purpose and Scope

The Mayor's Discretionary Fund is an annual amount provided in each financial year budget to enable the Mayor to respond to emergent requests for financial assistance from community organisations.

The Mayor's Discretionary Fund provides grants of up to \$500.00 for individual community organisations.

This policy is to provide a consistent approach to the administering the delivery of the Mayor's Discretionary Fund.

## 2.0 Reference

Local Government Act 2009  
Local Government Regulation 2012

## 3.0 Definitions

**CEO** refers to Chief Executive Officer

**Council** refers to Central Highlands Regional Council

**The Act** shall mean the Local Government Act 2009 (as amended).

**The Regulation** shall mean the Local Government Regulation 2012 (as amended).

## 4.0 Policy Statement

Funds allocated will result in beneficial projects and activities for the Central Highlands Local Government Area.

The funds can be allocated for any project or activity which Council believes is of local or regional importance.

The Chief Executive Officer will provide a report to Council bi-annually on the funds allocated.

### Criteria for Expenditure Approval

1. Eligible Applicants must:

- Be based within the boundaries of Central Highlands Regional Council;
- Be a community organisation;
- Be a community or not-for-profit organisation (in accordance with the Local Government Regulation 2012);

- Charitable organisations must be a registered charity and provide benefits to residents of the Central Highlands.

2. Eligible Applicants must not:

- Support private and/or commercial ventures;
- Be for projects, events or activities that are the subject of litigation;
- Request funding or support retrospectively for a project, event or activity that has already occurred;
- Have access to funds generated internally from permanently licensed premises or onsite gaming machines;
- Be a political party or group;
- Be a discriminatory group or organisation;
- Have outstanding Council grants that have not been acquitted satisfactorily;
- Have overdue outstanding payments to Council for rents, rates, fees, council guarantor loan repayments etc.

### Approval Process

1. The application will be in writing and addressed to the Office of the Mayor.
2. Applications will be assessed by the Executive Assistant to the Mayor to determine eligibility. The Executive Assistant to the Mayor will acknowledge receipt of the application within 5 working days.
3. Applications that meet the eligibility requirements will be submitted to the Mayor for approval or rejection. The Executive Assistant to the Mayor will inform applicants of the approval or rejection of their application within 5 working days of a decision being made.
4. The Executive Assistant to the Mayor will complete arrangements for the funding of successful applications within 30 working days of approval being given.

### 5.0 Policy Review

This policy is nominated to be reviewed on: 27 August 2015

All policy will be reviewed at least two yearly or when any of the following evaluations occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer / ELT / Managers.