



Mayor's Christmas Tree Appeal Policy

Local Government Act 2009

1. POLICY STATEMENT

Council will seek donations in the lead up to Christmas to support selected local community organisations to assist people in financial hardship over the Christmas period.

2. PRINCIPLES

Council will support community organisations that are based locally and assist locals.

3. SCOPE

This policy applies to donations received by Council through the Appeal.

4. RESPONSIBILITY

Townsville City Council's Community & Lifestyle Section is responsible for the management of the Mayor's Christmas Tree Appeal.

The Finance Section is responsible for the administration of the Appeal fund.

The Directors and Managers of Council are responsible for ensuring that the policy is understood and adhered to by all relevant Workers.

5. DEFINITIONS

Christmas Period - for the purposes of this document the Christmas period is deemed to start from November 01 and ends on January 31. Council expects community organisations to have issued support by January 31.

Recipient Organisations - the community organisations selected to receive support from the Appeal.

Manager - includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

Workers - includes employees, contractors, volunteers and all others who perform work on behalf of Council.

6. POLICY

6.1. ELIGIBILITY

To be eligible to receive support from the Appeal the recipient community organisations must:

- be a registered not-for-profit organisation;
- possess a primary charter to assist low income and financially disadvantaged families and individuals;
- be located in Townsville; and
- service clients who are residents of Townsville.

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6.2. NUMBER OF RECIPIENT ORGANISATIONS

Council will accept a maximum of 30 community organisations each year.

6.3. SELECTION OF RECIPIENT ORGANISATIONS

Council will publicly call for nominations for recipient community organisations between September and October each year. From the nominations received, a list of community organisations that meet the eligibility criteria will be presented to the Mayor for final selection and approval. The selected organisations will then be notified.

6.4. RECIPIENT ORGANISATIONS OBLIGATIONS

Recipient community organisations must:

- assess which clients are in need according to the community organisation's operational guidelines;
- distribute the support received from the Appeal to their clients by 31 January; and
- make no charge to the clients.

6.5 FURTHER ASSISTANCE

Separate to funding made available through the Appeal, Council will provide funding to community organisations to host activities aimed to reduce loneliness at Christmas. This funding will be allocated through an application process.

7. LEGAL PARAMETERS

Local Government Act 2009

Local Government Regulation 2012

Income Tax Assessment Act 1997

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