

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Review:	15 April 2026
Council Resolution:	120426

1. OBJECTIVE

The objective of this Policy is to establish a clear, consistent and transparent governance framework for the assessment, acceptance and management of donations, contributions and sponsorships received by the Shire, ensuring alignment with strategic objectives, avoidance of conflicts of interest, and compliance with legislative and ethical obligations.

2. SCOPE

This Policy applies to:

- Elected Members
- Chief Executive Officer
- Employees

This Policy applies to:

- Donations (financial and in-kind)
- Contributions (including fee waivers and in-kind support)
- Sponsorship arrangements (financial and non-financial)

This Policy relates to incoming support to the Shire only.

3. DEFINITIONS

Conditional Donation means a donation subject to prescribed conditions.

Community Group means a local group undertaking charitable, cultural, recreational or similar activities (excluding government agencies).

Contra Arrangement means an exchange of goods/services without monetary exchange.

Donation means a contribution with no expected return benefit.

Fee Reduction means a partial reduction of a fee.

Fee Waiver means a full removal of a fee.

In Kind Contribution means a provision of goods/services at no cost.

Local means majority (>50%) of members reside within the Shire.

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Resident means a person whose primary residence is within the Shire.

Sponsorship means contribution provided in return for a defined benefit.

4. POLICY STATEMENT

4.1. Governance Principles

The Shire will manage donations, contributions and sponsorships in a manner that:

- Aligns with the Shire's strategic objectives and community priorities
- Maintains transparency, accountability and public trust
- Prevents actual or perceived conflicts of interest or undue influence
- Ensures legal and ethical compliance
- Supports sustainable financial and operational outcomes

4.2. Assessment Principles

All proposals must be assessed having regard to:

- Strategic alignment
- Community benefit and relevance
- Financial feasibility and sustainability
- Legal and ethical compliance
- Risk (including reputational risk)
- Compatibility with Shire policies and operations
- Absence of undue influence or conflict of interest

4.3. Separation of Functions

Decisions relating to donations, contributions and sponsorships will be made in accordance with:

- The respective roles of Council and the Chief Executive Officer under the Local Government Act
- Appropriate delegations and authorisations

Not all proposals require determination by Council.

4.4. Donations

The Shire may accept donations where they:

- Provide a clear public or community benefit
- Do not impose unreasonable or ongoing obligations
- Do not compromise the Shire's independence or impartiality

Donations must not:

- Create actual or perceived conflicts of interest
- Impose indefinite or unsustainable conditions
- Result in costs or liabilities that the Shire cannot reasonably support

Donations from controversial or high-risk sources may require Council consideration.

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4.5. Sponsorship

Sponsorship arrangements must:

- Deliver a measurable benefit to the Shire and community
- Be consistent with the Shire's values and strategic direction
- Not compromise the Shire's independence or decision-making

The Shire will not enter into sponsorship arrangements that:

- Conflict with public health, safety or community wellbeing
- Involve unlawful or unethical activities
- Create reputational risk or undermine public confidence
- Restrict the Shire's ability to act impartially

4.6. Acceptability and Risk

The Shire will only accept donations and sponsorships that:

- Are appropriate in nature and purpose
- Do not conflict with the Shire's policies or responsibilities
- Are supported by a clear understanding of associated risks and obligations

The Shire will decline proposals where:

- Conditions are unreasonable or cannot be met
- Ongoing costs outweigh benefits
- The proposal is inconsistent with community expectations

4.7. Transparency and Reporting

The Shire will ensure:

- Appropriate documentation and recording of all accepted proposals
- Public transparency where required
- Reporting to Council on significant donations or sponsorships

5. ROLES AND RESPONSIBILITIES

Council is responsible for determining proposals of significant value, risk or strategic importance, and providing governance oversight.

Chief Executive Officer is responsible for assessing and approving proposals within delegated authority, ensuring appropriate processes and controls are in place, and reporting to Council on relevant matters.

Shire Employees are responsible for assessing proposals and provide advice, ensuring compliance with this Policy and managing implementation and monitoring.

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6. COMPLIANCE

Legislation	<i>Local Government Act 1995</i>
Industry	General governance and public sector integrity principles
Organisational Documents	Council Plan
Strategic Alignment	

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	[Month / Year]
Policy Owner			
Version	Decision Ref	Date	Change
1.0		19/04/2023	Initial adoption
2.0	120426	15/04/2026	Amendment