



Honesty Box Policy

Policy No:	FIN-015
Council Resolution Ref:	Folio 11237
Date Adopted:	21 May 2021
Review Date:	May 2024
Version No:	1

Purpose

The purpose of this policy is to establish guidelines by which Council, in consultation with the Morven Progress Association and the Augathella Progress Association will provide financial assistance to community organisations, in the form of funds received from 'Honesty Boxes' located in Augathella and Morven.

Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Request for Council Assistance – Honesty Box policies of Council (whether written or not).

Application

This policy applies to charities, not for profit or religious organisations and sporting or hobby groups/clubs.

Principles

The following locations are reserves under the *Qld Land Act 1994* for recreational pursuits and are provided free to the public as a public space. The following sites:

- Morven Community - Morven Recreational Grounds (L16/OR35: Reserve/51)
- Augathella Community - Augathella Riverside Parking (L113/W5310: Reserve/69)

These reserves are controlled by Murweh Shire Council (Local Law 4 – Local Government Controlled Areas, Facilities and Roads). Council allows caravans and camping on these reserves with 'honesty boxes' established for donations for the use of these reserves for this purpose. Such funds will be retained for the relevant community in Council's accounting system.

Eligibility Criteria

Each application for assistance submitted to Council and the relevant Progress Association for support will be considered by applying the following criteria:

- (a) Applicant Organisations must be based within the communities listed above and provide services and activities for the benefit to those communities within the Murweh Shire Council.*
- (b) The Organisations must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose.*
- (c) The support must be for a purpose that is in the public interest and relevant to the local community;*
- (d) Organisations should be incorporated and have an ABN or be sponsored by an incorporated body with an ABN (i.e. Progress Association). Organisation which are not incorporated may be eligible for support under this policy provided that the organisation meets all other criteria;*
- (e) All organisations requesting assistance will be required to make a submission in writing on the approved form, and submit to the relevant Progress Association, which in turn will make a recommendation to Murweh Shire Council*
- (f) Organisations must appropriately and publicly acknowledge the Murweh Shire Council and the relevant (Morven or Augathella) Progress Association's contribution to their organisation, activity or event.*

Procedure

- Twice yearly Council shall advertise the calling for “Expressions of Interest for Organisations requiring cash as per this policy” in the coming year, establishing a closing date for applications to be received for consideration.
- Council will provide both the Morven and Augathella Progress Associations with monthly Balances of funds raised through the Honesty Box system at each respective location – so that the Progress Associations have a clear picture of amount of funds available for prospective community requests.
- Applicants requiring assistance under this policy must complete a ‘Request for Council Assistance – Honesty Box’ form to be considered to be considered by the management committee
- The relevant Progress Association will review application (via committee or general meeting) and make recommendation to Council.
- Council shall in consultation with the relevant Progress Association determine what assistance shall be provided to each applicant and apportion such funding across each application eligible for funding.
- Council shall have final discretion in determining the type and level of support to be provided to each applicant.

- Notification of the assistance to be provided by Council as soon as practicable.
- Council reserves the right refuse applications which it believes have been made to support activities which/ or a manner that contravenes the Eligibility Criteria

VERSION CONTROL

Version No.	Date	Approved	Amendment

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	