

**MAYOR'S DISCRETIONARY FUND**

**Intent** To guide the allocation of monies from the Mayor's Discretionary Fund in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, including annual reporting requirements.

**Scope** To guide the allocation of funding provided by the Mayor to community organisations.

**Definitions**

<b>TERM</b>	<b>DEFINITION</b>
Community Organisation	Is defined as per the dictionary Schedule of the <i>Local Government Regulation 2012</i> :  <i>community organisation means:</i> <i>(a) an entity that carries on activities for a public purpose; or</i> <i>(b) another entity whose primary object is not directed at making a profit.</i>

**OPERATIONAL PROVISIONS**

- The Mayor's Discretionary Fund is an annual amount provided in each budget to enable the Mayor to respond to emergent requests for financial assistance from community organisations.
- Grants to community organisations must be in accordance with the Community Grant Program General Policy.
- The Chief Executive Officer will be responsible for ensuring compliance in accordance with Chapter 5, Part 8, Division 2 Discretionary funds in the *Local Government Regulation 2012*.

**CRITERIA FOR EXPENDITURE APPROVAL**

Eligible Applicants must:

- be based within the boundaries of Cairns Regional Council; and
- be a community organisation.

Eligible Applicants must not:

- 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.
- an education institution or centre for higher learning.

## **APPROVAL PROCESS**

- The application will be prepared by the applicant using the requisite application form.
- Applications will be assessed by the Personal Assistant to the Mayor to determine eligibility and completeness.
- Applications that meet the eligibility requirements will be submitted for approval or rejection. The Personal Assistant to the Mayor will inform applicants of the approval or rejection of their application within 5 working days of a decision being made.
- The Personal Assistant to the Mayor will complete arrangements for the funding of successful applications within 30 working days of approval being given.

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review**

**Chief Financial Officer**

**ORIGINALLY ADOPTED: 24/11/2005  
CURRENT ADOPTION: 21/01/2019  
DUE FOR REVISION: 21/01/2023  
REVOKED/SUPERSEDED:**



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**John Andrejic  
CHIEF EXECUTIVE OFFICER**