



Cassowary Coast
REGIONAL COUNCIL

Cassowary Coast Regional Council

**COMMUNITY
CHRISTMAS APPEAL
GUIDELINES**

Community Christmas Appeal Guidelines

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Acknowledgement of Country

Cassowary Coast Regional Council acknowledges the Traditional Custodians of the land and sea on which we operate, the Mamu, Djiru, Girramay, Gulngay, Warrgamay, Jirrbal and Bandjin Peoples. We wish to acknowledge our respect for their current and emerging leaders and those in the dreaming. We thank all First Nations people for the contributions they make in building this community.

OBJECTIVES

Cassowary Coast Regional Council Community Christmas Appeal supports local community organisations that provide tangible help including pastoral care and financial assistance during the Christmas period. Historically, Christmas time can put extra pressure on families, especially those who have limited income. In particular, the last few years have seen an increase in household living expenses and the Community Christmas Appeal aims to prevent further financial stress during this season of giving.

The Appeal relies on the support of local donors; the service is additional to the role played by local agencies and is not possible without contributions from local individuals, families, groups and businesses.

Council advertises and facilitates the collection of the monetary donations, with all proceeds being donated back into the community via recipient organisations.

Organisations selected will align with Council's Visions - ***Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.***

Objectives of the Community Christmas Appeal is to -

- Provide additional funding to organisations that are assisting individuals and families facing financial stress in the spirit of Christmas
- Enhance activities that support social or emotional well-being
- Create strong, resilient communities and social networks
- Engage marginalised or other priority groups.
- Build community resilience
- Strengthen our community through social inclusion and collaboration
- Form collaborative partnerships to prioritise financial support for residents

In accordance with Council's Community Christmas Appeal Policy, the local government principles prescribed in the Local Government Act 2009 (Qld) apply to Council's Community Christmas Appeal Guidelines:

s4(2) The local government principles are—

- (a) transparent and effective processes, and decision-making in the public interest; and*
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) democratic representation, social inclusion and meaningful community engagement; and*
- (d) good governance of, and by, local government; and*
- (e) ethical and legal behaviour of councillors, local government employees*

FUNDING

DONATIONS IN

Cassowary Coast Regional Council will send out requests for donations from organisations and businesses within the Regional Council on behalf of the Community Christmas Appeal.

Monetary donations can be made via EFTPOS at any Cassowary Coast Regional Council Customer Service Centre or via Direct Deposit. Donations of food or toys are not accepted, as per the Community Christmas Appeal Policy. Any donations received after the closure of the Community Christmas Appeal will be rolled over to the following year or utilised in the following year as Emergent Funds in accordance with the Community Grants and Support Program Guidelines. Council may at times donate into the appeal, as per budgeted allocation.

SUPPORT OUT

Cassowary Coast Regional Council will select limited appropriate organisations to donate funds to at their discretion. At the closure of the Appeal, funds will be distributed to the respective organisations through direct deposit. Organisations will be asked to enter into an agreement to receive the funds with the proviso that a report be returned to council with the general outcomes of the appeal funds.

The intention of the Community Christmas Appeal is to support specialised Community Organisations that have known clients with a need for extra financial support over the Christmas period. Funding cannot be used for the general operating expenses of the organisation. Those seeking funding outside of this program should contact Council to discuss other options. When selecting the recipient organisations, council will consider the following:


Eligible organisations:

- Be a legal not for profit organisation or registered charity,
- Operating within Cassowary Coast Local Government Area or delivering a projects/initiatives within the Cassowary Coast Local Government Area.
- Possess a primary charter to assist low income and financially disadvantaged families or individuals.
- Service Clients who are residents of Cassowary Coast Local Government Area.
- Have a bank account in the name of the legal entity making application to the Appeal.
- Have the necessary insurances including public liability.

GENERAL INFORMATION

Timing	<ul style="list-style-type: none"> • Community Christmas Appeal to be opened in November each year. • Community Christmas Appeal receipt of donations to be closed off by 20 December. • Funds to be distributed prior to 25 December.
Supporting documents for recipient organisations	<ul style="list-style-type: none"> • Proof of not-for-profit status • Relevant insurance Certificate of Currency • Organisation's Charter or Constitution if requested
Terms and Conditions	<ul style="list-style-type: none"> • Any funds remitted are to be used for the approved purpose. • Funds are not to be used for normal operational costs of the organisations. • Organisations agree to dispersing 100% of the donation to the community.
Acknowledgement of Funding-Donations In	<ul style="list-style-type: none"> • Council will publicly recognise minor and major donations through various media outlets over the duration of the Community Christmas Appeal. This will acknowledge the generous donations of individuals and business in this time of need and encourage more donations through this recognition.
Acknowledgement of Funding-Support Out	<ul style="list-style-type: none"> • Council will publicly recognise the successful recipient organisations.
Feedback	<ul style="list-style-type: none"> • Feedback from the selected Recipient Organisations is requested 14 days after receipt of funds to give Cassowary Coast Regional Council examples of the Appeal's direct impact to the community. • Feedback is taken into account during Council's annual review of the Appeal's Policy and Guidelines.
Enquiries	<ul style="list-style-type: none"> • For further information please contact Council on 1300 763 903 or emails community@ccrc.qld.gov.au.



 1300 763 903

 enquiries@cassowarycoast.qld.gov.au

 cassowarycoast.qld.gov.au

 70 Rankin Street, Innisfail
38-40 Bryant Street, Tully
4 Balliol Street, Cardwell

Community Christmas Appeal Policy

Policy type	Council
Function	Organisation
Policy Owner	Community Services
Effective date	X October 2023

1. Purpose/Objective

This Policy underpins Council's aspiration *to enjoy enhanced livability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services* (Corporate Plan 2021-2025) and provides the framework for delivery of the annual Community Christmas Appeal.

Council provides the opportunity to facilitate the collection of monetary donations from local members of the public and supportive businesses, and then distribute the funds to pre-selected Community Organisations within the Cassowary Coast Region. Recipient Organisations are allocated funds at the end of the campaign and will be able to acquit the funds received through a reporting process.

2. Background

The Community Christmas Appeal (formerly Mayor's Christmas Appeal) has been coordinated by the Cassowary Coast Regional Council for over 30 years.

3. Scope

This Policy applies to all Council staff including elected members for the purposes of collecting and utilising funds for the Cassowary Coast Regional Council's Community Christmas Appeal.

4. Definitions

Assessment Process is the process by which applications are assessed, moderated and quality checked.

Christmas Period – For the purposes of this document, the Christmas period is deemed to start from 1 November and ends on January 31 the following year.

Community Organisation - means an entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit¹

Recipient Organisations – The Community Organisations selected to receive support from the Appeal.

5. Principles

The local government principles prescribed in the *Local Government Act 2009* (Qld) apply to this Policy.

s4(2) *The local government principles are—*

- (a) transparent and effective processes, and decision-making in the public interest; and*
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) democratic representation, social inclusion and meaningful community engagement; and*
- (d) good governance of, and by, local government; and*

¹ Local Government Regulation 2012 Schedule 8
Community Christmas Appeal Policy

(e)ethical and legal behaviour of councilors, local government employees and councilor advisors

6. Policy

Council has a responsibility to ensure that all assistance provided is managed through a transparent process, that the community is aware of the right channels through which to make requests, and that all agreements are managed effectively.

This Policy aims to –

- Encourage and support beneficial community led initiatives to assist vulnerable citizens in a greater time of need
- Be transparent around the level of financial assistance provided
- Provide clear communication of the process to donate and apply for assistance
- Apply a consistent approach to the delivery of the financial support to the local community

This Policy aims to ensure that assistance is only provided through the channels and processes outlined in the Policy and Guidelines.

During the Christmas Period, Cassowary Coast Regional Council will seek monetary donations from organisations and the public to hold in trust and then redistribute to Recipient Organisations within the community to assist individuals and families over this period. Goods such as food or toys will not be accepted.

Recipient Organisations will be selected prior to the start of the Community Christmas campaign; will be located within, and service community members within the Cassowary Coast Local Government Area.

Related forms, policies and procedures	Community Christmas Appeal Guidelines Replaces Policy in part “Applying for Community Sponsorship, Grants and Donations” Policy 4.01 2019
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • <i>Associations Incorporation Act 1981</i> • <i>Corporations Act 2001 (Cwth)</i> (with not-for-profit objectives) • <i>Financial Accountability Act 2009</i> • <i>Financial and Performance Management Standard 2009</i> • <i>Public Records Act 2002</i> • <i>Information Privacy Act 2009</i> • <i>Right to Information Act 2009</i>
Reference and resources	N/A

Policy Number	
Approved by	Approval date
Review date	