



**GENERAL DONATIONS TO THE IPSWICH
CITY COUNCIL STAFF SOCIAL CLUB
INCORPORATED POLICY**

DOCUMENT NO: A3750443

1.1 Objectives:

Ipswich City Council acknowledges that organisations benefit from supporting and fostering staff social interactions and activities. Workplace social clubs increase staff morale, productivity and produce a happier workplace environment in which to foster staff loyalty and retention.

The Ipswich City Council Staff Social Club Incorporated plays a vital role in facilitating staff after work social activities. Section 2(1) of the Ipswich City Council Staff Social Club Incorporated constitution states as the main objective for the establishment of the club “To develop better acquaintance, good fellowship and closer comradeship among Ipswich City Council staff employees.”

In supporting the initiatives of Ipswich City Council Staff Social Club Incorporated, Council endeavours to foster a happy and cohesive work environment for all staff.

1.2 Regulatory Authority:

Local Government Act 2009

Local Government Regulation 2012

ICC Delegation – Employee Development Board Administration

Ipswich City Council Social Club Incorporated Constitution

1.3 Policy Statement:

The Ipswich City Council Staff Social Club Incorporated will address all requests for donations in writing to the Chief Executive Officer.

Donations may include the use of Council equipment, buildings, services or the donation of funds to conduct events such as the Ipswich City Council Fun Day, the Ipswich City Council Social Club Christmas Party, or any other such initiative that arises from time to time.

In considering requests for donations, the Chief Executive Officer will consult with the Mayor and Deputy Mayor and, subject to agreement, proceed to approve the donation under the delegation entitled “Employee Development Board Administration.”

1.4 Scope:

The core matter addressed by this policy is how donation requests, from the Ipswich City Council Social Club Incorporated, are to be received and actioned.

1.5 Roles and responsibilities:

Ipswich City Council Social Club Incorporated – responsible for requesting donations from Council by written request addressed to the Chief Executive Officer.

Chief Executive Officer – responsible for the assessing donation requests, in consultation with the Mayor and Deputy Mayor, prior to approving under delegation “Employee Development Board Administration”.

1.7 Policy Author:

The Corporate Services Branch is responsible for the maintenance of this policy.

Date of Review: 8 March 2017

Date of Council Resolution: 30 June 2004

Committee Reference and Date: City Management and Finance Committee No. 2004(04) of 22 June 2004

No. of Resolution: 43.07

Date to be Reviewed: 8 March 2019