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| DA | DONATIONS TO SCHOOLS – REIMBURSEMENTS | ACS7 |
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| DELEGATED AUTHORITY CODE: | ACS7 |
| DIRECTORATE: | Governance & Community Services |
| BUSINESS UNIT: | Community Development |
| SERVICE UNIT: | Family & Community Development |
| RESPONSIBLE OFFICER: | Manager, Community Development |
| FILE NO.: | 086/003 |
| DATE FIRST ADOPTED: | 1997 |
| DATE LAST REVIEWED: | 8 September 2016 |
| POLICY REF.: | ACS7 |
| VERSION NO. | 5 |

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| Dates of Amendments / Reviews: | | |
| DAPPS Meeting: | 24 May 2012 28 August 2014 | 25 May 2016 |
| OCM: | 9 April 2009 14 June 2012 | 11 September 2014 9 June 2016 |

FUNCTION DELEGATED:

The authority to reimburse schools for certain items / activities.

CONDITIONS/GUIDELINES:

The following procedures will apply to requests from Schools for the reimbursement of costs for the items/activities designated.

- (1) Upon receipt of an invoice from the Principal of any school within the boundaries of the City of Cockburn, for the supply of sand to that school, the delegates are authorised to reimburse the costs incurred for the supply and delivery, up to a maximum of 6m³ in any one year, with Council's contribution recorded, in dollar value, as a donation.
- (2) Each school in the Municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day with Council's contribution recorded in dollar value as a donation.
- (3) Council will reimburse the cost of a maximum of 20 trees and shrubs per year up to a total value of \$200.00 to schools upon receipt of an invoice from the Principal with Council's contribution recorded in dollar value as a donation.
- (4) In the case of the Council undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours and Council's contribution is recorded in dollar value as a donation.

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- (5) Council will re-imburse to schools within the District the cost of a book for presentation as an annual student graduation prize. A Council representative, to be determined by the Mayor, will be invited to present the Award.
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.
- (7) All donations to be drawn from the “Donations to Schools” Account.

AUTONOMY OF DISCRETION:

As provided in Policy ACS7.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS7 "Donations to Schools - Reimbursements" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Manager, Recreation & Community Safety