

## POLICY MANUAL

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### Charity Home Sponsorship Policy (September 2016)

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#### 1. OBJECTIVES

This policy has been developed to provide guidance to the TPRC for proposals seeking sponsorship of charity homes within the Catalina Estate. It seeks to achieve the following:

- Define the Council's expectations and requirements;
- Define the recurrence, parameters and extent of sponsorship by the TPRC of charity homes within the Catalina Estate;
- Ensure sponsorship of charity homes is compatible with the achievement of the Council's objectives;
- Define the processes that proposals for sponsorship of charity homes are to be received, assessed and approved by within the Catalina Estate; and
- Governance and local government requirements.

#### 2. SPONSORSHIP

Within this policy **Sponsorship** is considered to be a business agreement between the Council and non-profit organization(s) to construct and dispose of homes within the Catalina Estate, for the purpose of raising funds for charitable causes, and the potential benefits to the Catalina Estate.

#### 3. PROCESS

##### 3.1 Receiving sponsorship proposals

The Council will consider sponsorship proposals following the undertaking of a public tender process.

Following the receipt of tender's, the Council may select one sponsorship proposal for endorsement based on the criteria contained within this policy.

The Council is not obliged to select any proposal, and is not obliged to seek further tenders.

##### 3.2 Commercial terms

The Council may consider sponsorship under any of the following commercial arrangements:

- i) The sale of a lot at a maximum discount of 50% of the lot valuation amount;
- ii) Deferral of the full lot purchase price for no longer than 18 months, or at settlement of the sale of the charity home, whichever is the sooner; and
- iii) Other terms presented to the TPRC which demonstrate significant benefits to the Catalina Estate and have regard to the governance requirements of the Local Government Act (1995).

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All other costs/charges associated with the transfer (settlement) will be borne by the proponent.

#### **4.0 SELECTION CRITERIA**

##### **4.1 Proponents to be Non-Profit Organizations**

Proposals for sponsorship will only be considered where it can be demonstrated that proceeds from the proposal will flow to organizations complying with the ATO's definition of a non-profit organization, as provided below.

*"A non-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up."*

The Council will only consider proposals submitted by organizations not complying with the above definition, where satisfactory arrangements are in place to ensure proceeds from the proposal are provided to a non-profit organization.

##### **4.2 The proposal must present community benefit**

Proposals must in the Council's opinion demonstrate significant benefits to the community. Benefits must be demonstrated in all of the following facets:

- i) Support of a recognized, non-profit charity organization; and
- ii) Support of community based endeavours.

##### **4.3 Proponents must demonstrate a strong track record of delivering similar projects.**

Proposals must be submitted by organizations who can demonstrate a strong track record in delivering similar projects within Australia. Competence must be demonstrated in all of the following key areas:

- i) Successful undertaking of similar projects;
- ii) Ability to finance the project; and
- iii) Successful marketing and promotion of similar projects.

##### **4.4 Proposals must support the achievement of the Council's objectives**

Proposals for sponsorship must demonstrate consistency with Council objectives for the Catalina Estate:

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- i) Adherence to sustainability principles, reflecting a balance of economic, social and environmental health considerations;
- ii) A high quality product demonstrating best practice housing design; and
- iii) Demonstrates innovation in addressing current and relevant housing issues such as sustainability, diversity or affordability.

#### 4.5 Estate benefits

Proposals must demonstrate how the Catalina estate will benefit from the sponsorship proposal. This could be through increased marketing and promotion, and project positioning

#### 5.0 AUTHORITIES

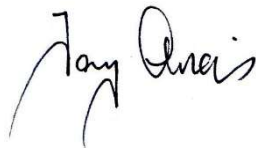
The Chief Executive Officer or delegated representative(s) have authority to seek expressions of interest in accordance with this policy.

#### 6.0 REVISION

This policy is to be reviewed every two years.

This Charity Home Sponsorship Policy is authorised by the Chief Executive Officer on 20 October 2016.

Signature:



Name: JOHN ANTHONY ARIAS

Date: 20 October 2016