

### 1. BACKGROUND

It is Council's policy to ensure that its community service obligations concerning the granting of donations to community groups are met in an open, fair and transparent manner and that the administration work in considering donations is streamlined as much as possible.

### 2. PURPOSE

Each year Council receives numerous requests for donations. These requests can broadly be classified into three (3) categories namely: 1. Local Organisations 2. Community Organisations 3. Council list of organisations to which donations are made categorised as:

- a) Pre-approved donations
- b) Non pre-approved donations
- c) Mayoral donations.

### 3. POLICY

#### Local Organisations

Due to the large number of requests for donations from non-local organisations, Council will generally only make donations to local organisations with the exception of the Pre-approved Donations listed in Section 3 a) of this policy.

Donations to this category should be limited to \$100.00 per year per organisation

#### Community Organisations

Council will only make donations to community organisations, not individuals. This will remove any public perception that may exist concerning Council favouring one (1) individual over another.

#### Council list of Organisations to which donations are made

##### a) Pre-approved Donations

This section contains a list of organisations that Council will make an annual donation to without the need for the organisation to apply to Council for the donation. The following organisations have been included in this section:

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|-------------------------------|-------|
| • Royal Flying Doctor Service | \$100 |
| • St Vincent de Paul          | \$100 |
| • Salvation Army              | \$100 |
| • Cancer Council              | \$100 |
| • National Heart Foundation   | \$100 |
| • Coonamble Hack & Pony Club  | \$250 |

- Annual Presentation of Awards
  - Coonamble High School                 \$100
  - Coonamble Public School             \$100
  - Gulargambone Central               \$100
  - St Brigid's School                   \$100
  - Quambone School                   \$100
  - Doug Moppett Memorial Prize
    - Coonamble High             \$125
    - Quambone School         \$125

#### **b) Non Pre-approved Donations**

Council will place an advertisement in the Coonamble Times inviting local not-for-profit community groups to submit their requests to Council for consideration of a donation. The request for submissions will be made in:

- December (for consideration at the February Meeting)
- May (for consideration at the June Meeting)
- September (for consideration at the October Meeting)

Following closure of the time allocated for receipt of requests a Council committee comprising of the Mayor, two (2) other Councillors and the General Manager or his/her delegate will consider all requests and make an appropriate recommendation to Council.

Applications under this category may include requests for Council to donate the value of the community group's annual general-purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

*All applications must be on the Coonamble Shire Council's Application form which lists the Application Guidelines and eligibility criteria.*

*If required supporting documentation is not submitted at the time of the application, the submission will be deemed an invalid application and not considered by Council.*

*Successful applicants are required to complete a Community Donation Report and return it to Council by the end of the financial year in which the donation was given.*

*If a Community Donation Report is not received by Council on the due date, future applications for donations may be declined.*

#### **c) Operational Plan Funding**

Council acknowledges that the following annual cultural activities, events and festivals will be funded on a recurrent basis through the Operational Plan. No further requests for these mentioned activities, by way of donation, will be considered by Council:

- ANZAC Day
- Australia Day
- Naidoc Day
- Easter/Christmas Celebrations and Street Decorations

- Buy Local Campaign
- Coonamble Show
- Coonamble Campdraft
- Coonamble Rodeo.

In the occurrence, that due to unforeseen circumstances the event/festival does not go ahead, the donation will be foregone for that financial year. If the donation was prepaid prior to the cancellation, the event/festival will forgo the donation in the next financial year with the amount reallocated into the Operational Plan.


#### **d) Mayoral Donations**

Mayoral Donations may be up to \$250 per donation for a maximum of \$5,000.00 in any one (1) financial year. Council's total donations each year will not exceed 1.5% of the rate levy (which currently accounts for around \$76,000).

#### **Implementation / Communication.**

The Executive Assistant for the General Manager will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Executive Assistant for the General Manager will also communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council and arrange for advertisements to be placed in the Coonamble Times and information to be placed on Council's web site and Facebook page, inviting community groups to apply for donations.

<b>Title: Donation Policy</b>		
<b>Department: Corporate Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1.0	14 August 2019	Bruce Quarmby
1.1	11 December 2019	Bruce Quarmby
1.3	10 August 2022	Deborah Tatton
1.4	10 December 2024	Deborah Tatton
<b>Amendment History</b>		
Adopted	14 August 2019	Resolution 2019/4461
Amended and Adopted	11 December 2019	Resolution 2019/4626
Amended and Adopted	10 August 2022	Resolution 2022/191
<b>Review Date: November 2026</b>		
<b>Annexure Attached:</b> Application for Donation		
<b>Paul Gallagher</b> <b>General Manager</b> 		

**Applications are welcome at any time but will be held for consideration three times each year.**  
**Closing dates and times: 4:30pm on the second Friday in January, April and August.**

**ORGANISATION DETAILS:**

Name of organisation/community group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

ABN: \_\_\_\_\_

**ELIGIBILITY:**

In relation to your organisation/community group:

(please tick)

Is it registered for GST?

☐ Yes

☐ No

Is it community-based and non-for-profit?

☐ Yes

☐ No

Is it based in or affiliated with the Coonamble Local Government Area?

☐ Yes

☐ No

Has it received any previous donation under the Donations Policy?

☐ Yes

☐ No

**PURPOSE:**

Describe, in some detail, what your organisation proposes to do with the requested donation.

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What are the outcomes/outputs you are hoping to achieve from your project/activity?

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How will these outcomes/outputs benefit the people of the Coonamble Local Government Area?

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Who—and how many people—do you foresee benefiting from your project/activity both directly and indirectly?

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**FINANCIAL CONSIDERATIONS:**

What is the amount of the donation you are requesting? \$ \_\_\_\_\_

If you do not receive the full amount requested, will you still be able to complete your project/activity by the end of the current financial year? If not, what alternative course of action have you planned?

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If applicable, does your requested amount include the value of general-purpose rates? ☐ Yes ☐ No  
(If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.)

**Financial Statements:** Please include a copy of your organisation's most recent financial statements.

**Sign and Date:** \_\_\_\_\_ / /  
(Chairperson, Secretary or Treasurer's signature + date)

Please return to:

**By Post:** The General Manager  
Coonamble Shire Council  
PO Box 249  
COONAMBLE NSW 2829  
(02) 6822 1626  
**By Fax:**  
**By Email:** [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
**By Hand:** 80 Castlereagh Street, Coonamble

For further information regarding the Application Process please contact Council on 02 6827 1900 or email [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au).