

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.

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.

1. 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—'non-local organisations'—should be limited to \$100.00 per year per organisation.

2. 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.

3. 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:

- Royal Flying Doctor Service \$100
- St Vincent de Paul \$100
- Salvation Army \$100
- Cancer Council \$100
- National Heart Foundation \$100
- Coonamble High School \$100)
- Coonamble Public School \$100) Annual Presentation
- Gulargambone Central \$100) of Awards functions
- St Brigid's School \$100)
- Quambone School \$100)

- Doug Moppett Memorial Prize \$250
 - Coonamble High \$125)
 - Quambone School \$125)
- Coonamble Hack & Pony Club \$250

b) Non Pre-approved Donations

In June and February each year 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. Following closure of the time allocated for receipt of requests a Council committee comprising the Mayor, the Deputy Mayor and the General Manager or his/her delegate will consider all requests and make an appropriate recommendation to Council.

Applications received during the year will be collated and presented to Council for consideration at its September, December, March and June Ordinary Meetings. As the whole of Council serves as the Donations Committee, the recommendations made from the committee will form the Council resolution.

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. 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:

i) In-Kind Contribution:

- ANZAC Day
- Australia Day
- NAIDOC Day
- Easter Celebrations and Street Decorations
- Christmas Celebrations and Street Decorations
- Coonamble Jockey Club

ii) Monetary and/or In-Kind Contribution:

- Buy Local Campaign
- Coonamble Show
- Coonamble Rodeo and Campdraft
- Coonamble Challenge and Campdraft
- Coonamble & District Education Foundation
- Coonamble Branch CWA
- Campbelltown City Council – Fisher’s Ghost Festival Art Award
- Coonamble Greyhound Racing Club

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 \$70,000).

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.

Variation and Review

This policy shall be subject to a three (3) yearly review by Council during the development of the annual Operational Plan or at an earlier time as determined by Council.

Title: Donations Policy		
Department: Corporate and Sustainability		
Version	Date	Author
1.0	August 2019	B. Quarmby
1.1	December 2019	B. Quarmby
1.3	August 2022	D. Tatton
Review Date: June 2025		
Amendments in the release:		
Amendment History	Date	Detail
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
Annexure Attached:		
Bruce Quarmby Acting General Manager 		

**Applications are welcome at any time but will be held for consideration on a quarterly basis.
Closing dates and times: 4:30pm on the second Friday in August, November, February and May**

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.

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

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

This report should be completed and submitted to Council by 30 June of the Financial Year in which your organisation/business received the donation

ORGANISATION DETAILS:

Name of organisation/community group: _____

Address: _____

Contact Phone: _____

Contact Email: _____

President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

ABN: _____

DONATION RECEIVED:

What was the value of the donation you received from Council? \$ _____

REPORTING:

Detail how the funds were spent.

What intended outcomes/outputs of your project/activity were you able to deliver?

Who—and how many people—benefited from your project/activity, both directly and indirectly?

ACKNOWLEDGEMENT:

By signing and submitting this form, you acknowledge and confirm that the funds donated to your organisation/community group were spent in accordance with the original request and as reported above.

Sign and Date _____ / /
(Chairperson 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
council@coonambleshire.nsw.gov.au
By Fax:
By Email:
By Hand: 80 Castlereagh Street, Coonamble