

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:

- 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:

- November
- May

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.

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| Department: Corporate Services | | |
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| 1.0 | 14 August 2019 | Bruce Quarmby |
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| 1.3 | 10 August 2022 | Deborah Tatton |
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| Application for Donation | | |
| Bruce Quarmby Director Corporate Services | | |