



# Donations Policy

**DOCUMENT AUTHORISATION**

<b>RESPONSIBLE OFFICER:</b>		PERSONAL ASSISTANT (DIRECTOR OF CORPORATE AND COMMUNITY SERVICES) (PA(DCCS))			
<b>REVIEWED BY:</b>		MANEX			
<b>REVIEW DUE DATE:</b>		June 2023			
<b>VERSION NUMBER:</b>		17			
<b>DOCUMENT NUMBER:</b>		NA			
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
17	15/12/22	4.12/22	Amendment to Part 3(d) for the amount in which a Mayoral Donation can be made, increasing from \$250 per donation to a maximum of \$1,000 per donation to a total of \$3,000 in any one (1) year.	(PA(DCCS))	Council
16	23/06/2022	18.06/22	Inclusion of the Acknowledgement of Country. Removal of RAAF 76 Squadron from part 3. c). Clear up possible ambiguity in relation to who can hire the hall for \$Nil. Removing reference to Resolution 3.05/21 in relation to Mayoral Donation.	(PA(DCCS))	Council
15	24/06/2021	12.06/21	Update the policy to be in line with Council's new Policy template. Addition of \$1,500 limit to be used as a guide.	(PA(DCCS))	Council

**Note:** Document Control continued at Appendix A

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 General Manager

24/1/23  
 .....  
 Date

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## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

## PURPOSE

The purpose of this policy is to:

- Assist Council when dealing with requests for donations; and
- Ensure an open, fair and transparent process is adhered to when granting donations.

## APPLICABILITY

This policy applies to:

- Pre-approved organisations listed below in 3a;
- Non pre-approved community group applicants;
- Cultural activities, events and festivals receiving funding annually through the Operational Plan and Budget as noted in 3c below;
- Mayor and applicants seeking a Mayoral Donation; and
- Annual Donations Review Committee.

## OUTCOMES

To provide Council with a framework for determining and allocating Council grants and donations and 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.

## ROLES AND RESPONSIBILITIES

The Personal Assistant (Director Corporate and Community Services) will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Personal Assistant (Director Corporate and Community Services) will communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council.

The Media and Communications Officer will arrange for advertisement/s to be placed in the Glen Innes Examiner and information to be placed on Council's website and Facebook page, inviting community groups to apply for donations.

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## POLICY STATEMENT

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. Operational Plan and Budget funding; and
  - d. 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 should be limited to \$100 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 local 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:

- |  |       |
|--|-------|
| • Westpac Rescue Helicopter Service – New England North West | \$100 |
| • CareFlight   | \$100 |
| • Royal Flying Doctor Service - South Eastern Section        | \$100 |
| • Cancer Council – Northern NSW Region                       | \$100 |
| • National Heart Foundation                                  | \$100 |
| • Salvation Army – Glen Innes Corps                          | \$100 |
| • Royal Far West Children’s Home – Manly                     | \$100 |

**TOTAL            \$700**

b) Non Pre-approved Donations

In July each year Council will place an advertisement in the Glen Innes Examiner 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, the Annual Donations Review Committee, comprising the Mayor, Deputy Mayor and one (1) other Councillor and the Director of Corporate and Community Services will consider all requests and make an appropriate recommendation to Council.

Sapphire Wind Farm Community Benefit Funds allocated to the Glen Innes Severn Local Government Area will be in addition to the funds distributed through Council's Annual Community Donations process.

Applications under this category should be limited to \$1,500 (however the Annual Donations Review Committee will use this figure as a guide rather than a cut-off) and 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 Glen Innes Severn 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 and Budget funding

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

- ANZAC Day;
  - Arts North West;
  - Australia Day;
  - Australian Celtic Festival;
  - Glen Innes Show Society; and
  - Minerama.
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Council further acknowledges that, in accordance with the Operational Plan and Budget's Schedule of Fees and Charges, a donation by way of a \$Nil hire fee of the Town Hall will be given to the following:

- Local not-for-profit community groups and events;
- Local schools; and
- Local religious / political groups.

d) Mayoral Donations

Mayoral Donations may be up to \$1,000 per donation for a maximum \$3,000 in any one (1) year.

Council's total donations each year will not exceed 0.5% of the rate levy.

## **LEGISLATION AND SUPPORTING DOCUMENTS**

### **Relevant Legislation, Regulations and Industry Standards include:**

- *Section 356 of the Local Government Act 1993.*

### **Relevant Council Policies and Procedures include:**

- Nil.

## **VARIATION AND REVIEW**

The Donation Policy will be reviewed every year, following the development of the annual Operational Plan and Budget, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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**Appendix A****Document Control Continued**

<b>PREVIOUS VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
14	25/06/2020	11.06/20		(PA(DCCS))	Council
13	27/06/2019	6.06/19		(PA(DCCS))	Council
12	28/06/2018	14.06/18			Council
11	22/06/2017	6.06/17			Council
10	23/06/2016	8.06/16			Council
9	25/06/2015	6.06/15			Council
8	26/06/2014	4.06/14			Council
7	23/05/2013	8.05/13			Council
6	26/07/2012	13.11/12			Council
5	23/06/2011	6.06/11			Council
4	24/06/2010	9.06/10			Council
3	25/06/2009	6.06/09			Council
2	26/06/2008	5.06/08			Council
1	20/04/2006	13.04/06			Council