



FINANCE POLICY COMMITTEE

AGENDA

9 JULY 2024

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **FINANCE POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 9 July 2024**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

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1 INTRODUCTION

1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Finance Policy Committee at this meeting.

2 GENERAL REPORTS

2.1 SMALL DONATIONS - REQUESTS FOR DONATIONS

RECORD NUMBER: 2024/587

AUTHOR: Jen Sharp, Acting Director Corporate & Commercial Services

EXECUTIVE SUMMARY

This report provides information to Council to allow for the consideration of a resolution regarding applications for funding through the Small Donations & Grants Program received between May 2024 and June 2024.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “16.2. Support community organisations and groups to deliver services and programs”.

FINANCIAL IMPLICATIONS

The budget for General Donations within the Small Donations & Grants Program for 2024/2025 is **\$80,000** with \$0 spent to date. The total requested in this round is **\$5,500**.

Annual budget 23/24	\$80,000.00
<i>Total spent to date</i>	\$0
<i>Requested amount this round</i>	\$5,500
<i>Remaining balance</i>	\$74,500

POLICY AND GOVERNANCE IMPLICATIONS

Refer to Council’s Donations and Grants Policy - ST32

This policy is in accordance with these sections in the Local Government Act 1993:

1. Section 356 (financial assistance)
2. Section 377 (delegated authority)
3. Section 610E (waive or reduce fees)

And in accordance with this section in the Local Government Regulation 2021:

Section 207 (record of donations for auditing purposes)

RECOMMENDATION

Council determines the following applications:

- 1 To donate \$3,000 to Trinity Pre-School Kindergarten Limited to contribute to the costs of holding a community event celebrating Trinity Pre-School’s 100 years in the community.**
- 2 To donate \$2,500 to the Orange Regional Malayalee Association to contribute to the costs to run the South Indian festival Onam.**

2.1 Small Donations - Requests for Donations

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

Applicant 1	Trinity Pre-School Kindergarten Limited
Assistance Would Support	The assistance would contribute to Trinity Pre-School Kindergarten Limited holding a community event celebrating the Pre-School's 100 years in the community. This event will also be used as a fundraising opportunity to allow them to raise additional funds for their capital works and maintenance schedule. Total Cost of the event is estimated at least \$26,600
Amount Requested	\$3,000
Policy Category	Community event not being event sponsorship
Category Maximum	\$2,500
Complies With Policy	No – amount requested is more than the maximum for the category
Previously funded by Council?	No

Applicant 2	Orange Regional Malayalee Association
Assistance Would Support	The assistance would contribute to a gathering related to the South Indian festival called "Onam". People from the State of Kerala, in South India, celebrate this festival every year in Orange. This year's celebrations will be on 7 September 2024 at Orange Function Centre. It is a non-ticketed event, with the total expense of the event estimated at \$21,000.00.
Amount Requested	\$2,500
Policy Category	Community event not being event sponsorship
Category Maximum	\$2,500
Complies With Policy	Yes
Previously funded by Council?	Yes 2022/2023 - \$2,500 towards Onam festival. 2021/2022 - \$2,500 towards Onam festival.

ATTACHMENTS

- 1 Small Donations Program - Application Form - General Donations - 100 years in Community Event - Trinity Pre-School Kindergarten Limited (Redacted), D24/37136 [↓](#)
- 2 Small Donations Program - Application Form - General Donations - South Indian Festival Onam - 7 September 2024 - Orange Regional Malayalee Association (ORMA) (Redacted), D24/37157 [↓](#)



A: 135 Byng Street, Orange
 T: 6393 8000
 E: council@orange.nsw.gov.au
 W: www.orange.nsw.gov.au

SMALL DONATIONS PROGRAM - APPLICATION FORM

General donations

APPLICANT'S DETAILS

Name of organisation: Trinity Preschool Orange Inc

Contact name: Sarah Evans or Julie McCauley

Position: Director/Business Administrator

Postal address

Phone:

Mobile:

Email:

What is the legal status of your organisation? (eg Incorporated, Association, etc.)

If not-for-profit please attach evidence – such as charter/constitution showing no personal gain will be available to members, charitable status advice or a statutory declaration

Trinity Preschool is a not for profit Incorporated Association

Please select:

Profit or Not-for-Profit

If not-for-profit:

Constitution, tax ruling or other document confirming not-for-profit status is attached

Is your group/organisation registered for GST?

Yes No

If applicable, please provide: ABN: 85426239508

ACN:

BANK ACCOUNT DETAILS FOR PAYMENT

BSB No:

Account N

Bank:

YOUR ORGANISATION

Please describe your organisation and its purpose

Trinity Preschool Orange Incorporated is a not-for-profit Incorporated Association that provides Early Education to children in our community in the year prior to school. Any profit Trinity Preschool makes goes into maintaining and improving the preschool and making it viable for the Community.

For **100 years** Trinity Preschool has been shaping the lives of young children in Orange and from across the Central West. From its beginnings in the Old School of Arts Building on Byng St in 1924 with two classrooms under the tutelage of Rev Canon Taylor to today in 2024 in our Kooronga Ave location where we nurture, educate and celebrate 160 young people, Trinity is one of the longest continuous educational organisations in Orange.

REASON FOR APPLYING FOR FINANCIAL ASSISTANCE

Please describe your project, equipment purchase, community service, community event (including the date of the event) or other eligible category listed in the ST029 Donations and Grants Policy

We are holding a Community Event, celebrating Trinity Preschool’s 100 years in the Community. We are hoping to see ex-students, families, Committee and staff members.

We will also be raising money for the continuing success of the Preschool adding to our Capital Works and Maintenance Schedules, which include a new staff/parent room and continuing the playground improvements.

YOUR COSTS, COST OF PROJECT OR PURCHASE OF EQUIPMENT OR COMMUNITY EVENT (OR ELIGIBLE CATEGORY) AND YOUR CONTRIBUTION

Please attach evidence of your costs. For purchase equipment, please attach three quotations.

Your costs For Function Centre Only	\$ 4,661
Your contribution	\$1,661
Your voluntary contribution	\$
Amount required from Council (eligible amounts are listed in the ST029 Donations and Grants Policy)	\$ <input type="text" value="3,000"/>

2.2 EVENT SPONSORSHIP APPLICATIONS

RECORD NUMBER: 2024/1114

AUTHOR: Tony Boland, Business Projects Officer

EXECUTIVE SUMMARY

This report provides information to Council so it may consider applications through Council's Event Sponsorship Program.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "12.2. Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

FINANCIAL IMPLICATIONS

The budget for the Event Sponsorship Program is \$100,000 for the financial year. The summary of commitments and expenditure is at Table one below.

Table One: Event Sponsorship Program – Financial summary table

Annual Allocation	Committed from previous years	Approved in 2024/25	Balance available	Requested in this report	Committed for 2025/26
\$100,000	\$21,600	\$0	\$78,400	\$24,000	\$10,000

POLICY AND GOVERNANCE IMPLICATIONS

Events Sponsorship Program Policy ST144 is applied by staff to determine if the application is compliant with the Policy. The application is then submitted to Council via the Finance Policy Committee, with a comment from staff about areas of non-compliance (if applicable).

Councillors may also decide to fund an event for an amount other than requested if so desired.

RECOMMENDATION

That Council determines the following applications:

- 1 Housing Plus for \$10,000 for the 2024 White Tie Ball on 12 October 2024 at Orange Ex Services Club.**
- 2 2025 Orange Chamber Music Festival to the amount of \$10,000, held 6 to 9 March 2025.**
- 3 Commitment to sponsor the Orange Chamber Music Festival to the amount of \$10,000 per year for three years being FY 2025, FY 2026 and FY 2027. (This would be inclusive of support of recommendation 2)**
- 4 Sustainable Living Expo to the amount of \$4,000. The event will be held 22 September 2024**

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION**Information for Councillor's regarding the data within submissions:**

The section titled *Visitation Based on Applicants Data* is to show how many locals, day visitors and overnight visitors are expected to attend the event. This information is derived from the application and can include ranges, depending on what the organisation has included in their application. Councillors should note that staff have not verified how the applicant's figures were arrived at, and Councillors should use their discretion in considering the visitor numbers.

The category titled "*OCC \$ per participant ratio (lower ratio = less spend per person)*" is to allow the Councillors to view an average cost per person briefly to assist in determining if the application is value for money. This information has been included at three levels, total participants (locals, day visitors and overnight visitors), total visitors (day visitors and overnight visitors) and overnight visitors. A ratio of 5:1 indicates \$5 of Council funds per visitor in funding. Ratios are rounded to the nearest whole figure in most cases. Again, Councillors should note that staff have not verified how the applicant's figures were calculated, and Councillors should use their discretion in considering the visitor numbers.

The section titled "*Income generated (DNSW)*" is based on the applicants estimated number of participants and their home locations. Staff can apply average spend data from Destination NSW (DNSW) to give an indication of the likely income to be generated for the economy. Based on Destination NSW figures, a day visitor spends \$159 per trip and an overnight visitor spends \$478 per visit.

Apart from this data there are other considerations that can be included in deliberations surrounding supporting or not supporting the application. These include:

- How long the event has been going and does it have the capacity to grow?
- Does the event have overriding social benefits to the broader community or the more disadvantaged members of our community?
- Is this accessible to a large proportion of the community who may wish to attend or is it for a small select group?
- Will the event provide additional benefits to Orange such as national media exposure?
- Increased promotion of the city and/or identification of the city with a recognised product such as sport, food, wine, agribusiness, clean environment etc.
- Will not funding the event have an adverse impact on the ability of the organisers to hold the event.

2.2 Event Sponsorship Applications

Applicant 1	Housing Plus – 2024 White Tie Ball
Policy Category	Flagship Event Fund Assists the development of events that have been running for 2 years or more and contribute to the Orange360 tourism region and demonstrate that they attract overnight visitors.
Amount requested	\$10,000
Category Maximum	\$10,000
Complies With Policy	Partially. While the event does attract some visitors it is not considered a visitor focused event. The ratio of expenditure is extremely high (33:1, provided below) indicating a low value for money investment per visitor.
Aligns to Destination Management Plan	No, Event does not align with any of the seven themes in the Destination Management Plan.
Social issues addressed by the event	The event is driven by the need to fund The Orchard, a domestic violence refuge for women and children suffering domestic violence. The Council has regularly supported this event due to the support it gives to vulnerable people in our community.
Previously funded by Council?	<ul style="list-style-type: none"> • 2022-23 - \$6,000 • 2021-22 - \$5,500 • 2020-21 - \$5,000 • 2019-20 - \$0 • 2018-19 - \$0 • 2017-18 - \$0
Other reported sponsorship	It is estimated that there will be an additional \$45,000 in sponsorship and \$40,000 in fundraising.
Summary information	<ul style="list-style-type: none"> • Housing Plus is a not-for-profit entity registered with the Australian Charities and Not-for-profits Commission. • The White Tie Ball is the annual fundraising event for The Orchard - a crisis centre for women and children escaping domestic violence. • The Ball will be held on Saturday 12 October 2024, based on previous year's attendance they are estimating they will sell 300 tickets. • The event will be held at the Orange Ex-Services Club, providing revenue for a local business. • An estimated 50-60 visitors will be staying in Orange and will be encouraged to tour the region and to take advantage of the tourism opportunities available to them.
Visitation based on applicants' data (per event day)	<ul style="list-style-type: none"> • Locals – 240 (per event day) • Day visitors – 0 • Overnight visitors – 60
OCC \$ per participant ratio (lower ratio = less spend per person)	<ul style="list-style-type: none"> • Total participants – 33:1 • Total visitors – 167:1 • Overnight visitors only – 167:1
Income generated (DNSW)	<ul style="list-style-type: none"> • \$28,680

2.2 Event Sponsorship Applications

Applicant 2	Orange Chamber Music Festival – 6-9 March 2025
Policy Category	Flagship Event Fund – Assists the development of events that have been running for 2 years or more and contribute to the Orange360 tourism region and demonstrate that they attract overnight visitors.
Amount requested	\$10,000 per year for 3 years.
Category Maximum	\$10,000 per year.
Complies With Policy	Partially. The event complies with all the aspects of the Flagship fund with the exception of the economic impact. The figure at the bottom of this table is created from a DNSW average data table yet the attendees to the event are likely to exceed those averages significantly due to the socio-economic band the event attracts.
Aligns to Destination Management Plan	Festival timing was decided in conjunction with Orange 360. The event aligns with: <ul style="list-style-type: none"> • DMP Theme 4 – Creativity, Arts and Culture • DMP Theme 5 – Events, Festivals and Conferencing • DMP Theme 6 – Food, Ferments & Night-Time Economy
Social issues addressed by the event	Nil.
Previously funded by Council?	<ul style="list-style-type: none"> • 2023-24 - \$9,713 • 2022-23 - \$10,000 • 2021-22 - \$4,800 • 2020-21 - \$4,200 • 2019-20 - \$0 • 2018-19 - \$0
Other reported sponsorship	\$30,000 in donations \$6,000 in sponsorships \$12,720 in grants
Summary information	<ul style="list-style-type: none"> • This is the 5th Orange Chamber Music Festival • It is expected that there will be workshops held with students from 4 to 6 March leading into the event. • The applicant is seeking 3 years of funding. • Each of the events is ticketed.
Visitation based on applicants' data (per event day)	<ul style="list-style-type: none"> • Locals – 700 • Day visitors – 400 • Overnight visitors – 100
OCC \$ per participant ratio (lower ratio = less spend per person)	<ul style="list-style-type: none"> • Total participants – 7:1 • Total visitors – 20:1 • Overnight visitors only – 100:1
Income generated (DNSW)	<ul style="list-style-type: none"> • \$111,400

2.2 Event Sponsorship Applications

Applicant 3	Rotary Club of Orange – Orange Sustainable Living Expo
Policy Category	Flagship Event Fund – Assists the development of events that have been running for 2 years or more and contribute to the Orange360 tourism region and demonstrate that they attract overnight visitation.
Amount requested	\$4,000
Category Maximum	\$10,000
Complies With Policy	Partially. While the event does attract some visitors it is not considered a visitor focused event. The event is held in September which falls outside of peak tourism periods, in accordance with policy.
Aligns to Destination Management Plan	No, Event does not align with any of the seven themes in the Destination Management Plan.
Social issues addressed by the event	This event addresses environmental issues.
Previously funded by Council?	<ul style="list-style-type: none"> • 2023-24 - \$4,000 • 2022-23 - \$0 • 2021-22 - \$5,000 • 2020-21 - Approved but cancelled due to COVID • 2019-20 - \$0 • 2018-19 - \$0
Other reported sponsorship	\$6,000 – Rotary Club of Orange
Summary information	<ul style="list-style-type: none"> • The event has been running for the past 16 years. • There over 1200 people who attended the expo last year • 16% of the visitors were from outside the Orange postcode
Visitation based on applicants' data (per event day)	<ul style="list-style-type: none"> • Locals – 1,400 • Day visitors – 400 • Overnight visitors – 200
OCC \$ per participant ratio (lower ratio = less spend per person)	<ul style="list-style-type: none"> • Total participants – 3:1 • Total visitors – 10:1 • Overnight visitors only – 30:1
Income generated (DNSW)	<ul style="list-style-type: none"> • \$111,400

ATTACHMENTS

- 1 2024 White Tie Ball Cover Application, IC24/15375 [↓](#)
- 2 White Tie Ball Flagship Application 2024, IC24/15371 [↓](#)
- 3 Orange Chamber Music Festival Cover Application 2025, IC24/15376 [↓](#)
- 4 Orange Chamber Music Festival Flagship Application 2025, IC24/15368 [↓](#)
- 5 Sustainable Living Expo 2024 Cover Application, IC24/15377 [↓](#)
- 6 Sustainable Living Expo Flagship Fund Application 2024, IC24/15373 [↓](#)

