



## **FINANCE POLICY COMMITTEE**

# **AGENDA**

**3 JUNE 2025**

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, 3 June 2025.**

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Executive Support on 6393 8391.

## AGENDA

### EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building by the rear entrance and gather at the entrance to the car park. This is Council's designated emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
	1.1 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
<b>2</b>	<b>GENERAL REPORTS.....</b>	<b>5</b>
	2.1 Small Donations - Requests for Donations .....	5

## **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: 2025/445

AUTHOR: Jen Sharp, 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 Program received between April 2025 and May 2025.

The Small Donations Program has been established to provide assistance to community and not-for-profit groups that offer significant contribution to the social, economic and/or environmental wellbeing of the Orange Local Government Area (LGA)

#### 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 Program for 2024/2025 is **\$80,000** with \$65,542.02 spent to date. The total requested in this round is **\$5,824**.

<i>Annual budget 24/25</i>	<b>\$80,000.00</b>
<i>Total spent to date</i>	\$65,542.02
<i>Requested amount this round</i>	\$5,824.00
<i>Remaining balance</i>	\$8,633.98

#### 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**

- 1 That this item be heard and voted on *in seriatim*.
- 2 That Council determines the following applications:
  - 1) To donate \$2,500 to Orange Regional Malayalee Association to contribute to the costs of running the South Indian festival called "Onam".
  - 2) To donate \$74 to Triple M Central West to contribute to the booking fee for hosting Australia's Biggest Morning tea.
  - 3) To donate \$750 to Friday Night Gaming to contribute to the cost of prizes and assist with the purchase of any additional equipment such as wargaming terrain.
  - 4) To donate \$2,500 to Orange Christian School for the Young Leaders of the Central West Event to contribute to the hire of the venue, morning tea for participants, the purchase of consumables, and travel/accommodation for guest speakers if needed.

**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**

<b>Applicant 1</b>	<b>Orange Regional Malayalee Association</b>
<b>Assistance Would Support</b>	The assistance would contribute to the costs of running the South Indian festival called "Onam".
<b>Amount Requested</b>	Additional \$2,500
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	No (already donated \$2,500 each for the FY25 and FY26 events)
<b>Previously funded by Council?</b>	Yes 2024/2025 \$2,500 (Event to be held in FY26) 2024/2025 \$2,500 (Event held in FY25)

<b>Applicant 2</b>	<b>Triple M Central West</b>
<b>Assistance Would Support</b>	The assistance would contribute to the booking fee for hosting Australia's Biggest Morning tea.
<b>Amount Requested</b>	\$74
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	Yes
<b>Previously funded by Council?</b>	No

2.1 Small Donations - Requests for Donations

---

<b>Applicant 3</b>	<b>Friday Night Gaming</b>
<b>Assistance Would Support</b>	The assistance would contribute to the cost of prizes and assist with the purchase of any additional equipment such as wargaming terrain.
<b>Amount Requested</b>	\$750
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	Yes
<b>Previously funded by Council?</b>	Yes 2021/2022 \$1,151.00


<b>Applicant 4</b>	<b>Young Leaders of the Central West – Orange Christian School</b>
<b>Assistance Would Support</b>	The assistance would contribute to the hire of the venue, morning tea for participants, the purchase of consumables, and travel/accommodation for guest speakers if needed.
<b>Amount Requested</b>	\$2,500
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	Yes
<b>Previously funded by Council?</b>	Yes 2021/2022 \$1,500.00 2023/2024 \$2,500.00

**ATTACHMENTS**

- 1 Small Donations Program - Application Form - General Donations - ONAM - May 2025 (redacted), D25/57702 [↓](#)
- 2 Small Donations Program - Application Form - General Donations - Australia's Biggest Morning Tea - May 2025 (redacted), D25/57704 [↓](#)
- 3 Small Donations Program - Application Form - General Donations - Friday night gaming - May 2025 (redacted), D25/58196 [↓](#)
- 4 Small Donations Program - Application form - General Donations - The Young Leaders of the Central West - May 2025 (redacted), D25/58324 [↓](#)

**SMALL DONATIONS PROGRAM - APPLICATION FORM****General donations**

Community or not-for-profit group providing benefit to the local community can apply for a maximum of \$2,500

This document will be made public, and only fields with this icon  will be redacted.

**APPLICANT'S DETAILS**

Name of organisation: ORANGE REGIONAL MALAYALEE ASSOCIATION (Orange Malayalee Community)

Contact name: BALAJI CHAKRAVARTHY

Position: COMMITTEE MEMBER

 Postal address

 Phone:

 Mobile:

 Email:

ABN (if applicable):

ACN (if applicable):

**YOUR ORGANISATION**

☒ Not-for-Profit ☒ Community Group

Please provide a short description of your organisation, and its purpose.

Orange Regional Malayalee Association (ORMA) known as "Orange Malayalee Community" is Not-for-Profit organisation that coordinate the promotion of culture and traditions of people from the State of Kerala - one of the most Southern States of India.

Orange Regional Malayalee Association work towards the welfare and interest of the members. Orange Regional Malayalee Association also work for the promotion and preservation of Malayali culture, including the promotion of the language, food habits and other positive things exist in the culture.



**YOUR REQUEST**

Amount requested: \$ 2,500.00

Date event if applicable: 23/08/2025

What round are you applying for? ☐ Round 1 ☐ Round 2 ☐ Round 3 ☒ Round 4

If you have attempted to seek funding for this project from any other source, including other grants, requests for in kind donations or reduction in costs from suppliers, please provide details:

We have previously applied for \$2,500.00 and are waiting for the outcome. This additional fund request is based on the advice of Mayor TONY MILETO and Director of Corporate & Commercial Services JEN SHARP.

What will this donation be used for?

This financial assistance is for 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. The Orange Function Centre will host this year's celebrations ON 23/08/2025.

Event is a mixture of indoor games for kids and adults (eg: Musical Chair), Songs, Dances, Cultural Programmes etc. The highlights of the event are floral decorations on the floor, all attendees (including children) wear Kerala traditional cloths and a traditional vegetarian meal served on plantain leaf. Please search online with the keywords "Onam", "Onasadhya" and "Thiruvathira" more information.

This is a non-ticketed event. Total expense of the event will be around \$23,000.00 including the meal. Approximately, more than half of the expense will be for the meals and the meals expense will be charged to attendees. As we do not have a local food supplier available in Orange to prepare and serve a non vegetarian meal (Onasadhya), every year we organise it from a Homebush based restaurant (Bluemoon Restaurant, 32-36 Burlington Rd, Homebush NSW 2140). Other expenses include venue hire, securities, fire Officers, liability Insurance, audio-Visual equipment hire, floral decorations with fresh flowers, stage decoration, gifts etc.

**BENEFIT TO ORANGE**

Please outline how the donation will contribute to the social, economic and/or environmental wellbeing of the Orange Local Government Area.

Promoting the culture and traditions of the people of Kerala, one of India's most southern States. Exposure of Kerala culture to the residents of the Local Government Area, as well as business to local businesses (Bunnings, Local Supermarkets, Wrap & Rite and Spotless etc).

**ALIGNMENT TO COUNCIL'S COMMUNITY STRATEGIC PLAN**

Which theme/s best match your reason for donation?

**LIVE: A healthy, safe, inclusive and vibrant community**

This theme recognises the importance of encouraging healthy lifestyles, community pride and a sense of belonging.

**PRESERVE: Balancing the natural and built environment**

This theme ensures that the unique natural, cultural, social and historical aspects of our community are preserved while recognising the need for growth and improvement.

**PROSPER: A smart, innovative and resilient economy**

This theme focuses on providing the community with positive choices for investment, employment and study.

**COLLABORATE: Leadership and partnership**

This theme looks at forging a collaborative community that engages with open and ongoing decision making.

**COSTS AND FUNDING**

Please provide a summary of your event costs and funding sources. For equipment purchase, please attach quotes.

**COSTS**

Orange Function Centre Hire	\$ 2,500.00
Bunnings, Local Supermarkets, Wrap & Rite and Spotless	\$ 4,500.00
Wheeler Industries - Fire Safety Officers	\$ 1,200.00 (if required)
Security Officers	\$ 1,800.00
Orange PA Hire - Light and Sound	\$ 3,000.00
Total costs	\$ 13,000.00

**FUNDING**

Your contribution	\$ 10,500.00
Funding from other councils	\$ 0.00
Contribution from other sources	\$ 0.00
Total funding	\$ 10,500.00

**BANK ACCOUNT DETAILS FOR PAYMENT**

BSB No:



Account No:



Account Name:



Bank:

**DECLARATION**

On behalf of: (name of organisation if applicable) ORANGE REGIONAL MALAYALEE ASSOCIATION (Orange Malayalee Community)

☒ I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.



Signed

Date 20/05/2025

Print name

BALAJI CHAKARAVARTHY

Position in organisation

COMMITTEE MEMBER


The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.



## SMALL DONATIONS PROGRAM - APPLICATION FORM

### General donations

Community or not-for-profit group providing benefit to the local community can apply for a maximum of \$2,500

This document will be made public, and only fields with this icon  will be redacted.

#### APPLICANT'S DETAILS

Name of organisation: Triple M Central West

Contact name: Lianna Speers

Position: Brand Experience Lead

 Postal address

 Phone:

 Mobile:

 Email:

ABN (if applicable):

ACN (if applicable):

#### YOUR ORGANISATION

☒ Not-for-Profit ☐ Community Group

Please provide a short description of your organisation, and its purpose.

Triple M Central West are hosting an Australia's Biggest Morning Tea event for the community of Orange. We will be inviting prominent member of the community to join including The Mayor, fellow councillors, federal and state members and the wider community to visit the Triple M Marque between 6am and 10am, make a donation and receive a treat.

**YOUR REQUEST**

Amount requested: \$ 74.00

Date event if applicable: 27 June

What round are you applying for? ☐ Round 1 ☐ Round 2 ☐ Round 3 ☐ Round 4

If you have attempted to seek funding for this project from any other source, including other grants, requests for in kind donations or reduction in costs from suppliers, please provide details:

We have sourced food and coffee from local businesses which we will sell and forward 100% of the funds to the Cancer Council

What will this donation be used for?

Waiving the booking fee

**BENEFIT TO ORANGE**

Please outline how the donation will contribute to the social, economic and/or environmental wellbeing of the Orange Local Government Area.

It's a community event to bring the people of Orange together for a well-known cause that will affect everyone somehow in their lifetime.

**ALIGNMENT TO COUNCIL'S COMMUNITY STRATEGIC PLAN**

Which theme/s best match your reason for donation?

**LIVE: A healthy, safe, inclusive and vibrant community**

This theme recognises the importance of encouraging healthy lifestyles, community pride and a sense of belonging.

**PRESERVE: Balancing the natural and built environment**

This theme ensures that the unique natural, cultural, social and historical aspects of our community are preserved while recognising the need for growth and improvement.

**PROSPER: A smart, innovative and resilient economy**

This theme focuses on providing the community with positive choices for investment, employment and study.

**COLLABORATE: Leadership and partnership**

This theme looks at forging a collaborative community that engages with open and ongoing decision making.

COSTS AND FUNDING

Please provide a summary of your event costs and funding sources. For equipment purchase, please attach quotes.

COSTS

Booking Fee	\$ 74.00
	\$
	\$
	\$
	\$
Total costs	\$ 74.00

FUNDING

Your contribution	\$
Funding from other councils	\$
Contribution from other sources	\$
Total funding	\$

BANK ACCOUNT DETAILS FOR PAYMENT



BSB No:



Account No:



Account Name:



Bank:

DECLARATION

On behalf of: (name of organisation if applicable) 

Lianna Speers

☒ I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.

Signed

Date 

21 May 2025

Print name 

Lianna Speers

Position in organisation 

Brand Experience Lead

The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.



## SMALL DONATIONS PROGRAM - APPLICATION FORM

### General donations

Community or not-for-profit group providing benefit to the local community can apply for a maximum of \$2,500

This document will be made public, and only fields with this icon  will be redacted.

#### APPLICANT'S DETAILS

Name of organisation: Friday night gaming

Contact name: Chris McMiles

Position: President

 Postal address

 Phone:

 Mobile:

 Email:

ABN (if applicable):

ACN (if applicable):

#### YOUR ORGANISATION

☒ Not-for-Profit ☐ Community Group

Please provide a short description of your organisation, and its purpose.

Friday night gaming is an Orange community group created in April 2014. We are a wargaming club encouraging friendship and a good time as members play a variety of miniature tabletop wargames. Games played include Warhammer 40,000, Warhammer the Old world, Magic the gathering, Blood bowl, Marvel: Crisis protocol, Star Wars legion and many others. We meet monthly on Friday nights at Games and more who donates the venue. Players new and old gather to test their skills and luck whilst having a good time. Our costs are covered by internal fundraising. We offer several events each year where a day or two of the weekend can be devoted to this hobby. Our biggest event is ' Battle in the bush' which is in its 11th year in 2025. Over 100 competitors stay the weekend for 2 days of wargames the majority being from outside of Orange.

**YOUR REQUEST**

Amount requested: \$ 750

Date event if applicable: 6 September 2025

What round are you applying for? ☐ Round 1 ☐ Round 2 ☐ Round 3 ☒ Round 4

If you have attempted to seek funding for this project from any other source, including other grants, requests for in kind donations or reduction in costs from suppliers, please provide details:

The hall hire costs, a Saturday and Sunday hire of the Coral Sea room at the Orange Ex-services club, have been generously covered by an OESC club grant for \$4620. Participants must purchase an entry ticket approximately \$50 each. Substantial volunteer hours and equipment is used as well

What will this donation be used for?

This donation will be used to help cover the cost of prizes and assist with the purchase of any additional equipment such as wargaming terrain. The event is completely volunteer run with an estimated 40 volunteer hours for event creation, advertising, officiating and judging on the event days, and event set up and pack up. The majority of necessary equipment such as wargaming terrain will be provided by the club. Last year 67 of the 107 participants came from outside Orange. This year events running include Warhammer 40,000, Star Wars Legion and Marvel crisis protocol and we expect more attendees.

**BENEFIT TO ORANGE**

Please outline how the donation will contribute to the social, economic and/or environmental wellbeing of the Orange Local Government Area.

Our event has grown in size and reputation over 11 years. Over 100 participants now travel to Orange staying Friday and Saturday night in paid accommodation. All participants will be purchasing local food & drink. Typically the Saturday night will have a social event that support local entertainment businesses. This event appeals to a demographic that may not otherwise travel to Orange. Thus it is good advertising for them to tell their friends and maybe for them considering a return or move in the future. The donation will help extend the events quality and appeal to participants which will help it continue for many years to come.

**ALIGNMENT TO COUNCIL'S COMMUNITY STRATEGIC PLAN**

Which theme/s best match your reason for donation?

**LIVE: A healthy, safe, inclusive and vibrant community**

This theme recognises the importance of encouraging healthy lifestyles, community pride and a sense of belonging.

**PRESERVE: Balancing the natural and built environment**

This theme ensures that the unique natural, cultural, social and historical aspects of our community are preserved while recognising the need for growth and improvement.

**PROSPER: A smart, innovative and resilient economy**

This theme focuses on providing the community with positive choices for investment, employment and study.

**COLLABORATE: Leadership and partnership**

This theme looks at forging a collaborative community that engages with open and ongoing decision making.

**COSTS AND FUNDING**

Please provide a summary of your event costs and funding sources. For equipment purchase, please attach quotes.




**COSTS**

48-hour hire Coral sea room Orange Ex services club	\$ 4620
Volunteer event organising, set up, pack up and on the day costs at \$25/ per	\$ 1000
Miscellaneous wargaming terrain and paraphernalia	\$ 1000
Prizing	\$ 10000
Additonal Stationary supplies	\$ 150
Total costs	\$ 16770


**FUNDING**

Your contribution	\$ 750
Funding from other councils	\$ 0
Contribution from other sources	\$ 4620
Total funding	\$ 5370

**BANK ACCOUNT DETAILS FOR PAYMENT**

 BSB No:	 Account No:
 Account Name:	
 Bank:	

**DECLARATION**

On behalf of: (name of organisation if applicable)	Friday Night Gaming Inc
<input checked="" type="checkbox"/> I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.	
 Signed	Date 24/05/2025
Print name	Chris McMiles
Position in organisation	President

The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.





## SMALL DONATIONS PROGRAM - APPLICATION FORM

### General donations

Community or not-for-profit group providing benefit to the local community can apply for a maximum of \$2,500

This document will be made public, and only fields with this icon  will be redacted.

#### APPLICANT'S DETAILS

Name of organisation: Orange Christian School

Contact name: Adrian Lee

Position: Secondary Stage & Careers Coordinator

 Postal address

 Phone:

 Mobile:

 Email:

ABN (if applicable):

ACN (if applicable):

50002302776

#### YOUR ORGANISATION

☒ Not-for-Profit ☐ Community Group

Please provide a short description of your organisation, and its purpose.

The Young Leaders of the Central West is an annual event that involves the leadership teams of all interested high schools in Orange and surrounding areas. This event is designed to increase the interconnectedness of our local high schools, to provide an opportunity for our young people to collaborate on a range of ideas and issues and to promote innovative leadership development. As an initiative, we aim to educate, upskill and empower our young leaders by facilitating interactive workshops and hosting guest speakers who are leaders within their fields.

**YOUR REQUEST**

Amount requested: \$ 2500

Date event if applicable: August 1 2025

What round are you applying for? ☒ Round 1 ☒ Round 2 ☒ Round 3 ☒ Round 4

If you have attempted to seek funding for this project from any other source, including other grants, requests for in kind donations or reduction in costs from suppliers, please provide details:

What will this donation be used for?

Hire of Venue,  
Morning Tea for participants,  
purchase of consumables  
Travel / accommodation for Guest Speakers if needed.

**BENEFIT TO ORANGE**

Please outline how the donation will contribute to the social, economic and/or environmental wellbeing of the Orange Local Government Area.

We aspire to collectively build a foundation for younger generations to feel empowered to tackle issues facing the youth of today, increase their leadership capacity and provide strategies to explore within our diverse educational settings.

**ALIGNMENT TO COUNCIL'S COMMUNITY STRATEGIC PLAN**

Which theme/s best match your reason for donation?

<input type="checkbox"/> <b>LIVE: A healthy, safe, inclusive and vibrant community</b>  This theme recognises the importance of encouraging healthy lifestyles, community pride and a sense of belonging.	<input type="checkbox"/> <b>PRESERVE: Balancing the natural and built environment</b>  This theme ensures that the unique natural, cultural, social and historical aspects of our community are preserved while recognising the need for growth and improvement.
<input type="checkbox"/> <b>PROSPER: A smart, innovative and resilient economy</b>  This theme focuses on providing the community with positive choices for investment, employment and study.	<input checked="" type="checkbox"/> <b>COLLABORATE: Leadership and partnership</b>  This theme looks at forging a collaborative community that engages with open and ongoing decision making.





**COSTS AND FUNDING**

Please provide a summary of your event costs and funding sources. For equipment purchase, please attach quotes.


COSTS	Morning Tea	\$ 250.00
	Hire of Botanic Garden Venue	\$ TBC
	Accommodation & Travel	\$ 500
	Speaker Fee	\$ 500
	Printing and Miscellaneous e.g Sticky Notes	\$ 250
	Total costs	\$ 2500

FUNDING	Your contribution	\$ 500
	Funding from other councils	\$ 0.00
	Contribution from other sources	\$
	Total funding	\$ 3000

**BANK ACCOUNT DETAILS FOR PAYMENT**

 BSB No:	 Account No:
 Account Name:	
 Bank:	

**DECLARATION**

On behalf of: (name of organisation if applicable)	Orange Christian School
<input type="checkbox"/> I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.	
 Signed	Date
Print name	
Position in organisation	

The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.