



## **FINANCE POLICY COMMITTEE**

# **AGENDA**

**5 AUGUST 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, 5 August 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.

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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: 2025/1346

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 in the last month.

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 “10.2 Develop and attract a variety of events, festivals, venues and activities that attract visitors”.

#### FINANCIAL IMPLICATIONS

The budget for General Donations within the Small Donations Program for 2025/2026 is **\$90,000** with \$10,620 spent to date. The total requested in this round is \$6,599. The total recommended for approval this round is **\$3,462**.

<i>Annual budget 25/26</i>	<i>\$90,000.00</i>
<i>Total spent to date</i>	<i>\$10,620</i>
<i>Recommended amount this round</i>	<i>\$3,462</i>
<i>Remaining balance</i>	<i>\$75,918</i>

#### 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)

## 2.1 Small Donations - Requests for Donations

**RECOMMENDATION**

- 1 That this item be heard and voted on *in seriatim*.
- 2 That Council determines the following applications:
  - a) To donate \$2,500 to Housing Plus to contribute to purchasing vouchers to use as prizes for the fundraising activities at the White Tie Ball.
  - b) To donate \$962 to Orange Edible Garden Trail Inc to contribute to a financial buffer to ensure continuation of our project in the event of a cancellation.

**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>Housing Plus</b>
<b>Assistance Would Support</b>	The assistance would contribute to purchasing vouchers to use as prizes for the fundraising activities at the White Tie Ball.
<b>Amount Requested</b>	\$5,000
<b>Amount Recommended for Approval</b>	\$2,500
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	<p>Partially, requested funding exceeds the category maximum.</p> <p>It should be noted that in previous years the White Tie Ball was supported through Council's Event Sponsorship programs. With the changes to both policies commencing in July 2025, the White Tie Ball now falls under the Small Donations Policy and therefore a limit of \$2,500 applies under the policy.</p> <p>It was noted in the paper presented to Council at the time that the White Tie Ball would be one of those impacted by the change to the policy.</p>
<b>Previously funded by Council?</b>	<p>Yes</p> <p>2024/2025 (Event Sponsorship) \$8,000</p> <p>2023/2024 Nil</p> <p>2022/2023 (Event Sponsorship) \$6,000</p> <p>2022/2023 \$2,500</p> <p>2021/2022 (Event Sponsorship) \$5,500</p> <p>2020/2021 (Event Sponsorship) \$5,000</p> <p>2016/2017 \$333.64</p>

## 2.1 Small Donations - Requests for Donations

<b>Applicant 2</b>	<b>Orange Edible Garden Trail Inc</b>
<b>Assistance Would Support</b>	The assistance would contribute to a financial buffer to ensure continuation of our project in the event of a cancellation.
<b>Amount Requested</b>	\$1,599
<b>Amount Recommended for Approval</b>	\$962
<b>Policy Category</b>	Community event not being event sponsorship
<b>Category Maximum</b>	\$2,500
<b>Complies With Policy</b>	<p>Partial; May infringe on 4.4 of Donations &amp; Grants Policy (Ineligible - Applications to cover applicant's insurance or projected insurance costs).</p> <p>Staff contacted the applicant noting their organisation contribution was higher than the costs and their comment that this sponsorship was in effect a safety net if they didn't get ticket sales.</p> <p>They advised that the contribution was the balance of previous event fundraising.</p> <p>As a result of that conversation, they requested that we reduce their request to \$1,599 being the current total estimate of costs for the event.</p> <p>Even with the reduction to \$1599 being requested, the costs disclose an insurance cost of \$637 and as insurance policies are specifically excluded under the policy our recommended support would be limited to \$962 being the remaining reported costs of the event.</p>
<b>Previously funded by Council?</b>	No

**ATTACHMENTS**


- 1 Small Donations Program - Application Form - General Donations - Housing Plus - White Tie Ball (redacted), D25/73767 [↓](#)
- 2 Small Donations Program - Application Form - General Donations - Orange Edible Garden Trail INC - Financial Buffer in the event of cancelation (Redacted), D25/81509 [↓](#)



## 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: Housing Plus

Contact name: Rochelle Monaghan

Position: Events and Fundraising Coordinator

 Postal address

 Phone:

 Mobile:

 Email:

ABN (if applicable):

ACN (if applicable):

83 147 459 461

#### YOUR ORGANISATION

☒ Not-for-Profit ☐ Community Group

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

Housing Plus is a progressive social enterprise that re-invests all profits into improving social outcomes for individuals and communities in Regional NSW.

We are a leading regional Tier 1 community housing provider with a 40-year history of providing client-centred tenancy and property management services to the Central West and Western regions of NSW. We provide a range of housing options to meet the needs of individuals and their families that include social, affordable and specialist accommodation. As at 30 June 2024, we manage a property portfolio consisting of 1,255 households. We are also unique within the NSW community housing sector as we support both our tenants and individuals within the communities in which we operate with Domestic and Family Violence Support Services, Homelessness Services and Post Release Support.



**YOUR REQUEST**

Amount requested: \$ 5,000 Date event if applicable: Saturday 18th October, 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 are seeking sponsorship from other local businesses and organisations. A full list can be provided upon request of sponsorship secured to date. Our Fundraising target for this event is \$130,000

What will this donation be used for?

We are seeking support for our annual fundraising event The White Tie Ball. We estimate that we will sell over 360 tickets to this event. We would use the donation from OCC to purchase Shop Local vouchers to use as prizes for the fundraising activities at the event. This would have the added benefit of supporting local Orange businesses, and for OCC to support a local fundraising event, that funds the ongoing operations of The Orchard, a project that our community campaigned for for 20 years. The Orchard was built by the community for the community, funding was provided by all levels of government, equally matched by the community.

**BENEFIT TO ORANGE**

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

The profit from this event will go towards support the operations of The Orchard, Orange. The Orchard is self contained accommodation for women and children escaping domestic and family violence. We do not receive any government funding to run The Orchard and rely on community fundraising, corporate partnerships and the funds raised from this event, The White Tie Ball, each year.

To date we have supported over 340 women and children who have stayed with us at The Orchard since opening our doors in 2021. To ensure that we can continue to operate the vital service to our community we ask that you support this event.

**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**

Venue - Catering, Production, decorations	\$ 45,000
Entertainment	\$ 5,000
Fundraising Support - Auction Systems, prizes, vouchers	\$ 10,000
Donation to The Orchard	\$ 130,000
	\$
Total costs	\$ 190,000

**FUNDING**

Your contribution	\$ 50,000
Funding from other councils	\$ 0.00
Contribution from other sources	\$ 140,000
Total funding	\$ 190,000

**BANK ACCOUNT DETAILS FOR PAYMENT**

BSB No:



Account No:



Account Name:



Bank:

**DECLARATION**

On behalf of: (name of organisation if applicable) Housing Plus

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



Signed

Date 23.06.2025

Print name

Rochelle Monaghan

Position in organisation

Events and Fundraising Coordinator

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.



23 June 2025

Dear Councilors,

Thank you for considering our application for funding support through the Small Donations Program.

We have applied for \$5,000 for sponsorship of the 2025 White Tie Ball. In previous years the Orange City Council have generously allocated up to \$8,000 to support this event.

I understand that the guidelines for your funding programs have changed however we would like you to consider our application for additional funding in relation to the support we have received previously.

The money you provide is used to purchase vouchers that directly support local orange businesses through the Shop Local program run by Why Leave Town Promotions.

The fundraising activities that we use these vouchers for include auction items, raffles and lucky gift bags. The revenue we raised from these activities at last years Ball totaled over \$55,000.

100% of funds raised at the White Tie Ball will go towards service provision and support for the women and children who stay at the Orchard and to assist with the ongoing operational costs.

Your support will help us keep women and children in their community, near schools, employment, and supportive family, contributing to a faster recovery from the trauma they have endured.

We have supported over 340 women and children who have stayed with us since we opened our doors in 2021.


The Orchard is not funded by any government programs. We rely solely on client contributions, community donations and fundraising, and corporate partnership and sponsorships. Ongoing financial support from organisations such as yourselves is integral to the ongoing operations and continued service delivery at The Orchard.

Thank you again for your consideration of our application, I look forward to hearing from you soon.

Regards

Rochelle Monaghan  
Fundraising and Events Coordinator  
Housing Plus


*Improving people's lives by offering Independence and Choice*



**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 Edible Garden Trail INC (INC2401030)Contact name: Merinda KellyPosition: Secretary Postal address:  Phone:  Mobile:  Email: ABN (if applicable): - ACN (if applicable): 21 150 202 037**YOUR ORGANISATION**☒ Not-for-Profit ☐ Community Group

Please provide a short description of your organisation, and its purpose. The OEGT is a weekend long, self-guided, open garden experience. Orange locals elect to open their private food growing gardens to ticket holders. 'Growing food, Growing community' is the mission statement of the OEGT. The trail helps to link those in the Orange LGA (and from the broader community) with a wonderful collective of garden experts and novices, hosts and growers, eaters and feeders - all connected by a shared interest in edible gardening.

**COSTS AND FUNDING**

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

COSTS	Insurance	\$ 637
	Ticket Transactional Fees	\$ 347
	Host information Events	\$ 200
	Signage (corporate signs, starpickets ect)	\$ 315
	Advertising (facebook paid promotion)	\$ 100
	Total costs	\$ 1599

FUNDING	Your contribution	\$ 2146
	Funding from other councils	\$ 0
	Contribution from other sources	\$ 0
	Total funding	\$ 2146

**BANK ACCOUNT DETAILS FOR PAYMENT****DECLARATION**

On behalf of: (name of organisation if applicable)

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

Signed

Date

7/7/25

Print name

Merinda Kelly

Position in organisation

Secretary

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.

## YOUR REQUEST

Amount requested: \$ 2000

Date event if applicable: March 2026

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:

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What will this donation be used for?

As our event is held outdoors in Autumn, the likelihood of needing to cancel or postpone our trail is a strong possibility. A \$2000, responsibly saved, financial buffer would ensure the continuation of our project in the event of a cancelation.

## BENEFIT TO ORANGE

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

The OCC community grant would help to future-proof the OEGT. This trail promotes the building of community through the cultivation of and conversations about growing food in your own home. These conversations address the how's & why's of edible gardening such as improved sustainability, improved health and well being, reducing household food costs ect. The money raised by the trail is invested back into the Orange Community for the growth and development of food growing spaces (eg local schools, ~~community~~ CAMHS, etc) and a strong, connected gardening network.

## 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.

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