

# Donation Policy 1.25

## Part 1: Introduction

### 1.1 Policy Summary

Riverina Water desires to provide financial donations to support new or existing programs, services or events which contribute to the quality of life for communities in the Riverina Water supply area (see map in section 2.2).

This policy sets out the principles for Riverina Water's financial donation towards a program, service or event.

This policy also outlines Riverina Water's position regarding donations to Riverina Water.

### 1.2 Policy Objectives

This policy aims to provide clear definitions and guidelines for donations, to ensure an accessible, open and transparent process for donation requests and requests to make donations to Riverina Water.

### 1.3 Background

Riverina Water retired its Sponsorship Policy and replaced it with this Donations Policy in December 2019.

Donations can be reapplied for year-on-year using the application form on the Riverina Water website. Each application will be assessed based on merit against the criteria stated in this policy by the CEO and the Chairperson. Donation and sponsorship requests that are for \$5000 or more, or at the CEO and Chairperson's discretion, will be reported to the Board for determination.

All donations will be undertaken in a professional and co-ordinated manner and in accordance with relevant Riverina Water policies.

### 1.4 Scope of Policy

This policy applies to all Riverina Water staff and Board Members.

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This policy operates in addition to all other obligations under the Local Government Act 1993, any other legislation, or relevant codes and policies regarding the disclosure of any interests.

## **Part 2: Application and process information**

### **2.1 Definition of donation**

For the purposes of this Policy, donation is defined as an altruistic arrangement in which Riverina Water provides a contribution in money, to support a program, service or event in the Riverina Water supply area without specified benefits to Riverina Water. Donations can include sponsorship of programs, services and events that are deemed to have worthwhile community outcomes and meet the eligibility criteria.

A donation is not:

- An endorsement of any product, service or factional cause by Riverina Water
- Part of normal assistance programs of Riverina Water
- Advertising, or any part of an advertising package (excluding recognition of a donation or sponsorship arrangement)
- Merchandise
- Access to water or reduced charges

### **2.2 Eligibility**

To be eligible for donation, applicants must be:

- Incorporated not-for-profit community organisations
- Preschool, primary and high schools
- Sporting clubs

Incorporated not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading including:

- Charities
- Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- Cooperatives
- Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)

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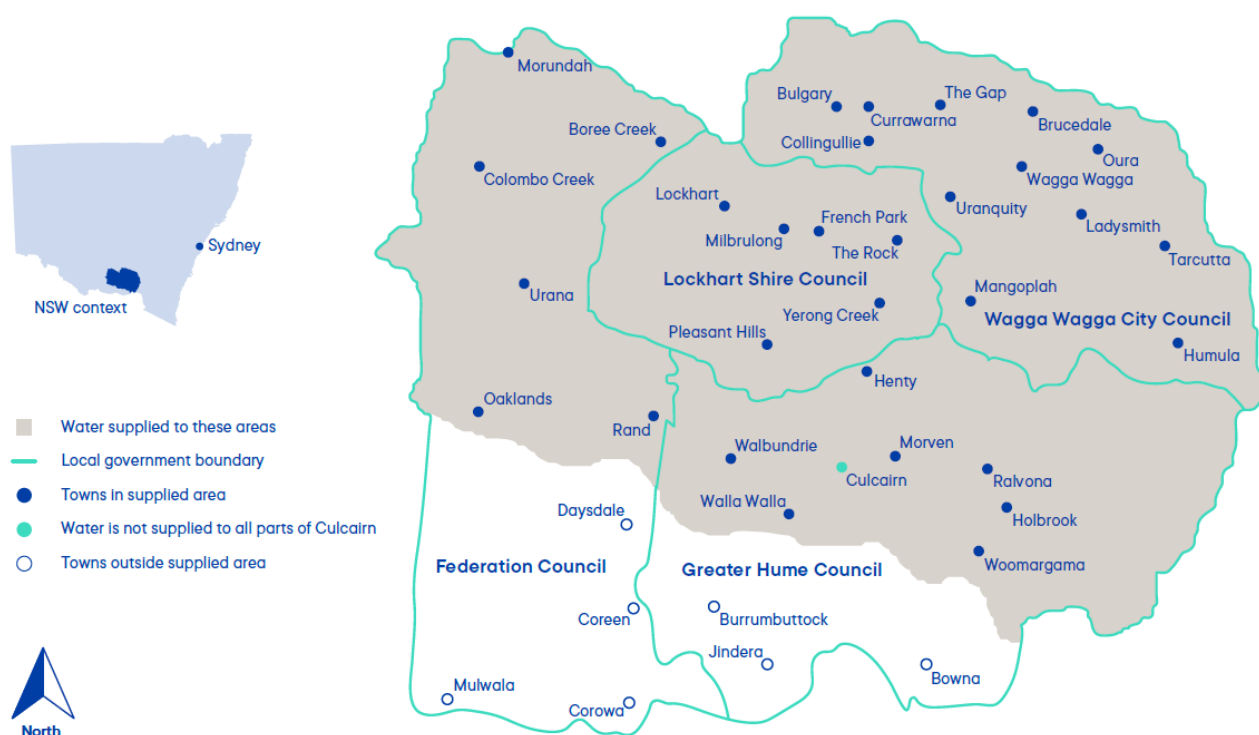
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Eligible applicants must be located in the Riverina Water supply area (see map below) and projects must be delivered in the Riverina Water supply area.

Donations must fund a program, service or event which occurs in the same financial year the donation is requested.

Where applicable, eligible applicants will need to provide an acquittal of past funding in order to reapply for a further donation.

## Riverina Water supply area



Riverina Water will not provide donations to:

- Individuals or groups of individuals
- Unincorporated organisations
- For-profit commercial organisations excluding sporting clubs
- Local Government Councils

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- Political parties or unions

Riverina Water does not donate funds for:

- Conferences
- Seminars
- Individuals
- Record attempts

## **2.3 Key information**

### Donation amounts

Donations can be requested for amounts on a sliding scale up to a maximum of \$5000.

The application process is contained in the associated online application form.

Riverina Water reserves the right to propose a different donation amount to that originally requested.

### Other donation amounts

Applicants can make a request for a donation outside funding guidelines set in the application process. These requests will be assessed on a case-by-case basis at the discretion of the CEO and the Chairperson in line with policy guidelines.

Applicants must consider this process in the timing of their request.

Riverina Water reserves the right to decline requests for alternative donation amounts or to make an offer different to the requested amount.

### Requests for donations

Requests for donations will be accepted from the start of each new financial year.

Requests will be considered as they are received throughout each financial year until the annual program budget is exhausted.

Eligible organisation can receive one approved request per financial year.

### Invoices

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Invoices for donation payments must be sent to Riverina Water within 10 working days of approval.

Invoices must be received by the end of financial year.

## **2.4 Application assessment**

Riverina Water may approve donations based on the below financial thresholds:

- Donations between up to \$5000 will be assessed and approved against the criteria stated in this policy by the Riverina Water CEO and Chairperson
- Donation amounts of more than \$5000 will be assessed and approved against the criteria stated in this policy by the Riverina Water Board

The CEO will report to the Riverina Water Board on an annual basis, providing an overview of all donations made by Riverina Water.

Riverina Water is obliged to consider the provisions relating to granting financial assistance in the Local Government Act (Section 356).

## **Part 3: Governance**

### **3.1 Merchandise**

Riverina Water will only provide promotional merchandise for initiatives that have a significant community benefit and may decline requests for merchandise.

### **3.2 Donations to Riverina Water**

Tickets for events, functions, shows etc are not invited and not accepted.

If there is a business reason for a Riverina Water representative to attend a function in an official capacity such as a guest speaker or award presenter, the Riverina Water CEO will assess these requests on a case-by-case basis.

Gifts from past, current and potentially future donation applicants are not accepted under any circumstances.

### **3.3 Conflict of interest**

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Riverina Water staff and Board members assessing and determining donation requests must identify and declare any potential conflicts of interest in accordance with the Conflicts of Interest Policy 1.6.

Groups/associations must declare if any members are Riverina Water employees. This will be assessed as part of the application form.

#### **Part 4: Legislation, terminology and references**

Part 2.3 of the Local Government Act establishes the role, functions and objectives of councils which provide the basis for Riverina Water's active role in community, cultural and social development.

#### **Part 5: Implementation and delegation**

Donations will be approved and administered in line with this policy and application and acquittal forms.

#### **Part 6: Non compliance**

Non-compliance with adopted policy may be considered a breach under the Code of Conduct. As such, any suspected or known non-compliance will be reported to the General Manager or, in the case of non-compliance by the CEO, to the Board Chairperson.

<b>Policy number</b>	<b>1.25</b>
<b>Responsible area</b>	CEO
<b>Approved by</b>	22/047
<b>Approval date</b>	27 April 2022
<b>Legislation or related strategy</b>	Local Government Act 1993

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## Conflicts of Interest Policy

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<b>Documents associated with this policy</b>	Donation Application Form
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<b>Policy history</b>	Policy adopted 18 December 2019 (19/180), replacing the former Sponsorship Policy 1.25 originally adopted 26 April 2016
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Policy details may change prior to review date due to legislative or other changes, therefore this document is uncontrolled when printed.

## END OF POLICY STATEMENT

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