



Incoming Donations or Bequests Policy

Policy owner	Senior Advisor Business Integrity and Governance
Department	Office of the Chief Executive Officer
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Policy statement / objectives

From time-to-time Kiama Municipal Council receives offers of donations or bequests from organisations and individuals. Council recognises that these incoming donations and bequests can provide valuable support to enhance community programs, events, services, and assets.

Such contributions must always be accepted and managed in a way that upholds the highest standards of governance, probity, and transparency.

The objectives of this Policy are to:

- Detail the correct process for accepting, and managing incoming donations or bequests for events, programs, services, or assets run by Council.
- Ensure all incoming donations or bequests are assessed, approved, and reported in a transparent, consistent, and ethical manner.
- Safeguard Council's independence, probity and reputation by preventing any real or perceived influence on Council's decision making.
- Support Council's brand and strategic direction in alignment with the Community Strategic Plan, Delivery Program, and relevant legislation.
- Promote responsible engagement with the community and donors, delivering shared community benefit while upholding public trust.

Scope

This Policy applies to the financial, in-kind or material donations, or offers of donations to Council, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation and is voluntarily and freely given.

It covers:

- Cash donations.
- Donation of materials, goods, property or other physical assets that may be required to be accompanied by an official valuation from an accredited valuer.
- Bequests.

It does not cover:

- Outgoing sponsorships or grants made by Council.
- Outgoing donations by Council.
- Procurement activities for goods, works, or services.
- Volunteering, i.e. donations of time and/or human resources.
- Gifts and Benefits to individual Councillors or staff.
- Donation of assets as a result of a Development Consent or Voluntary Planning Agreement. These types of donations will be managed by relevant planning legislation.
- Incoming grants or funding.

References

- *Local Government Act 1993* and associated Regulations
- *Independent Commission Against Corruption Act 1998*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*

- Council's Code of Conduct

Consultations

- Manager Community Outcomes
- Senior Financial Accountant
- Executive Leadership Team

Definitions

Term	Definition
Bequest	A donation of cash, property, or other asset made under the terms of a will, by an individual.
Donation	The provision of a financial contribution, goods, property, or other items of value made voluntarily with no expectation of any return benefit or advantage. It assumes a philanthropic motivation, and is voluntarily and freely given
In-kind	Paid or given in goods, commodities, or services instead of money.

Variation and review

Council reserves the right to review, vary or revoke this Policy.

Review history

Date reviewed	Date adopted / endorsed	Brief detail of amendments
January 2026	21 April 2026	New Policy.

POLICY

1. General Principles

- 1.1. Incoming donations or bequests must be made in writing and must include:
 - Purpose of the donation – the agreed use, project, or activity the donation will support.
 - Nature of the donation – monetary value or description of in-kind goods/services.
 - Conditions of acceptance – any agreed conditions, restrictions, or limitations.
 - Acknowledgment arrangements – how Council will recognise the donor (if applicable).
- 1.2. Council does not hold Deductible Gift Recipient (DGR) status and cannot issue tax-deductible receipts. Donors must be informed of this before acceptance.
- 1.3. All donations and bequests must be recorded in the Incoming Sponsorship and Donations Register maintained by Governance and stored in accordance with Council's Records Management Policy.

- 1.4. Council will not accept donations or bequests where there is a real or perceived conflict between the values or objectives of the sponsor or donor (or associated entities) and those of Council.
- 1.5. Donations or bequests will not be accepted from organisations whose products, services, or practices are inconsistent with Council's values or community standards. This includes, but is not limited to:
 - Tobacco, vaping and tobacco/vaping-related companies.
 - Businesses deemed by Council to be harmful to health and wellbeing.
 - Gambling services.
 - Alcohol-related businesses, unless approved for specific events.
 - Entities whose offerings or reputation conflict with Council's values.
 - From an individual who has a criminal record for a matter in the past 10 years.
 - From political parties or organisations/individuals with an identifiable political purpose/agenda (e.g. trade unions, political candidates).
 - Organisations that have been convicted of, fined for, or are subject to substantiated regulatory enforcement action under applicable environmental protection laws for pollution of land, air, or water, or for unlawful destruction, depletion, or waste of non-renewable resources, within the past five years.
- 1.6. Donations or bequests must not limit, or appear to limit Council's ability to carry out its duties and must not create obligations that restrict Council's decision-making or independence.
- 1.7. There must be no suggestion, explicit or implied, that acceptance of a donation or bequest will result in special treatment or favourable consideration in Council decisions or processes.
- 1.8. No official, elected representative, employee, or agent of Council is to receive or solicit any personal benefit from a donation or bequest.

2. Assessment and Approval

- 2.1 All donations or bequests must be reported to the Executive Leadership Team (ELT). Any donation or bequest that exceeds the value of \$5,000 must be reported to Council.
- 2.2 In assessing donations or bequests, ELT will determine whether they are in line with the Principles detailed above and also consider the best interests of the public, public accountability, public perceptions and potential risks as well as the potential benefits.
- 2.3 For donations involving goods, property, or other physical assets, ELT will assess the contribution for strategic alignment and whole-of-life considerations, including ongoing maintenance, insurance, storage, compliance, and operational care requirements, to ensure acceptance does not create an unreasonable financial or resource burden on Council or diminish its capacity to deliver other services.
- 2.4 ELT or Council has authority to decline any donation or bequest that does not meet the requirements of this Policy or is assessed as posing an unacceptable risk to Council's ethical, social, environmental, financial, or reputational standards.

3. Transparency and Disclosure

- 3.1 Council is committed to transparency in all incoming donations and bequests, while recognising the need to balance public disclosure with confidentiality, privacy and probity considerations.

- 3.2 Council will maintain an Incoming Sponsorship and Donations Register, and record the following details:
- Name of the donor.
 - Nature and purpose of the donation or bequest.
 - Broad category of benefit (e.g. financial, in-kind, goods/services, joint promotion).
 - Status (active, completed, refused, terminated) including documented reasons for refusals in accordance with this Policy.
- 3.3 Information from the register may be made publicly available upon request, subject to Council's obligations under the *Government Information (Public Access) Act 2009* (GIPA Act) and relevant privacy or confidentiality considerations.
- 3.4 The specific monetary or in-kind value donations and bequests will not be disclosed publicly where doing so could provide a commercial advantage or disadvantage to any party, consistent with Section 10A(2)(c) of the *Local Government Act 1993* or where a donor requests anonymity.

Related forms / documents

Nil.

Attachments

Nil.

Authorisation

Name: Council Resolution No: 26/078OC

Date: 21 April 2026



Item 15.7

Enclosure 2



Help write Kiama's next story

Council has committed to the journey.
The community is ready.
Now we are seeking partners who want to be part of

This is a rare opportunity to be recognised as an organisation that helped bring New Year's Eve fireworks back to Kiama for thousands of residents and visitors.

kiama.com.au/kiama-new-years-eve



About

Eat Street • live music + performances • kids zone • roving entertainment • Wave FM media partner visitor + local community reach • multiple activation opportunities • 9pm fireworks finale

Up to
20K
attendees

Strong
family
audience

Iconic Kiama
Harbour
Location

9pm
fireworks
display



events@kiama.nsw.gov.au
kiama.com.au/kiama-new-years-eye



Be part of bringing the fireworks back to the community

Demonstrate your commitment to the Kiama community, supporting an iconic local celebration

Gain exposure to up to 20,000 attendees on event day, plus brand recognition through pre-event marketing and promotions

Position your business as a trusted local leader and community champion

Engage directly with residents and visitors through tailored on-site activation opportunities

Align your brand with a positive, family-friendly event creating lasting goodwill and strong community connections

Why with us?

kiama.com.au/kiama-new-years-eve

**KIAMA 2026
NYE26**

Event

- Foster a sense of community and bring people together
- Drive economic benefits for local businesses and the visitor economy
- Celebrate and showcase Kiama's culture, talent and local producers
- Provide a safe, inclusive and high-quality event experience
- Minimise environmental impact with waste and responsible fireworks use
- Strengthen connections between Council, sponsors and the community

events@kiama.nsw.gov.au
kiama.com.au/kiama-new-years-eye



Families are at the of Kiama NYE

Primary audiences:

Why: Kids zone, entertainment and early fireworks

Why: Interactive experiences, music and activities

Why: A safe and vibrant New Year's Eve celebration

events@kiama.nsw.gov.au
kiama.com.au/kiama-new-years-eve

Kiama 20 NYE26

Marketing & event

- 105K Wave FM listeners reached
- 100K Facebook campaign reach
- 158K Facebook users reached through shares
- 94K Illawarra Mercury circulation
- 5,400 Facebook event responses
- 17,000 newsletter subscribers reached
- 1,000 local event notifications distributed

- Wave FM broadcasts & activations
- ABC Radio interviews
- Kiama Community Radio interviews
- Dedicated NYE Fireworks Soundtrack broadcast
- Up to 20,000 onsite attendees
- 105K listeners of Kiama NYE Fireworks Soundtrack on WaveFM
- 76% local suppliers engaged

*2023 event results

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**KIAMA20
NYE26**

Early partners

Businesses that commit early will receive the through ongoing media, marketing and promotional activities as excitement builds around the return of fireworks to Kiama.

Sponsors will be recognised through Council and Destination Kiama communications, including the NYE webpage, celebrating the organisations helping bring this iconic community event back to life.

Early commitments are critical to demonstrating support, maintaining momentum and helping secure the event for the community.



events@kiama.nsw.gov.au
kiama.com.au/kiama-new-years-eye

 Be an organisation the community members as helping return one of Kiama's most loved traditions.		Principal Partner \$50,000 Investment	Major Sponsor \$10,000 Investment (multiple available)	Eat Street Sponsor \$7,000 Investment	Entertainment Sponsor \$2,000 Investment	Live Music Sponsor \$1,000 Investment (multiple available)
Pre-event benefits	Exclusive 'Principal Partner' recognition	✓				
	Prominent branding across all event marketing, advertising, social media, event webpages and communications	✓	✓			
	Name credit on pre-recorded event advertisements broadcasted via media partnership	✓	✓			
	Logo on Destination Kiama and Council event webpages	✓	✓	✓	✓	✓
	Advertising tiles on co-hosted Facebook event page	✓	✓	✓	✓	✓
Event day benefits	Recognition in media releases, launch announcements and publicity opportunities	✓	✓	✓	✓	✓
	Sponsor recognition through event stage and MC acknowledgements throughout the event	✓ x3 throughout event	✓ x3 throughout event	✓ x2 throughout event	✓ x2 throughout event	✓ x1 throughout event
	Logo on event program & print collateral	✓	✓	✓	✓	✓
	Premium onsite branding and activation opportunities within the event precinct	✓	✓	✓	✓	✓
	Promotional merchandise distributed through media partner activations*	✓	✓	✓		
	Promotional merchandise and displays at the event information tent*	✓ x2 items	✓ x1 item	✓ x1 item		
	VIP viewing area access and reserved event parking	✓	✓	✓		
 		kiama.com.au/kiama-new-years-eve				
		*Subject to approval				



Help write Kiama's next New Year's Eve story

Contact and



Email
events@kiama.nsw.gov.au



Call Sally today
0491 051 572
02 4232 0444



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