

## ADM1: Public Donations Fund

### Introduction

Rule 31 of the Capricorn Conservation Council Constitution provides the framework for the establishment and maintenance of the Capricorn Conservation Council Inc. Public Donations Fund. This policy has been prepared to ensure that the management of the Public Donations Fund is consistent with the Constitution and can be readily understood by all parties involved in the administration or use of the fund.

### Definitions

*Fund:* The Capricorn Conservation Council Inc. Public Donations Fund

*Administrative Committee:* Public Donations Fund Administrative Committee (also referred to as Trustees) which is appointed by the CCC Management Committee under Rule 31(j) of the CCC Constitution to oversee the management of the Fund.

*Management Committee:* The Management Committee established under Rule 11 of the Capricorn Conservation Council Constitution to oversee the functioning of Capricorn Conservation Council.

### Scope

This policy is to be used by the Management Committee when recommending any funding application to the Administrative Committee, and by the Administrative Committee in deciding the application.

### Public Donations Fund

All donations, bequests or gifts of property from the general public, interest on money in the fund and money derived from gifted property is to be credited to the Public Donations Fund. Any other money or property is not to be included in the Fund.

Receipts for donations made to the fund must be issued in the name of the Fund and must contain:

- Capricorn Conservation Council Inc. Public Donations Fund,
- the date the donation was received,
- the name of the donor,
- the signature of a person authorised to act on behalf of the fund, and
- an indication that the fund is listed on the Register of Environmental Organisations maintained under S78(l)(a) of the *Income Tax Assessment Act 1936*.

The Public Donations Fund is to be kept in a separate bank account to other CCC money.

## Public Donations Fund Administrative Committee

The Fund is to be administered by an Administrative Committee which:

- is comprised of at least three people,
- includes at least one member of the Management Committee,
- has the majority of its members holding a position in society which requires a degree of responsibility to the general community rather than obligations solely in regard to the environmental objectives of CCC, and
- may include persons who are not members of CCC.

The Administrative Committee is appointed by the CCC Management Committee. The Administrative Committee is responsible for the deciding the allocation of resources from the CCC Public Donations Fund having regard to the recommendations of the CCC Management Committee and the interests of the broader community.

The Administrative Committee will meet whenever necessary for carrying out the administration of the Fund.

The Commonwealth Department of Agriculture, Water and the Environment (DAWE) is currently responsible for maintaining the register of Environmental Organisations. The Administrative Committee is responsible to DAWE for:

- notifying of any changes to the membership of the Administrative Committee within a reasonable time following the making of the changes,
- notifying of any changes to the rules of the Fund within a reasonable time following the making of the changes, and
- providing statistical data on donations received by the Fund, in the form required by DAWE within three months of the close of each financial year.

## Use of the Fund

The Fund must be operated on a non-profit basis. Apart from proper remuneration for administration services, any money or property accumulated by the Fund is not to be distributed to CCC members or the Administrative Committee.

The Fund must only be used to support CCC's objectives and for an environmental purpose, especially in the Central Queensland region.

In this context, CCC's objectives are to:

- Bring together all bodies and persons interested in the protection, conservation and enhancement of the environment, especially in the Central Queensland region extending approximately from Bundaberg in the south to Mackay in the north and including the catchment of the Fitzroy River and the Central West of Queensland.
- Make every effort to ensure that the land, waters and atmosphere of the region are not misused.
- Seek ecologically sustainable use of natural resources in order to preserve biodiversity and the integrity of natural ecosystems on a local and regional basis.
- Foster concern and promote action for the preservation of places and properties of natural, built, or cultural heritage value.

- Carry out and promote research into aspects of the environment within the Central Queensland region.
- Promote public awareness and education on environmental matters directly or through dissemination of information.
- Assist any person, member, government, university, educational institution, or private organisation in obtaining and disseminating information about the environment and the conservation of the natural environment and places of heritage value.
- Provide facilities and to encourage members and other persons to provide facilities for the collection, evaluation, dissemination and interchange of information and other materials relating to conservation.

Environmental purpose means:

- The protection and enhancement of the natural environment or a significant aspect of the natural environment in Central Queensland; or
- A purpose relating to the dissemination of information, the provision of education, or the carrying on of research about the natural environment or a significant aspect of the environment; whether the environment concerned is in Australia or elsewhere.

Where an application for funding from the Public Donations Fund both supports CCC's objectives and is for an environmental purpose, the following requirements determined by the CCC Management Committee must be assessed:

1. There are sufficient funds available in the Public Donations Fund.
2. The project will benefit the Central Queensland region.
3. There is a reasonable prospect of a successful outcome from the project.
4. The funding of the project is likely to withstand public scrutiny of the use of public donations.

Decisions made by the Administrative Committee must not be influenced by any expressed preference or interest of a particular donor to the organisation.

## **Application process**

Applications for funding from the Public Donations Fund must:

- include sufficient information to be able to assess the proposal against this policy,
- be in writing with a preference for the use of CCC's Public Donations Fund application template, and
- sent to CCC's email or postal address.

The Management Committee will review each application received and either:

- request further information from the applicant, or
- send the application to the Administrative Committee with a recommendation to approve the application, or
- send the application to the Administrative Committee with a recommendation to not approve the application and the reasons for the recommendation.

The Administrative Committee will consider the application and the Management Committee's recommendation.

An application for funding will only be endorsed where all members of the Administrative Committee are in agreement that the proposal is consistent with this policy and supportive of funding the project.

## Winding up of the Fund

Upon the winding up of the Capricorn Conservation Council Inc. and/or the Fund, any surplus assets of the Fund are to be transferred to an environmental body with similar objects to those of the Capricorn Conservation Council Inc, and which body is at such time listed on the Register of Environmental Organisations under section 78(1)(a) of the *Income Tax Assessment Act 1936*.

## Policy review

This policy is to be reviewed and updated whenever there is a change to Rule 31 of the Capricorn Conservation Council Inc. Constitution or at the request of either the Management Committee or the Administrative Committee.

## Revision history

Version	Date	Author/Reviewer	Details	Approved by	Date approved
1.0	10/02/2021	Coral Rowston	Policy approved	CCC Management Committee	10/02/2021