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**Document Control**

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**Version History**

Version Number	Date	Signature	Reason / Comments
1			Council Resolution

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## **AUTHORITY**

Local Government Regulation 2012 (section 199).

## **PURPOSE**

To set out a consistent and fair method of allocating support for community groups.

## **POLICY**

The Council recognises and values the contribution of community groups and organisations within the Shire and acknowledges that through the provision of support to these groups, it can assist to foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the shire. Support may include donations of financial assistance or the waiver of fees and charges the Council would normally charge for the use of plant, equipment and facilities or the supply of materials.

## **CONDITIONS**

The provision of community assistance is subject to the following conditions:

- The request complies with this policy;
- The grant of Council approval in accordance with this policy;
- An appropriate allocation in the Council's annual budget;
- Where applicable, bonds must be paid regardless of any concessions or fee waivers that may be granted;
- That any equipment is to be operated by a Council employee or other person accredited to operate that equipment; and
- That any materials provided are surplus to immediate requirements and their donation does not breach a funding agreement.

## **REQUESTS FOR ASSISTANCE**

All requests for assistance to Council will be in writing, and contain the following information:

- Amount of financial assistance sought and/or details of other assistance sought;
- Total cost of project/event for which the assistance is sought;
- Purpose of the project event;
- Details of the value of the cash or in-kind contribution being invested into the project/event by members of the group/organisation;
- Details of any other funding obtained or being sought;
- Australian Business Number (ABN) if applicable; and
- GST status.

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## **COUNCIL APPROVAL**

In approving a request for assistance Council will consider:

- The public interest served by any approval;
- The impact on Council's operations of any provision of plant, equipment and materials;
- The availability of funds within the Council's annual budget;
- Whether the organisation has sufficient funds of its own;
- The amount of financial assistance Council has provided to the organisation in the preceding 12 month period;
- The real or in-kind value of the group's/organisation's contribution to the project/event;
- Whether the organisation is incorporated under State or Commonwealth legislation; and
- The GST status of the applicant organisation.

## **MINOR IN-KIND SUPPORT**

The Council will continue to provide minor in-kind support to community-based organisations from time to time with the Chief Executive Officer being delegated the authority to make decisions on the amount of assistance provided (e.g. photocopying).

## **APPEAL**

Any appeal of a Council decision under this Policy will be treated in accordance with the Council's General Complaints Management Process.

Kiley Hanslow

**Chief Executive Officer**

<b>DATE OF ADOPTION:</b>	13 June 2023
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