

	POLICY NUMBER:	P49
	COMMUNITY SUPPORT AND IN-KIND ASSISTANCE	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 Ref:	Part 2.3, Part 3.3
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

Wagait Shire Council actively supports initiatives that provide benefit to the community, encourage community inclusion, participation and well-being. This policy provides governance and outlines the method by which support is provided to the community, either in-kind or through financial assistance.

2. SCOPE

This policy outlines the principles by which assistance will be provided to ensure access to in-kind or cash assistance is open, transparent and equitable.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Term	Definition
Donation	Where council provides financial or in-kind support to a community organisation carrying out a project, activity, event or purchase of material goods. Council is recognised for its contribution.
In-Kind Assistance	Where council provides access to its facilities, assets or equipment and forgoes revenue, including waiving of fees. Council is recognised for its support.
Sponsorship	Where council provides financial or in-kind support that incurs a real cost to council for a community project, activity or event. Council is widely identified as a sponsor of the event or activity.
Community Fund	Where an amount is set in the annual budget to be made available to residents for community activities that meet the Community Fund guidelines.

4. POLICY

4.1. All donations, in-kind assistance or sponsorships must benefit the Wagait Beach community and demonstrate how the proposed project, activity or event relates to the goals of the annual Shire Plan and the Wagait Shire Council Strategic Plan 2019 – 2024.

4.2. All requests for assistance or in-kind support must be in writing to the Chief Executive Officer.

- 4.3. Only bona fide community groups, incorporations and not for profit organisations are eligible to receive assistance or in-kind support from council.
- 4.4. Consistent with the provisions of the Delegations Manual, all requests for donations, waiving of fees or in-kind assistance to the value of \$400 are at the discretion of the Chief Executive Officer.
- 4.5. Requests in excess of \$400 and all sponsorship proposals are to be referred by the Chief Executive Officer to Council with recommendation.
- 4.6. Where a request is made that does not comply with the above criteria and is deemed to have merit by the Chief Executive Officer, the request will be referred, with recommendation, to Council for consideration and determination.
- 4.7. The Chief Executive Officer is required to maintain a register of all donations and in-kind assistance made under delegation.
- 4.8. The Community Fund grants is set in the annual budget and administered through a public applications process. The process is initiated by the CEO and follows a procedure of application and merit assessment by an independent panel.

5. REFERENCES AND LEGISLATION

Local Government Act 2019
 Wagait Shire Council Annual Shire Plan
 P26 Delegations Manual
 Wagait Shire Council Strategic Plan 2020 – 2025
 Community Fund Grants Procedure

6. REVIEW HISTORY

Date Approved: 15/10/2019	Approved By Council Moved: Vice President T Dyer Seconded: Cr G Drake Vote: AIF	Resolution No. 2019/504	Date for Review: Next Council Election
Date Approved: 19/07/2022	Approved By Council Moved: President Neil White Seconded: Cr Michael Vaughan Vote: AIF	Resolution No. 2022/114	Date for Review: Next Council Election