



# DRAFT DONATIONS AND IN-KIND CONTRIBUTIONS POLICY (1.26.3)

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## 1. BACKGROUND

Weddin Shire Council is committed to the continued development of community capacity and sustainable communities through the provision of support to community organisations. This policy supersedes the Community Program Support policy.

## 2. PURPOSE

The purpose of this policy is to outline the framework for the various types of support (donations/grants and in-kind contributions) offered by Weddin Shire Council to its community.

The Policy is a local supplement to the provisions of the Act and Regulation.

## 3. POLICY OBJECTIVES

The objective of this policy is to outline the framework for the various types of support (donations/grants and in-kind contributions) offered by Weddin Shire Council to its community.

The provision of community support by the Weddin Shire Council is based on a philosophy of partnership, whereby council provides opportunities for funding and in-kind contributions assistance to encourage, engage and support groups within the community to make a positive and on-going contribution to economic, social, cultural, recreational and environmental outcomes that are in line with the Weddin Shire Community Strategic Plan.

## 4. LEGISLATION

The Policy relates to the following legislation

*Local Government Act 1993*

*Local Government (General) Regulation 2021*

Weddin Shire Council Operating Policies

Weddin Shire Council Donation and In-kind contributions Guidelines

Weddin Shire Council Donation and In-kind contributions Application Form

Weddin Shire Council Donation and In-kind contributions Acquittal Form

## 5. APPLICATION/SCOPE

This Policy applies at all times to Councillors, Council staff administering the community support and relevant community organisation's and/or members applying for support within Weddin Local Government Area.

## 6. POLICY

The allocation of funds to community support will be in accordance with Council's budget priorities and the objectives of Council's Integrated Planning and Reporting Framework including the Community Strategic Plan and Operational Plans. The amount of funding for the donations vote is made available each year will be determined by Council in its annual budget process. This allocated amount to



community support is capped each Financial Year. Council may determine not to use the entire budgeted allocation within a Financial Year.

Nothing in this policy prohibits Council from considering financial assistance or in-kind contributions support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent.

### 6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

<b>Roles</b>	<b>Responsibility</b>
The Elected Council	Approve applications administered under this policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director of Corporate Services	The Director of Corporate Services is responsible for administering the payment to relevant groups, organisations and committees. The Director of Corporate Services is responsible in ensuring all donations and in-kind contributions provided are acquitted in accordance with this Policy.
Director of Infrastructure Services	The Director of Infrastructure Services is responsible for administering the in-kind contributions such as traffic control staff, plant and equipment that has been waived.
Council Officers	Council Officers are responsible for assisting our organisers and committee members as per the approved in-kind contribution requirements.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

### 6.2. Pre-approved donations/in-kind contributions

This section contains a list of organisations that Council will make an annual donation/in-kind contributions to without the need for the organisation to apply to the Council for the donation/in-kind contributions and requiring a council resolution. The following organisations have been included in this section.

<b>Organisation</b>	<b>Event</b>	<b>Typical Request</b>	<b>Up to the value (nominal value)</b>
Bimbi Progress Association		Donation (195/22)	\$1000
Caragabal Country Club	Caragabal Sheep Races	Barrier Mesh Coolroom hire	
Caragabal Public School	Presentation	Donation	\$100
Caragabal Progress Group		Donation (195/22)	\$5,000
Greenethorpe Public School	Presentation	Donation	\$100



Organisation	Event	Typical Request	Up to the value (nominal value)
Greenethorpe Soldiers Memorial Hall		Donation (195/22)	\$5,000
Grenfell Christian Bookshop		Donation (towards rates)	25%
Grenfell Country Education Foundation		Donation	\$2,500
Grenfell Gunyah Craft Shop		Donation (towards rates)	25%
Grenfell P.A.H&I Association Inc		Donation (towards sewer charges)	25%
Grenfell P.A.H&I Association Inc	Grenfell Team Sorting	Various items including bins, toilets, coolroom hire	In-kind contributions hire as per fees and charges
Grenfell High School	Presentation	Donation	\$100
Grenfell Jockey Club	Henry Lawson Loaded Dog Handicap	Various items including bins, toilets, coolroom hire	In-kind contributions hire as per fees and charges
Grenfell Picnic Race Club	Picnic Race Meeting	Donation Various items including bins, toilets, coolroom hire	\$ In-kind contributions hire as per fees and charges
Grenfell RSL Sub-Branch	Remembrance Day ANZAC Day Long Tan Commemoration	Traffic management	\$1,000 per event
Grenfell Scouts		Donation (towards rates)	25%
Grenfell Town and District Band		Donation	\$500
Quandialla Public School	Presentation	Donation	\$100
Quandialla Progress Association		Donation (195/22)	\$5,000
St Joseph's Primary School	Presentation	Donation	\$100
The Jockey Club Inc	Henry Lawson Loaded Dog Handicap Grenfell Cup	Coolroom hire Bins Donation	Hire fee \$200 donation
Weddin Mountain Muster	Weddin Mountain Muster	Various items including bins, toilets, water tank, traffic management	\$2,500
Weddin NAIDOC Committee	NAIDOC Event	Donation	\$1,000
Weddin Native Nursery		Donation (towards rates)	25%



### **6.2.1. Acquittal of pre-approved donations**

Pre-approved donations will require acquittal per year by way of completing a form and submitting it to the General Manager. Council Officers will write to all committees seeking for completion of the acquittal form prior to 30 June of each year. Failure to submit the acquittal form will result in removal of the pre-approved donations. Committees will then need to fill out the form in accordance with this policy.

Committees may also submit their forms after their event or before 30 June of each financial year.

### **6.2.2. Acknowledgement of donations/in-kind contributions (pre-approved or approved)**

Event organisers/Committees are to acknowledge Council's pre-approved or approved donations/in-kind contributions. This may include written or verbal demonstration. Council's logo can be provided at request.

## **6.3. Sponsorship**

Council may provide sponsorship to short term events or programs. The following provides a list of pre-approved sponsorship:

- Henry Lawson Festival of Arts (s. 355 Committee of Council)
  - Minimum \$20,000 in-kind contribution
  - Minimum \$20,000 in event management
  - \$1,500 for the acquisitive art
  - \$3,500 for marketing.

Where Council provides sponsorship, event organisers/Committees are to acknowledge Council's sponsorship. This may include written or verbal demonstration. Council's logo can be provided at request.

## **6.4. Guidelines**

Weddin Shire Council Donation and In-kind contributions Policy is administered in accordance with the Weddin Shire Council Donation and In-kind contributions Guidelines ('Guidelines'). The Guidelines set out eligibility requirements, assessment criteria, payment details, reporting and acquittal process and the terms and conditions attached to any community project support.



## **6.5. Assessment Process**

Applications will be considered against the eligibility and assessment criteria contained within the Weddin Shire Council Donation and In-kind contributions Guidelines outside of the pre-approved donations listed in Section 6.2.

## **6.6. Conditions**

### **6.6.3. Funding agreement**

Successful applicants will abide by the General Terms and Conditions and any Specific Conditions of a funding approval or as outlined in the Guidelines. An undertaking to abide by the General Terms and Conditions forms part of the application form which can be found on Council's website.

Funds must be spent on the activity described in the application. Any variation to a project must be addressed to the General Manager and be approved by the General Manager.

### **6.6.2. Reporting**

Successful applicants must report on (acquit) grant/donation monies spent. A final report/form should be received within one month of the completion of the project or expenditure of the donation. The final date for the submission of reports/form is the end of each financial year.

Groups who do not submit a final report/form will not be eligible to apply for further funding from Council until final reports are submitted for previous funding.

A form in the Guideline is provided to assist in acquitting the donation or in-kind contributions request, including the pre-approved donations.

### **6.6.3. Incomplete projects and unspent funds**

Applicants must return funds to Council if:

- a project can no longer be completed within the specified timeframe
- not all funds have been spent.

### **6.6.4. Permits, insurance and authorisations**

The applicant is responsible for any regulatory and statutory requirements associated with the project/activity, such as planning and building permits and public liability insurance.



## 7. DEFINITIONS

Key Terms	Meaning
<b>Community Group/Organisation</b>	Is an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (non-profit).
<b>Donation/Grant</b>	Is a sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements.
<b>In-kind contributions Assistance</b>	Is the supply of support in the form of staff time, Council equipment, donation of decommissioned equipment. Costs of these services will be accounted for internally so as to transparently track and report on Council's support for the community.
<b>Non-profit</b>	Is an organisation that is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
<b>Sponsorship</b>	Are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a sponsorship agreement.



<b>Title: Donations and In Kind Contributions</b>		
<b>Department: Corporate Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
1.26.1		
1.26.2	21 December 2017	
Draft 1.26.3	15 August 2024	For public exhibition
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
<b>Review Date: TBC</b>		
<b>Amendments in the release</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<p>Noreen Vu General Manager</p>		