

<b>Responsible Department:</b>	Corporate Services
<b>Responsible Business Unit:</b>	Deputy Chief Executive Officer
<b>Date of Amendment:</b>	18 March 2026
<b>Council Resolution:</b>	210326

#### 1. OBJECTIVE

The objective of this Policy is to provide guidelines for assistance and/or donations to the community.

#### 2. SCOPE

This Policy applies to all requests for financial assistance, donations, grants or sponsorship made to the Shire of Chittering.

This policy governs the assessment, approval and administration of community funding provided through the Shire's Annual Budget, including grants, events support, works, printing and community assistance initiatives.

#### 3. DEFINITIONS

Nil

#### 4. POLICY STATEMENT

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of financial support and assistance in the Shire of Chittering's (the Shire's) Annual Budget/

All requests for financial support and assistance must be made in writing.

##### 4.1. Grants, Events, Printing, Works, Community Bus, Community Assistance Grants and Sponsorship

The Community Funding Advisory Group will make recommendations and the Community Development Officer will prepare the necessary report to Council for final decision.

##### 4.2. General

Requests for donations \$500 and less may be authorised for payment by the Shire President.

Requests for donations over \$500 will be presented to Council in the form of a Council Agenda report for determination.

### 5. ROLES AND RESPONSIBILITIES

Council is responsible for allocating funding through the Annual Budget and determining applications for financial assistance and donations exceeding the delegated limit.

The Shire President may approve requests for donations of \$500 or less in accordance with this Policy and within the adopted budget.

The Community Development Officer is responsible for preparing reports and administering approved funding in accordance with Council decisions.

The Deputy Chief Executive Officer is responsible for overseeing the implementation of this Policy and ensuring compliance with legislative and financial management requirements.

### 6. COMPLIANCE

<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i>
<b>Industry</b>	Department of Local Government, Industry Regulation and Safety – Integrated Planning and Reporting Framework Guidance Western Australian Local Government Association (WALGA) Governance Guidance
<b>Organisational Documents</b>	Annual Budget Long Term Financial Plan Delegations Register Policy 2.5 – Purchasing and Procurement Policy 1.5 – Record Keeping Policy 4.1 – Code of Conduct
<b>Strategic Alignment</b>	Communities Connected

### 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	October 2028
<b>Policy Owner</b>	Deputy Chief Executive Officer		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0	Unknown	19/08/2009	Initial adoption
2.0	200812	15/08/2012	Review
3.0	150722	20/07/2022	Amendment
4.0	180423	19/04/2023	Amendment
5.0	210326	18/03/2026	Review