

In-Kind Support to Community Organisations Policy

Head of Power

Local Government Act 2009

Objective

To provide guidelines for assistance to Community Organisations and to establish:

1. the basis on which In-Kind Support will be provided to Community Organisations by Council; and
2. the scope of In-Kind Support that Council is prepared to provide to Community Organisations.

Definitions

In-Kind Support for the purposes of this policy, is limited to any one or more of the following:

Items and/or equipment the allocation of which is controlled by the relevant Council Department:

- a) Use of **Council-owned marquees - "Pop Up" marquees (6m x 3m)**
(allocation controlled by Council's Customer Response department via the Council's online Bookable Booking system)
- b) Use of **Council Store Items** including road safety equipment and roadworks signage subject to conditions as outlined in Operational Directive 2180-045 In-kind Support to Community Organisations: Use of Council Facilities, Store Items, Equipment and/or Services.
(allocation controlled by Council's Store, subject to request being supported by the Divisional Councillor)
- c) Use of **Council-owned refuse bins** for community events.
(allocation controlled by Council's Waste Services department)
- d) Use of a **room within Council Facilities** (eg. meeting and training rooms) including the associated equipment within the room.
(arrangements generally made by Divisional Councillor - Outlook Calendar bookings)
- e) Use of **Council-owned projector**.
(arrangements made by Divisional Councillor and issued by Customer Service Centres via Outlook Resource Calendar booking process)
- f) Provision of **limited photocopying services** (up to a maximum of 5000 colour, single-sided A4 copies per financial year).
(preparation arranged and controlled by Customer Services)
- g) Permission to **display notices** on community notice boards and display stands within Council Facilities, relating to the Community Organisation's events, meetings and fundraising functions.
(controlled by Customer Services and Library Services, subject to request being supported by the Divisional Councillor).

Items and/or equipment the allocation of which is controlled by the Divisional Councillor's office:

- h) Use of **Divisional Councillor marquees - "Pop Up" marquees (3m x 3m)**
- i) Use of **Council-owned public address systems** (small systems).

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Community Organisation means an entity established and recognised as an incorporated “not-for-profit” body, as well as informal community groups, that carries out activities for a Public Purpose and whose primary object is not directed at making a profit.

Council means Moreton Bay City Council.

Council Facilities means Council administration centres and libraries.

Council Officer includes all employees regardless of their employment, status, role or position (i.e. permanent, temporary or part-time). To remove any doubt, contractors, consultants and volunteers are not employees.

Loan Agreement means the agreement signed by the Community Organisation (where specified) receiving the In-Kind Support and agreeing to pay costs should the items NOT be returned OR not be returned in a condition acceptable to Council, absolving Council of any liability or claim from any accident, injury or damage to any property caused by or sustained from the use of any equipment associated with the use of Council’s marquee, and providing evidence of public liability insurance (\$20million) where required.

Outside of Hours means anytime outside of the related business hours of the Council’s administration centre or library where the room is being used.

Public Purpose means initiatives that provide a demonstrated service or benefit to the community of the Region.

Region means the local government area of Council.

Terms and conditions means the Terms and Conditions applicable to all requests for In-Kind Support, which are additional to any other terms and conditions noted on respective Loan Agreements. Where referenced a copy of the Terms and Conditions will be provided to the Community Organisation.

Application

This policy governs all In-Kind Support that Council may provide to Community Organisations.

However, this policy does not govern the provision of professional services such as IT support, financial management, graphic design, events management, or administrative services by the Council to Community Organisations.

Policy Statement

In recognition of the support that Community Organisations based or operating within the Region provide to the overall community, it is Council’s policy to assist those organisations by providing them with In-Kind Support. However, Council also recognises that the level of support on offer must be tempered by its obligation to protect its operations from potential risks and disruption. As such, all In-Kind Support provided through this policy will be subject to the following terms and conditions:

1. The In-Kind Support must benefit residents of the Region.
2. The Community Organisation must sign an application / loan agreement form which will include a waiver and indemnity acknowledging that Council will not be liable for any risks or any claims for personal or property damage associated with the use of Council items and/or equipment by the Community Organisation whatsoever.
3. Council operations must not be unduly disrupted.

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4. A Community Organisation using In-Kind Support items and/or equipment shall be responsible for (where appropriate):
 - a) Collection and return of the equipment to the relevant Council location in good order and condition.
 - b) Punctuality, diligence and due care when collecting, returning or using Council equipment.
 - c) The duty of care for their participants, members and guests as well as maintaining adequate safety standards.
 - d) Providing evidence of current public liability insurance (\$20 million) (where applicable); and
 - e) Paying for any and all damages that occur as a result of its use of In-Kind Support items and/or equipment.

5. Council's support must be recognised by way of an acknowledgement in a relevant public forum, formal address or opening, or in promotional or program material produced for the activity or event for which the In-Kind Support has been received (in accordance with the Corporate Style Guide).

Additionally, the following terms and conditions are applicable to specific in-kind support items:

6. Any use of a room in Council Facilities or use of Council items and/or equipment must not involve commercial, personal or political activities and no petitioning is to be carried out in a Council Facility.
7. Use of a room and its associated equipment in a Council Facility can only be authorised by the Chief Executive Officer of the Council or his nominee. Any "Outside of Hours" meetings involving Community Organisations are to have a Councillor or Council Officer in attendance at all times who is to be the responsible officer.
8. Use of large "pop up" marquees (6m x 3m) will require evidence of the community organisation's public liability insurance (\$20 million).
9. Use of any marquee will require the signing of a Loan Agreement receiving the goods and agreeing to pay costs should the items NOT be returned OR not be returned in a condition acceptable to Council.

All erection and dismantling of marquees must be undertaken by, or at the expense of, the Community Organisation and collection and return of marquees will be in accordance with instructions on the loan agreement.

10. Use of Council Store Items including road safety equipment (eg witches hats and high visibility safety vests) and roadworks signage is subject to conditions as outlined in Operational Directive 2180-045 In-kind Support to Community Organisations: Use of Council Facilities, Store Items, Equipment and/or Services.

Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

- Corporate Directive: 2180-045 In-kind Support to Community Organisations: Use of Council Facilities, Store Items, Equipment and/or Services
- Corporate Style Guide

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Review and Evaluation

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents.

A review of this policy will occur by June 2024.

Responsibility

This Policy is to be:

- (1) implemented by Councillors and all Council Officers, in particular officers of Council's Customer Service Centres, Libraries, Community Facilities, Waste Services and Stores.
- (2) reviewed and amended in accordance with the "Review Triggers" by affected departments.

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In-Kind Support to Community Organisations Policy			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination Committee (10/2349)	5.10.2010	A4548414
Version 2	Coordination Committee (11/2781)	13.12.2011	A3599133 (version of PDF)
Version 3	Coordination Committee (15/1712)	6.10.2015	A12427774
Version 4	Administrative amendments only: <i>'Definitions, Application, Review Triggers - administrative wording, Related Documents and Responsibility - position titles'</i> <i>Approved by Director Community & Environmental Services</i>	29.9.2020	A20843938
Version 5	Manager Governance & Executive Services approval (64162127) for inconsequential minor amendments in line with CEO agreement to increase photocopying limit to 5000 colour copies (in lieu of 4000 black and white copies), and including updates to links, references and processes.	12.4.2022	63962959
Version 6	Administrative amendments only to definition and typographical error on figure within section 8. <i>Approved by Manager Governance & Executive Services (67911742)</i>	5.9.2023	67908136