



## RICHMOND SHIRE COUNCIL IN-KIND REQUESTS POLICY

<b>POLICY NUMBER:</b>	<b>067</b>
<b>INFOPERT REF:</b>	<b>82546</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>3 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2026</b>

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### 1. OBJECTIVE

To provide community organisations and members with a clear understanding of the amount of in-kind support they can ask for.

### 2. SCOPE

This Policy applies to all in-kind requests received.

### 3. RELEVANT LEGISLATION

- *Local Government Act 2009*

### 4. PROCEDURE

#### a. Approval process

All in-kind requests must be submitted to the Director of Community Services and Development for approval.

#### b. Entitlement

All not for profit community organisations can apply for in-kind requests. Any member of the community also has the right to request in-kind support so long as the request is for a not-for-profit event (i.e. raising money for charity). Council will also allow the Richmond State School to apply for in-kind requests.

#### c. Bond

A bond shall be payable any in-kind request against any damage of property. The amount will be in correlation with the current fees and charges.

#### d. Items that fall under In-Kind Requests

The following items will be made available for in-kind requests so long as it does not impact Council's operations:

- 22 seater coaster bus (to be cleaned and refuelled by applicant prior to return)
- 11 seater bus (to be cleaned and refuelled by applicant prior to return)
- Wheelie bins (10 maximum)
- Plastic chairs
- Tables
- Generator
- Portaloo
- BBQ – gas not supplied
- Maximum 4 Council workforce staff – ½ day only

#### e. Frequency of requests

Each organisation or community member may make **one** (1) request for support per calendar year. The only exception to this will be for the Richmond State School and Junior Rugby League with their requests for bus hire where Council will allow **five** (5) requests per year.

#### **f. Misconduct**

Should any community organisation or member destroy any of Council's equipment other than by way of an accident, then they will be banned from any future requests.

### **5. IMPLEMENTATION**

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

### **6. APPROVAL**

Date of Adoption: 06 December 2016  
Policy Reviewed: General Council Meeting 20 June 2023  
Resolution Number: 20230620.11

Policy Authorised: Peter Bennett  
Chief Executive Officer