

Local Town Committee Contribution Reports Policy

Policy Number	D10
Responsible Officer(s)	Team Leader Community
Policy Adopted	April 2023
Minutes reference	2023/04-10
Next review date	April 2027
Related Documents	Strategic Management Plan

1. POLICY PRINCIPLE

Wakefield Regional Council strives to create an environment where community groups are supported and can flourish, while ensuring high levels of accountability, transparency and compliance in their activities.

2. POLICY OBJECTIVE

To ensure Council is:

- Informed about local town committees' strategic direction, achievements and challenges;
- Better equipped to make informed financial decisions for the adoption of annual budgets.

3. POLICY DETAIL

Local Town Committees to which this policy applies are:

- Balaklava;
- Blyth;
- Brinkworth;
- Hamley Bridge;
- Lochiel;
- Owen;
- Port Wakefield; and
- Snowtown.

Subject to annual budget adoptions, the financial contribution provided by Council to prescribed local town management committees are paid subject to receipt of each committee's:

- Audited Annual Financial Statement for the previous year;
- Acquittal report of any contributions within the previous year;
- A current copy of the relevant strategic or action plan;
- Details of achievements gained for the year and future goals for the ensuing year/s. This will enable an information report to be provided to Council.

4. RESPONSIBILITIES

The Community Events Officer is accountable for liaison with town management committees regarding

general operation of this policy. The Team Leader Community is accountable to ensure budget allocation of annual untied financial contribution.

5. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Adopted	Description of Change
1.0	Apr 2009 - Min 210	New Document
	Mar 2011 - Min 203	Update References for Strategic Plan
2.0	Sep 2012 - Min 68	Title change, include list of Towns & dates for report receipt.
	Oct 2012 - Min 91	Include Lochiel in town listing.
	Nov 2012 - Min 113	Responsible Manager amendment.
3.0	Sep 2014 - Min 69	Minor re-wording & removal of dates for report receipt.
	November 2014	Policy Numbering System Changed and inclusion of this Document History Table.
4.0	Sept 2016 - Min 73	Policy objective heading included. Minor reformatting.
5.0	March 2019 - 2019/03-26	Word changes and reconfiguration, addition of a principle, changes to reflect new template and change to review period to 48 months (unless required earlier).
6.0	April 2023	Minor word changes, addition to content, update responsible officer.