

COUNCIL POLICY

BACKGROUND

The *Local Government Act 1993 (The Act)* provides that a Council may provide financial assistance to individuals or organisations for the purpose of exercising its functions. A decision to contribute financial assistance cannot be delegated to the General Manager or other persons, however Council may vote to delegate the implementation of Financial Assistance Programs, as included in this policy, to the General Manager.

Council must be provided details of recipient and amount for all financial assistance granted. Where financial assistance has been provided under a specific program whose implementation has been delegated to the General Manager, Council should be advised of financial assistance under each program at the next meeting of Council (including details of recipient and amount).

Specific Financial Assistance Programs covered by this policy include:

- Wollongong Heritage Fund
- Small Cultural Grants Program
- Small Grants NAIDOC Week Event
- Sponsorship of Community Events
- Minor Donations
- Activities with Economic Benefit

OBJECTIVE

Council has a number of programs for providing financial assistance to groups and individuals in the Wollongong community. The objective of this policy is to provide financial assistance in a consistent, equitable and transparent manner that meets the requirements of the *Local Government Act, 1993*.

POLICY STATEMENT

This policy allows for considered and transparent decisions to be made regarding the distribution of community resources.

Under this policy, recipients may include not-for-profit individuals and organisations as well as those who act for private gain. The approval and reporting process is determined by the status of the recipient.

STATEMENT OF PROCEDURES

DEFINITIONS

For the purposes of this policy '**financial assistance**' is defined as:

Payments given to individuals or organisations which are not commensurate with a reciprocal benefit received by Council.

It should be noted the following examples are not considered financial assistance and are therefore outside this policy:

- a) Payments made in exchange for the provision of a service which Council may otherwise provide itself. This includes but is not limited to:
 - i. Neighbourhood Youth Projects;
 - ii. Illawarra Children's Services;
 - iii. Illawarra Performing Arts Centre;
 - iv. Illawarra Regional Information Service;
 - v. Tourism Wollongong.
- b) Statutory contributions such as SES, Rural Fire Service and NSW Fire Brigades;

Under this policy, a recipient who acts for private gain is any recipient other than a not-for-profit organisation.

PROCEDURES

I. Provision of financial assistance to not-for-profit recipients

Financial Assistance may be provided to not-for-profit recipients through a resolution of the Council, or by implementation of a Financial Assistance Program included in this policy. The usual Council meeting notification requirements will apply, unless a resolution of the Council moves it as an urgent issue.

Methods of submitting a proposal to provide financial assistance for Council approval include:

- Report to Council;
- Management Plan (included in adopted Management Plan or by way of a specific project with details of recipient and amount);
- Quarterly Review (by way of a specific project added to Management Plan throughout the year with details of recipient and amount).

In the interests of openness and transparency in Council decision making, all submissions must include details of recipient and amount proposed.

II. Provision of financial assistance to recipients who act for private gain

Financial assistance may be provided to recipients who act for private gain through a resolution of the Council, or by implementation of a Financial Assistance Program included in this policy.

There are special public notice requirements when proposing to provide financial assistance to a recipient who acts for private gain. A recipient who acts for private gain must not receive benefits until at least 28 days' public notice of Council's intention to consider the matter has been given. Public notice is required prior to Council's consideration of the matter. However, public notice is not required under two circumstances:

- a) The financial assistance is part of a specific program, the details of which have been included in Council's Draft Management Plan for the year in which the financial assistance is proposed to be given; and where the program's proposed budget for that year does not exceed 5% of Council's proposed income from ordinary rates levied for that year; and where the program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area;

OR

- b) The financial assistance is part of a program of graffiti removal work.

Regardless of whether public notice is required, where Council approval is being sought the usual Council meeting notification requirements will apply.

III. Financial Assistance – General Procedure

All financial assistance that is not part of a Financial Assistance Program detailed in this policy must be approved by Council.

- Requests for financial assistance are to be assessed by the relevant Council Officer (the Sponsor) to determine whether the request will be submitted to Council.
- The Sponsor is to prepare and submit a report to Council for consideration. Details of recipient and amount must be included in the report.
- Once a decision has been made by Council, the Sponsor is to advise the applicant in writing of the Council's decision.
- Upon approval the Sponsor is to arrange for the appropriate cheque to be drawn and forwarded to the applicant.

FINANCIAL ASSISTANCE PROGRAMS

To be eligible for inclusion in this policy a Financial Assistance Program must meet all of the following criteria:

- The program's details must have been included in Council's Draft Management Plan for the year in which the financial assistance is proposed to be given;
- The program's proposed budget for the year does not exceed 5% of Council's proposed income from ordinary rates levied for that year;
- The program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area.

A WOLLONGONG HERITAGE FUND

Aim: To encourage conservation work in heritage places in the Wollongong Local Government Area and retain cultural significance through the provision of financial assistance.

Eligible Applicants: Applicants undertaking conservation works or reports for heritage items that are listed in a current or draft Local Environment Plan.

Administered by: Environmental Strategy and Planning Division

An assessment panel formed by the Manager Environmental Strategy and Planning will evaluate and score applications against formalised and ranked criteria as outlined in this policy. Members of the Heritage Reference Group may be consulted as part of this process.

1 Background and Eligibility

All applications must be for conservation works or conservation reports for heritage items listed in a current or draft Local Environment Plan.

Where a project requires consent/approval prior to commencement of works, the consent/approval must have been granted for the project to be eligible for funding under this program.

Only those projects able to be completed by 31 May in the financial year in which the grant has been offered will be considered.

Examples of eligible projects:

- Repair, maintenance or reinstatement of missing items on heritage places;
- Conservation management plans or technical reports which will lead to conservation work.

2 Projects not Funded

Funding will generally **not** be provided for the following projects:

- Where assistance is reasonably available from another source;
- Where substantial assistance has previously been provided;
- Where the applicant has yet to complete other assisted projects;
- Purchase of a building, site or movable item;
- New additions to a heritage building (including new internal fittings such as kitchens and bathrooms);
- Relocation of a heritage building or work on a relocated building;
- Work on a government-owned building still used for a government purpose;
- Work which is not conservation work;
- Where acquittal has not been received for a previous Wollongong City Council grant.

3 Assessment Criteria

A scoring criteria will be used by the assessment panel in determining the priority of applications. It is not necessary for a project to meet all of these criteria:

- Does the project demonstrate good conservation practice?
- Does the project contribute to broader conservation objectives? For example, is it in a conservation area or part of a group of heritage items?
- Is the project likely to encourage conservation of other heritage items?
- Is the item accessible to the public?
- Is the project highly visible from the public domain?
- Is the project urgent to avert a threat to a heritage item? Will not completing the project present additional risk for damage or loss to occur?
- Is the heritage item used as private residence or by a not-for-profit organisation (ie, not as a business premises)?
- Has the project recently received grant funding either from WCC or another source?

4 Level of Funding Available

The maximum level of funding per project will be limited to 50% of the total project cost, to a maximum dollar value of \$10,000 (excl GST) funding per project. Where financial assistance is being provided to a body that is registered for GST, Council may pay the grant plus GST, subject to the receipt of a valid Tax Invoice.

Financial assistance may be provided for a project in excess of \$10,000 (excl GST) but this ***requires Council approval.***

Applicants will be required to provide at least matching finance for all projects. Council reserves the right to offer assistance of less than 50% of the project cost.

5 Timing

The project must be completed and claims submitted by the end of May in the financial year in which the grant is offered. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.

B SMALL CULTURAL GRANTS PROGRAM

Aim: To enliven the City with diverse cultural activities for the benefit of Wollongong's residents, workers and visitors. Specifically, the Program supports initiatives that assist the City of Wollongong in achieving the following key objectives:

- To encourage innovative approaches to cultural projects;
- To showcase the quality and diversity of arts practice in Wollongong and the role it plays in reflecting our community's aspirations and Wollongong's distinctive character;
- To increase community participation in the cultural life of the City;
- To endorse Wollongong as an exciting, contemporary and cosmopolitan city that values the culture of its residents;
- To build the capacity of organisations to deliver high quality innovative programs and services.

Eligible Applicants: Wollongong City residents; community and cultural development organisations; physically and socially isolated communities; groups from diverse backgrounds; young people.

Administered by: Community Cultural + Library Services Division

1 Background and Eligibility

Wollongong City Council makes funds available under its Small Cultural Grants Program to individuals and not-for-profit community groups in the local cultural industry for music, performing arts, visual arts, crafts and other local cultural initiatives. Artists and communities who are culturally and linguistically diverse, and Aboriginal and Torres Strait Islanders are encouraged to apply.

Eligible projects must:

- Address issues highlighted in the City of Wollongong's Cultural Plan;
- Meet assessment criteria;
- Encourage community participation and involvement in community and cultural development activities;
- Occur in the specified financial year;
- Have a completed budget;
- Supply quotes for booking of venues and outdoor spaces where applicable.

2 Projects not Funded

Funding will generally **not** be provided for the following projects:

- Projects conducted outside the Wollongong LGA;
- Projects that have no direct benefit to Wollongong residents;
- Where funds are required to complete an accredited course of study;
- Where projects are primarily fundraising;
- Where projects carry forward a financial deficit;

- Where projects directly benefit an individual;
- Where projects are retrospective;
- Where a more appropriate funding source is available;
- Where projects are submitted by Government Departments or Agencies;
- Where projects will financially benefit a profit-making individual, organisation or Government Department;
- Where an acquittal has not been received for a previous Wollongong City Council grant;
- Where applications are received by Wollongong City Council after the published closing date;
- For insurance cover and lease or rent costs.

3 Assessment Criteria

Projects should meet the following assessment criteria:

- Demonstrate a strong community cultural development aspect that involves and benefits the broader community through participation in the process and activity;
- Reflect and enhance Wollongong's sense of place and local identity;
- Attract broad or new audiences by promoting greater community awareness of, and participation in, cultural activities;
- Use an innovative approach to the art form or activity proposed;
- Be completed in the financial year specified in the application;
- Be achievable within the planned budget.

4 Level of Funding Available

Category 1 – Community Cultural Development Projects

This category supports local arts-based Community Cultural Development projects and events created by individual artists and communities in the City of Wollongong.

Applicants can request up to \$2,000.

Category 2 – Professional Development, Marketing and Minor Capital Support

This category provides support for local arts organisations, groups and cultural initiatives with a community focus for professional development, marketing and minor capital support.

Applicants can request up to \$4,000.

5 Timing

The annual round of the Small Cultural Grants Program is publicised each year. The Small Cultural Grants Committee selects successful applications according to the eligibility and assessment criteria outlined in this policy. Funds will be made available to successful applicants after 1 August. Projects must be acquitted by April of the following calendar year.

C SMALL GRANTS NAIDOC WEEK EVENT

Aim: Wollongong City Council through NAIDOC Week seeks to involve as many people as possible in the celebration of the history, culture and achievements of the local Aboriginal and Torres Strait Islander community.

The grant assists the City of Wollongong in achieving the following key objectives:

- To endorse Wollongong as a vibrant and exciting city that values the culture of its traditional owners;
- To showcase the significance and diversity of the local Aboriginal and Torres Strait Islander culture and history;
- To increase community understanding of local Aboriginal and Torres Strait Islander culture and history;
- To strengthen community wellbeing through participation in an event that celebrates the achievements and culture of the local Aboriginal and Torres Strait Islander community.

Eligible Applicants: Not-for-profit community organisations proposing an activity that will occur as part of NAIDOC week.

Administered by: Community Cultural + Library Services Division

1 Eligibility

To be eligible for consideration, all applicants must:

- Be a not-for-profit community organisation;
- Be proposing an activity that will occur as part of NAIDOC week;
- Ensure that the application is post marked or received by Council by the published closing date;
- Provide an Australian Business Number (ABN) or supply a Statement by Supplier with their invoice;
- Provide events that encourage community participation and involvement from the larger community;
- Applicants must show they will achieve at least one if not more of the program objectives. A higher weighting will be given to applications that achieve a number of program objectives.

2 Ineligibility

Grants will not be provided for:

- Activities which do not meet the eligibility criteria;
- Activities conducted outside the City of Wollongong LGA;
- Activities that are primarily fundraising;
- Activities where the benefit is directly to an individual;
- Activities submitted by Government Departments/agencies or schools;
- Activities which will financially benefit a profit-making individual, organisation or Government Department;
- Applicants that have not acquitted a previous Wollongong City Council grant;
- Applications received by Council after the published closing date.

3 Assessment Process

- Applications will be considered by an Advisory Group made up of representatives from the Aboriginal and Torres Strait Islander communities and a designated Council Officer.
- Council will give final approval to successful applications.

- Successful applications will receive a letter outlining the terms of the approval and the allocation of funds.

4 Terms and Conditions

- Successful applicants will be required to issue Council with a Tax Invoice/Invoice for the grant amount.
- If the applicant is registered for GST, Council will pay the grant plus GST, subject to the receipt of a valid Tax Invoice.
- Council will not provide grants to applicants who do not have an ABN or supply a Statement by Supplier form with their Invoice.

5 Level of Funding Available

A maximum of up to \$5,000 per grant application is available.

D SPONSORSHIP OF COMMUNITY EVENTS

Aim:

- To provide assistance for groups, organisations or individuals seeking to organise community events and activities;
- To ensure that a fair and transparent process is used in the allocation of event sponsorship funds;
- To further develop the range of existing events to maximise the economic and social benefits to the city;
- To ensure that funding is allocated to a range of events with emphasis on those considered strategically important;
- To ensure that Council receives appropriate recognition for its sponsorship contribution.

Definition: This sponsorship represents a commercial arrangement in which Council provides a financial or in kind contribution to support an event in return for certain specified benefits as outlined within this Policy and Council's Sponsorship Application form and guidelines, letter to successful applicants, and formal Agreement for Sponsorship.

Eligible Applicants: Applicants organising community events within the Wollongong Local Government Area with a demonstrable community benefit. Only not-for-profit individuals or organisations are eligible for assistance under this program.

Administered by: Organisational Strategy and Improvement Division

A Sponsorship Allocation Committee comprising the General Manager and the Manager Organisational Strategy and Improvement will determine to advertise the sponsorship opportunity and closing date for applications within the local community to ensure all potential applicants have equal opportunity to lodge a Sponsorship Application Form with Council. The Sponsorship Allocation Committee will evaluate sponsorship requests against established criteria and determine those events which will receive Council sponsorship. Successful applicants will be advised by Council at the appropriate time.

1 Application for Sponsorship

- Applications will be invited for sponsorship of community events to be held within the financial year.
- Council will advertise this invitation on its website and through its weekly paid advertisement in the local media. In addition a media release will be forwarded to all media to promote this opportunity.
- Should there be sufficient funds remaining from the initial sponsorship allocation, a second round of applications may be invited in the mid-financial year period.

- Applications for event sponsorship must be lodged on the Sponsorship Application Form and submitted by the advertised closing date in accordance with the instructions on that form. Forms will be available on Council's website at www.wollongong.nsw.gov.au or may be requested by phone as advertised.
- Applications submitted after the closing date may or may not be considered during a following sponsorship round depending on any available remaining funding within the prescribed budget for the financial year.
- Applicants must lodge a copy of their Constitution or Articles of Association with each application, if applicable.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

2 Eligibility for Sponsorship

- Applications must be lodged on the Sponsorship Application Form in accordance with the guidelines and which is current at the time of advertisement.
- Applicants will be considered from not-for-profit groups, organisations or individuals seeking to organise an event with demonstrable community benefit.
- Applicant organisations must lodge a copy of their Constitution or Articles of Association with their application form.
- Applicants must be able to demonstrate that their event will benefit the community of the Wollongong LGA.
- Sponsorship sought must be for a specific community event with a fixed timeframe. On-going operational, maintenance or administrative costs will not be sponsored.
- To be eligible for sponsorship under this program, successful applicants must agree to and sign a Sponsorship Agreement, which includes the requirement for:
 - Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council's Sponsorship Agreement;
 - Approval of all necessary or mandatory application/certificates and supporting documents, by Council or other statutory body, for the proposed event and compliance with all conditions of such approvals;
 - Council to have the opportunity to display banners (as supplied by Council) at events;
 - Council to have the opportunity for a stall at all events;
 - A written evaluation of the event to be provided within three (3) months of the conclusion of such event;
- Applicants who have previously received donations, grants or sponsorship from Council in the past two years will be ineligible for sponsorship funding if all requirements of the previous sponsorship as outlined within Council's letter and attached Sponsorship Agreement have not been satisfactorily complied with and finalised;
- All sponsorships will be considered on an initial one-off basis and no guarantee is made for on-going sponsorship, unless Council determines suitability for multi-year funding.

Council will evaluate each application in relation to the above eligibility criteria.

3 In-Kind Sponsorship

- Requests for in-kind sponsorship including facilities for waste services, witches hats and bollards, or rebate of fees and charges – must also be submitted through the Sponsorship Application process.
- The application form will seek information from the applicant on the nature and extent of in-kind sponsorship sought. Requests for in-kind sponsorship will be assessed based on the funding criteria outlined in this policy and will be given a dollar costing at the normal rate of Council for such services or facilities. A value will be placed against these activities for consideration by the Sponsorship Allocation Committee along with all other sponsorship applications.

4 Conflict of Interest

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an event will be identified as part of the assessment.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

5 Assessment Criteria

Eligible applicants will be prioritised according to the following advertised assessment criteria:

- Events must be held within the City of Wollongong LGA;
- Citywide event (an event which encompasses the community of the whole of the City of Wollongong);
- Local general community event (suburb based – a community event held in a particular suburb with the aim of bringing together the whole of the community of that suburb and opportunity for beyond);
- Sporting events of State or National significance held within the City of Wollongong LGA (major sporting events which are recognised at State or National level).

In assessing applications, the Committee will consider established criteria including the social and economic benefit to the community, the expected outcomes of the event, demonstration of need for funding, demonstration of financial capacity and responsibility of applicant, availability of other funding sources, and appropriateness of the event. The aims and objectives of the applicant, and the activity itself, must not conflict with the ideals of the *Charter of the People of Wollongong*.

The following events will not be eligible for funding via this program:

- Specific and local cultural events
- Fetes
- Conferences/Dinners
- Award presentations
- Fundraising events available only to paid ticket holders
- Any event with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event
- Any event which is assessed as a risk management cost to Council

The Committee will evaluate each eligible application in relation to the above assessment criteria.

6 Event Support Levels

- Wollongong City Council recognises that there are a number of hallmark events in the city and supports a range of these events and festivals from available funding from Council's annual Sponsorship Budget, as well as one-off special events.
- All sponsorship arrangements for annual or ongoing events and activities *may* be subject to multi-year agreements over a period of up to four (4) years with a view to encouraging self sufficiency for such events and activities, whilst at the same time maintaining a level of support which will guarantee their short term viability. The purpose of this arrangement is to assist the release of resources and funding for the development of new event opportunities.
- Council's Sponsorship Application Form will provide for one-off or multi-year application opportunities.
- All sponsorships made have no guarantees for future sponsorship by Council beyond the agreed period.

- Sponsorship funding for events held within the City of Wollongong LGA will be provided within the following parameters –
 - i. Citywide events – funding to a maximum of \$15,000 + GST
 - ii. Local general community events – funding to a maximum of \$5,000 + GST
 - iii. Sporting events of State or National significance – funding to a maximum of \$5,000 + GST

7 Approval Process

The Sponsorship Allocation Committee process will be as follows:

- Applications received by the closing date will be acknowledged by Council and assessed for eligibility in accordance with this policy.
- The Sponsorship Allocation Committee will meet following the advertised closing date to consider eligible applications received and determine successful applicants for financial assistance in accordance with this policy.
- Applications will be prioritised in accordance with the assessment criteria of this program.
- The Committee will provide approval for applications considered suitable for funding, with the General Manager having final approval.
- Successful applicants will be advised of Council's sponsorship including conditions of sponsorship and the Sponsorship Agreement.
- The successful applicant list – with details of event information and funding level approved – will be submitted to Council for information purposes as soon as possible after determination.
- Unsuccessful applicants will be advised of the decision and provided with guidance as to the reason for this determination.

E MINOR DONATIONS

Aim: To provide assistance for groups, organisations or individuals within the City of Wollongong who are not eligible for sponsorship under any other Financial Assistance Program in this policy.

Definition: A donation is defined as financial or in-kind assistance from Council with no specified benefit direct to Council.

Eligible Applicants: Applications will be considered from groups, organisations or individuals within the City of Wollongong who are not eligible for financial assistance under any other Financial Assistance Program in this policy. Categories include:

- Selection to represent the City of Wollongong in a recognised national or international event. Applicants must be non professional and have been selected through officially recognised criteria for selection and participation in such event.
- Deriving the majority of revenue from donations or public subscription.
- Providing a recognised necessary community service which would otherwise be non-existent.
- Being a recognised not-for-profit organisation which is recognised under the Charitable Fundraising Act.

Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy – these documents are available on Council's website. Such actual, potential or perceived conflict of interest posed by a potential donation to the applicant will be identified as part of the assessment.

Administered by: Organisational Strategy and Improvement Division

1 Support Levels

Local representation in a recognised national or international event \$250. (Where a team is selected for such event, this amount will be provided to the team or group as a whole – not to each individual). All other donations determined will not exceed \$250.

2 Applications for Donations

Applications must be lodged on Council's Application for Donation Form and submitted as indicated accordingly.

All donations must be approved by the General Manager.

3 Approval Process

- Requests for donations are to be assessed in accordance with the above guidelines by the relevant Council Officer to determine if the recommendation is submitted to the General Manager for approval.
- Council will advise successful applicants in writing of the General Manager's decision.
- Upon approval the Council Officer is to arrange for the appropriate cheque to be drawn and forwarded to the applicant.
- The Council Officer is to prepare and include in a report to Council for information on a regular basis. Details of recipient and amount must be included in the report.
- Applicants determined as unsuccessful in accordance with the above guidelines will be advised accordingly.

Once the budgeted amount allocated for Donations has been distributed no further allocations will be made in that financial year – even if the applicant meets all eligibility requirements.

F Activities with Economic Benefit

Aim:

- To provide assistance for initiatives and events that support and create economic opportunities in the City of Wollongong Local Government Area.
- To ensure a fair and transparent process is used in the allocation of economic opportunity activity and event funding.
- Provide opportunities to attract activities and events that create local economic benefit to the city.
- Support attraction of businesses to the City of Wollongong Local Government Area, thus creating investment and employment opportunities.

Definition: Council's commitment to economic development recognises its importance to the city. This funding represents a commercial arrangement in which Council provides a financial or in kind contribution to support an activity or event which creates an economic stimulus opportunity within the Wollongong Local Government Area. This funding or in kind support is provided in return for certain specified benefits as outlined within this Policy and Council's Activities with Economic Benefit -Sponsorship Application form and guidelines, letter to successful applicants and formal Agreement for Funding. An event considered under this category may also provide a social, sporting or cultural benefit to the Wollongong community and this will also be considered in the assessment under this category.

Eligible Applicants: Applicants organising initiatives and events within the Wollongong Local Government Area with a demonstrable local economic benefit to the city.

Administered by: Organisational Strategy and Improvement Division

1 Conflict of Interest

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an activity or initiative will be identified as part of the assessment.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

2 Criteria:

- Applications must be lodged using the Activities with Economic Benefit-Sponsorship Application form.
- Activity must directly benefit business or industries based in the City of Wollongong Local Government Area.
- Activity must be able to demonstrate that it supports economic development in the region or provides a clear and significant economic benefit to Wollongong (eg quantifiable influx of tourist dollars).
- Activities that may be considered for this level of funding include:
 - business seminars and expos/trade shows, conferences and local training and employment awards organised by not for profit organisations;
 - studies or programs that support business attraction, business development, industry development
 - business infrastructure.

SUMMARY SHEET

RESPONSIBLE DIVISION	Organisational Strategy and Improvement Division
DATE ADOPTED ON BEHALF OF COUNCIL	5 July 2011
DATE OF PREVIOUS ADOPTION(S)	16 December 2008; 27 May 2008
DATE FOR REVIEW	June 2012
PREPARED BY	Corporate Relations Officer
AUTHORISED BY	Manager Organisational Strategy and Improvement (Acting)