



**COUNCIL POLICY**  
**Community**

**1.4.2**

<b>Title:</b>	<b>1.4.2 SUPPORTING THE COMMUNITY</b>
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	11 April 2019
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3004

**Objective:**

To assist community organisations and groups to undertake activities and provide facilities for the benefit of its residents in the Shire region.

**Policy Statement:**

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) The annual allocation of funding towards community projects that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Plan; and
- b) Where able, will endeavour to provide facilities and services that increase opportunities for inclusion, participation social wellbeing and physical activity as the Shire recognises the value of accessibility and community involvement; and
- c) In exceptional circumstances and when financial circumstances permit, will consider self-supporting loans to provide community organisations with an opportunity to raise loan funds through the Shire at competitive rates.

To acknowledge the role the Shire of Mingenew plays in supporting the community, recipients of Shire funding for the delivery of community activities and events are to acknowledge the Shire of Mingenew in any advertising and promotional material relating to the activity or event for which the funding has been provided.

Community Financial Assistance Scheme

Council will allocate 1.5% of the value of rates per financial year to the Community Financial Assistance Scheme. The allocated funding will be distributed between the two funding categories within the Scheme in line with the following:

1. 80% is to be allocated to Community Grants and is to be allocated via a competitive grants process and in line with Management Procedures, and



2. 20% is allocated to the Waiver of Fees and Sundry Donations combined.

### Community Grants

For projects and events that support and promote social, economic, recreational, art and cultural development of persons living within the Shire of Mingenew, the Chief Executive Officer is authorised to commit funds of up to the \$5,000 per application (project), subject to the confinements of the budgetary allocation as set by Council.

All community grants will be considered by a panel, comprising of the Community Services Coordinator, the Chief Executive Officer and two Councillors, who are to assess and prioritise the applications in accordance with the above listed criteria.

Criteria to award grant/commit Shire funds:

1. Applicants must be incorporated, not-for-profit, community-based organisations, groups and event organisers. Local state and federal government departments, private companies, private and public schools including employees of these bodies acting on behalf of their employers (excluding relevant community purpose representative bodies such as P&C Associations are ineligible).
2. The activity, event, competition, project or celebration must be offered within the Shire of Mingenew local government boundaries and open for attendance by the local community;
  - a. Where Shire funds are used towards an event, it is preferable that entry for locals be free of charge
3. The activity, event, competition, project or celebration must demonstrate alignment with the Shire's Community Strategic Plan;
4. The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme Funding or Council Contribution or received financial assistance from the Shire for the project for which the application has been made under any existing written agreement during the relevant financial year.
5. Applicants acknowledge that funding is subject to an Acquittal and Evaluation Form being completed and submitted to the Shire within 8 weeks of the stated completion date of the project or activity, or before the 20 June of the current financial year, whichever falls first. Failure to complete this step will result in disqualification for the next round of funding.

### Waiver of Fees and Charges

Waivers will be considered for local clubs and not-for-profit organisations to conduct activities that support the Shire's Community Strategic Plan.

Applications for waiver of fees and charges shall be made via written application to the Chief Executive Officer and shall not exceed a value of \$1,000.00 per application. Applications above \$1,000.00 are to be made via the Community Grants Process.

The decision to waive fees and charges shall be at the discretion of the Chief Executive Officer. All waivers shall be within the limits of Council's Delegation to the Chief Executive Officer- *CD02 Debts, Waiver, Concessions, Write Off and Recovery* and is subject to the confinements of the budgetary allocation as set by Council.



### Sundries Donations

Small grants up to \$200.00 can be applied for at any time through a written request directed to the Chief Executive Officer.

The Chief Executive Officer, at their discretion, is authorised to commit funds of up to \$200.00 per application provided it is within the budgetary allocation as set by Council.

### Sponsorship

All applications for financial sponsorship shall be referred to the Council for decision.

### Marketing Assistance

Small grants of up to \$500.00 per business can be applied for at any time through a written request directed to the Chief Executive Officer. Funds can be used for business promotion provided the Shire's logo is applied to all materials and approval of final design is sort from Shire CEO.

### Self-Supporting Loans

Self-supporting loans are loans taken out by the Shire on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

The Shire of Mingenew will only provide access to self-supporting loans in exceptional circumstances, when financial circumstances permit, and when there is compelling evidence of positive benefits to the community. Council will only consider providing self-supporting loans to community or sporting groups in the following circumstances:

- a) In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- b) Where the self-supporting loan forms part of a matching community grant component
- c) Where, in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d) Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Organisations seeking assistance from Council to raise a loan shall:

- a) Be an incorporated body that leases or occupies land and/or buildings owned or vested in the Shire.
- b) Provide a copy of the last three years' audited trading and balance sheet statements.
- c) Agree to enter into a Deed of Agreement for the period of the loan repayments.
- d) Provide whatever security or guarantees that Council considers appropriate to ensure that the loan is repaid.
- e) Insure and keep insured premises where the premises are security over repayment of a loan.
- f) Pay all costs associated with the preparation and stamping of legal documents concerned with the raising of the loan.
- g) Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan.



h) Provide any other information that Council requires.

All applications for self-supporting loans shall be referred to the Council for review and decision.