

## COMMUNITY ASSISTANCE POLICY

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| Type                         | Governance                             |
| Category                     | Corporate and Community                |
| Responsible Officer          | Director Corporate and Community       |
| First Issued / Adopted       | Pre 2005                               |
| Review Period                | 3 yearly                               |
| Last Reviewed                | August 2019, June 2018, 5 October 2016 |
| Minutes Reference            | OM290/19, OM 177/18, OM 252/16         |
| Next Review Date             | June 2022                              |
| Applicable Legislation       | N/A                                    |
| Related Documents            | Community Assistance Application Forms |
| Public Consultation Required | No                                     |
| File Reference               | 9.63.1.1                               |

### 1 PURPOSE

Council receives many requests from Community Organisations for financial assistance, interest free loans and in-kind assistance to undertake a wide variety of activities. This policy outlines the circumstances, levels, types and methods of assistance Council may provide to these organisations.

### 2 SCOPE

The Community Assistance Fund (CAF) is available to eligible not-for-profit community based groups for activities within the Port Pirie Regional Council area.

### 3 DEFINITIONS

NIL

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## **4 POLICY STATEMENT**

### **Principles**

By providing funding to support community groups with activities and events, the intention is to enable:

- A vibrant community that actively supports activities and services in the Council area;
- Well used community facilities (including parks, libraries, swimming pools) and sustainable sporting and community organisation and club membership levels;
- Activities that benefit community wellbeing and/or amenity and support, partner or collaborate with a Council event or strategy;
- Activities that encourage the local community to participate, increase the opportunities to develop skills and allow involvement, particularly as volunteers;
- Organisations, including Community Development Associations, to promote the region, enhance community amenity and develop facilities through their project and event activities;
- Management of an event that seeks to promote the region and increase visitor numbers, to provide economic benefit for the community by attracting visitors from outside the region;
- Sporting bodies that promote physical activity and practice good governance.

The following criteria must be met for community groups to access the CAF:

- be a not-for-profit community organisation based in this Council area;
- be incorporated under the Associations Act (or other Act) or affiliated with an incorporated parent organisation;
- provide a copy of the current Public Liability insurance indemnity Policy which provides the applicant organisation, the event or project activity, cover of at least \$10 million.

Not be any of the following:

- Individuals;
- Commercial entities;
- Other Councils;
- Political parties;
- Government departments undertaking activities or programs considered to be the responsibility of State or Federal Government;
- Organisations that obtain income from poker machines or similar, or facilitate or encourage gambling.

For an application to be considered, the project must:

- be conducted within the Council area;
- have a clearly defined start and end date;
- include measurable outcomes;
- complete the risk assessment;
- commit to use the funding evaluation / acquittal form to report on the outcomes of funded projects.

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#### **4 POLICY STATEMENT (Cont'd)**

##### **Principles (Cont'd)**

The following purpose and items are considered to be not within the guidelines of this Policy and will not be considered within the criteria of the Community Assistance Fund.

- Reimbursement of funds spent prior to the lodgement of an application, or support for employee costs;
- Continuing or ongoing expenses of the organisation. There should be no dependency on Council funds for operational expenditure;
- Activities that seek to make financial gain or are deemed to be of a commercial nature;
- Any activity deemed to be illegal, unsavoury, anti-social, dangerous or likely to cause nuisance or offence to the public;
- Any activity undertaken to raise funds for a third party (including charities). A proposal for a community event held to raise funds for a charity may be assessed on its own merits and clearly has a local community benefit. Only In-kind support will be considered;
- Social functions that are predominantly for the benefit of the organisation members.

#### **5 NOTIFICATION AND PAYMENT**

All organisations will be notified in writing of the Council decision regarding their application and the amount, if any, of funds allocated.

Successful applicants will be required to sign a Memorandum of Agreement to indicate their acceptance of their allocation, under the guidelines and requirements of the Fund and any Council decision.

No payment will be made until a signed Memorandum of Agreement and a tax invoice (if required) has been received by Council. Payment will be made by cheque or Electronic Funds Transfer (EFT) to a nominated bank account.

Council may request that a successful applicant attend a cheque presentation ceremony at the Council Chamber prior to a Council meeting (usually held on the fourth Wednesday of every month). Other successful applicants may also choose to attend the ceremony.

#### **6 COMMUNITY EVENTS**

Support for community events aims to encourage community groups to partner with Council in delivering on a key objective from its Community Plan:

- Goal EP 2 - Establish the Port Pirie region as a must visit destination;
- Strategy EP 2.7 - Attract and/or host major cultural and sporting events.

Support provided for community events can be a combination of cash and/or in-kind contributions.

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## **6 COMMUNITY EVENTS (Cont'd)**

### **6.1 Application Requirements**

All applications should aim to be submitted at least four months prior to the event.

Application forms are available for;

- Monetary Event Assistance
- In-kind Event Assistance.

All applications must be in writing on the appropriate form, providing:

- Organisation information, including financial position (Note: Full financial statements will be not be included in public Council agendas);
- Description of the Event, including participation details, community and economic benefits and a detailed budget;
- Indication of how Council would be acknowledged for the contribution;
- Certification by primary committee members of the applicant organisation;

In relation to applications for in-kind works:

- An assessment of cost and availability of employees and equipment will be made by Management, using a private works estimate;
- Council has no obligation to provide this support in which case the applicant will need to apply for a monetary contribution to engage the services of a private contractor;
- A private works estimate will be included with the application in the Council agenda if the work is to be undertaken by Council employees.

### **6.2 Assessment Criteria**

Applications are required to be received by the second Monday in each month to enable presentation to the Ordinary Council meeting for that month.

A report will be submitted to Council including recommendations in consideration of the criteria guidelines set out within this Policy. The granting of any assistance is subject to the approval of Council and will be subject to any restriction or conditions that Council so resolves.

The event:

- must be conducted within the Council area;
- must be clearly defined with a start and end date, and the outcomes measurable by a quantitative measure;
- should provide a measurable economic benefit to the community.

In considering an application:

- Council will take into account the wealth of the applicant organisation and its ability to raise funds from other sources before making an allocation of funds, and at its absolute discretion Council may reduce the allocation accordingly;
- Council will take into account previous allocations for similar projects, and whether the project is a significant milestone event;

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## **6 COMMUNITY EVENTS (Cont'd)**

### **6.2 Assessment Criteria (Cont'd)**

In considering an application (Cont'd):

- Council will take into account (in the case of a sporting organisation) whether the applicant is a member of the STARCLUB or other Club development program;
- Council may allocate the full amount of funds requested within the application, or any part thereof, or make no allocation, at its own absolute discretion.

Contributions may be made as follows:

- Generally, the contribution by Council will be no more than \$4,000 or 50% of the total Project Expenditure Budget, whichever is the lesser amount;
- In the case of an application made by one of the four recognised Community Development Associations there is no maximum amount applicable.

Successful applicants will need to provide:

- evidence of a current public liability insurance indemnity policy which provides the applicant organisation, the event or project activity, cover of at least \$10 million.
- evidence that a risk assessment has been undertaken before undertaking their project.

### **6.3 Evaluation and Acquittal**

For projects granted \$4,000 or more in assistance, a project evaluation must be undertaken and a written evaluation report forwarded to Council within 60 days of completion of the project.

The following information should be contained within the report:

- Outcomes achieved
- Participant numbers
- Project finance summary
- Evidence of Council acknowledgement
- Other information deemed appropriate.

Those organisations not fulfilling the requirements outlined in this clause may become ineligible for consideration for any future assistance.

## **7 STANDING COMMUNITY EVENTS**

Council will each year provide an amount (to be determined during preparation of the Business Plan and Budget) to support annual (e.g. Australia Day, Smelters Picnic, Crystal Brook Show) and other major events for the Council region, which provide an economic or community benefit. Assistance may be in the form of a cash contribution or services provided by Council.

Both cash and in-kind (including but not limited to traffic management, clean up of event site, waste management and use of Council facilities) contributions will be reviewed during the annual budget process to provide an agreed level of service and may vary according to annual circumstances. Significant variations will require further consideration by Council.

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## **7 STANDING COMMUNITY EVENTS (Cont'd)**

To seek a change in the contribution; Monetary or In-kind, an application form should be submitted in April/May of the year to allow adequate time consideration by Council as part of the Business Plan preparation, otherwise at least four months prior to the event.

## **8 COMMUNITY LOANS**

### **8.1 Application for Loan or Guarantee**

Incorporated not-for-profit community organisations may make written application to Council to borrow funds or for Council to act as guarantor for community projects. An application form with a draft copy of the Memorandum of Agreement is available.

Applications to Council for the guarantee or provision of a loan to be taken out by local organisations will be considered by Council where:

- The applicant has submitted copies of audited financial statements of the previous three fiscal years or such lesser period that the organisation has been in operation;
- The applicant can demonstrate, to the satisfaction of Council, that in all probability it will be able to meet instalment payments as and when they become due;
- The applicant is a community organisation, sporting body or such other venture which does not have a profit-earning motive satisfactory to the Council; and
- In instances where the work, undertaking or facility will not be undertaken on Council property, the organisation can provide sufficient security to enable the Council to satisfactorily recover any amounts due.

The applicant must provide the following information:

- Purpose of the loan or guarantee;
- Reason for the need for the loan or guarantee;
- Amount and term of loan or guarantee;
- Previous loan history;
- Demonstrate ability to meet repayments;
- Copy of the meeting minutes supporting the application.

Council will generally not consider a loan amount of more than \$500,000 or a combination of loans from one organisation where the total loan amount would be greater than \$500,000 at the same time.

### **8.2 Loans Conditions**

Successful applicants will be required, during the term of the loan or guarantee:

- To have and maintain appropriate insurance policies, to the satisfaction of the Council, covering all aspects of the work, undertaking or facility during the term of the guarantee;

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**8 COMMUNITY LOANS (Cont'd)****8.2 Loans Conditions (Cont'd)**

- To keep Council informed by letters addressed to the Chief Executive Officer, of the address of the registered office, if any, and the names and addresses of the organisation's office bearers;
- To provide to Council a copy of the annual audited financial statement and also copies of the annual non-financial reports, each year within 60 days of their AGM;
- To keep Council informed of any issue or risk that may arise during the loan period that will influence the ability of the organisation to meet payments as and when they fall due.

Where the loan is for a project on Council owned or Council controlled land, there must be a current lease over the land for a period exceeding the term of the loan. Any current lease agreement will acknowledge that in the event of default, the Council may terminate the lease.

Council may at its discretion, charge any late fees or penalty interest if repayments by community groups are not made when due.

Interest will be charged on loans consistent with that available through the Local Government Finance Authority (regardless of whether the loan is funded by the Authority or not). Council will not provide interest free loans under any circumstance.

**8.3 Acquittal of Loan or Cessation of Guarantee**

Within 60 days of the final loan payment to Council or where the Guarantee facility is no longer required, the organisation must undertake an evaluation of the project or activity that was funded or supported by Council and provide the following information to the Council:

- Summary of project success;
- Comparison of planned outcomes to actual achievements;
- Finance summary;
- Evidence of Council acknowledgement;
- Any other reasonable information that is requested by Council.

Any organisation that does not meet these requirements may be ineligible for consideration for any future assistance.

**9 SPORTING REPRESENTATION – STATE AND NATIONAL**

All requests for financial assistance received from sporting organisations and/or individuals for players/officials to represent South Australia or Australia must be referred to the Sporting Association of Port Pirie, and not through the Mayor, Elected Members or employees of the Council.

Council will consider the amount of contribution during the preparation of its Business Plan and Budget each year. This amount will be paid to the Sporting Association of Port Pirie following the adoption of the annual Budget.

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## **10 COMMUNITY DEVELOPMENT ASSOCIATIONS**

Communities outside Port Pirie are represented by Community Development Boards that provide support for local amenities and initiatives. Council recognises the contributions made by these organisations and provides an annual contribution each year as part of the preparation of its Business Plan and Budget to each of the following:

- Crystal Brook Community Association
- Redhill Development Association
- Koolunga Development Association
- Port Pirie District Development Board

## **11 WASTE DISPOSAL CONCESSIONS**

Council recognises that its waste management responsibilities and obligations necessitate a significant commitment of funding each year. Council also understands that users of these services and facilities should be primarily responsible to meet these costs.

Council receives requests from community, charitable and subsidised employment organisations for concessional or free disposal of waste at Council's Waste Transfer Station. All requests should be in writing, email is acceptable. Council will consider applications on their merits and in some cases, provides relief in the form of free passes for green waste (and in limited cases, general waste).

Council will review these concessions each year during the preparation of its Annual Business Plan and Budget. Council may request re-application from organisations where circumstances may have changed or where conditions could be varied. Concessional fees will be recorded as income to the Waste Transfer Station and as a cost to the Community Assistance Fund.

## **12 FACILITY HIRE FEE CONCESSIONS**

Council recognises that the users of council operated services and facilities should meet the cost of their use. However there are many small non-profit community organisations provide and support many activities and projects that make a positive contribution to the community.

Applications for the full or partial waiving of the fees should be submitted in writing, email is acceptable at least one month prior to the planned date of use. The applications will be considered on merit.

The Chief Executive Officer (or delegate) is provided delegated authority to approve the waiving of these fees up to a value of \$500 within each financial year.

The waived fees will be recorded as income to the facility and as a cost to the Community Assistance Fund.

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### **13 DEVELOPMENT FEE CONCESSIONS**

The Development Act 1993 requires all development applications to be accompanied by the appropriate regulatory fee before development approval may be granted.

Council recognises that non-profit community organisations, being lessees and licensees of Council land, may wish to develop their facilities. Council encourages such development and will provide for such development fees to be funded by the Community Assistance Fund. All requests should be in writing, email is acceptable.

The Chief Executive Officer (or delegate) is provided delegated authority to approve such grants up to a value of \$500.

Concessional fees will be recorded as income to Development services and as a cost to the Community Assistance Fund.

### **14 BUDGET**

Council will determine a Budget for Community Assistance Funding purposes during the preparation of its Business Plan and Budget each year, to identify allocations for:

- Council organised and funded events
- Community organised, Council supported events
- Applications from eligible organisations
- Development fees for eligible community organisations
- Community Development Board contributions
- Waste disposal concessions
- Sporting Representation allocations
- any other contributions within the intention of this Policy

A report will be provided to Council recommending assistance for the coming financial year. The report will include details of assistance provided in the current financial year.

No application is required for a community event that has a specific line in the Council budget.

### **15 FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au).

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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