

ANNUAL COMMUNITY ASSOCIATION GRANT SCHEMES

Document Control Statement –

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1. OBJECTIVE

To offer Community Associations based within the Shire of Roebourne with financial assistance to coordinate high quality community programmes, events and services that provide a direct benefit to their associated community.

This policy represents the two schemes available to the Community Associations:

- a) Community Association Development Scheme (ACADS)
- b) Birra Birra & Kangaroo Hill Ex-Gratia Payments (Ex-Gratia)

2. PRINCIPLES

2.1. Introduction

This policy has been based upon Council resolving to allocate funds to the communities of Dampier, Point Samson, Wickham, Karratha (not eligible in 2010) and the Roebourne Advisory Committee in September 2010.

In recognition of the important role that Community Associations play and their ability to forge communities through a variety of events, projects and infrastructure development, Council is committed to the provision of support and assistance by allocating funds on an annual basis to the Community Associations.

2.2. General Conditions/Criteria

The Shire will endeavour to provide support to:

- projects, activities, events* and infrastructure development that are consistent with the values and strategies contained within the Shire's Strategic Plan;
- where the applicant endeavours to access supporting funding sources.

The applications will be assessed on how Community Associations meet the following criteria [for the Annual Community Associations Development Scheme and Ex-Gratia Funding Scheme](#):

- [Creating aesthetically attractive and vibrant towns](#)
- [Facilitating inclusive and engaged communities](#)
- [Building capacity, capability and partnerships across the community](#)
- [Encouraging the building of stable and diverse communities](#)
- [Providing a range of appropriate facilities that reflect the demography of the communities](#)

ANNUAL COMMUNITY ASSOCIATIONS DEVELOPMENT SCHEME	BIRRA BIRRA & KANGAROO HILL EX-GRATIA FUNDING SCHEME
• Creating aesthetically attractive and vibrant towns	• Creating aesthetically attractive and vibrant towns
• Facilitating inclusive and engaged communities	• Facilitating inclusive and engaged communities
• Building capacity, capability and partnerships across the community	• Building capacity, capability and partnerships across the community
• Encouraging the building of stable and diverse communities	• Encouraging the building of stable and diverse communities
• Providing a range of appropriate facilities that reflect the demography of the communities	• Providing a range of appropriate facilities that reflect the demography of the communities
• All project must be completed within the stipulated timeline i.e in 12 months	• All project must be completed within the stipulated timeline i.e in 12 months
• Demonstrate that the association has capacity to deliver the project outcomes	• Demonstrate that the association has capacity to deliver the project outcomes

**Events: Community Associations intending to commit funds towards events, will be subject to a capped allocation. See Section 2.5.*

2.3. Eligibility

Community Associations which are eligible for the funds capped as the following distribution:

ANNUAL COMMUNITY ASSOCIATIONS DEVELOPMENT SCHEME UP TO \$100,000 ex GST	BIRRA BIRRA & KANGAROO HILL EX-GRATIA FUNDING SCHEME
• Dampier Community Association	Kangaroo Hill <ul style="list-style-type: none"> Dampier Community Association, \$100,000 ex GST
• Shire of Roebourne's Roebourne Advisory Committee	Birra Birra Funds <ul style="list-style-type: none"> Wickham Community Association, \$250,000 50% ex GST <u>of Birra Birra allocated funds</u> Point Samson Community Association, \$125,000 25% ex GST <u>of Birra Birra allocated funds</u> Shire of Roebourne's Roebourne Advisory Committee Group, \$125,000 25% ex GST <u>of Birra Birra allocated funds</u>
• Wickham Community Association	
• Point Samson Community Association	
• Karratha Community Association	

NB: Applications from Community Associations for projects that have already been funded through alternate Shire grant schemes may be ineligible.

2.4. Purpose

The funds can be used for a variety of purposes, however the Community Association must demonstrate to the Shire of Roebourne the direct community benefit of their nominated project.

Where possible all projects should endeavour to be self-sustaining with no-ongoing cost to the Shire (e.g. maintenance and public liability). Should future costs be required, the Community Association must provide the Shire with a life cycle cost plan when submitting their application. The complete responsibility of the following is removed from Community Associations:

- Maintenance of infrastructure that is normally delivered by Council e.g. public toilets, playgrounds, shade structures (this excludes Community Association owned infrastructure);
- Public liability for infrastructure projects delivered through the two schemes.

However, the approval of the project is subject to Council's financial ability to meet the demonstrated life cycle and public liability costs.

All capital items purchased through either of the funding schemes will, for all purpose, be the responsibility of the community association. In developing these projects, community associations accept total ownership of any item that successfully receives funding.

2.5. Allocation of Funds

Funds are distributed as follows:

- Community Associations will receive 25% lump sum payments of the total ACADS and Ex-Gratia submissions as follows: 25% upfront payment, 50% half way through and 25% upon completion of the evaluation report. of total cost at the commencement of the project.
- The remainder will be issued at key milestones identified by the Community Association in the detailed project brief and application.
- A 5% retainer will apply in anticipation of the Community Association providing Council with a completion report.
- Funds that Community Associations intend to commit to future projects are to be requested (in writing) to be placed in reserve for a period of up to two one years with an outline of the intended project. See Section 2.6.

Council may fund:

- recurring projects where a clear community benefit is demonstrated;
- operational and/or administration costs of Community Associations, no more than 10% of the total ACADS payment available;
- operational and/or administration costs to implement individual infrastructure projects, no more than 10% of total Ex-Gratia or ACADS payment available (whichever is relevant to application);
- costs associated with maintenance of existing and/or future infrastructure developments based on a life cycle cost plan (to be submitted with application);
- 100% of Ex-Gratia funds are available for the purposes of infrastructure projects. 0% available for the purposes of conducting community events.
- up to 100% of the ACADS funds can be utilised for the purposes of conducting community events.
- up to 20% of the total ACADS available for the purposes of contingency/unplanned community programs, events and services that may occur during the relevant financial year, that fulfil the general conditions and criteria of CS19.

Council will not:

- Fund deficit funding of an organisation.
- Fund retrospectively.

Expenditure of approved contingency funds will require prior approval from the Chief Executive Officer.

2.6. Unspent and/or Unallocated Funds

- All unallocated funds from ACADS will be incorporated into the [Shire of Roebourne Annual Community Sponsorship Grant](#) for the purposes of being distributed in accordance with Policy CS.6 – [Community Grants, and Contributions and Sponsorships Scheme](#).
- Contingency funds that remain unspent and/or unallocated to a reserve project at the conclusion of the relevant financial year, will be forfeited.
- Funds that remain in reserve following the two year period may be forfeited.
- Written notification is to be received from Community Associations no later than 31 May each year, outlining whether unspent funds are to be placed in reserve (with an outline of identified project) or rolled over to the following financial year (enabling completion of an identified/approved project). Where such notification does not occur, funds will be considered forfeited.

2.7. Return Benefits to the Shire of Roebourne

The receiving Community Association agrees to acknowledge the Shire of Roebourne's assistance through the following mediums, including but not limited to;

- Public announcements at events/openings;
- Shire banner displayed at the event, program or service;
- Shire logo displayed on posters, pamphlets, sign boards etc;
- Shire logo displayed as appropriate on other promotional materials (posters, pamphlets, signboards etc.);
- Undertake joint media promotion with the Shire of Roebourne;
- Submission of photographs for funded activities, events and outcomes with the acquittal report.

2.8. Variations

[Generally, variations to the approved application will not be accepted unless projects are impacted by circumstances beyond the applicants' control.](#)

[Variations exceeding \\$100,000 will be required to be reviewed and accepted by Council prior to the expenditure occurring.](#)

3. ANNUAL COMMUNITY ASSOCIATION GRANT SCHEMES

3.1. Annual Community Association Development Scheme (ACADS)

Aim: To offer financial assistance to enable Community Associations coordinate and deliver strategic, high quality community programs, events and/or services which provide direct benefit to their community.

Amount: Currently up to \$100,000 ex. GST per Community Association per financial year. This amount is to be reviewed annually as Council may reduce the allocation based on budget constraints.

Funding Rounds: [Call for applications to be advertised for a minimum 2 month period prior to May each year for Council consideration at the May Ordinary Council Meeting. Applications](#)

~~shall be advertised and considered in April of each year. Applications shall be advertised and considered in April of each year.~~

Budget: Applications shall be assessed and placed in Council's annual draft budget process for consideration.

Authorisation: Community Services have authorisation to make payments according to the set payment plan submitted by the Community Association and approved by Council.

3.2. Birra Birra & Kangaroo Hill Ex-Gratia Payments (Ex-Gratia)

Aim: To support public facilities within the towns of Point Samson, Wickham and Roebourne (Birra Birra) and Dampier (Kangaroo Hill) as per the July 2008 Rio Tinto and Shire of Roebourne agreement.

Amount: An ex-gratia payment of \$250 per bed ~~is received each year. Funds will be available to Community Associations as indicated in point 2.3. However, while the minimum allocation may vary the maximum allocation shall not exceed, fixed at~~ \$500,000 ~~ex GST~~ per year for the Cape Lambert (Birra Birra) Camp ~~and a~~ fixed amount of \$100,000 ex. GST for the Kangaroo Hill camp received from Rio Tinto.

Funding Rounds: ~~Call for applications to be advertised for a minimum 2 month period prior to May each year for Council consideration at the May Ordinary Council Meeting. Applications shall be advertised and considered in April of each year. Applications shall be advertised and considered in April of each year.~~

Budget: Applications shall be assessed and placed in Council's annual draft budget process for consideration.

Authorisation: Community Services have authorisation to make payments according to the set payment plan submitted by the Community Association and approved by Council

4. CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire of Roebourne. Unless appropriate approvals are obtained, deviations from the policy may invoke disciplinary action to be taken as per the Shire's performance counselling process.

5. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

It is the responsibility of the **Community Services Directorate** to administer funds within relevant guidelines and ensure community organisations, successful in obtaining funds, are compliant with this policy.

It is the responsibility of the **Chief Executive Officer** to approve expenditure of contingency funds (as submitted by Community Associations) that are in accordance with the general conditions and criteria outlined in the policy.

Council is responsible for the application of the policy. **Council** is responsible for the review of the policy.

6. REFERENCES TO RELATED DOCUMENTS

Annual Community Associations Grant Schemes Guidelines and application form

Policy CS.6: Community Grants, ~~and~~ Contributions ~~and Sponsorships~~ Scheme.

Policy Number:	CS.19
Previous Policy Number:	
Resolution Numbers:	151287 Sep 2010; 151530 February 2011; 151979 Apr 2012; 152377 Jan 2013; <u>152486</u> May 2013
Last Review ed :	January 2013 <u>May 2013</u>
Next Reviewed:	April 2013 <u>January 2015</u>
Responsible Officer:	Manager Community Services <u>Engagement</u>

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.