

CCSP 10 Financial Assistance Policy



8 September 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5: Effective Governance and Leadership of the Community Strategic Plan 2033.

Objectives

To set the categories and amount of financial assistance that shall be provided by the Shire to community organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.

Policy

This policy provides an overarching framework for the Shire of Augusta Margaret River to provide financial assistance to community organisations and individuals within our local community to enhance community values and aspirations. In determining the requests for Waiver of Fees and Charges under this policy, the approval is governed by the Instrument of Delegation Number 8, Write off debts.

Delegation 8 Write off debts

The exercise of powers and discharge of duties under s6.12 of the Local Government Act 1995 (LGA) to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$3,000.

Note: In cases where the request for fee waivers exceed \$3,000, a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

The Shire receives a large number of requests throughout the year for financial assistance from community organisations and individuals. A policy for the assessment of the applications ensures:

- Transparency and accountability to the community
- Fairness and equity to all applicants
- Eligibility criteria is applied to each category of financial assistance
- The amount of funding available in each category
- Guidelines are in place to assist applicants to complete and lodge applications
- Applications are assessed by a delegated officer under Delegation 8, Write off debts
- Effective reporting mechanisms and administrative procedures advise Council of the type and total value of financial assistance provided for the financial year.

CCSP 10 FINANCIAL ASSISTANCE POLICY

Scope

This policy applies to requests for financial assistance towards:

- An activity, event, competition, project or celebration
- Programs with a charitable or community service oriented purposes
- Disaster relief funds for humanitarian reasons
- An organisation's development
- Provision of services and maintenance of facilities within the shire
- The establishment of new facilities or improvements to existing facilities of a capital nature.

Each application for financial assistance is considered on its individual merits. The Shire of Augusta Margaret River reserves the right to determine eligibility for financial assistance based on information provided in the application.

Recipients of support will be asked to assess their performance in line with this policy and requirements set out in the funding category guidelines and procedures.

Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from the Shire and or require the funds to be returned.

Implications

The implementation of this policy is supported by funds allocated through the Shire's annual budget of each financial year. The Shire has demonstrated a long term commitment to the provision of financial assistance to eligible community organisations who operate as a not-for-profit organisation and individual community members chosen to represent the shire.

Acquittal of Funding

Recipients of financial assistance under the Community Development Grants category must submit an acquittal form and relevant supporting information, within one (1) month of the completion of the projects, or by the date detailed in the guidelines.

Funding acquittal requirements will be detailed in the Community Development Grant guidelines, however as a minimum will require:

- A completed acquittal form
- Copies of all relevant invoices and receipts
- Copies of promotional materials and/or other supporting information to show how Shire funding was acknowledged.

Failure to fully complete and lodge the acquittal will result in a demand for the return of the funds, and will result in ineligibility for future funding rounds. Until all existing grants or funds are acquitted, the organisation is not eligible to apply for an additional grant or funding from Council.

An organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to Council within six months of the proposed completion date, and will be subject to an ineligibility period for future grants if funds are judged to have been misused.

Note: An under expenditure tolerance of 5% for Community Development Grants is acceptable allowing recognition of the recipients time, effort and cost for successfully completing the project. Administratively it is more efficient and cost effective for the Shire to allow this variance than demand payment.

Reporting Procedures

A record of each application determined by the Shire will be registered to the corresponding records file to meet the Shire's record keeping requirements.

Where financial assistance is granted by the Shire, approvals will be recorded internally with a quarterly and year to date position included in the Monthly Financial Report presented to Council.

Category of financial assistance	Funding available	Delegated Officer
12.1 Sponsorship - Appointment to a state team for national representation	\$200 per student / individual	Director Corporate and Community Services
12.1 Sponsorship - Appointment for international representation	\$500 per student / individual	Director Corporate and Community Services
12.2 Donation	Maximum of \$200	Director Corporate and Community Services
12.3 Waiver of Fees and Charges	A maximum of 50% of the applicable fees and charges (with the exception of national celebrations, state or federal functions and visits by Parliamentarians within the Shire)	\$3,000 or less Director Corporate and Community Services Over \$3,000 Report to Council
12.4 Community Development Grants	Maximum of \$1,000	Director Corporate and Community Services
12.5 Council Contribution	Council consideration	Report to Council
12.6 Interest Free Loans	Maximum of \$20,000	Report to Council

Dispute Resolution

All disputes in regard to this policy will be handled according to the Shire's Complaint Handling Guide Version 4 – January 2017.

Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer and Director Corporate and Community Services.

Legislation	
LGA s5.42 Delegation of some powers and duties to CEO	<ol style="list-style-type: none"> 1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 <p>*Absolute majority required</p> <ol style="list-style-type: none"> 2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation
LGA s6.12 Power to defer, grant discounts, waive or write off debts	<ol style="list-style-type: none"> 1. Subject to subsection (2) and any other written law, a local government may – <ol style="list-style-type: none"> a) When adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money b) Waive or grant concessions in relation to any amount of money; or c) Write off any amount of money, which is owed to the local government <p>*Absolute majority required</p> <ol style="list-style-type: none"> 2. Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges 3. The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government 4. Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power

Definitions	
Charitable organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups)

Community organisation	A group of people that come together to pursue a common cause or interest for the benefit of the community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society
Council Contribution	An amount of money given to Community organisations by the Council in return for acknowledgement of assistance in the operation of Shire facilities
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items
Fees and Charges	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council
Grant	Contribution, gift, or subsidy (in cash or in-kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s)
In-Kind Support	In-kind support can be defined as: <ul style="list-style-type: none"> • Monies/financial assistance which is not a loan, and does not need to be paid back • Administration support • Equipment support • Infrastructure support • Venue hire • Office supplies support • Fees and charges for Icon Events
Interest Free Loan	Means of borrowing where no interest is charged on repayment to the Shire
National celebration	Australian community and national events include: annual remembrance ceremonies, multicultural festivals, holidays and religious festivals, recognition of indigenous Australians, agricultural shows, collection days to raise money for charitable causes, research on specific illnesses and major sporting events
Not-for-profit organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation
Schools	Primary or Secondary educational institutions

Shire facility	Means all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's Annual Schedule of Fees and Charges as adopted by Council
Sponsorship	A cash and/or in-kind fee paid to a person, organisation or group (typically in sports, arts or entertainment) in return for acknowledgement and recognition of the Shire during the Activity or Event

Document and version control table		
Strategic outcome	Effective Governance and Leadership	
Responsible Directorate	Corporate and Community Services	
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1.0	25/06/14	Initial Issue
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2.0	27/09/2017	Adopted by Council OM2017/237