



# ANNUAL COMMUNITY ASSOCIATION DEVELOPMENT SCHEME

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## 1. OBJECTIVE

To offer Community Associations based within the City of Karratha financial assistance to coordinate high quality community infrastructure projects, programs, events and services that provide a direct benefit to their associated community.

## 2. PRINCIPLES

### 2.1 Introduction

In recognition of the important role that Community Associations play and their ability to strengthen communities through a variety of events, services, projects and infrastructure development, Council has been committed to providing support and assistance via the allocation of funds on an annual basis since 2010. The eligible Community Associations are:

- Karratha (not eligible in 2010)
- Dampier
- Wickham
- Point Samson
- Roebourne (via Roebourne Advisory Group 2010-2015)

### 2.2 General Conditions/Criteria

Council will endeavour to provide support to:

- Programs, services, projects, activities, events and infrastructure development that are consistent with the values and strategies contained within the Council's Strategic Plan and level of service documentation
- Applications that endeavour to access supporting funding sources
- Proposals that optimise community involvement in both organisation and participation.

Applications for the Annual Community Associations Development Scheme will be assessed on how Community Associations meet the following criteria:

- 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.

### 2.3 Eligibility

Eligible Community Associations are as follows:

<b>ANNUAL COMMUNITY ASSOCIATIONS DEVELOPMENT SCHEME UP TO \$100,000 ex GST</b>
Dampier Community Association
Yirramagardu Community Association
Wickham Community Association
Point Samson Community Association
Karratha Community Association

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

## 2.4 Purpose

Funds can be used for a variety of purposes, however, the Community Association must demonstrate to the City of Karratha the direct community benefit of their nominated project.

Where possible, all projects should endeavour to be self-sustaining with no-ongoing cost to Council (e.g. maintenance and public liability). Should there be ongoing or future costs associated with the project, the Community Association must provide Council with a life cycle cost plan when submitting their application whilst endeavouring to meet strategies contained within City of Karratha level of service documentation. 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.

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 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

Eligible Community Associations may apply for funds across a variety of projects (programs, events activities and services) totalling up to the maximum value allocated by Council during the annual budget process.

Funds are to be distributed as follows:

- Community Associations will receive lump sum payments for each ACADS approved project as follows:
  - 50% upfront payment;
  - 30% progress payment with written evidence/update on status of project; and
  - 20% upon completion of the project, receipt of all financial acquittal documentation and completed evaluation report
- Community Associations can access up to 10% of the final payment without an evaluation report if they can acquit previous project payments (80%). Final 10% will only be released upon receipt of all other documentation.
- Projects may be approved across multiple years in consultation with City Officer's, however expenditure must occur within the year allocated according to the project plan. Projects must also be well planned to ensure expenditure occurs as projected.

Council may fund:

- Recurring projects where a clear community benefit is demonstrated;
- Operational and/or administration costs of Community Associations. Council will fund up to 10% of the total project costs as a contribution to administration. This is only applicable if the Community Association is directly managing the project/program. Note: Where an external management body is engaged to deliver a project, Community Associations which seek to maintain their 10% administration fee for a project/program that utilises an external management body will need to detail, in the ACADS application, the duties/responsibilities/activities that volunteers and/or community association staff will undertake for that project/program in addition to the duties covered by the external management body.
- Operational and/or administration costs to implement individual infrastructure projects. Up to 10% of the total ACADS project budget can be applied to administrative costs for where Community Associations are administering the project.

Where an external management body is engaged to deliver the project, Community Associations which seek to maintain their 10% administration fee for a project/program that utilises an external management body will need to detail, in the ACADS application, the duties/responsibilities/activities that volunteers and/or community association staff will undertake for that project/program in addition to the duties covered by the external management body.

- Up to 100% of the ACADS funds can be utilised for the purposes of conducting community events.
- A contingency allocation can be considered for individual projects.

Council may also consider funding costs associated with maintenance of existing and/or future infrastructure developments based on a life cycle cost plan (to be submitted with application), to be included in future Council operational budgets. Funding accessible under Policy CS-19 for ongoing infrastructure maintenance cannot exceed 10% of total ACADS allocation.

Council will not consider:

- Deficit funding of an organisation;
- Funding retrospectively;
- Funding unplanned community events; and
- Funding for alcoholic beverages.

## **2.6 Unspent and/or Unallocated Funds**

- Where Council does not allocate the full ACADS budget provision to Community Association projects, the remaining provision shall be allocated into Schemes identified under Policy CS-06 - Community Grants and Contributions Scheme.
- Project funding must be expensed in the year and for the purpose approved by Council. There shall be no carry-over of funds or extension for project funding. All unspent funds shall be returned to Council noting that Community Associations shall be permitted to reapply for funding for projects that remain incomplete in the next round of funding.
- ACADS funds remain unspent and/or not acquitted at the conclusion of the relevant financial year, will be reallocated into schemes identified under Policy CS-06 – Community Grants and Contributions Scheme.

## **2.7 Variations**

- Generally, variations to the approved application will not be accepted unless projects are impacted by circumstances beyond the applicant's control.
- Community Associations must request any variation via the Variation Request Form.
- Variations up to \$50,000 will be subject to CEO approval. Requests for variations exceeding \$50,000 will be required to be reviewed and accepted by Council prior to the expenditure occurring.

## **2.8 Return Benefits to the City of Karratha**

Community Associations that successfully receive Annual Community Association Development Scheme funding agree to acknowledge the City of Karratha's assistance through the following mediums, including but not limited to:

- Public announcements at events/openings;
- City of Karratha banner displayed at the event, program or service;
- City of Karratha logo displayed on posters, pamphlets, sign boards etc.;
- City of Karratha logo displayed as appropriate on other promotional materials (posters, pamphlets, signboards etc.);

Where relevant, joint media promotion with the City of Karratha; Proof of the above acknowledgments and photographs for funded activities, events and outcomes must be included with the final evaluation report.

### 3. ANNUAL COMMUNITY ASSOCIATION DEVELOPMENT SCHEME

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

*Amount:* Council will as part of the annual budget process determine the sum available to each eligible Community Association for the ensuing financial year. This amount may vary annually subject to demand, scheme performance and budget constraints.

*Funding Rounds:* The Call for Applications shall be advertised in March each. Applications shall close in April to allow Council to consider applications no later than the May Ordinary Council Meeting. Successful project applications shall be included in Council's annual draft budget process for consideration.

*Acquittal:* Community Associations will be required to submit evaluation and relevant acquittal documentation by June 30 each year. This documentation is to incorporate funds spent in the relevant Financial Year. As the City of Karratha is legally accountable for the financial administration of funds, accurate information is required on how grant funds have been used. As a result, The City of Karratha reserves the right to request Audited Financial Statements from any organisation for any project or activity that receives funding under this Policy. Community Associations will be advised prior to funding approval if an audit is required. If an audit is required, the project budget/s may be amended to include reasonable audit costs.

### 4. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

### 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) and variations 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 Association Development Scheme Guidelines and Application Form.
- Variation Request Form
- Policy CS-06: Community Grants and Contributions Scheme

Policy Number:	CS-19
Previous Policy Number:	N/A
Resolution Numbers:	151287-Sep 2010; 151530-Feb 2011; 151979-Apr 2012; 152377-Jan 2013; 152486-May 2013; 152841-May 2014; 153598-Oct 2016; 153991-Jan 2018
Last Review:	January 2018
Next Reviewed:	January 2020
Responsible Officer:	Manager Partnerships & Engagement

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