



ANNUAL COMMUNITY ASSOCIATION **GRANT** **DEVELOPMENT** SCHEMES

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1. OBJECTIVE

To offer Community Associations based within the City of Karratha ~~with~~ financial assistance to coordinate high quality community infrastructure projects, 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 strengthen ~~forge~~ communities through a variety of events, services, projects and infrastructure development, Council is has been committed to the provision providing of support and assistance by via the allocation ong of funds on an annual basis to the Community Associations 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

~~The~~ 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;
- ~~where the~~ applications that endeavours to access supporting funding sources.

~~The a~~ Applications for the Annual Community Associations Development Scheme 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.

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

2.3 Eligibility

~~Eligible~~ Community Associations ~~which are eligible for the funds capped are~~ as follows:
~~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 • Dampier Community Association, \$100,000 ex GST
City of Karratha's Roebourne Advisory Committee Yirramagardu Community Association	Birra Birra Funds • Wickham Community Association, 50% ex GST of Birra Birra allocated funds • Point Samson Community Association, 25% ex GST of Birra Birra allocated funds • City of Karratha's Roebourne Advisory Group, 25% ex GST of Birra Birra allocated funds
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

~~The f~~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 ~~the~~ Council (e.g. maintenance and public liability). Should ~~there be ongoing or~~ future costs ~~associated with the project be required~~, the Community Association must provide ~~the~~ 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.

~~However, t~~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 ~~e~~Community ~~a~~Association. In developing these projects, ~~e~~Community ~~a~~Associations accept total ownership of any item that successfully receives funding.

2.54 Allocation of Funds

Funds are distributed as follows:

- Community Associations will receive lump sum payments ~~for each ACADS approved project of the total ACADS and Ex-Gratia submissions~~ as follows:
 - ~~25~~50% upfront payment.
 - ~~50~~30% ~~half way through~~ progress payment with written evidence/update on status of project.
 - ~~25~~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.
- 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 one year 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 allocation available;
- operational and/or administration costs to implement individual infrastructure projects, no more than 10% of total ACADS project budget. 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.
- A contingency allocation can be considered for individual projects.
- 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.
 - Accept applications for unplanned community events.

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

Council may also accept 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.

2.65 Unspent and/or Unallocated Funds

- Where Community Associations do not apply for the full Annual Community Association Development Scheme allocation, All unallocated funds from ACADS Council will be consider incorporating into the remaining allocation into Schemes identified under City of Karratha Annual Community Grant for the purposes of being distributed in accordance with Policy CS06 - Community Grants and Contributions Scheme.
- Contingency fFunds that remain unspent and/or acquitted 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 Variations**

- Generally, variations to the approved application will not be accepted unless projects are impacted by circumstances beyond the applicants' control.
- Community Associations must request any variation via the Variation Request Form.
- Variations up to \$100,000 will be subject to CEO approval. Variations exceeding \$100,000 will be required to be reviewed and accepted by Council prior to the expenditure occurring.

2.68 Return Benefits to the City of Karratha

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

- Public announcements at events/openings;
- Council 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.);
- ~~Undertake~~ Where relevant, joint media promotion with the City of Karratha;

~~Submission~~ Proof of the above acknowledgments and of photographs for funded activities, events and outcomes must be included with the acquittal final evaluation 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.~~ [RS1]

3. ANNUAL COMMUNITY ASSOCIATION GRANT DEVELOPMENT SCHEMES

3.1 Annual Community Association Development Scheme (ACADS)

Aim: To offer financial assistance ~~to enable~~ Community Associations ~~to~~ coordinate and deliver strategic, high quality community programs, projects, 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 a minimum 2 month period. ~~for Council consideration to consider applications at no~~

~~later than~~ the May Ordinary Council Meeting. ~~Budget: Applications shall be assessed and with successful applications~~ 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 ~~in accordance with Section 2.5, and approved by Council.~~

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 (including reserve funds spent from previous Financial Year allocations where appropriate). As the City of Karratha is legally accountable for 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. ~~the City of Karratha reserves the right to request Audited Financial Statements from any organisation that has received funding under this Policy. Should Officer's request an audit is completed, the Community Association will be advised during the approval process so budgets can be amended.~~

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 City of Karratha 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 \$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. 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 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 Associations Grant Schemes Guidelines and application form.](#)
- [Variation Request Form](#)
- Policy CS.6: Community Grants and Contributions Scheme.

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Responsible Officer:	Manager Community Partnerships & Engagement

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