



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
COMMUNITY CONTRIBUTIONS POLICY		Policy No:	
		Adopted by Council:	20 May 2020
		Next review date:	May 2022
Senior Manager:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Functional Area:	CEO & Governance		
Introduction & Background	<p>West Wimmera Shire Council regularly undertakes development projects within its local communities, including:</p> <ul style="list-style-type: none"><li>- development or redevelopment of Council assets</li><li>- coordinating the redevelopment of existing community infrastructure which is owned by the Victorian Government or one of its entities, where Council is legally required to be the project coordinator</li></ul> <p>Council applies for suitable grants from the Victorian and Australian Governments to fund these projects, for the benefit and enjoyment of all Shire residents.</p> <p>Grant applications often include these mandatory requirements:</p> <ul style="list-style-type: none"><li>- A financial contribution from Council</li><li>- A financial contribution from the local community, known as community contributions</li></ul>		
Purpose & Objectives	To clearly articulate the steps required for the management of community contributions, relating to development projects within the Shire		
Definitions	Council means West Wimmera Shire Council		
Policy Details			
1.	Community Contribution Pledge		
	An individual or community group which wishes to make a financial community contribution to a planned development project within the Shire is required to:		



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	<ul style="list-style-type: none"> <li>a. Provide this pledge to Council in writing.</li> <li>b. Provide clear written evidence to Council of their financial capacity to honour the pledge, within seven (7) days of providing the written pledge.</li> </ul>
2.	<p>Funds held in trust by Council</p> <p>The pledger is required to provide 50% of the pledged financial community contribution to Council within seven (7) days, following step 1b above.</p> <p>These funds will be held in trust by Council until required by the project.</p> <p>The funds held in trust will also be highlighted in Council's funding applications, and will significantly and positively strengthen any applications made by Council.</p> <p>If the grant application or applications lodged by Council with the Victorian and/or Australian Governments are not successful, the funds held in trust will be returned to the pledger.</p>
3.	<p>Written agreement with each pledger</p> <p>Council will enter into individual agreements with each pledger for a development project, which will include a payment schedule which matches milestones of the project's progress.</p> <p>This payment schedule will state the amounts payable to Council by the pledger, until their full pledged amount has been received by Council.</p>
4.	<p>External funding application</p> <p>The next step will be for Council to finalise and lodge its funding application with the relevant Victorian and/or Australian Government or their respective entities.</p>
5.	<p>Outcome of Funding Application</p> <p>Following receipt of the funding application outcome, Council will:</p> <ul style="list-style-type: none"> <li>a. Notify each pledger of the outcome.</li> <li>b. Return funds held in trust to each respective pledger, if the funding application has been unsuccessful.</li> </ul>
6.	<p>Discretion of Chief Executive Officer</p> <p>Notwithstanding clauses 1-5 above:</p> <ul style="list-style-type: none"> <li>a. The Chief Executive Officer has the discretion to alter some of the conditions contained in this Policy, if it is in Council's and the community's best interests to</li> </ul>



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	<p>do so.</p> <p>b. Any such proposed alteration of conditions will be provided to Council within a report from the Chief Executive Officer, and presented to a Council Meeting for formal Council approval.</p> <p>c. Alteration of conditions will be dealt with strictly on a case by case basis.</p> <p>d. Should savings be made on any project, Council will not pursue outstanding funds over and above the completed value of the project, from the people or groups who have pledged funds to the project.</p>
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<b>Policy Adopted:</b>	Ordinary Meeting 20/05/20	Minute Book Page [number]	RecFind E20/000097
<b>Policy Reviewed:</b>			