



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
COMMUNITY SUPPORT FUND POLICY		Policy No:	
		Adopted by Council:	21 Nov 2018
		Next review date:	Nov 2019
Senior Manager:	Director Corporate & Community Services		
Responsible Officer:	Finance Manager Manager Business Performance		
Functional Area:	Finance		
Introduction & Background	The Community Support Fund Policy has been established to enable Councillors to identify and respond to small funding requests or initiatives which provide a community benefit in line with Council's goals, which have not been covered in Council's regular budget process.		
Purpose & Objectives	The objectives of this policy include: <ul style="list-style-type: none">To provide guidelines to be used by Council when considering suitable funding requests or initiatives for funding under the Community Support Fund.To provide a framework to ensure appropriate allocation and acquittal of Council funding.To provide transparency around the allocation of Council funding.		
Policy Details			
1.	Scope		
	This policy applies to all funding provided by West Wimmera Shire Council under the Community Support Fund.		
2.	Legislative Requirements		
	Any activity undertaken by Council under the Community Support Fund must comply with the provisions of the Local Government Act 1989 and any other legislation that may apply.		
3.	Ethics and Conflicts of Interest		
	A Councillor must not request or debate an allocation from the Community Support Fund if that Councillor has either a direct or indirect interest in that funding item as		



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

	<p>defined under S.77A of the Local Government Act 1989.</p> <p>This policy requires officers and Councillors to disclose any conflict of interest to the CEO and/or Mayor as appropriate.</p>
4.	<p>Eligible Initiatives</p> <p>For an initiative to be eligible to receive funding from the Community Support Fund:</p> <ul style="list-style-type: none"> • It must be compatible with the current Council Plan; • It must be of benefit to the community; • It must not exceed the current year's total budget provision for the Community Support Fund. • It must not exceed \$2,000.00 for funding requests from individuals, or \$5,000.00 for funding requests by groups or organisations. <p>A funding request or initiative shall be deemed to be of benefit to the community if it possesses the following characteristics:</p> <ul style="list-style-type: none"> • Delivers an outcome which has a positive effect on community well-being. • Provides a service or utility to the community which may not otherwise be provided. • Is delivered within the boundaries of West Wimmera Shire Council.
5.	<p>Ineligible Initiatives</p> <p>The following will preclude any initiatives from being eligible for funding under the Community Support Fund:</p> <ul style="list-style-type: none"> • Initiatives which result in a personal loss to any one individual or group of individuals; • Initiatives which result in any loss of service or utility to the community; • Initiatives which are included within or may be funded by any other Council budget line item. • Initiatives which have been deemed ineligible for Council funding under any other Council funding stream. <p>In addition:</p> <ul style="list-style-type: none"> • Funding received under the Community Support Fund cannot be used as a community contribution for any other Council funding stream. • Funds received under the Community Support Fund may not be used to repay debts owed to Council.
6.	<p>Allocation of Funds</p> <p>The following steps are to be followed for any initiative to receive funding under the</p>



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

	<p>Community Support Fund:</p> <ul style="list-style-type: none"> Initial requests or approaches for funding are to be made in writing and forwarded to and considered by Council. Council staff will assess the application against the policy regarding eligibility. The relevant Council Officer will verify with the Finance Manager or Assistant Finance Manager<u>Co-ordinator</u> as to whether the initiative is or may be funded under another area of Council's budget, and whether or not sufficient funds exist within the Community Support Fund.
7.	<p>Acquittal and Responsibilities of Recipients</p> <p>Any funding allocated from the fund will be confirmed in writing and detail any terms and conditions associated with an allocation.</p> <p>Successful recipients of funding are required to spend the funding received on the initiative as specified by Council.</p> <p>Any variations to the initiative must be reported to Council and may result in Council withdrawing funding.</p> <p>Council may at its discretion require a recipient to provide to Council a initiative or initiative acquittal at the completion or at any other stage of implementation of the initiative or initiative. Such an acquittal will at the minimum disclose the application(s) of the funding received (ie: payments made). The detail required will be at the discretion of Council.</p>
8.	<p>Risk Management</p> <p>Council requires that a risk analysis be undertaken on any proposed initiative before any funding is allocated.</p> <p>Council may require the applicant to reimburse any costs required to provide this on the applicant's behalf, or may require the applicant to allow Council Officers to undertake this on their organisation and/or proposal.</p> <p>Council may require evidence of Occupational Health and Safety protocols and financial data from the applicant.</p>
9.	<p>Review and Authority of Policy</p> <p>This policy has authority over all activities relating to the operation of the Community Support Fund, including the actions of Council and Council Officers.</p> <p>This policy is to be reviewed by Council annually.</p>



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

Policy Adopted:	Ordinary Meeting 21/02/13		RecFind 13/000764
Policy Reviewed:	Ordinary Meeting 21/07/16	Minute Book Page 34134	RecFind 17/000316
	Ordinary Meeting 15/11/17	Minute Book Page 36720	RecFind 17/004684
	Ordinary Meeting 21/11/18		