



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

<b>COUNCIL POLICY</b>	
<b>COMMUNITY PROJECTS CONTRIBUTIONS POLICY</b>	Policy No:
	Adopted by Council: 17 May 2023
	Next review date: May 2027
Responsible Executive:	Director Infrastructure Development and Works
Responsible Officer:	Manager Projects and Innovation
Functional Area:	Infrastructure Development and Works
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 the 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 require a contribution from the applicant. The contribution could consist of one or a combination of the following:</p> <ul style="list-style-type: none"> <li>- A financial contribution from Council</li> <li>- A financial contribution from the local community, known as a community contribution.</li> </ul>
Purpose & Objectives	To clearly articulate the steps required for the management of community contributions, relating to development projects within the Shire and provide guidance on minimum contribution requirements from community group/s.
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p>



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

	(a) the community engagement principles (section 56); (b) the public transparency principles (section 58);
Definitions	Council means West Wimmera Shire Council
Policy Details	
1.	<p>Community Contribution Pledge</p> <p>An individual or community group which wishes or is required by this policy to make a financial community contribution to a planned development project within the Shire is required to:</p> <ol 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> </ol>
2.	<p>Funds held in trust by Council</p> <p>The pledger is required to provide 50% of the pledged financial community contribution to the Council within seven (7) days, following step 1b above and prior to the Council submitting the application for the funding.</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 the payment of the second half of the community contribution which will be required to be received by Council prior to the signing of the contract documents or authorisation of a purchase order to deliver the project, whichever is applicable.</p>



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

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, their respective entities or any other funding bodies.</p>
5.	<p>Community Contribution</p> <p>The Financial contribution required by the community group/s proposing or benefitting from the initiative will be in accordance with the following:</p> <ul style="list-style-type: none"> <li>• where the project is on Council land or where Council is the Committee of Management (COM) for Crown land a community contribution may not be required.</li> </ul> <p>(Note: The Council contribution will be identified and approved by the Council prior to the submission of the application where the project is on land owned or controlled by the Council)</p> <ul style="list-style-type: none"> <li>• if the project is not on Council land and or Council is not the COM for Crown land, the Council may contribute up to a maximum of 15%, and the specific amount will be at Council's discretion.</li> <li>• If the project is not on Council land and or Council is not the COM, the community contribution will be a minimum of 15% of the total project cost.</li> </ul> <p>(Note 1: the total project cost should include the total construction cost, any contingencies and associated project management fees)</p>
6.	<p>Outcome of Funding Application</p> <p>Following receipt of the funding application outcome, Council will:</p> <ol 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> </ol>
7.	<p>Discretion of Chief Executive Officer</p> <p>Notwithstanding clauses 1-6 above:</p> <ol 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 do so.</li> <li>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.</li> <li>c. Alteration of conditions will be dealt with strictly on a case-by-case basis.</li> </ol>



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

- |  |   |
|--|---|
|  | 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. |
|--|---|

<b>Policy Adopted:</b>	Ordinary Meeting 20/05/20	Minute Book Page [number]	RecFind E20/000097
<b>Policy Reviewed:</b>	Ordinary Meeting 17/05/23	Minute Book Page [number]	