



COMMUNITY TOWN INFRASTRUCTURE POLICY

1. BACKGROUND AND CONTEXT

As outlined in Etheridge Shire Council, Corporate Plan 2010-2017 (amended), Council is committed to provide accessible lifestyle choices through the provision of recreational and public facilities and services that will enhance community health, happiness and connections.

This policy reflects Council's ongoing commitment to support not-for-profit community organisation in a transparent, equitable and fiscally responsible manner.

The Etheridge Shire Council Community Infrastructure Grant is funded from Etheridge Shire Council's Community Infrastructure reserve. Each financial year Council will allocate \$7,500 to the community infrastructure reserves for the communities of Georgetown, Forsayth, Einasleigh, Mt Surprise and Shire, with the balance of the community infrastructure reserves will be capped at \$40,000 and will be carried forward each financial year.

Community Infrastructure Grant aims to provide financial assistance to community organisation that wish to pursue the purchase, improvement, renovation or development of infrastructure which respond to local community needs and to make a positive contribution to community life in the Etheridge Shire region.

2. PURPOSE AND SCOPE

The Community Infrastructure Grant Policy is developed with a philosophy of partnership, whereby council provides a grant to encourage, engage and support groups within the community to make a positive and ongoing contribution to the region.

The purpose of this policy is to provide a framework which guides the administration of council's Community Infrastructure Grant Policy in a manner that is aligned to council's corporate strategic priorities and in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

The purpose of this policy is to:

- Align with the goals of the Etheridge Shire Council Corporate Plan 2010-2017 (amended), specifically strategic priority 1.0 Community and Lifestyle: *"To provide accessible lifestyle choices through the provision of recreational and public facilities and services that will enhance community health, happiness and connections"*
- To support community based groups and organisation which provide, activities and projects that enrich the diversity of cultural and social opportunities available to the residents located in the Etheridge Shire region.
- Improve the capacity and wellbeing of residents in the Etheridge Shire region
- Increase the capacity of community organisations to leverage other sources of funding for community projects

3. DEFINITIONS

- **Council** shall mean Etheridge Shire Council, its elected Councillors, its management and /or its employees.
- **The region** shall mean the geographic area defined within the local government boundaries.
- **Community organisation** shall mean “an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit”¹, i.e. not-for-profit organisation. “A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people”². A Community organisation operates with a primary purpose of providing services to the community

4. POLICY PROVISIONS

Applications for community infrastructure grant funding must meet the eligibility criteria below.

4.1 Eligible Applicants

Community organisations, as defined in this policy, are eligible to apply for funding if they meet all the following criteria

- Be based within the boundaries of Etheridge Shire Local Government Area.
- Be an incorporated association or has an auspice body
- Have appropriate insurance
- Able to demonstrate projects benefit to the community
- Provide services or arrange events held within the Shire

Eligible Applicants must not:

- Be a political group or organisation;
- Be a discriminatory group or organisation;
- Have outstanding Council grants that have not been acquitted satisfactorily;
- Have overdue outstanding payments to Council for rents, rates, fees.
- Be an Individual.
- Be a Business

4.2 Assistance Type

Community Infrastructure Grant provides financial assistance only. Council will consider requests for financial contribution to pursue the purchase, improvement, renovation or development of community infrastructure that benefits the whole community.

To access the Community Infrastructure Funds, an organisation must provide the following:

- A full budget of the project be submitted with application
- A project overview be presented to Council at a Community Consultation Meeting or as a deputation at a scheduled General Meeting, outlining how the project:
 - Aligns with Etheridge Shire Council Corporate Plan
 - The level of community benefit to be achieved by the project
 - The amount of Council contribution required, why it is required and why it cannot be provided by any other partner
 - A plan how the organisation will fund recurrent expenses for the project in future years, e.g., maintenance, serving etc

¹ Local Government Regulation 2012, Schedule 8, p259

² “Australian Taxation Office, Is your organisation not-for-profit?” <https://www.ato.gov.au/Non-profit/Getting-started/Is-your-organisation-not-for-profit/>

4.3 Application Lodgement

Applications can be lodged at any time during the year and must include the following.

1. Name of Community group
2. Contact details – name, position, telephone, email, postal address
3. Details of incorporation
4. Minutes of meeting confirming community group consultation and approval of project
5. Brief description of project
6. Description on what community benefits will be achieved by the project
7. Copies of quotes for items to be paid by cash
8. Overall cost of project

4.4 Project Eligibility

To be eligible to apply for funding applications must:

- Demonstrate a purpose that is in the public interest
- Align with the priorities of council's Corporate Plan
- Improve the capacity and well-being for the Etheridge Shire Community
- Increase and encourage active community participation

Ineligible Projects

Ineligible projects include, but are not restricted to:

- The development of privately-owned or commercial facilities
- The community organisation has a lease agreement with Etheridge Shire Council and the request from the organisation is to cover part or all of the costs that the community organisation has agreed to meet as part of the terms and conditions of their lease with Council.

4.5 The procedure for approving a Community Infrastructure Grant application

- Applications must be completed using the appropriate form and submitted to the Chief Executive Officer by email at info@etheridge.qld.gov.au or post to PO BOX 12 GEORGETOWN QLD 4871.
- Applications will be reviewed by the Chief Executive Officer or his delegate. Applicants will be notified within five days of receipt of the application, if it is deemed ineligible or appears incomplete. The applicant will be requested to alter and resubmit the application.
- All eligible and complete applications will be reviewed by The Chief Executive Officer or his delegate with a recommendation provided to the full Council for final approval at the next available Council meeting. This process may take up to two months to complete so please factor that in to your project timeline.
- All applicants will be informed of the outcome of their application within five working days of a decision being made.
- Arrangements for successful applications will be made within thirty working days of approval being given.

4.6 Assessing Grant Applications

- All applications are checked against eligibility criteria as set out in this policy.
- Applicants are reviewed by the Chief Executive Officer or his delegate with a recommendation provided to the full Council for final approval.
- The number and types of projects approved will depend on the demand for funding, available program budget and corporate conditions
- In some instances, part-funding may be offered

4.7 Acquittal Requirements

Grant acquittals are due six weeks after the completion date stated on the application.

Grant acquittal requirements include:

- Proof that the project took place (e.g. copies of flyers, media articles, etc) including a photograph of completed works
- An evaluation report to Council demonstrating how the project:
 - Deliver community benefit;
 - Provided a long lasting legacy for the community;
 - Became more sustainable;
 - Increase or encourage an active community

These outcomes must reference the initial objectives outlines in the application.

5. AUTHORITIES AND ACCOUNTABILITIES

Council makes decisions about the allocation of funds to the community infrastructure grants program through its budgetary processes.

Endorsement of funding decisions is undertaken by Council

The Community Services Department is the primary administrator of council's community infrastructure grants program, working in collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential grant applicants.

Council officer(s) are responsible for implementing this policy when supporting, partnering, facilitation or delivering grants-related activities to ensure a consistent approach across council, in line with all relevant legislation.

6. RELATED DOCUMENTATION

- Community Infrastructure Grant – Information for the applicant and application form

7. APPROVAL TABLE

Approved by Council		Meeting number and date	
GMCCS12 14 th October 2015 Resolution No: 2015/GM1515		GMCCS10 21 June 2017	
		Resolution number	
		2017/GM2049	
Approval by CEO		Norman Garsden	
Effective date		Review date	
14 th October 2015		30/06/2019	
Policy Author			
Director Corporate & Community Services			
Current incumbent			
David Munro			
Implementation Officer			
Director Corporate & Community Services			
Current incumbent		Contact number	Official file no.
David Munro		4079 9007	