



# POLICY

## C017 Community Projects Contributions Policy

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### 1 Background

Hindmarsh Shire Council is committed to planning and delivering community projects across the Shire that benefit local communities. This includes developing and redeveloping Council assets, as well as existing community infrastructure that is owned by the Victorian Government (or one of its entities), where Council is required to be the project coordinator.

When seeking funding for projects, partnering with community groups will better position Council to develop and renovate community assets. Where the funding source requires a co-contribution, this could consist of one or a combination of the following:

- A financial contribution from Council
- A financial contribution from the local community (“community contribution”)

The expected contributions, depending on the scope of the project, are detailed in this policy.

### 2 Purpose

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.

### 3 Scope

This policy applies to all Council-managed community projects that involve the development or renovation of community infrastructure.

### 4 Definitions

**Council** means Hindmarsh Shire Council

### 5 Fair Access

Council is committed to the implementation of the Victorian Government’s Fair Access Policy that aims to improve access to, and use of, community sports infrastructure for women and girls. All project proposals relating to sports infrastructure must be assessed to ensure that they are compliant with the *Gender Equality Act 2020* and support the Fair Access Policy. Community

groups and clubs that will benefit from the proposed project will also be required to evidence support of the Fair Access Policy.

## **6 Community Contribution Pledge**

An individual or community group which wishes or is required by this policy to make a financial contribution to a planned development project within the Shire is required to:

- a) Provide this pledge to Council in writing.
- b) Provide clear written evidence to Council of their financial capacity to honour the pledge, within seven (7) days of providing the written pledge.

## **7 Funds held in trust by Council**

The pledger is required to provide 50% of the pledged financial community contribution to the Council within seven (7) days, following step 6(b) above and prior to the Council submitting the application for the funding.

These funds will be held in trust by Council until required by the project.

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.

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.

## **8 Written agreement with each pledger**

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.

## **9 External Funding Application**

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.

## **10 Community Contribution**

The Financial contribution required by the community group/s proposing or benefitting from the initiative will be in accordance with the following:

- where the project is on Council land or where Council is the Committee of Management (COM) for Crown land and there is no existing User Agreement or Lease applicable to that land, a community contribution may not be required. 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.

- where the project is on Council land or where Council is the Committee of Management (COM) for Crown land and there is an existing User Agreement or Lease applicable to that land, the community contribution will be determined on a case-by-case by Council in consultation with the User/Lessee, with consideration to the resources of the User/Lessee and the terms of the Lease or Agreement (i.e. sole occupation over an extended period may be considered differently to short-term shared use).
- If Council decides to project manage a community infrastructure project that is not on Council land and/or Council is not the COM for Crown land, the community contribution must be a minimum of 15%.

The total project cost should include the total construction cost, any contingencies and associated project management fees.

### 10.1 Community fundraising

With consideration of Council policies, procedures and legislative requirements, Council will provide support to community groups who may utilise community fundraising as a means to fund community contributions to Council projects.

## 11 Outcome of funding application

Following receipt of the funding application outcome, Council will:

- a) Notify each pledger of the outcome.
- b) Return funds held in trust to each respective pledger if the funding application has been unsuccessful.

## 12 Discretion of Chief Executive Officer

Notwithstanding clauses 6-11 above:

- 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.
- 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.
- c) Alteration of conditions will be dealt with strictly on a case-by-case basis.
- 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.

## 13 References

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| Related documents | Legislation |
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| Add Related Documents | <i>Add Legislation</i> |
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**14 Document Control**

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