

## Community Partnerships Program Policy

Policy Type	Council Policy	Version:	3.0
Responsible Officer	Manager Customer and Community Services	Date Approved:	16/11/2022
Review Officer:	Director Corporate and Community Services	Review Due:	16/10/2026
Author:	Manager Customer and Community Services	Commencement:	16/11/2022

### 1. PURPOSE

The Mareeba Shire Council recognises the important contribution that community events, activities and projects conducted by volunteer community groups make to enhancing the liveability of the Mareeba Shire. The *Community Partnerships Program Policy* describes how Council can partner with community groups to contribute to the community-driven events, projects and activities for the benefit of the community.

### 2. SCOPE

The *Community Partnerships Program Policy* applies to community groups requesting Council assistance for community-led events, projects and activities. This policy should be read in conjunction with the *Community Partnerships Program Procedure* for further details.

The *Community Partnerships Program Policy* is aligned with Mareeba Shire Council's *Community Leasing Policy*, *Community Management of Halls and Associated Facilities Policy*, *Rate Rebate and Remission Policy* and *Community Loans Policy* and collectively they contribute significantly to the range of assistance for eligible not for profit organisations, offered by Council.

### 3. POLICY STATEMENT

The *Community Partnerships Program Policy* manages community requests for Council assistance.

#### 3.1 INTENTION

The intention of the *Community Partnerships Program Policy* is to:

- Support the volunteer efforts of community groups to enhance community wellbeing, prosperity and liveability in the Mareeba Shire.
- Support community-led events, projects and activities that deliver social, economic, environmental and cultural benefits.
- Achieve better community outcomes by Council and community groups working together in partnership than those which could be achieved by either party working alone.
- Contribute to the partnership the types of assistance which can only be provided by a local government authority and is crucial to the success of the community event, activity or project.
- Respond to requests for community assistance in a fair, transparent, consistent and sustainable manner.
- Promote the self-sufficiency of community groups.

#### 3.2 TYPES OF COUNCIL ASSISTANCE

#### Human Rights Compatibility Statement

This policy has been drafted in alignment with obligations under s 58 of the *Human Rights Act 2019* (Qld).

Council will consider requests for the following types of assistance:

- Cash Donations
- In-kind Assistance
- General Property Rate Rebates and Charge Remissions
- Water Consumption Donations
- Community Loans

### **3.3 ASSESSMENT OF REQUESTS FOR COUNCIL ASSISTANCE**

The assessment of a request for council assistance includes consideration of the following:

- a) Program priorities
- b) Applicant eligibility
- c) Event, project or activity eligibility

### **3.4 PROGRAM PRIORITIES**

Priority will be given to requests for Council assistance that:

- a) Are from not for profit community groups and incorporated associations with very limited or no commerciality that rely primarily on volunteers, community fundraising, memberships and donations.
- b) Are for community-led events, activities and projects with limited or no commerciality.
- c) Demonstrate contributions by other partnership members, including significant fundraising efforts or volunteer contributions.
- d) Demonstrate significant community benefit will be achieved through the partnership.
- e) Demonstrate that the contribution by Council cannot be provided by any other partner and is crucial to the success of the event, project or activity.
- f) Demonstrate the self-sufficiency of community group and / or have a plan in place to become self-sustaining, if the event is to be recurring.
- g) Are from not for profit community groups that receive no other Council assistance, or the level of assistance provided by Council has historically been low.
- h) Are for events, projects or activities that are financially viable.
- i) Align closely with the Mareeba Shire Council Corporate Plan.

### **3.5 ELIGIBILITY CRITERIA**

There are eligibility criteria that apply to both the applicant and the activity, project or event for which the council assistance is requested.

#### **3.5.1 APPLICANT ELIGIBILITY**

The following eligibility criteria apply to Applicants making the request:

- a) The applicant is a not for profit organisation such as an incorporated or unincorporated association with an auspice body.
- b) The applicant can demonstrate financial viability and competence and the ability to achieve stated goals.
- c) Applicants must provide a copy of their most recent reconciled or audited financial statements, if requested.

- d) Applicants who have previously received Council assistance and have failed to meet the conditions of the assistance received, are not eligible.
- e) Associations and organisations that have an unmet debt to Council at the time of application, are not eligible.
- f) Parents and Citizens Associations are eligible for assistance for events, activities and projects that fall outside of the scope of the associated educational provider's responsibilities and which contribute to a broader community benefit.
- g) Not for profit organisations that receive operational funding from the Government, are only eligible where they are requesting assistance for an event, activity or project with community benefit that falls outside their funded activities.
- h) Applicants requesting rate rebate and charge remissions, water consumption donations or community loan must meet additional eligibility criteria as outlined in the *Rate Rebate and Remissions Policy* or the *Community Loans Policy*.
- i) Political organisations are not eligible.

### **3.5.2 EVENT, PROJECT OR ACTIVITY ELIGIBILITY**

The following eligibility criteria apply to event, projects and activities to which the request relates:

- a) The event, project or activity must provide a direct benefit to residents of the Mareeba Shire.
- b) The proposed event, project or activity is held within the Mareeba Shire Council boundaries.
- c) The event, project or activity has limited or no commerciality.
- d) Applications must clearly demonstrate that the event, project or activity meets the scope and intention of the Community Partnerships Program policy.
- e) Applications for cash donations to retrospectively recover costs already incurred by the Applicant are not eligible.
- f) Applications for cash donations where the funds are to be used towards wages / salaries and other operating and administrative costs, are not eligible.
- g) Applications for cash donations where the funds are to be used to cover subscription or membership fees, are not eligible.
- h) Applications for cash donations for individual student travel and participation in sporting, educational and cultural activities are not eligible.
- i) Applications for private business ventures or activities are not eligible.
- j) Applications for events, projects and activities that are under litigation are not eligible.
- k) Applications for prizes for events, projects or activities are not eligible.
- l) Applications that can be or are being dealt with by other Council sources of support, including specific project grants or Council works program, are not eligible.
- m) Applications for cash or in-kind support for the maintenance and/or major works/upgrades of community facilities that are owned and fully managed by Mareeba Shire Council, by groups using or hiring these facilities, are not eligible. These types of requests are to be referred to the Facilities Officer.
- n) Applications for cash or in-kind support for costs (such as maintenance) that community groups have agreed to meet as part of the terms and conditions of their lease, management agreement or user agreement with Mareeba Shire Council for the use / occupation of Council owned facilities and land, are not eligible.

### **3.6 SPONSORSHIP**

Requests for council assistance from individuals, community groups, businesses and organisations for commercial events, projects and activities that deliver significant socio-economic benefits will not be considered under this Policy. These requests will be considered on a case-by-case basis and if approved, will require a resolution of the Council.

### **3.7 APPLICATION**

New requests for Council assistance can be submitted for approval throughout the year.

### **3.8 DELEGATED AUTHORITY**

Staff delegations are in place for the efficient approval of requests for Council contributions to community partnerships that comply with the purpose, scope and eligibility criteria outlined in the policy.

Delegations for staff approved requests are as follows:

- Manager Customer and Community Services - \$500
- The Mayor and Chief Executive Officer have the delegated authority to make variations to particular circumstances regarding contributions provided under the Community Partnerships Program.

## **4. REPORTING**

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No additional reporting is required.

## **5. RELATED DOCUMENTS AND REFERENCES**

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*Community Leasing Policy (MSC)*

*Community Loans Policy (MSC)*

*Community Management of Halls and Associated Facilities Policy (MSC)*

*Mareeba Shire Council Corporate Plan (MSC)*

*Rate Rebate and Remissions Policy (MSC)*

## **6. REVIEW**

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It is the responsibility of the Manager Customer and Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.