

## Community Partnerships Program Procedure

Policy Type	Administrative Procedure	Version:	1.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	16/11/2022
Review Officer:	Director Corporate and Community Services	Review Due:	16/10/2026
Author:	Senior Community Services Officer	Commencement:	16/11/2022

### 1. PURPOSE

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To provide a framework for the implementation and administration of the Community Partnerships Program. This procedure should be read in conjunction with Council's *Community Partnerships Program Policy*.

### 2. SCOPE

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This procedure applies to assistance that Council can contribute to community-led events, projects or activities conducted by volunteer community groups that deliver community benefit. The Procedure outlines types of assistance, application and assessment processes and conditions.

### 3. PROCEDURE STATEMENT

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#### 3.1 TYPES OF COUNCIL ASSISTANCE

Subject to the Eligibility Criteria and Program Priorities contained in the *Community Partnerships Program Policy*, Council will consider requests for the following types of assistance:

##### 3.1.1 Cash Donations

Council will consider contributing a cash donation to a community partnership. This includes cash for reimbursement of out of pocket expenses that will be incurred by a community group for approved future activities. Cash donations may not be applied retrospectively to recover costs already incurred by a community group.

##### 3.1.2 In-kind Assistance

Council will consider requests for in-kind assistance being for the loan and use of Council's tables, chairs, rubbish bins, traffic cones and other equipment on the basis that the community group agrees to collect, clean and return the equipment to Council during normal business hours.

The loan of equipment is subject to availability. Delivery of loaned equipment may be approved in exceptional circumstances only. Any damages must be paid for by the community group.

Generally, community groups are responsible for the disposal of waste (from events, projects and activities) at the waste transfer station, noting that charges will apply. Applications for assistance with waste disposal will only be considered in very limited circumstances for community events with significant community

**Human Rights Compatibility Statement**

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

benefit, that are open to the general public and for which there is no entry fee and / or where there is no other workable option for waste disposal.

### 3.1.3 General Property Rate Rebate and Charge Remissions

Another way that Council can assist community groups is by providing general property rate rebates and charge remissions, irrespective of whether they occupy Council land or facilities.

The *Rate Rebate and Remission Policy* outlines the details of the rebates and remissions available to not for profit community groups. To be eligible for rate rebates and charge remissions, applicants must meet the definition of a "community group" and eligibility criteria outlined in the *Rate Rebate and Remission Policy*. The *Rate Rebate and Remission Policy* also outlines the application and continuation processes for the rebates and remissions.

Eligible community groups are assessed according to their level of commerciality and are assigned by Council to one of two community group types: Type A Community Group - limited commerciality; and Type B Community Group - substantial commerciality. Council will offer a higher level of assistance to Type A Community Groups than those assessed as Type B Community Groups. This categorisation enables Council to make available fair, reasonable and transparent assistance to community groups. It also recognises that community groups can change over time experiencing increased or decreased levels of commerciality and the community group's categorisation can be reviewed by Council accordingly.

### 3.1.4 Water Consumption Donation

Council will consider providing a donation towards water consumption costs for eligible community groups, if water consumption costs exceed \$100 per year. To be eligible for this assistance, applicants must meet the definition of a "community group" and eligibility criteria outlined in the *Rate Rebate and Remission Policy*. The *Rate Rebate and Remission Policy* also outlines the application and continuation processes for the rebates and remissions.

Eligible community groups are classified by Council into one of three categories depending on water usage and a level of assistance is provided to each category as follows:

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|-------------|--|
| Group 1:    | Community groups watering playing field and large public lawns or grounds.               |
| Assistance: | 35% of actual water consumption costs up to a maximum \$2,000 donation per year.         |
| Group 2:    | Community groups watering for dust suppression e.g. horse and pony clubs, rodeo grounds. |
| Assistance: | 35% of actual water consumption costs up to a maximum \$1,000 donation per year.         |
| Group 3:    | Community groups using water for human consumption and watering gardens.                 |
| Assistance: | 35% of actual water consumption costs up to a maximum \$500 donation per year.           |

### 3.1.5 Community Loans

Council may contribute to community partnerships with not for profit community groups in the form of a low-interest or interest-free community loan. Applications for a community loan will be assessed by Council on a case by case basis, taking into consideration the purpose of the loan, the extent to which the loan is expected to benefit the community and the capacity of the community group to repay the loan.

The provision of loans to community groups is outlined in the *Community Loans Policy* and applicants should read this policy before applying. Applicants must meet the eligibility criteria outlined in the *Community Loans*

*Policy.* Interest rates and repayment terms will be negotiated in a consistent manner and all approved community groups will be required to enter into a written agreement with Council.

Priority will be given to applications for loans for the purpose of major facility improvements including seed funding for grant applications. Loans are not available to cover the general operational expenses of community groups.

### **3.2 APPLICATION AND ASSESSMENT PROCESS**

New requests for Council assistance can be submitted for approval throughout the year. Existing requests for the following financial year are reviewed and may be adjusted during the annual budget cycle in March of each year. All new applications to the Community Partnerships Program must be submitted in writing.

Requests for Council assistance will be assessed for applicant and event/project/activity eligibility as well as how well they align with the Program purpose, scope and priorities.

A key principle of the partnership arrangement is ensuring the effective and efficient use of Council funds and promoting the self-sufficiency of community groups. Discussions may be held with community groups to identify planned approaches towards decreasing reliance on Council assistance.

Council provides assistance through the Community Partnerships Program on an annual basis; the level of assistance to be provided is reviewed and may be adjusted during the annual budget cycle.

#### **3.2.1 Applying for Cash Donation, In-kind Assistance, Water Consumption Donation or Community Loan**

Applications for cash donations, in-kind contributions, water consumption donation or community loans can be made by submitting to Council a *Community Partnerships Program Application Form* or a request in writing (letter or email) detailing:

- the event, project or activity;
- the level and type of community benefit (e.g. social, economic, environmental, cultural benefits);
- the type of assistance requested from Council;
- the contributions to be made by other parties to the event, project or activity.

Applications for cash donations, in-kind assistance or community loans will be considered throughout the year. However, requests must be submitted to Council at least six weeks before the contribution is required to allow for assessment of the request and where necessary to obtain quotes and schedule work.

Where a request for a water consumption donation is approved, this will apply from the start of the rating period in which the application was successful and will be shown on the rates notice.

#### **3.2.2 Applying for Rate Rebates and Charge Remissions**

Community groups wishing to apply for rate rebates and charge remissions should read the *Rate Rebate and Remission Policy* before applying. The *Rate Rebate and Remission Policy* also outlines the application and continuation processes for the rebates and remissions.

Applications for rate rebates and charge remissions must be made by submitting to Council an *Application for Rates Remissions for Not for Profit Organisations*. Requests for rate rebates and charge remissions will be considered throughout the year. If approved the rebates and remissions will apply from the start of the rating period in which the application was successful and will be shown as a donation on the rates notice.

### **3.3 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 the Community Partnerships Program. These requests will be considered on a case-by-case basis and if approved, will require a resolution of the Council.

### **3.4 CONDITIONS**

The following conditions apply to requests for Council assistance under the Community Partnerships Program:

1. Applications must be made by submitting a *Community Partnerships Program Application Form* or a request in writing (letter or email) to Mareeba Shire Council.
2. Council may request evidence of quote/s to support requests for cash donations and loans.
3. Cash donations from Council to community groups do not include GST.
4. Community groups receiving assistance through this Program are required to acknowledge the assistance of Mareeba Shire Council. This acknowledgment is to be included in promotional material for the event.
5. The use of any part of the assistance provided for purposes other than that specified in the letter of approval is not permitted without prior approval in writing by Council.
6. It is the responsibility of community groups receiving assistance to comply with relevant local, state and federal legislation.
7. Mareeba Shire Council takes no legal responsibility for financial losses or physical injury incurred as a result of involvement in the supported event, project or activity.

## **4. FURTHER INFORMATION**

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For more information about the Community Partnerships Program please contact Mareeba Shire Council:

Telephone: 1300 308 461  
Email: [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)  
Website: [www.msc.qld.gov.au](http://www.msc.qld.gov.au)

## **5. REPORTING**

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No additional reporting is required.

## **6. 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)*  
*Corporate Plan (MSC)*  
*Rate Rebate and Remissions Policy (MSC)*

## **7. REVIEW**

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