

SHIRE OF NANNUP – Council Policy



Policy Number:	FNC 3
Policy Type:	Finance
Policy Name:	Community Donations and Grant Funding
Policy Owner:	Chief Executive Officer
Date of Approval	
Council Resolution #	

POLICY STATEMENT

The aim of the policy is to provide a framework for the management of community Grants and Donations to eligible individuals needing financial assistance to participate in activities, or organisations aimed at strengthening their capacity to deliver services, programs or events and in recognition of the pivotal role they play in developing vibrant and diverse communities.

OBJECTIVE AND PURPOSE

The objective of this policy is to:

- Demonstrate Council's commitment to community and economic development.
- Outline terms and conditions that govern the provision of financial support.
- Enhance the capacity of groups to provide projects, community services and events.
- Increase community and visitor participation in community activities and/or events.
- Support innovation, creation and the development of community initiatives.

DEFINITIONS

Term	
Donation/s:	Financial support to an individual or community group for the purpose of supporting an activity, event, program or project with a charitable, welfare, sporting or community service-oriented purpose, does not have an acquittal requirement and is not tied to a specific purpose.
Grants	Means a financial allocation provided to eligible entities to support activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes detailed in the policy.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purpose and is not distributed to any of its members.

SCOPE

This policy applies to eligible community groups, sporting clubs, not-for-profits and individuals seeking support for projects, programs, events and activities.

All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and is subject to budgetary constraints.

IMPLICATIONS

Annual Funding Allocation

The implementation of this Policy is subject to funds allocated through the Annual Budget of Council each financial year.

Community Grant Funding is allocated up to \$25,000 per year, while Donations are allocated up to \$10,000 per year.

Funding Support

Funding priority will be given to initiatives that –

- Align with the Shire of Nannup Vision.
- Have benefit to the community of Nannup as a major outcome.
- Promote community involvement and incorporate a variety of sectors, for example youth, seniors, parents, sports people, artists, people with disabilities and families.
- Promote sustainability (rather than reliance on grants).
- Initiatives that demonstrate a creative approach.
- Demonstrate a commitment either in cash or in-kind toward a project.

IMPLEMENTATION

The Shire offers the following types of Grants and Donations.

	Donations	Grants
Who can apply	• Community Groups • Sporting Clubs • Individuals If an application for a donation does not meet the 'standard conditions' but is assessed by the Chief Executive Officer as a case warranting further consideration, it will be forwarded to Council for determination.	• Not-for-profit Community Groups or Organisation • Sporting Clubs
Who isn't allowed to apply?	Individuals and groups with no association to the Shire Nannup. A request which is deemed to be of direct benefit of a business, person or other profit making venture, or any government department or agency (school or parent	Individuals and groups with no association to the Shire Nannup. Any project which is deemed to be of direct benefit of a business, person or other profit making venture, or any government department or agency (school or parent groups are excepted).

How much can I apply for?	groups are excepted). Individuals – Maximum of \$250.00. Community Groups and Associations - \$600.	Small Grant - \$1 - \$500 Medium Grant - \$501 - \$1000 Large Grant - \$1001 - \$3000. Applications must be made by completing the <u>Application Form</u> available on the Shire's website.
How many times can I apply?	Once per financial year.	Once per financial year
When can I apply?	Anytime. Applications must be in writing and addressed to the CEO. The application is to provide full details of the purpose for the donation. The Shire reserves the right to request any information necessary to arrive at a decision.	Funding rounds will be advertised twice a year - (i) Round 1, - projects completed between July and December (Value of funding round - \$15,000); and (ii) Round 2 - projects completed between January and December of each year (Value of funding round - \$10,000). If applicable any surplus funds from Round 1 will be available for Round 2.
Who approves the funding?	CEO approves up to \$600. Over \$600 requires Council approval.	CEO Nominee - Economic and Community Development Coordinator – Small Grants CEO –Medium Grants Council – Large Grants The financial support provided will be on a partnership basis. The Shire does not generally intend to be the sole provider of financial support for the funded project or activity. Partnering with the applicant and other organisations will maximise the effectiveness of the public funds provided, while strengthening the capacity of the applicant organisation.

General conditions

- (a) Consideration will be given to the group or individuals financial status such as to justify a Grant or Donation from the Shire.

- (b) Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a Donation, for example, support for individuals who bring credit to the local government by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.
- (c) Organisations/individuals applying for Grant funding must reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- (d) All applications for Grant funding must detail how they will promote and recognise the support of the Shire.
- (e) Financial assistance is not available retrospectively unless the assistance is delayed by Council adoption.
- (f) Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.
- (g) These programs operate as exhaustive funding, and the Shire retains the discretion to close the Grant Funding program or refuse a Donation once the available budget has been fully expended.
- (h) Canvassing of Elected Members or Shire Employees will disqualify applicants.

PROCESS

Donations

- (a) A written request providing sufficient detail is to be forwarded to the Shire CEO for approval.
- (b) Donation requests may take up to 4 weeks for assessment where the determination is made by the CEO (or his nominee).
- (c) Where the determination is to be made by Council, the assessment may take up to 8 weeks due to the schedule of meeting dates.
- (d) Funds are to be used only for the purpose for which the Shire has approved, or any subsequent variations obtained in writing.

Grant Funding

- (a) Applications must be submitted through the completion of a Grant Application form available on the Shire's website. The application will not be considered if it does not address all questions in the Grant Application form or provide comprehensive details for each question.
- (b) Late applications will not be considered.
- (c) Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).
- (d) Applications will only be considered from eligible entities.
- (e) All funded entities will be required to enter into an agreement with the Shire which will detail

specific conditions and terms relevant to that project.

- (f) All funded entities must acknowledge the support of the Shire in all their promotional material.
- (g) The initiative to which funding has been granted must be completed within 6 to 12 months of receipt of the funding.
- (h) For Grant funding of more than \$500, an acquittal of funds is required. The acquittal must be submitted to the Shire within three months of the agreed completion date and which is to include a statement of expenditure certified by the organisation's Treasurer and President, and copies of relevant invoices/receipts and associated media.
- (i) Applicants that do not submit an acquittal will not be considered for future Grant funding and may be requested to return the funds.

All decisions are made on a case-by-case basis, aligning with the Shire's budget requirements and strategic priorities.

AUTHORITIES AND ACCOUNTABILITIES

Council authorises the Chief Executive Officer to approve a donation request in accordance with the terms and conditions outlined in this policy.

Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition.

Council authorises the Chief Executive Officer to assess and determine requests for Grant Funding in accordance with terms and conditions outlined in this policy.

ROLES AND RESPONSIBILITIES

The Shire's CEO is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION (if applicable)

All disputes regarding this Policy will be referred to the Chief Executive Officer in the first instance. If an agreement cannot be reached, the matter will be submitted to Council for a ruling.

EVALUATION AND REVIEW

The success of this Policy will be measured by the number of applications received and the percentage that receive funding.

The Policy is to be reviewed every two years at a minimum.

RELATED DOCUMENTS

Grant Application Form

REFERENCES

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

RESPONSIBILITY FOR IMPLEMENTATION

Economic and Community Development Coordinator

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.	24/02/2022	To repeal and replace.	

Policy Number:	FNC 3 / INT25/23926F86
Policy Type:	Finance
Policy Name:	Defer, Grant Discounts, Waive or Write Off Debts
Policy Owner:	Chief Executive Officer
Date of Approval	
Council Resolution #	

POLICY STATEMENT

The Shire of Nannup (the Shire) provides fee waivers, concessions and debt write-offs to support community groups, organisations and individuals.

OBJECTIVES

To provide clear guidelines for the equitable assessment of requests for fee waivers, concessions and debt write-offs that are within the parameters set by Council under delegated authority.

DEFINITIONS

<i>Debt</i>	A sum of money that is owed or due.
<i>Concession</i>	A preferential rate in relation to any amount of money which would ordinarily be owed to the Shire.
<i>Fees and Charges</i>	Fees and charges set by Council for goods or services being offered and the associated costs.
<i>Not-for-Profit organisation</i>	A non-commercial organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.
<i>Statutory Fees and Charges</i>	Fees and Charges set under a Statutory Act administered by the Shire.
<i>Waiver</i>	A waiver of any amount of money which would ordinarily be owed to the Shire (a debt has not been incurred).
<i>Write-Off</i>	Write-off of any amount of money that is owed to the Shire (the debt has been incurred).

SCOPE

Under *the Local Government Act 1995*, the Shire can –

- Waive an amount of money owed to the Shire;
- Grant a concession in relation to money which is owned to the Shire; and
- Write off an amount of money which is owed to the Shire.

The policy applies to all fees and charges adopted through the Shire's annual budget process, as detailed in the Fees and Charges Schedule, and any concessions authorised and granted throughout the financial year.

This policy does not apply to statutory fees and charges or penalties levied by the Shire.

IMPLICATIONS

This policy must be read and applied in conjunction with the Shire's endorsed Fees and Charges Schedule and other relevant policies and legislation.

The policy considers and adheres to the *Local Government Act 1995* (the Act) and associated Regulations.

IMPLEMENTATION

Under Section 6.12 of the *Local Government Act 1995*, the Shire is empowered to waive or grant concessions on any amount of money, or to write off any amount owed to the Shire. Additionally, Section 6.47 of the Act provides that a local government may resolve to grant a concession in relation to a rate or service charge.

These powers are subject to the limitations set out in Council's Delegated Authority Instrument titled "1.2.22 – Defer, Grant Discounts, Waive or Write Off Debts", which prescribes the scope and financial thresholds within which the Chief Executive Officer may exercise delegated authority.

Waiving Fees and Charges or Granting Concessions (s.6.12)

The waiver of fees and charges, or the granting of a concession, must be undertaken in a consistent and transparent manner that –

- a) Aligns with the Shire of Nannup's mission and objectives;
- b) Provides a significant direct benefit to the Shire of Nannup community;
- c) Supports an activity, event, or program with a community service-oriented purpose;
- d) Is requested by not-for-profit and non-government organisations; or in the case of a concession relating to rates and service charges, is requested by property owners; and
- e) Falls within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

Debts shall be considered for deferment or write off only when all reasonable attempts at recovery have been exhausted and are within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

Exclusions

A request will not be considered for –

- a) Any activity, event or program that contravenes Council's existing policies.
- b) The bond associated with the use of Council Facilities (only the waiver of fees for an activity, event or function will be considered).
- c) Retrospective applications.

- d) Requests from non-resident individuals or organisations which do not directly serve or represent the community of the Shire of Nannup.
- e) Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the Shire of Nannup.
- f) Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation).
- g) Waiver requests from organisations or individuals who have monies owing to the Shire which relate to past booking and/or application fees.
- h) Fund raising activities, for example, raffles, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities.
- i) State or Federal government organisations.

AUTHORITIES AND ACCOUNTABILITIES

The CEO is delegated by Council to defer, grant discounts, waive or write off debts as detailed in the Shire's Delegated Authority Register.

The CEO has sub-delegated the exercise of Council's delegated power to the Executive Manager Corporate Services in circumstances that relate to their operational responsibilities and subject to the conditions as stated in the instrument of delegation.

The deferment or write off of a debt (other than those that require Council approval) shall be made following discussion with the responsible unit for the raising of the debt and limits are as detailed in the Shire's Delegated Authority Register.

ROLES AND RESPONSIBILITIES

The policy will be administered by both the Economic Community Development and Finance Departments.

DISPUTE RESOLUTION (if applicable)

The Shire's Executive Manager Corporate Services is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required. All disputes regarding this Policy will be reviewed by the CEO.

EVALUATION AND REVIEW

The Policy is to be reviewed every three years at a minimum or where legislative amendments dictate a review.

RELATED DOCUMENTS

Delegated Authority Register
Application Request Form

REFERENCES

Local Government Act 1995, s. 6.12

RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Corporate Services

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.			
2.			
3.			

Policy Number:	ADM10
Policy Type:	Administration Policy
Policy Name:	Councillor Allowances and Reimbursements
Policy Owner:	Chief Executive Officer
Date of Approval	
Council Resolution #	

POLICY STATEMENT

Council Member fees and allowances are determined by the salaries and allowances tribunal according to 'band' classification for local governments in Western Australia.

Under the Tribunal's determination, the Shire of Nannup has been classified as a band 4. The Salaries and Allowances Tribunal undertakes an annual determination of fees and expenses payable to local government Elected Members.

OBJECTIVE AND PURPOSE

To provide guidance and clarity regarding the allowances and expenses that will be paid to Elected Members in accordance with the *Local Government Act 1995 (Act)*, *Local Government (Administration) Regulations 1996 (Regulations)* and the *Salaries and Allowances Act 1975*.

DEFINITIONS

Nil

SCOPE

This policy applies to all Elected Members in relation to their entitlements for allowances, reimbursements, and support services while performing their official duties.

IMPLICATIONS

All meeting attendance fees will be endorsed as part of the annual budget process in alignment with the Salaries and Allowances Tribunal Determination (SAT Determination).

IMPLEMENTATION

1. Allowances

Annual Meeting Attendance Fee

Elected Members shall receive an annual fee in lieu of per-meeting payments within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process.

Shire President and Deputy Shire President Allowances

The Shire President shall receive an annual allowance within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process and the Deputy Shire President shall receive up to 25% of the Shire Presidents allowance.

ICT Allowance

An annual ICT allowance, within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process will be paid to cover costs such as:

- Mobile phone plans
- Internet services
- ICT equipment and consumables

2. Superannuation

Superannuation contributions may be paid in accordance with section 5.99B of the Act. Council resolved at the Ordinary Council Meeting of 24 April 2025 (240425) to opt out of superannuation payments.

3. Reimbursements

Travel Expenses: Reimbursement is available for travel to –

- a) Council and committee meetings.
- b) Briefings, workshops, and civic functions.
- c) Approved training and conferences.

Claims must include:

- d) Date, location, and kilometres travelled
- e) Receipts or proof of expenditure

Rates will align with the *Local Government Officers' Award or Public Service Award*.

A Council vehicle, if available, may be provided to transport members to meetings at which the Council is a delegate, provided that the car is driven by a Councillor or a staff member and that the use does not clash with other Council business.

A Council vehicle may be driven by a Councillor's partner while traveling to and from Nannup and while the Councillor is attending Council business, provided that such use shall only be made if the vehicles is not required for the business of Council.

Councillors shall check the availability of a Shire vehicle for use whilst on Council business prior to using their private vehicle.

4. Childcare and Carer Expenses

Reimbursed up to the SAT-determined hourly rate or actual cost (whichever is lower), for –

- a) Council-related meetings
- b) Mandatory training
- c) Approved events

Family members living in the same household are excluded as eligible carers.

5. Claims and Payments

- a) Claims must be submitted using approved forms with supporting documentation.

- b) Claims shall be submitted on a quarterly basis.
- c) No claims made after 31 August that relate to the previous financial year will be valid.
- d) All claims must be supported by a copy of the paid account.

AUTHORITIES AND ACCOUNTABILITIES

Council -

- a) **Adopts the Policy:** Council is responsible for approving the Elected Member Allowances and Reimbursements Policy.
- b) **Determines Allowance Levels:** Council sets the level of allowances within the ranges prescribed by the Salaries and Allowances Tribunal (SAT).
- c) **Approves Discretionary Reimbursements:** Council may approve additional reimbursements not prescribed by legislation, such as professional development or hospitality.

Chief Executive Officer (CEO) and Executive Manager Corporate Services (EMCS)

- a) **Implements the Policy:** The CEO ensures the policy is applied consistently and in accordance with legislation.
- b) **Authorises Payments:** The EMCS approves reimbursements and manages the payment of allowances.
- c) **Maintains Records:** The EMCS is responsible for keeping accurate records of claims, payments, and supporting documentation.
- d) **Provides Support:** The CEO is to ensure elected members have access to necessary facilities and resources to perform their duties.

Salaries and Allowances Tribunal (SAT)

- a) **Prescribes Allowance Ranges:** SAT sets the maximum and minimum limits for elected member allowances, including meeting attendance, allowances and ICT expenses.

ROLES AND RESPONSIBILITIES

1. **Administration -** The Councillor Fee and Reimbursement Claim Form shall be used when claiming fees and reimbursements.
2. Claims should be submitted by Elected Members on a quarterly basis.
3. No claims made after 31 August that relate to the previous financial year will be valid.
4. All claims for reimbursement of expenses must be supported by a copy of the paid account.

DISPUTE RESOLUTION (if applicable)

Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance.

In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

EVALUATION AND REVIEW

This policy will be reviewed as required to reflect legislative changes. All payments must comply with the Act, Regulations, and SAT determinations.

RELATED DOCUMENTS

Councillor Fee and Reimbursement Claim Form

REFERENCES

- Local Government Act 1995 – Sections 5.98 to 5.99B
- Local Government (Administration) Regulations 1996 – Regulations 30 to 34AD
- Salaries and Allowances Act 1975 – SAT determinations
- Superannuation Guarantee (Administration) Act 1992 (Cth)

RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Corporate Services

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.	22 May 1997		
2.	27 July 2023		Repealed
3.	September 2025		