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## 1. Statement

Ipswich City Council is committed to supporting community initiatives and partnerships that encourage participation in community life, foster social cohesion, celebrate culture and diversity, and contribute to a vibrant, healthy and sustainable city.

This policy confirms Council’s commitment to providing funding avenues and support to organisations and individuals and ensures an equitable, open, transparent and accountable decision making process.

## 2. Purpose and Principles

The purpose of this policy is to provide a framework which guides the effective management of Council’s community funding and support program 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 following principles underpin Council’s approach to the administration of community funding and support:

- Evidence based approach – that acknowledges and responds to the needs and aspirations of our community and aspires for the best use of Council funds
- Good governance – decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness – processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared
- Access and equity – documents, resources and application forms are publically available, easy to access and understand, and provide all necessary information in a clear and concise manner.

This policy is to be read in conjunction with the supporting guidelines for each funding and support program.

## 3. Strategic Plan Links

This policy relates to Ipswich City Council’s strategic plan, *Advance Ipswich 2015*, specifically the following themes:

- Strengthening our local economy and building prosperity

- Managing growth and delivering key infrastructure
- Caring for the Community
- Caring for the Environment
- Listening, Leading and Financial Management.

#### **4. Regulatory Authority**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Right to Information Act 2009*

*Public Records Act 2002*

*Public Sector Ethic Act 1994*

Advance Ipswich

Corporate Plan 2017-2022

Employee Code of Conduct

Councillor Code of Conduct

Meeting Conduct Policy

Meeting Conduct Procedure

Conflicts of Interest for Employees Policy

Conflicts of Interest for Employees Procedure

#### **5. Scope**

This policy applies to all funding and support programs administered by Council to organisations and individuals.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

#### **6. Eligibility Criteria**

Organisations and individuals may be eligible to apply through Council's funding and support programs in order to provide community benefit to the Ipswich community, in line with Council's corporate strategic priorities.

Relevant guidelines will be established and published on Council's website for each funding and support program which further defines the eligibility and assessment criteria under which Council funding and support will be provided. General eligibility criteria are detailed below:

General eligibility –

To be eligible for funding or support:

- All applicants must not have overdue debts with Council and have satisfactorily accounted to Council for the expenditure of any previous Council funding
- Applicants must demonstrate the expected outcomes for the community in line with Council's corporate strategic priorities

- Applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012
- All applicants must disclose if other funding or support has been requested from or provided by Council, and acknowledge that the provision of funding or support through Council's varied funding programs may prohibit eligibility to apply for additional funding or support.

All successful applicants will receive the approved funding or assistance from Council subject to terms and conditions which are outlined in the relevant guidelines for each funding and support program.

## **7. Roles and Responsibilities**

The following roles include the responsibilities listed below:

### **Councillors**

Councillors are responsible for making decisions about the allocation of funds to the community funding and support program through Council's annual budgetary processes. Councillors are also responsible for approving discretionary funding expenditure. Councillors must ensure that all conflicts of interest are appropriately recorded in accordance with Council's Meeting Conduct Policy and Procedure.

### **Chief Executive Officer (CEO)**

The CEO (or delegate) is responsible for approving funding and support program decisions and expenditure, excepting discretionary funding which is the responsibility of Councillors.

### **General Managers, Branch Managers, Section Managers and Supervisors**

General Managers, Branch Managers, Section Managers and Supervisors are responsible for ensuring that employees under their supervision are aware of Council's community funding and support program framework and, where relevant, adhering to this policy and related procedures, including the disclosure of all actual, potential or perceived conflicts of interest.

### **Council officers**

Council officers who are involved with community funding and support programs are responsible for having a good level of understanding of Council's community funding and support program framework and adhering to this policy and related procedures, including the disclosure of all actual, potential or perceived conflicts of interest.

### **Community Development Section (Community, Cultural and Economic Development Department)**

The Community Development Section is the primary administrator of Council's community funding and support program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program. The Community Development Section plays a lead role in provision of support and advice to potential funding applicants.

The Community Development Section also manages the budgets and administers any legislative reporting or record keeping requirements for the community funding and support program. All employees must ensure that they identify, disclose, manage and monitor all actual, potential or perceived conflicts of interest in accordance with relevant policies and procedures.

## 8. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Branch and Section Managers within the Community, Cultural and Economic Development Department
- Finance Branch Manager within the Corporate Services Department
- Legal and Governance Branch Manager within the Corporate Services Department.

## 9. Monitoring and Evaluation

The effectiveness of this policy can be measured by:

- Increased number of funding applications that align to Council’s corporate strategic objectives
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support
- Analytics regarding community support and satisfaction with community funding and support processes.

## 10. Definitions

Acquittal	The process by which a recipient demonstrates in writing to a funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the initiative
Auspicing	Auspicing means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspicing organisation will be responsible for: <ul style="list-style-type: none"> <li>• the receipt, banking and administration of all moneys</li> <li>• project monitoring and completion</li> <li>• ensuring the applicant acquits the funding on time</li> <li>• sign off on the acquittal form.</li> </ul>
Bursary	Funding to an individual or Community Organisation to assist with the costs associated with undertaking a particular initiative
Business	A person, partnership or organisation which is not a Community Organisation, and is engaged in a profit-seeking enterprise or activity
Community funding and support program	The suite of Council documents which outline Council’s commitment to supporting community initiatives and

framework	partnerships, details the roles and responsibilities across Council, and the various processes associated with the management and administration of Council’s community funding and support program
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich
Conflicts of Interest	<p><u>Actual conflict of interest</u> – there is a real conflict between the Council employee’s official duties and their personal interests.</p> <p><u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee’s official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.</p> <p><u>Perceived conflict of interest</u> - The public or a third party could form the view that personal interests could improperly influence an employee’s decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.</p>
Councillors	All elected representatives including the Mayor
Discretionary Funding	The gifting of funds to an eligible Community Organisation to be spent for a Community Purpose. Discretionary Funding is provided without expectation of reciprocated benefits
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions
Individual	A singular entity, as distinguished from a group or organisation
Initiative	A project, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance
Organisation	An organisation may be either a Business or Community Organisation
Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich
Support	The temporary provision of items of equipment, resources or

	non-monetary assistance to support a community initiative
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**11. Policy Owner**

The General Manager (Community, Cultural and Economic Development Department) is the policy owner and the Community Development Manager is responsible for authoring and reviewing this policy.