



# COUNCIL POLICY

## Annual Allocation to Progress Associations

<b>Policy Number:</b>	PO 094		
<b>Strategic Plan Objective</b>	Meet all legislative and compliance responsibilities		
<b>Policy Owner:</b>	Director Corporate & Community Services	<b>File Number:</b>	16/14138[v4]
<b>Responsible Officer:</b>	Director Corporate & Community Services	<b>Minute Reference:</b>	119/2018 (09/05/2018)
<b>Date Adopted:</b>	09/05/2018	<b>Next Review Date:</b>	April 2022

### 1. POLICY OBJECTIVES

Yorke Peninsula Council (YPC) is fully committed to the principals of:

- Ethical and Fair treatment of all involved
- Probity, accountability and transparency in all operations

This Policy aims to:

- Define how Council determines annual allocations to Progress Associations and similar not for profit organisations
- Demonstrate accountability and responsibility to ratepayers
- Ensure that all processes are monitored and recorded
- Ensure that the best possible outcome is achieved for Council and all community groups through fair, non-discriminatory processes with regard to appropriate risk management and legislative compliance

### 2. SCOPE

This policy applies to all persons authorised, through appropriate delegations, to determine and distribute annual allocations to Progress Associations or similar not for profit organisations.

### 3. DEFINITIONS

#### Eligible Associations:

- Ardrossan Progress Association Inc.
- Arthurton Progress Association Inc.
- Balgowan Progress Association Inc.
- Black Point Progress Association Inc.
- Bluff Beach Community Group Inc.
- Chinaman Wells Shack Owners Association Inc.
- Coobowie Progress Association Inc.
- Corny Point Progress Association Inc.

- Curramulka Community Club
- Edithburgh Progress Association Inc.
- Foul Bay Area Progress Association Inc.
- Friends of Port Moorowie Inc.
- Friends of Wauraltee & District Inc.
- Hardwicke Bay & District Progress Association Inc.
- James Well & Rogues Point Progress Association Inc.
- Maitland & District Progress Association Inc.
- Marion Bay Township Inc.
- Minlaton & District Progress Association Inc.
- Pine Point Progress Association Inc.
- Point Turton Progress Association Inc.
- Port Clinton Progress Association Inc.
- Port Julia Progress Association Inc.
- Port Rickaby Progress Association Inc.
- Port Victoria Progress Association Inc.
- Port Vincent Progress Association Inc.
- Price Progress Association Inc.
- Sheoak Flat Progress Association Inc.
- Stansbury Progress Association Inc.
- The Pines Community Association Inc.
- Tiddy Widdy Progress Association Inc.
- Warooka Progress Association Inc.
- Wool Bay Progress Association Inc.
- Yorketown Progress Association Inc.

List is complete as at the date of this policy review – should changes to the list be endorsed by Council the policy is to be updated at that time.

#### **4. POLICY STATEMENT**

In recognition of the important contribution that Progress Associations make to the infrastructure and fabric of the townships of Yorke Peninsula, Council will consider an annual financial contribution of \$1,500 (excluding GST) (reviewed annually during the budget process) to assist the organisations identified in this policy to continue to support Council in its strategic goal to have well-presented and vibrant townships and holiday settlement zones.

The financial contribution is untied, however, transparent, accountable and responsible management of ratepayer funds is an expectation of Council when expending these funds. Should there be any doubt in regard to appropriate use of such funds, Progress Associations should contact the Director Corporate & Community Services for advice.

Council will make only one approved financial contribution per township per annum.

Where an incorporated not for profit body undertakes the role which would usually be provided by a Progress Association, Council will consider a financial contribution to that organisation, upon application. If approved by Council, the incorporated not for profit body

will be added to the list of Eligible Associations and be eligible to apply on an annual basis when assistance is required.

In order to be considered for the annual allocation, eligible associations must apply in writing to the Director Corporate and Community Services by close of business on 15<sup>th</sup> August (or last working day prior) of each year.

Applications must clearly state why the contribution is required for this particular financial year and include a copy of the association's latest financial statements and, where the association considers it relevant, a budget for the financial year demonstrating the need for the annual contribution.

All applications received will be submitted to Council at its September meeting for consideration/approval.

Granting of the contribution is at the discretion of Council.

Council will provide the approved grant funds to eligible associations no later than September 30 of each year.

Council may consider written applications from Progress Associations (or similar not for profit organisations) experiencing hardship, for funding in addition to the approved annual allocations. Submissions must be received by December 31 of each year for consideration at the February Council meeting.

## **5. COMPLAINTS**

Complaints about this policy can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

## **6. REVIEW**

This policy will be reviewed every four years and as deemed necessary in consideration of any changes to budget reviews, legislation and relevant standards, codes and guidelines.

## **7. TRAINING**

Council is committed to supporting Employees and Elected Members in complying with this Policy. Training needs will be identified and reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

## **8. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO147 Complaints Policy

## **9. REFERENCES AND LEGISLATION**

Local Government Act 1999

**10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Corporate and Community Services

**11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Replaces PO094 updated 14/3/12	PO094	12/01/2004	08/06/2010
Annual Allocations for Progress Associations [v1]	PO094	8/06/2010	14/03/2012
Annual Allocations for Progress Associations [v2]	PO094	14/03/2012	08/04/2015
Annual Allocations for Progress Associations [v3]	PO094	08/04/2015	09/05/2018
Annual Allocations for Progress Associations – Service Level Review [v4]	PO094	09/05/2018	