

5.5 REVIEW OF COUNCILLORS' DISCRETIONARY FUND POLICY & PROCEDURES

Responsible Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION

That the revised Councillors' Discretionary Fund Policy and Procedures be adopted.

INTRODUCTION

The Councillors' Discretionary Fund Policy & Procedures (refer to Attachment 1) was adopted by Council in June 2013. It is recommended that the proposed revised policy and procedures, as attached to this report, be adopted.

BACKGROUND

The discretionary fund policy and procedures were developed in June 2013, in response to the deliberations of Councillors and advice received in that year from the then Department of Planning and Community Development, regarding the administration of Councillors' discretionary funds, across the sector.

PURPOSE/DISCUSSION

As the policy and procedures were first created in June 2013, it is considered appropriate to review them, to ensure that they remain relevant and functional.

The policy and procedures articulate the Councillors' Discretionary Fund's relationship to the Council's Community Grants Program and reinforce the existing funding process, which requires all applications for funding to be determined upon by a formal resolution of Council.

Currently, the policy and procedures appear to be working well and appropriately. Only minor changes are proposed to the document, in Section D, which relates to the process for considering applications.

No change has been proposed to Section C Funding Limits, ie, the funding maximum limit of \$1,000 for an application.

POLICY IMPLICATIONS

The policy and procedures accords with the current restrictions of the Local Government Act 1989:

S.195A Prohibition of Councillor discretionary funds

A Council must not adopt or implement a policy under which a Councillor is allocated a fixed or other amount of funds for the purpose of enabling the Councillor to nominate—

- (a) a particular person, body or organisation to whom the funds are to be paid;
or
(b) a particular fund in respect of which the funds are to be applied."*

CONCLUSION

It is recommended that, the Councillors' Discretionary Fund Policy & Procedures, with the changes proposed in Section D of the document, be adopted.

ATTACHMENT 1



CITY OF
MONASH

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COUNCILLORS' DISCRETIONARY FUNDS POLICY AND PROCEDURES

This Policy was adopted by resolution of the Monash City Council on ~~25 June 2013~~

INTRODUCTION

The Councillors' Discretionary Fund (CDF) provides Council with the ability to approve small miscellaneous discretionary grants to community members or groups in response to requests which are received from time to time.

This fund differs from the Community Grants Program in that it recognises that small activities, events, etc., deserving of support from Council, come up in an ad hoc way throughout the year and would not otherwise be eligible for funding or would not coincide with the timing of the annual Community Grants Program.

Any funding or support provided is approved by Council through a formal and transparent process, ie a formal resolution at a Council meeting.

A. ELIGIBILITY CRITERIA

1. Applicants for funding must be individuals or groups with a substantial connection to the City of Monash.
2. Applicants will only be eligible to receive funding once per financial year, unless exceptional circumstances apply.
3. Groups making an application for funding must be incorporated associations and submit evidence of that incorporation with their application.
4. Applications for funding from groups which are already funded under the Council's Community Grants Program, will not be considered, for the same activity or activity type that the applicant already receives under the Community Grants Program, unless exceptional circumstances apply.
5. Applications for services, activities or events that are considered the funding responsibility of another tier of government will be considered for funding, where the Council deems such support to be appropriate.

B. EVALUATION CRITERIA

1. The activity or project being funded must clearly target City of Monash residents and provide a direct service/function to local groups or individuals.
2. Preference for funding will be given to applicants seeking to meet the costs of hiring Council-owned or managed facilities.
3. Applications must identify the dollar amount of funding sought (if known) and the purpose for which the funding is to be used.

C. FUNDING LIMITS

Applications of up to a maximum of \$1,000, each, are encouraged.

D. PROCESS*Applications*

1. Applications for Discretionary Funding must be received in writing by the Council and submitted either directly to the Council or through a Councillor.
2. Applications for funding may be made by using the form available on Council's website or contacting Council's Civic and Governance Unit on 9518 3509.
3. Applications for funding may be initiated by a Councillor.
4. Discretionary Fund applications must be received at least 3 weeks prior to a Council meeting.

Decision-making

1. All discretionary funding applications will be discussed by Councillors at an assembly of councillors (Councillors' briefing meeting).
2. Where the majority of Councillors in attendance at that meeting support an application and agree on the level of funding, that recommendation will be made to a formal meeting of Council.
3. All discretionary fund applications will be submitted to Council for a formal Council decision.
4. Applications for funding will be considered at least 11 times per year, at a formal meeting of the Council.
5. Decisions on funding allocations will only be made at a formal meeting of the Council.
6. The funding allocation will be made public at the Council meeting.
7. Details of the funding recipient will be made public at the Council meeting at which approval for that funding is given.
8. Applicants will be advised, in writing, of the outcome of their application.

9. Council Officers will randomly acquit a minimum of two successful funding applications per annum to ensure the funds provided have been used in accordance with the application.

E. PLANNING AN APPLICATION

Before applying for funding, it would be helpful for applicants to ensure that:

1. They are /their organisation is eligible for funding.
2. Their project/activity is eligible for funding.
3. They have identified the need for the project/activity.
4. They have identified the purpose of the project/activity.
5. They have carefully considered the budget for the project/activity.

F. TERMS AND CONDITIONS OF FUNDING

1. Applicants may be required to provide additional information to Council to enable a full assessment of their application.
2. Applicants may be asked to provide an acquittal of their funding.
3. Successful applicants must use the funds for the stated purpose for which the funding was awarded unless written permission has been obtained from Council.