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Community Vision 2031
Community Grant Guidelines
Events Promotion Guidelines
Community Planning Framework
Kerbside Waste and Recycling Policy
Fee and Charges - Waiver or Reduction Policy

RELATED LEGISLATION: Local Government Act 2020

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Signed by Chief Executive Officer

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Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

This policy details community support programs provided by Loddon Shire Council to its community groups for economic and tourism development, recreational and community activities, facilities and services, education and developing sustainable communities.

2 SCOPE

This policy applies to Councillors, Council staff administering the supports, and relevant community organisations applying for, or involved in, the community support programs documented in this policy.

3 POLICY

Loddon Shire Council respects the significant volunteer contribution provided by various community groups operating throughout the Shire, and acknowledges that without our volunteers those activities would not happen, or would be provided directly by Council at additional cost to our ratepayers.

To support the work of our volunteers, Council provides as of right financial allocations, competitive grants, and in-kind support, which are collectively known as community support programs. The principles under which Council will manage community support programs are:

1. All community support programs will be outlined in this policy.
2. Competitive grants will be subject to an assessment process to ensure that all grants are allocated in an open and transparent way.
3. As of right allocations will be determined through the annual budget process.
4. All community support programs with financial allocations will be managed through SmartyGrants portal¹ to provide a consistent approach for management of the lifecycle of the community support program.
5. Conflict of interest requirements will be clearly outlined in this policy and any procedures supporting implementation of this policy.

¹ <https://loddon.smartygrants.com.au/>

4 COMMUNITY SUPPORT PROGRAMS

4.1 As of right financial allocations

Appendix 1 outlines the current financial contributions and parameters for the various as of right financial community support programs.

This Appendix will be reviewed and amended as required following approval of the annual budget.

4.1.1 Community Planning allocation

Community planning is a long-term strategy for developing sustainable communities. Council introduced community planning in the 2003/2004 financial year, and provides an annual budget allocation to support projects identified through the community planning process.

The program provides communities with the opportunity to identify priority projects that are important to their particular communities through their community plans, and to advocate for delivery of those projects through their community planning committees.

4.1.2 Public halls and recreation reserves allocation

Council provides an annual funding allocation that supports public halls, indoor stadiums, and active reserves with management of the costs associated with ongoing operating and maintenance costs; for example utility costs, facility repairs, and repairs or replacement of facility equipment.

4.1.3 Major active recreation reserves water subsidy

Recreation reserves in the Shire require a significant amount of water to ensure playing surfaces meet required standards. Due to varying prices for water across the Shire, Council provides funding and support for an allocation of non-potable water for the use of each of the major recreation reserves.

4.1.4 Recreation waterway maintenance allocation

Recreation waterways that are the responsibility of Council and have a Committee of Management or Community Asset Committee arrangement in place are provided with an annual allocation to support the ongoing maintenance costs of the recreational waterway.

4.1.5 Major recreation reserve oval mower replacement

Council provides a rotating replacement scheme for the mowers for each of the nine major recreation reserves. Each recreation reserve will be eligible for this assistance once in every ten year period. Exceptions to this condition shall be at the discretion of Council and will require justification for early replacement of the nominated oval mower.

4.1.6 Community newsletter allocation

Council recognises the benefits that community newsletters provide. Council provides an annual funding allocation based on a sliding scale relevant to annual distribution numbers to support the production and distribution of community newsletters.

4.1.7 Development, progress, tourism, and community plan committee administration allocation

Council provides an annual allocation to assist local development, progress, tourism associations and community plan committees to cover administration expenses such as incorporation costs, postage and photocopying, and to support insurance costs.

4.1.8 Scholarships

Council provides secondary and primary school awards to all schools operating in the Shire. The awards are aimed at promoting the value of education within local schools and rewarding excellence.

4.1.9 LEAD Loddon Murray leadership program

Council is committed to developing future leaders within the Shire, and sponsors a candidate each year to participate in the Loddon Murray Community Leadership Program (LMCLP).

4.1.10 Sponsorship and donations

From time to time, Council receives requests from community groups for sponsorships or donations. The granting of sponsorships and donations will be based upon a written request from a community group, which must describe the community benefit that will be derived from the sponsorship or donation.

4.1.11 Australia Day events

Australia day event host organisations are reimbursed for costs associated with their event upon receipts being provided.

4.2 Competitive grants and programs

Appendix 2 outlines the current financial contributions and parameters for the various competitive community support programs. This Appendix will be reviewed and amended as required following approval of the annual budget.

4.2.1 Community grants

The Community Grants Program assists clubs and organisations to enhance provision of their activities, facilities and services. This funding is available for not-for-profit organisations based in the Loddon Shire wanting to deliver projects that directly benefit Loddon Shire residents.

Community grants are available for projects that:

- fulfil a demonstrated community need
- develop or improve upon existing facilities
- fund programs or purchase equipment that will maintain and/or increase opportunities for participation
- funding can also be used as a co-contribution as part of an organisation's financial contribution for an external funding application

4.2.2 Interest-free loans

Council provides interest free loans to community groups for capital improvements to facilities within the Shire. A pool of funds for the program is held in the Interest Free Loan Reserve.

4.2.3 Event promotion scheme

In recognition of the benefit community events provide to the community as a whole, Council provides assistance to community groups organising events held within the Shire. Assistance is provided for the purposes of advertising, promoting or conducting events.

4.2.4 Sport and recreation grants

When Council applies for state or federal government sport and recreation grants on behalf of sporting and recreation groups within the Shire, Council may provide an additional 10% of the value of the grant as the co-contribution, up to a maximum \$20,000 contribution.

4.3 **In-kind support**

4.3.1 Sport and recreation grants

In addition to the financial assistance outlined in Clause 4.2.4 of this policy, Council may apply for state or federal government sport and recreation grants on behalf of sporting and recreation groups in Loddon Shire. This support may also include management and delivery of the project.

4.3.2 Road closures for events

Community organisations holding street events can make an application to Council to have a street closed off for the hosting of an event. Council officers assessing the application will evaluate factors such as:

- does the street require closure
- where detours may need to occur
- whether the applicant meets the conditions of a permit for street closure
- whether the event creates road safety issues.

This process may involve contacting Vic Roads, other government departments and emergency services. Council officers may then provide a permit, which may include conditions.

Council will provide the street signage to be activated for the event. After the event the community organisation is responsible for disassembling the signs and returning them to an agreed drop off location to allow the signage to be collected by Council staff.

4.3.3 Support for waterway events

Community groups can make an application to Council to host an event on a waterway. Council officers will assess applications, and where necessary consult with Transport Safety Victoria and/or Marine Safety Victoria to seek approval on behalf of the community group.

If the application is successful, Council will publicly advertise the waterway closure, and install a notification sign on the waterway to inform of the waterway (river or lake) closure during the event.

4.3.4 Tourism and event promotions

Loddon Shire Council provides event promotion assistance through promotion of events in publications and channels which may include but not limited to:

- Council's website
- Loddon Tourism website
- tourism seasonal campaign materials and newsletters
- social media
- media releases
- Loddon Shire Bulletin (issued quarterly)
- Mayoral Column
- advertisements in tourism and specialist magazines

Council officers prepare written content for the items mentioned above, distribute through media channels and lodge with newspapers, magazines and community newsletters.

4.3.5 Australia Day events

In addition to the financial assistance outlined in Clause 4.1.11 of this policy, Council provides support to community groups hosting Australia Day ceremonies within the Shire. Council has a dedicated support officer to assist Council's Australia Day Committee and local Australia Day host organisations with programming the ceremony and presentation of award winners (as determined by Council's Australia Day Committee). The nine organising committees are identified at Clause 13.11.3 of this policy.

4.3.6 ANZAC Day commemorations

ANZAC Day commemorations are held throughout the Shire. Council provides a wreath for the commemorations and the local Ward Councillor (or a nominated representative) will attend on behalf of the Council. There are nine townships currently holding ANZAC Day commemorations across the Shire:

- Boort
- Bridgewater
- Calivil
- Inglewood
- Korong Vale
- Mologa
- Newbridge/Tarnagulla alternating
- Pyramid Hill
- Wedderburn.

Council officers contact each ANZAC service organising committee on an annual basis to confirm details of the upcoming service so they can be updated on Council's website and promoted through Council's media.

4.3.7 Waste management support

Provision of extra bins

Recreation reserves throughout the Shire have access to a free kerbside waste and recycling collection service. The maximum number of bins offered free of charge is dependent on the sporting season as per Council's Kerbside Waste and Recycling Policy.

Waiving waste management fees

For activities such as clean up days or community group working bees, community groups can make an application for waiver of waste and/or green waste disposal fees at Council waste sites.

For further information and application criteria please refer to the Fee Waiver or Reduction Policy and associated forms. It is preferred that applications via the guidelines in this policy be made prior to an event rather than requesting a waiver retrospectively.

Provision of the waste wise trailer

Council promotes, encourages and administers the use of the waste wise events trailer to organisers holding events in the Shire. The mobile trailer has ten 240 litre mobile garbage bins with red and yellow recycling lids. Event organisers can use the trailer free of charge by booking through Council office in Wedderburn.

All groups wanting to book the trailer will be required to:

- fill in a condition of use agreement form and lodge it with Council
- empty the bins prior to return to Council
- be able to pick up the trailer and associated equipment and return it to Wedderburn Depot during office hours.

4.3.8 Reduction of Food Premises registration fees

Many not for profit organisations sell food and drinks as part of their fundraising activities. In accordance with the Food Act 1984, Council may set discretionary registration fees and inspection fees for food premises. Council provides a reduced registration fee for community groups and organisations.

Fees are charged on a scale depending on the classification. Charities, community groups and not for profits are charged at a lower rate. Fee levels are determined annually and listed in Council's Fees and Charges schedule.

4.3.9 Loddon Shire Business and Community Directories

Business Directory

Council coordinates a free business directory on its website for local businesses within the Shire boundaries. Businesses can add, update or delete their own details, and must commit to maintaining details to ensure currency. Details published include a business description, opening times, and contact and location details.

Community Directory

Council provides a free community directory web page which provides information about local community groups including sporting clubs, welfare organisations, historical societies, cemeteries, service clubs, social groups, religious organisations, schools and community services operating within the municipality. Community groups can add, update or delete their own details, and must commit to maintaining details to ensure currency. Community groups needing support can contact Council's Governance Team for assistance.

4.3.10 Support for Section 65 committees of management

Governance support

Council is responsible for the creation, support, amalgamation, dissolution and disbandment of Section 65 committees. Section 65 committees have governance requirements established under the Local Government Act 2020.

Council officers in the Corporate Directorate assist Section 65 committees to fulfil these governance requirements and their obligations under the relevant instrument of delegation.

Auditing of financial books

Council Committees (established under Section 65 of the Local Government Act 2020 (Vic)) are required to have financial books audited each year. Council provides this service to Section 65 committees at no charge.

4.3.11 Support for our staff who volunteer

Through the Enterprise Agreement, Council supports staff who are engaged in emergency service organisations who actively respond to emergencies. Annually, staff can apply for leave of up to 10 working days (pro-rated for part-time employees). A break of 10 consecutive hours from end of active emergency response duty to resuming normal Council duties is provided for if the emergency service response is four hours or longer.

5 ASSESSMENT FRAMEWORK FOR COMPETITIVE GRANTS

Councillors approve the assessment criteria for the community support programs as detailed in this policy.

The assessment criteria is embedded in the SmartyGrants program, and assessment of all competitive grants is performed administratively by Council officers using the approved criteria.

Councillors are not involved in the assessment process for competitive grants.

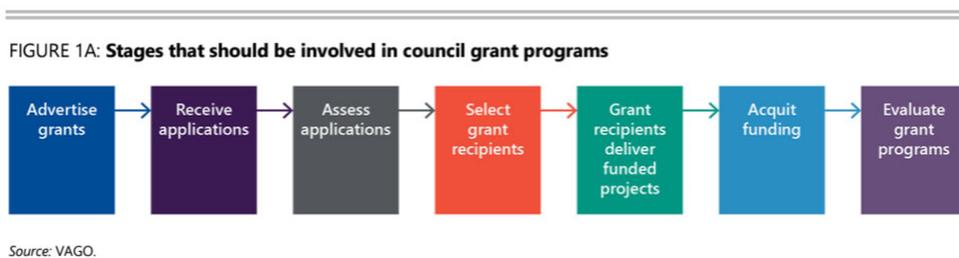
6 ANNUAL BUDGET REVIEW

Council develops and approves an annual budget. During this process the required levels of funding for the as of right allocations and competitive grants outlined in this policy will be reviewed, and where necessary Appendix 1 and Appendix 2 of this policy will be updated.

7 FINANCIAL ALLOCATIONS MANAGED THROUGH SMARTYGRANTS

All community support programs with a financial allocation will be managed through the SmartyGrants program to provide a consistent approach through the lifecycle of the community support program. “SmartyGrants is a hosted grants management application that allows grant makers to receive and manage applications.”²

In the May 2022 Auditor-General Victoria report “Fraud Control over Local Government Grants”³ the stages that should be involved in a Council grant program were identified, as per below:



Application of how each community support program with a financial allocation is applied under the stages are documented in Appendix 1 and Appendix 2 of this policy.

8 MANAGING CONFLICTS OF INTEREST

Using Council’s standard conflict of interest requirements for Councillors and staff, Council will ensure that conflicts of interests are managed appropriately during the assessment of community support programs through conflict of interest declarations in SmartyGrants in accordance with any related policies, the Councillor Code of Conduct and Staff Code of Conduct.

² <https://smartygrants.com.au/about/our-story>, Accessed: 27 March 2023

³ Victorian Auditor-General’s Report, “Fraud Control over Local Government Grants”, May 2022, p11

9 REPORTING

Councillors will be provided with the results of competitive funding rounds and as of right funding allocations routinely throughout the year.

A formal report will be provided to Council annually, following the end of each financial year, detailing the levels of support provided to the various community groups for the previous 12 months.

10 EVALUATION OF COMMUNITY SUPPORT PROGRAMS

It is important to understand the social value returned by the community support programs offered by Council. In order to identify this value and to understand if improvements can be made, an evaluation will be conducted as a component of reviewing this policy.

11 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

12 REVIEW

The Director Community Wellbeing will review this policy for any necessary amendments no later than 4 years after adoption of this current version.

13 APPENDIX 1: AS OF RIGHT COMMUNITY SUPPORT PROGRAMS

13.1 Community planning ward allocations

13.1.1 Lifecycle process

Allocations available	Receive project nominations	Assess nominations	Confirm allocations	Project delivery	Acquittal required
One allocation per year	From 1 July to 30 Sept	1 Oct to 30 Nov	1 Dec to 28 Feb	Varies – depending on project type and prioritisation	Yes – if project delivered by community

13.1.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Boort Ward contribution	\$50,000
Inglewood Ward contribution	\$50,000
Tarnagulla Ward contribution	\$50,000
Terrick Ward contribution	\$50,000
Wedderburn Ward contribution	\$50,000

The Community Planning allocation is not indexed annually.

13.1.3 Assessment criteria

Community planning committees will be invited to submit their priority projects annually.

Specific details
<ul style="list-style-type: none"> The applicant has been formally recognised by Council as the local community planning committee, OR the applicant has been provided with endorsement from the local community planning committee. To be formally recognised, groups must: <ul style="list-style-type: none"> be incorporated have community planning detailed in their constitution's purpose have a membership structure that allows wider community participation have a Council resolution passed recognising them as the community planning committee.
<ul style="list-style-type: none"> Nominated projects that have been identified in the current community plan will receive a higher prioritisation rating.
<ul style="list-style-type: none"> The project provides wider community benefit.

13.1.4 Assessment process

Specific details
<ul style="list-style-type: none"> • Council officers will assess each project to determine Council's role which could include: not supported, advocacy, partnership, responsible for delivery (business as usual) and will determine an estimate of cost.
<ul style="list-style-type: none"> • The project prioritisation matrix will be used to determine priority where the submitted project costs exceeds available funding.

13.1.5 Specific requirements

- At the end of each financial year, all unspent funds are captured in the Community Planning Reserve in accordance with the Financial Reserves Policy.

13.2 Public Halls and recreation reserves funding

13.2.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Ongoing from 1 July annually	Monthly	Monthly	N/A	Yes – prior to allocation

13.2.2 Allocation categories

The following categories exist:

1	Playgrounds	No allocation
2A	Hall – major facility in a highly populated area	Base allocation
2B	Hall - main facility in a medium populated area	Base allocation
2C	Hall - main facility in a low populated area OR secondary facility	Base allocation
2D	Indoor sports stadium	Base allocation
3	Paddock	No allocation
4	Unused recreational reserve	No allocation
5	Passive recreation/public open space	No allocation
6A	Main active reserve – major facility in a highly populated area	Base allocation, plus per activity funding
6B	Main active reserve – major facility in a medium populated area	Base allocation, plus per activity funding
7	Active reserve	Base allocation
8	Memorial area	No allocation

13.2.3 Facility classification

2A	Boort Memorial Hall
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2A	Inglewood Public Hall
2A	Pyramid Hill Memorial Hall
2A	Wedderburn Public Hall
2A	Newbridge Public Hall (by exception)

2B	Bridgewater Public Hall
2B	Calivil Hall
2B	Dingee Memorial Hall
2B	Eddington Public Hall
2B	Korong Vale Public Hall
2B	Laanecoorie Public Hall
2B	Mitiamo Public Hall (East Loddon Historical Society)
2B	Serpentine Public Hall
2B	Tarnagulla Public Hall

2C	Arnold Public Hall
2C	Boort RSL Hall
2C	Campbells Forest Public Hall
2C	Derby Public Hall
2C	Durham Ox Hall
2C	East Loddon Community Centre
2C	East Loddon Scout Hall
2C	Fenton's Creek Hall
2C	James Boyle Hall - Boort
2C	Jarklin Public Hall
2C	Kingower Development & Tourism Inc Hall (by exception)
2C	Powlett Hall
2C	Pyramid Hill C.E.R.T. Hall
2C	Rheola Hall
2C	Woodstock Public Hall
2C	Yando Public Hall
2C	Yarrowalla Community Centre

2D	Boort Community Centre
2D	East Loddon Sports Centre
2D	Pyramid Hill Indoor Sports Centre
2D	Wedderburn Indoor Stadium

6A	Boort Park
6A	Donaldson Park - Wedderburn
6A	Inglewood Sports Centre
6A	Mitchell Park – Pyramid Hill

6B	Boort Aerodrome
6B	Bridgewater Recreation Reserve
6B	Calivil Recreation Reserve
6B	Korong Vale Community Recreation Reserve
6B	Mitiamo Recreation Reserve
6B	Newbridge Recreation Reserve
6B	Serpentine Recreation Reserve

7	Arnold Recreation Reserve
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7	Bears Lagoon Tennis Club & Recreation Reserve
7	Boort Bowling Club
7	Boort Croquet Club
7	Boort Angling Club
7	Boort Ski Club
7	Boort Tennis Courts
7	Bridgewater Bowling Club
7	Bridgewater Golf Course
7	Dingee Bowling Club
7	Dingee Recreation Reserve
7	Dingee Tennis Courts
7	Eddington Golf Course
7	Inglewood Riding Club
7	Inglewood Bowling Club
7	Inglewood Golf Course
7	Kingower Recreation Reserve
7	Korong Vale Golf Course
7	Mitiamo Golf Course
7	Pyramid Hill Fire Brigade running track
7	Pyramid Hill Golf Course
7	Pyramid Hill Quarter Horse Club
7	Pyramid Hill Tennis Courts
7	Rheola Memorial Reserve
7	Serpentine Bowling Club
7	Serpentine Tennis Courts
7	Tarnagulla Golf Course
7	Tarnagulla Recreation Reserve
7	Wedderburn Gold Course
7	Wedderburn Market Square
7	Woodstock Recreation Reserve
7	Yarrawalla Recreation Reserve

13.2.4 Financial allocation

	Specific details	Annual Allocation (as at 2022/23)
1	Playgrounds	Nil
2A	Hall – major facility in a highly populated area – base allocation	\$2,606
2B	Hall - main facility in a medium populated area – base allocation	\$1,106
2C	Hall - main facility in a low populated area OR secondary facility – base allocation	\$537
2D	Indoor sports stadium	\$2,606
3	Paddock	Nil
4	Unused recreational reserve	Nil
5	Passive recreation/public open space	Nil

6A	Main active reserve – major facility in a highly populated area – base allocation	\$3,475
6A	Main active reserve – major facility in a highly populated area – per activity funding	\$1,390
6B	Main active reserve – major facility in a medium populated area – base allocation	\$1,737
6B	Main active reserve – major facility in a medium populated area – per activity funding	\$872
7	Active reserve	\$537
8	Memorial area	Nil

The halls and recreation reserves allocation is indexed annually at CPI (Melbourne CPI increase for the June Qtr of the previous year to the June Qtr of the current year.)

13.2.5 Assessment criteria

Specific details
<ul style="list-style-type: none"> The facility is operational.
<ul style="list-style-type: none"> If the facility is in the category “Main active reserve” the number of current competition/event based activities undertaken must be detailed.
<ul style="list-style-type: none"> The group must confirm that the funds allocated in the previous financial year were spent on the specified activity.

13.2.6 Specific requirements

- Allocations are provided after each identified recipient completes the application/acquittal and the criteria as detailed in Clause 13.2.4 is assessed.
- Allocation applications will be assessed and processed monthly as received.

13.3 Major active recreation reserves water subsidy

13.3.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Ongoing from 1 July annually	Monthly	Monthly	N/A	Yes – prior to allocation

13.3.2 Eligible reserves

Boort Park
Bridgewater Recreation Reserve
Calivil Recreation Reserve
Donaldson Park, Wedderburn
Inglewood Sports Centre
Mitiamo Recreation Reserve
Mitchell Park, Pyramid Hill

Newbridge Recreation Reserve
Serpentine Recreation Reserve

13.3.3 Financial allocation

Specific details	Annual budget (as at 2022/23)
<ul style="list-style-type: none"> Total program budget – subject to rebate application 	\$25,000

The reserves water subsidy is indexed annually at the standard indexation applied in the budget preparation process.

13.3.4 Assessment/acquittal criteria

Specific details
<ul style="list-style-type: none"> The reserve is still active/operational Copies of invoices from the water authority must be provided to determine allocation amount

13.3.5 Specific requirements

- A maximum of 12 megalitres (ML) of non-potable water is available to be rebated annually at each reserve.
- Cost of annual service fees and charges associated with the supply of water to recreation reserves, namely: annual service fees / meter charges, service point fees and water access fees are rebated in full.
- The water subsidy excludes all costs associated with the pumping, distribution and onsite storage of water.
- Boort Park and Mitiamo Recreation Reserve have a pre-existing arrangements in place that currently supports the provision of non-potable water to their recreation reserves that shall be preserved.
- Allocation applications will be assessed and processed monthly as received.

13.4 Recreation waterway maintenance allocation

13.4.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Ongoing from 1 July annually	Monthly as received	Monthly	N/A	Yes – prior to allocation

13.4.2 Allocation categories

The following categories exist:

1	Water weed management
2	Ski zone maintenance
3	Retaining wall maintenance
4	Waterway edge repairs

5	Boardwalk maintenance
6	Flushing channel maintenance
7	Outfall pump maintenance
8	BBQ and shelter maintenance
9	Signage relating to waterway

A notional \$2,000 per eligible category is applied to determine the total allocation available. The recreation waterway allocation is not indexed annually.

13.4.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> The facility is operational and the committee of management agreement is current.
<ul style="list-style-type: none"> The facility advises the activities undertaken to determine allocation amount OR as identified in management agreement.
<ul style="list-style-type: none"> The group must confirm that the funds allocated in the previous financial year were spent on the specified activity or have been retained for a future identified project.

13.4.4 Specific requirements

- Allocations are provided after each identified recipient completes the application/acquittal and the criteria as detailed in Clause 13.4.3 is assessed.
- Allocation applications will be assessed and processed as received.
- Council retains responsibility for capital expenditure, weed boat maintenance and fuel, and rural water fees.
- The allocation categories provide the basis for the allocation amount to be provided to the committee of management. The funds will operate as a global budget, and are able to be spent across the eligible categories as required.

13.5 Major recreation reserve oval mower replacement

13.5.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per reserve per 10 years	Ongoing from 1 July annually	As received	Six weeks after complete application received	By organisation	Yes

13.5.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Total program budget available	\$35,000

The oval mower replacement allocation is not indexed annually. An increase to this base rate may be approved by Council where the market dictates.

13.5.3 Mower distribution

Specific details	Year of allocation
Calivil Recreation Reserve	2013/2014
Mitchell Park, Pyramid Hill	2013/2014
Bridgewater Recreation Reserve	2014/2015
Mitiamo Recreation Reserve	2014/2015
Donaldson Park, Wedderburn	2015/2016
Inglewood Sports Centre	2015/2016
Newbridge Recreation Reserve	2019/2020
Serpentine Recreation Reserve	2020/2021
Boort Park	2021/2022

13.5.4 Assessment criteria

Specific details
<ul style="list-style-type: none"> Has the committee received this allocation within the past 10 years (or is the committee applying for an exemption from this policy)?
<ul style="list-style-type: none"> If applying for an exemption, the committee must state why it is applying for an exemption.
<ul style="list-style-type: none"> Committee to provide the make and model of the preferred mower being funded by this allocation.
<ul style="list-style-type: none"> Committee to provide proof of net cost of the preferred mower, including any applicable GST.
<ul style="list-style-type: none"> Committee has confirmed they will take on responsibility for all ongoing maintenance and repair costs of the mower being purchased.
<ul style="list-style-type: none"> Is the committee registered for GST?
<ul style="list-style-type: none"> Is there an outstanding acquittal?

13.5.5 Specific requirements

- A maximum of two mowers will be replaced in any financial year subject to the assessment process.
- The rebate will be paid on the GST exclusive component of the new mower if the committee is registered for GST.
- Should the relevant committee sell the old mower separately from the purchase transaction, the proceeds can be maintained by the relevant committee to support operating activities.
- Outstanding acquittals relating to this program will deem the organisation ineligible to receive future funding.

13.6 Community newsletters

13.6.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Ongoing from 1 July annually	Monthly	Monthly	By organisation	Yes – prior to allocation

13.6.2 Financial allocation

Annual allocation is based on annual distribution as follows:

Annual distribution	Annual funding
1-1000	\$500
1001-2000	\$1,000
2001-3000	\$1,500
3001-4000	\$2,000
4001-5000	\$2,500
5001-6000	\$3,000
Over 6000	\$3,500

Specific details	Annual budget (as at 2022/23)
<ul style="list-style-type: none"> Total program budget – subject to application 	\$20,000

The community newsletter allocation is not indexed annually.

Specific details	Annual Allocation (as at 2022/23)
About Boort	\$3,000
Over the Fence, Campbells Forest	\$500
East Loddon Community News	\$3,500
Korong Community Newsletter, Inglewood	\$3,500
Pyramid Hill Press	\$3,500
Scoop and Scuttlebutt, Wedderburn	\$3,500

13.6.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> Does the group produce and distribute a local community newsletter?
<ul style="list-style-type: none"> Does the group have not-for-profit status?
<ul style="list-style-type: none"> The group must provide details of its primary distribution zone, not including those areas which cross into another community newsletter primary distribution zone.
<ul style="list-style-type: none"> The group must provide distribution rates for the primary distribution zone to allow funding allocations to be calculated for the next financial year.

Specific details
<ul style="list-style-type: none"> The group must provide confirmation of agreement to include Council's Mayoral Column and other media releases (as relevant) in the newsletter.
<ul style="list-style-type: none"> The group must confirm that the funds allocated in the previous financial year were spent on the specified activity.

13.6.4 Specific requirements

- Allocation applications will be assessed and processed monthly as received.
- Any unallocated community newsletter funds are added to the amount available for the Community Grants program.

13.7 Development, progress, tourism, community plan committee administration allocation

13.7.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Ongoing from 1 July annually	Monthly	Monthly	N/A	Yes – prior to allocation

13.7.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Small community allocation – administration	\$200
Small community allocation – insurance	\$1,050
Large community allocation – administration	\$500
Large community allocation – insurance	\$1,050

The committee administration allocation is indexed annually at the standard indexation rate applied in the budget preparation process.

13.7.3 Eligible groups

Specific details	Allocation type
Boort Tourism & Development	Large
Bridgewater on Loddon Development	Large
Inglewood Development & Tourism Committee	Large
Pyramid Hill Progress Association	Large
Wedderburn Development Association	Large
Southern Loddon Tourism Inc	Large
Wedderburn Tourism Inc	Large
Calivil Recreation Reserve COM	Small
Campbells Forest & District Community Action Planning Group	Small
Dingee Progress Association	Small
Eddington Community Planning Group	Small
Kingower Development & Tourism Inc	Small

Specific details	Allocation type
Korong Vale Community Planning Group	Small
Laanecoorie Community Planning Committee	Small
Mitiamo Progress Association	Small
Newbridge, Arnold, Llanelly Community Planning Committee	Small
Serpentine Community Planning Group	Small
Tarnagulla Community Planning Group	Small
Yarrowalla Community Centre	Small

13.7.4 Assessment criteria

Specific details
<ul style="list-style-type: none"> The group is still operational
<ul style="list-style-type: none"> The group is currently incorporated
<ul style="list-style-type: none"> The group has a current insurance policy providing cover for: <ul style="list-style-type: none"> associations and officials public liability
<ul style="list-style-type: none"> Groups with community planning as its sole function have been formally recognised by Council
<ul style="list-style-type: none"> The group has completed an acquittal for the previous years' allocation

13.7.5 Specific requirements

- Where community groups undertake more than one of these function (as per the heading) they are eligible for only one allocation.
- The allocations are restricted to the eligible groups listed. Additional groups may be added on approval of Council.

13.8 School Scholarships

13.8.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	From 1 October to 31 October	From 1 November	Payment is made in November	Awards nights are held in December	Not applicable

13.8.2 Financial allocation

Program	Specific details	Annual Allocation (as at 2022/23)
Secondary	Boort District P12 School	\$500
	East Loddon P12 College	\$500
	Pyramid Hill P10 College	\$500
	Wedderburn P12 College	\$500

Primary School annual allocations to commence from 2023/24 financial year

Primary	Boort District P12 School	\$100
	Bridgewater-on-Loddon Primary School	\$100
	East Loddon 12 College	\$100
	Inglewood Primary School	\$100
	Pyramid Hill P10 College	\$100
	St. Mary's Primary School, Inglewood	\$100
	St. Patricks Primary School, Pyramid Hill	\$100
	Tarnagulla Primary School	\$100
	Wedderburn P12 College	\$100

The school scholarships are not indexed annually.

13.8.3 Assessment criteria

Specific details
1. School confirms awards nights will be held in the calendar year.

13.8.4 Specific requirements

- Scholarships are allocated to students at the discretion of the schools.

13.9 LEAD Loddon Murray Community Leadership Program

13.9.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Receive recommendation from LMCLP	Assess advice from LMCLP	Endorse Advice from LMCLP	Grant recipient completes LEAD LMCLP	Council Report provided by recipient

13.9.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
LEAD Loddon Murray Community Leadership Program	\$7,700 GST inclusive (unless otherwise advised by LEAD LMCLP)

The leadership program allocation is not indexed annually.

13.9.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> Candidate is a Loddon Shire resident.

13.9.4 Specific requirements

- Acceptance of the recommendation by LEAD Loddon Murray Community Leadership staff is by endorsement of Council’s Chief Executive Officer.

13.10 Sponsorships and donations

13.10.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
As approved by CEO in consultation with relevant staff and the Mayor, until available funds exhausted	Ongoing from 1 July	As received	As received	Upon payment	After event/activity

13.10.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Total program budget – subject to application	\$20,000

The sponsorship and donations budget is not indexed annually.

13.10.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> • The group seeking support must be a not-for-profit community group • The activity being funded must be in support of Loddon Shire residents • The relevant group must be able to demonstrate the benefit that will be derived for the Loddon Shire community. e.g. economic, visitation increase, social connections • The activity cannot be funded through another source identified in the Community Support Policy

13.10.4 Specific requirements

- Allocations are subject to the available pool remaining in the annual budget.
- Applications are submitted in writing to the Chief Executive Officer, and must address the assessment criteria.
- Approved sponsorships/donations will be administered using Council’s Smarty Grants program.

13.11 Australia Day costs

13.11.1 Lifecycle process

Allocations available	Receive applications	Assess applications	Confirm allocations	Project delivery	Acquittal required
One allocation per year	Open from 1 February annually	As received: prior to 30 June annually	As received: prior to 30 June annually	Payment is made in arrears	Payment is made in arrears

13.11.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Rebate up to \$300 maximum per event	\$2,700

The Australia Day events budget is not indexed annually.

13.11.3 Host groups

- Arnold Hall alternating with Tarnagulla Primary School/Community Centre
- Boort Amity Club
- Bridgewater on Loddon Development Committee (BOLD)
- Eddington Community Centre
- Inglewood Lions Club
- East Loddon Lions Club
- Newbridge Country Women's Association (CWA)
- Pyramid Hill Lions Club
- Wedderburn Lions Club

13.11.4 Assessment criteria

Specific details
1. The committee must provide receipts outlining the amount sought up to \$300.

13.11.5 Specific requirements

- Nil

14 APPENDIX 2: COMPETITIVE COMMUNITY SUPPORT PROGRAMS

14.1 Community grants

14.1.1 Lifecycle process

Advertise grants	Receive applications	Assess applications	Select grant recipients	Grant recipients deliver funded projects	Acquit funding
Ongoing	Ongoing from 1 July annually	From: 31 Aug 30 Nov 28/29 Feb 31 May	By: 30 Sept 31 Dec 31 Mar 30 Jun	Within one year of grant being notified	Within one year of grant being notified

14.1.2 Financial allocation

Specific details	Annual Allocation (as at 2022/23)
Maximum grant per application \$10,000 on a 2:1 basis	\$180,000

The annual budget allocation will be shared equally across each funding cycle within the financial year. Allocations are subject to the available pool remaining in the annual budget.

Any unallocated Community Newsletter funding will be added to the amount available for the Community Grants Program.

The community grants budget is not indexed annually.

14.1.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> The relevant group is a not-for-profit organisation/group and is not a private enterprise or private individuals The organisation has public liability insurance (min \$20M) The project is taking place within (or for the benefit of) the Loddon Shire municipality There is no outstanding acquittal from a previous community grant round The project has not commenced, and is not due to commence prior to assessment and notification of grant The project can be completed within 12 months from the date of receiving the funding The activity does not duplicate other local service responses (unless it can be demonstrated it meets an unmet community need) The project is not on public owned or managed land (public open space) The project is not supporting administrative costs, such as wages, rent, insurance, utility costs The project is not for ongoing maintenance costs The project is not designed to promote political or religious or spiritual ideals The project is not considered to be the sole responsibility of another authority Applicant can demonstrate ability to meet financial commitment to the project. Quotes have been provided Written endorsement to undertake works from the land manager has been included (if required)

Specific details
• Does the project meet a community need
• The project increases or supports opportunities for participation
• The project can demonstrate alignment to an existing plan or strategy such as a community plan, facility master plan and/or Council plan
• The project incorporates environmentally sustainable measures
• The project incorporates economically sustainable measures
• The project improves safety in the community
• The funding ratio (2:1) has not been exceeded
• The in-kind component of the funding ratio has not been exceeded
• The total funding requested has not exceeded the available amount

14.1.4 Specific requirements

- Applications to the community grants program can be received at any time, with assessment and approval rounds conducted on a minimum quarterly basis.
- Council officers can undertake additional assessment rounds at their discretion.
- Incomplete applications will not be considered.
- Where the program is oversubscribed in the relevant quarter, applications will be prioritised against the eligibility criteria. Eligible, but lower priority ranked applications will be carried forward automatically into the next quarter.
- Unsuccessful applications will be carried forward three times, before being deemed ineligible and a new application required.
- Where applicable, applicants must include written endorsement to undertake works from the land manager.
- Where applicable, applicants must indicate what planning, building or other permits are required to undertake the project and demonstrate steps already undertaken to obtain these approvals.
- The cost of planning and building permits must be included in the project's budget.
- Where project assessment scores are equal, and additional prioritisation of projects is required, the applications demonstrating a higher cash/in-kind contribution will receive a higher priority.
- Successful applicants will be required to enter into a formal agreement prior to receiving any funds.
- The grant must be fully expended as per the project scope and budget, including the organisations contribution. Any unspent grant funds are to be repaid to Council.
- The grant must be acquitted within 12 months of funding notification.
- If a grant is not acquitted within the 12-month period Council will require in writing the reason as to why the project is not complete. Failure to notify or acquit the project will impact the consideration of future applications or may involve repayment of grant to Council.
- For further information refer to the Community Grant Guidelines on Council's website: <https://www.loddon.vic.gov.au/For-residents/Community-support/Council-grants>

14.2 Interest free loans

14.2.1 Lifecycle process

Advertise grants	Receive applications	Assess applications	Select grant recipients	Grant recipients deliver funded projects	Acquit funding
Ongoing	Ongoing	As received	As received	Upon payment	Upon delivery of project

14.2.2 Financial allocation

Specific details	Current annual allocation
Total pool provided for, as per Interest Free Loan Reserve	\$100,000

The interest free loans budget is not indexed annually.

14.2.3 Assessment criteria

Specific details
<ul style="list-style-type: none"> • Applicant must outline the project including total cost. • Applicant must provide all intended sources of funding. • Applicant must provide preferred period of repayment (one to five years). • Applicant must be able to demonstrate ability to repay the loan. • Applicant must be able to demonstrate level of community benefit. • Applicant must supply a list of guarantors who will be called upon for repayment of the loan if the applicant defaults.

14.2.4 Specific requirements

- As loans are provided to community groups the total available pool will reduce and will be replenished when annual payments occur.
- The total available pool cannot be oversubscribed.
- Loans must be repaid in full within 5 years.
- The reserve must have sufficient funds for the loan amount to be paid to applicant.

14.3 Event promotion scheme

14.3.1 Lifecycle process

Advertise grants	Receive applications	Assess applications	Select grant recipients	Grant recipients deliver funded projects	Acquit funding
One application per event	Ongoing from 1 July annually	As received	As received	Upon payment	Yes

14.3.2 Financial allocation

Specific details	2022/23 allocation Actual
Total program budget – subject to application	\$25,000

The event promotion scheme budget is not indexed annually.

14.3.3 Event classification

Specific details	Amount available
Major events: for events of regional or state significance, such as state sporting events and major festivals that attract a significant number of visitors from outside the municipality	\$1,000
Minor events: for events of local significance, such as annual sporting tournaments or local community festivals.	\$400

14.3.4 Assessment criteria

Specific details
<ul style="list-style-type: none"> • Applicant must describe how the event will provide important community development opportunities and/or attract a significant number of visitors (including competitors, participants, officials and families).
<ul style="list-style-type: none"> • Applications must be submitted no less than 30 days prior to the date of the event.
<ul style="list-style-type: none"> • Applications will not be considered for events that promote religious or political ideals.
<ul style="list-style-type: none"> • Applicants must commit to displaying Council's banner at the major venue for the duration of the event.
<ul style="list-style-type: none"> • Applicants must commit to acknowledging Council's assistance in all printed programs, media and promotional material.
<ul style="list-style-type: none"> • Applicants must provide Council with permission to use any photographs or promotional materials associated with the event.
<ul style="list-style-type: none"> • Applicants must commit to spending funds allocated by Council on advertising, promoting or conducting the event.

14.3.5 Specific requirements

Nil