

CS 6 – Service Agreements for Community Service Providers

1 Objectives

The objectives of Service Agreements aim to:

- Provide the Service Agreement recipients with more longer-term security, enabling the group to forward plan and implement longer-term security and service to the groups recipients.
- Encourage, promote and support community services.
- Encourage community groups to forward plan their services, which will promote the stability of these services to the Shire.
- Reduce the time required by organisations to prepare submissions. Many of these organisations are managed and supported by volunteers. This time which has in the past been spent on producing a yearly detailed submission could be imputed into more community service work provided by that group.
- Streamline the Council budget process.
- Separate on-going operational activities from one-off activities or capital purchases. (It is recommended that groups applying for Service Agreements could also apply for one-off grants through the budget process).

The purpose of Service Agreements is to fund on-going operational activities, rather than one-off activities or capital purchases. This policy aims to clearly separate these one-off grants with Service Agreements.

2 Policy

2.1 Selection Criteria for Applying for Service Agreement

A group, organisation or individual providing an on-going service to the community at little or no profit.

2.2 Requirements to be Eligible for a Service Agreement

A Service Agreement request may be for operational on-going costs only. One-off capital items or projects may be applied for through the annual Community Grants process.

The project or program must be started within 12 months of the grant award.

Grant funds may be used for staff salaries, and contract services.

Service Agreement applications must answer all questions, and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.

Service Agreements will be in place for 3 years unless otherwise decided by Council.

Closing date for new Service Agreement applications is the last Friday in March annually. Late applications can be accepted by a resolution of Council.

Grant applicants can be community or sporting groups, or Commercial ventures provided 100% of any grant funds provided by the Shire are for the purpose stated in the Service Agreement application.

A business plan, budget or detailed explanation of income and expenditure is required.

Provide a financial report with the Service Agreement application.

The Shire of Bridgetown-Greenbushes will determine terms of payment for Service Agreements.

Successful Service Agreement providers must provide the CEO, by 31 January each year, an interim acquittal, with written detail on services progressed via the service agreement funds.

Council may request to check the Financial Records of funded groups and organisations, eg. Cash Books and Bank Statements.

Council may use the project/program information provided by funded groups/organisations for promotional and networking purposes.

All funded groups/organisations will be required to enter into a formal agreement with the Shire of Bridgetown-Greenbushes before receiving funding regarding the Monitoring, Evaluation and Accountability and other conditions of the grant.

All funded groups/organisations will be required to acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material.

It is essential that any change of office bearers, telephone numbers and postal address be notified immediately.

Payments of funds may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

Funds will not be provided for activities that are the primary responsibility of other funding agencies.

Application to explicitly detail what the group/organisation/individual provides to the community, and how the service agreement will improve services to the Shire. Provide a financial report with the service agreement application.

Funds are not to be expended on capital or “one-off” projects.

Applicants for a Service Agreement may also apply for grants for “one-off” or capital items through the annual community grants process.

3 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
Regulation	N/A
Local Law	N/A
Shire Policies	CR 3 – Community Engagement – Consultation Policy FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions FM 9 – Self Supporting Loans to Shire Community Sporting Groups
Related Documents	N/A

Related Procedure	N/A
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4 Administration

Original Adoption Date	27 November 2003
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