

Special Rate Funding Agreements – Overview of Core Principles

Entities endorsed by Council to receive Special Rate funds will enter into Special Rate Funding Agreements with Council. The Agreements will set out minimum standards of corporate governance and management, and member engagement, as appropriate to third party entities expending public monies. This will be balanced with appropriate autonomy and oversight.

The release of Special Rate funding instalments will be subject to adherence to the Agreement terms.

Actual or potential non-compliance with the terms of the Agreements may result in Council withholding funds or terminating the Agreements.

Appointed entities will need to uphold minimum standards as outlined below:

1. Governance

- Be and remain incorporated and compliant with the *Associations Incorporation Reform Act 2012*, and any other relevant legislation.
- Adopt and follow policies and procedures that are fit for purpose and consistent, to the extent necessary, with the *Local Government Act 1989* and *Local Government Act 2020*. These include a Procurement Policy and Conflict of Interest Policy.¹
- Ensure committees operate in a legal, ethical, professional, and transparent manner, including achieving quorum, keeping appropriate records, and having records available to members and Council to review upon request.
- Maintain the voluntary status of the board or committee. Stipends or remuneration paid to committee members are not permitted.
- Provide evidence to Council that committee members are eligible to be appointed and suitably qualified. Committee members and entity employees will be available to attend compulsory governance training².
- Adhere to a Code of Conduct that sets out minimum standards of courtesy, professionalism, and cooperation with internal and external stakeholders, including Councillors and Council Officers.

2. Financial management

- Maintain high standards of financial management, including adopting policies and procedures consistent with expending public monies.
- Ensure high standards of record keeping and administration, including dual sign-offs and approvals, retention of contracts, receipts and bank statements, and prohibiting any use of Special Rate monies for personal expenses.
- Will not spend funds on activities either outside the Declared Purpose (eg. purchasing infrastructure to be installed on public land) or prohibited by the Declared Purpose (eg. Lobbying, legal fees, investing, used for members personal interests).

¹ Templates will be provided by Council.

² To be organised by Council and paid for with Special Rate funds.

3. Reporting

- Produce and submit:
 1. A four-year Business Plan.
 2. Annual Action Plans, due in June each year, including annual budget, key measures of outcomes or performance (KPIs) and proposed Declared Purpose activities.
 3. An Annual Report due in August each year, including end of year financials and achievement of KPIs.
- Present once per year at a Council Meeting in June, at which the Annual Action Plan will be presented and the achievement of the year's KPIs reviewed.
- Complete 6-monthly acquittal forms in June and December each year³, including all relevant Financial Statements, prior to a Special Rate funding instalment being released.

4. Member/Special Rate payers' engagement

- Maintain a compliant membership register per the *Associations Incorporation Reform Act 2012*.
- Ensure that all Special Rate payers are eligible to become Association members.
- Demonstrate that Special Rate payers (regardless of membership status) are engaged, represented, and have equal access to all Special Rate funded activities delivered.
- Demonstrate biannually via survey, via the annual presentation to Council, that the majority of Special Rate payers within the defined precinct boundary indicate that they believe they are receiving special benefit (value) for their Special Rate contribution.

³ Template provided by Council.