

## Community Affairs Resourcing and Management Agreement Policy

### Purpose

The purpose of this policy is to confirm the Outback Community Authority's (the Authority's) commitment to the provision of efficient and accountable administration and management of outback communities<sup>1</sup>.

This Policy establishes a framework and guidelines for the allocation of financial resources to support the development, growth, and well-being of outback communities. Its objective is to address the unique needs and challenges faced by these remote and sparsely populated regions, supporting effective and efficient use of available funds through Community Affairs Resourcing and Management (CARM) Agreements.

CARM Agreements provide the ability for an incorporated body representing its outback community to identify the needs of their respective townships and wider areas, prioritise accordingly and perform under the agreed provisions of the CARM Agreement.

This policy aims to support:

- the appropriate administration and authorisation of Community Affairs Resourcing and Management Agreements (CARMs) in accordance with the *Outback Communities (Administration and Management) Act 2009 (the Act)*
- transparency, consistency, fairness, and equity in the provision of CARM Agreements to outback communities
- funds being used for their intended purposes
- requirements are met in accordance with this policy and the associated Community Affairs Resourcing and Management Agreement Guidelines (**the guidelines**) and
- the provision of accurate documentation within required timeframes.

This policy is to be read in conjunction with the associated Community Affairs Resourcing and Management Agreement Guidelines which outline details of criteria and obligations of all parties.

### Policy Statement

The Authority is committed to performing the functions and objectives intended by **the Act**.

CARM Agreements with the Authority and an incorporated outback community body must meet the requirements of **the Act**, relating to any or all of the following:

- the financial and other support to be provided by the Authority

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<sup>1</sup> Outback Communities (Administration and Management) Act 2009 s4(a)

- the provision of public services and facilities by community organisations and the governance of those organisations
- the participation of community organisations in an insurance scheme arranged by the Authority
- procedures to be followed by community organisations claiming reimbursements from the Authority
- the authorisation of community contributions for a specified purpose
- any other matter related to the management and administration of an outback community.

A CARM Agreement is intended to facilitate both short and long-term planning for all stakeholders by providing clarity and predictability. It works around funding cycles and promotes consideration of budgets to support a consistent and sustainable flow of resources for community initiatives.

This policy outlines the principles and criteria for allocating resources through CARM Agreements in a manner that ensures consistency, fairness, and equality among outback communities. It helps ensure funds are distributed based on required criteria and objective factors such as community needs, population size, geographical and environmental considerations, and other relevant factors.

## Guidelines

Community Affairs Resourcing and Management Agreement Guidelines (the guidelines) for the application, evaluation and reporting processes have been established to ensure applications are treated fairly, equally and with consistency. These guidelines assist in maintaining transparency, responsible use of public funds and support the building of trust between the Authority and the communities it services. They outline documentation required for CARM Agreements, the evaluation criteria that will be applied, and the reporting obligations for recipients of funding.

## Community Engagement

The Authority supports and encourages community engagement by involving community members in submissions of a CARM request. Community engagement fosters a sense of ownership and empowerment to the community and enables CARM Agreements to align with each community's unique needs and aspirations.

## Challenges

The Authority recognises the unique challenges faced by outback communities when presenting requests through a CARM Agreement including (but not limited to):

- logistical challenges
- internet connectivity

- administrative support
- gathering stakeholder input
- cost estimates, timelines and supporting documentation
- developing proposals that align with the community's needs and goals; and
- possible limited experience and capacity in navigating the funding application process.

The Authority will provide guidance and assistance to all applicants through the provision of a dedicated Community Development Officer (CDO).

## Insurance

Relevant Insurances may be arranged by the Authority through Local Government Risk Services (LGRS).

OCA will pay Local Government Risk Services and forward an invoice for 50% of the total amount to the relevant community group for reimbursement.

## Community Contribution Schemes

The Authority commits to supporting those communities willing to participate in a Community Contribution Scheme (CCS). When communities participate in a CCS they share the responsibility of addressing their own needs and this collaborative approach encourages a sense of pride and ownership.

Communities demonstrating their commitment to progress and promote a sustainable future fosters a stronger partnership between the Authority and these communities.

## CARM Agreement Principles

Funding allocations will be contingent on the Authority's budget planning and resource allocation.

An overview of the principles of CARM funding allocations include:

- Incorporated Community Groups (who represent their community) only may apply. Incorporated sporting organisations are not eligible for a CARM.
- When considering the allocation of funding, assessment will be made against the prescribed criteria as set out in the CARM Agreement Guidelines. *Note:* Priority will be given to those services needed for respective communities to function with a reasonable level of livability.
- The Authority will communicate with eligible incorporated associations a minimum of three (3) months prior to its closing date to inform them about the CARM Agreement process and encourage them to apply.

Completed applications must be lodged by the deadline date of each funding cycle.

- It is members' responsibility to notify the Authority of any assistance required to complete the proposed CARM Agreement budget no later than four (4) weeks before the funding cycle closing date deadline.
- No late or retrospective submissions will be accepted unless a written request is provided to the Director, Office for the Outback Communities Authority a minimum of two (2) months prior to the end date of the CARM Agreement.
- Extensions cannot be granted for lapsed CARM Agreements.
- Examples of eligible and ineligible activities are provided in the CARM Agreement Guidelines.
- Sponsorships are not included in a CARM Agreement and are covered under the Sponsorship Policy.
- Funding for infrastructure projects is not included in a CARM Agreement. These are covered under the Project Support Funding Policy.

### Reporting Responsibilities

Each incorporated body who has entered a CARM Agreement must provide independently verified financial statements by 31<sup>st</sup> December each year to qualify for funding in the following year. If independently verified financial statements are not provided within the required timeframe, funding will be reduced by 50% for the ensuing year.

Should the incorporated association have an annual turnover of \$500,000 or more, audited financial statements must be provided by the due date.

Independently reviewed financial statements provided after the deadline date will not ensure qualification of funding for the ensuing year.

Prior to full payment being made, a constitutional meeting of the incorporated association will be held and evidence provided to the Authority in the form of minutes that the CARM Agreement was discussed, supported and executed by the association. Such minutes are to be provided to the Authority within six (6) weeks of the execution of a CARM Agreement.

Full payment of completed CARM Agreements will be made into a nominated bank account within six (6) weeks of the Authority's receipt of the minutes.

Authority staff will review the status of each CARM Agreement annually and report to the Board.

### Delegations

The Director, Office for the Outback Communities Authority is delegated (s13(1)(a) of the Act), by the Authority to

- assess and enter a CARM Agreement with an incorporated body representing an outback community (s17(1) of the Act) in accordance with the Policy and Guidelines.

Approval of this Policy, or any significant changes are not delegated and must be approved by the Authority.

### Evaluation and Review

This Policy will be reviewed by OCA administration in accordance with the Policy Review Policy

Any significant changes to the Policy will require public consultation in accordance with OCA's Public Consultation Policy and final approval by the Authority.

### Definitions

**Community Contribution Scheme** is a levy paid by the landholders within a community for the purposes of planning, carrying out, making available, supporting, maintaining or improving an activity that is, or is intended to be, of particular benefit to the outback community in that area or to visitors to that community.

### **Independently Reviewed Financial Statements**

Independently reviewed financial statements are financial statements that have undergone a limited review conducted by an independent accounting professional or firm. The independent reviewer issues a report expressing their conclusion regarding whether any material modifications are necessary to ensure the financial statements are presented fairly in all material respects. The report is included with the reviewed financial statements and provides users with an understanding of the level of assurance provided by the independent reviewer.

### References

The follow documents have been developed to support this policy:

- Community Affairs Resourcing and Management Agreement Guidelines
- Insurance Policy

### Availability/Accessibility

This Policy can be downloaded from the Outback Communities Authority website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au) or it is available for inspection at the Outback Communities Authority offices located at 26 Mildred Street, Port Augusta West SA and Aerodrome Road, Leigh Creek.

## Document History

Version 1.0		
Version 2.0	Community Funding Policy - Adopted	20 July 2017
Version 3.0	Reviewed with significant updates including title change from Community Funding Policy to Community Affairs Resourcing and Management Policy. Updates include clear explanation of CARM Agreements; criteria; reporting responsibilities and delegations.	TBC

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