

Self Supporting Loans

Policy Type: Council Policy Policy Owner: Chief Financial Officer	Policy No. CP- 010 Last Review Date: 16 July 2024
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Policy Objectives

To provide guidelines by which financial assistance by way of self-supporting loans to non profit clubs or organisations for capital improvement works on/to land or buildings owned or vested in the City of Melville will be considered.

Policy Scope

This Policy applies to all self-supporting loans for clubs and organisations occupying City owned or vested land.

Policy Statement

1. Applications For Self Supporting Loans

Self-supporting loans are loans taken out by the City on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

Non-profit clubs or organisations who occupy land or buildings owned by or vested in the City of Melville, in accordance with a management licence or lease, may make application for self supporting loans where the funds are to be used for capital improvements to the land or buildings they occupy.

The term of the loan should be less than or equal to half the life of the capital works or improvements being undertaken. This is to enable the club or organisation sufficient time to set aside a cash reserve for the future refurbishment or replacement of those improvements if required. In circumstances where the loan term is greater than the half life of the improvements being funded by the loan, the club or organisation is to demonstrate how it will fund the replacement or refurbishment of those improvements whilst still servicing the loan, such as the establishment of a Reserve or Sinking fund.

Approval will only be considered where the club or organisation can adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments. The financial plans are to be certified by an independent Certified Practising, Chartered or similarly qualified and experienced Accountant.

The club or organisation must also demonstrate a satisfactory past payment history with at least three principal suppliers, one of which may include the Council where such a history exists.

2. Deed Of Loan

- a) Where a self-supporting loan for a particular club or organisation is raised, a separate "Deed of Loan" for the period of loan repayments is to be prepared and executed as contractual evidence for repayment of the loan.
- b) The costs associated with the preparation and stamping of the "Deed of Loan" shall be the responsibility of the club or organisation.

3. Interest On Unremitted Loan Funds

Where a club or organisation is meeting the full costs of a project, and the self supporting loan funds have been drawn down but not remitted to them, any interest earned on the un-remitted funds will be credited to their debtor account.

4. Reallocation Of Surplus Loan Funds

After completion of the project should any loan funds remain unspent, in addition to the provisions of S6.20(3)(b) of the *Local Government Act 1995*, officers responsible for the carrying out of the work(s) for which a loan is raised shall, on completion, according to the loan schedule of works, issue a certificate to the effect that the works have been completed. The responsibility for recommendation to the Council for the re-allocation of surplus loan funds shall lie with the Financial Management, Audit, Risk and Compliance Committee.

5. Administration Costs & Loan Guarantee Fees

The following costs incurred by the city will be recouped from clubs or organisations applying for self-supporting loans:

- Actual advertising costs (including GST);
- Loan application fee as determined annually by the council when setting the fees & charges. Note this fee includes the cost of in-house preparation of a standard "deed of loan";
- Where non-standard deeds of loan, mortgage or other legal documents are required, the actual preparation costs of such documents will be on-charged to the applicant in addition to the loan application fee;
- Stamp duties, or other duties or taxes applicable to the self supporting loan application or documentation, will be on-charged to the applicant at actual cost;
- Western Australian Treasury Corporations (WATC) loan guarantee fees charged to the city.

Where the total combined value of a club or organisations current and/or new self-supporting loan exceeds \$250,000, a City of Melville imposed loan guarantee fee will be charged in addition to the WATC loan guarantee fee and applied by incorporating into the periodic loan repayments amount. The fee will be calculated as a percentage of the amount by which their loan/s exceeds \$250,000 and will be at the % determined annually by the council when setting the fees & charges.

6. Loan Conditions

If required the Club or Organisation must agree to an annual meeting with the Director Corporate Services, Manager Financial Services and the Community Recreation Coordinator of the City of Melville, or their nominee(s) to discuss the conditions set out in the Loan Agreement and the Club's or Organisation's audited annual reports and overall financial position.

References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy: CP-024 Borrowings and Asset Financing

Delegated Authority No:

ORIGIN/AUTHORITY

Corporate & Community Services Committee

18/03/97

ITEM NO.

Formerly Finance Policy 3

REVIEWS

Corporate & Community Services Committee
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Community & Technical Services Committee
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Ordinary Meeting of Council
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04/12/2001
07/05/2002
01/06/2004
01/11/2005
04/07/2006
15/12/2009
15/11/2011
10/12/2013
17/05/2016
19/06/2018
16/07/2024

A01/1017
C02/2009
C04/5010
C05/5010
C06/5020
C09/5097
C11/5199
C13/5341
C16/5484
C18/5617
C24/166