

## SECTION 1 - INTRODUCTION

### BACKGROUND

Fairfield City Council (Council) has made the following commitment to the community as recorded in the Fairfield City Plan under Theme 5 - Good Governance and Leadership to ensure:

- a. *Decision making processes are open and transparent,*
- b. *A well engaged and informed community,*
- c. *Fairfield City is financially sustainable and responsible; and*
- d. *Strengthen relationships through partnerships within our community*

Approximately 71% of our residents speak a language other than English at home. Fairfield City has more residents who speak English poorly or not at all, than any other Australian city. More than half of the residents were born overseas, coming from mostly non-English speaking countries. Our residents have identified job opportunities and access to schools, universities, colleges and TAFE as some of their priorities.

Council shares the Australian Government's vision of a 'socially inclusive society' where all Australians feel valued and have the opportunity to participate fully in our society. The Language & Cultural Awareness Fund will assist in achieving that vision.

### PURPOSE

This Policy aims to:

1. Support the provision of free or subsidised English Language and Literacy Programs within the Fairfield local government area;
2. Encourage local community groups to initiate English Language and Cultural Awareness Programs that will enhance Non-English speaking residents ability to participate within our community;
3. Improve our residents access to training and employment opportunity through the acquisition of proficient English Language and Literacy skills; and
4. Identify governance arrangements to ensure appropriate administration of the Fund.

### DEFINITIONS

In this Policy the following terms have been defined to mean:

| Word/Term | Definition                           |
|-----------|--------------------------------------|
| LGA       | Local Government Area                |
| Fund      | Language and Cultural Awareness Fund |

### LEGISLATIVE CONTEXT

| Name                                       | Location   |
|--|--|
| Local Government Act 1993                  | Section 356 requires that Council may contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council. Section 377 (1A) of the Local Government Act allows Council to delegate the granting of financial assistance to its Committees.  |
| Local Government (General) Regulation 2005 | In accordance with Section 207, Council’s Manager Governance and Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council’s finance system with enough detail to allow for auditing purposes. The Manager Governance and Legal will also be the coordinator for all procedural and application purposes under this Policy. |

**STAKEHOLDERS**

The Mayor, Councillors, staff and Fairfield LGA community.

**SECTION 2 - POLICY**

**OBJECTIVE AND GOALS**

This Policy establishes a Language and Cultural Awareness Fund to support our residents in achieving English language proficiency and the development of Cultural Awareness Programs that may assist service providers in better understanding the needs of new residents.

**POLICY STATEMENT**

**Funding Criteria**

The following criteria applies to applications made for funding under this Policy and requirements must be read together:

- 1.1. The program, activity or event must be delivered within the Fairfield LGA and educate in, or provide opportunity to practice and / or improve English language skills and/or develop a Cultural Awareness Program.
- 1.2. Applicants for funding must provide 2 relevant references and demonstrate the ability and/or qualifications to deliver the program, activity or event.
- 1.3. Qualifications for delivery of English language programs may include:
  - 1.3.1. Experience and/or qualifications in teaching;
  - 1.3.2. Teaching English as a second language (TESOL); and

- 1.3.3. The Home Tutor Scheme and Enhancement Program funded by the Department of Immigration and Citizenship.
- 1.4. Applications must disclose whether the program, activity or event is subsidised or freely provided to participants. If subsidised, the cost to participants must be provided.
- 1.5. Applications will be ineligible if it is considered the application is:
- 1.5.1. For individual or commercial financial gain or reimbursement of total labour or service expenses;
  - 1.5.2. For the single purpose of supporting religious or political events and/or programs;
  - 1.5.3. To supplement programs, activities or events that have received funding from another Council Donation or Grant Scheme.
- 1.6. Applications for recurrent funding will not be considered, however applicants may apply separately for various programs, activities or events.
- 1.7. Providers of eligible programs, activities or events will be considered for donations of up to \$1,000.00. Significant programs, activities or events may be considered on their merit.
- 1.8. Applications aimed at stimulating relevant programs, activities and events with a whole city focus, will be considered.
- 1.9. Applications will be screened by the Manager Governance and Legal for consideration via a report to Council's Services Committee.
- 1.10. Funding cannot be used for waiving of Council fees.
- 1.11. Council may contribute to partnerships where there is no financial gain and where programs, activities or events will contribute to the creation of English Language and Literacy learning opportunities and/or Cultural Awareness Programs for residents of the Fairfield LGA.
- 1.12. Applications must demonstrate that the project, activity or event provides a tangible benefit to the Fairfield LGA community. Accordingly, organisations or individuals outside the Fairfield LGA may be considered provided this requirement is met.
- 1.13. Provision of funding will be at the discretion of Council and subject to the availability of funds. Applications meeting the eligibility criteria may not necessarily receive a donation.

### Application, Implementation and Procedures

Applications must be lodged in writing with Fairfield City Council and must include:

- 1.1 A letter including the contact details (physical and postal address, phone number and email address) of the applicant seeking financial assistance, an indication of the total expenses/budget for the program, activity or event and if necessary, documentary evidence to support the funding purpose. For example where financial assistance is requested:
  - 1.1.1 To purchase resources that support delivery of a program 2 written quotes are required; and
  - 1.1.2 The Inclusion of 2 references to testify to the bona fides of the applicant, as well as the need/justification for the funding.
- 1.2 The name that the cheque should be made out to for the purpose of payment.
- 1.3 At the conclusion of the program, activity or event, the applicant must agree to take responsibility for the receipt, application and acquittal of funding provided, including provision of a letter detailing the impact on the local community. The inclusion of photographs with the letter would be appreciated.
- 1.4 This Policy will also be used as a tool to clarify reasons for denial of funding requests.
- 1.5 Successful applicants must acknowledge Council's funding contribution in all publicity relating to the program, activity or event.
- 1.6 Successful applicants will be required to attend a Council Meeting for presentation of a cheque payment.

### Contact Details

Please direct all questions concerning this Policy and/or your application to the:

Manager Governance & Legal  
 Telephone: 9725 0226  
 Fairfield City Council  
 PO Box 21  
 Fairfield NSW 1860  
[governance@fairfieldcity.nsw.gov.au](mailto:governance@fairfieldcity.nsw.gov.au)

## SECTION 3 - GOVERNANCE

### RELATED POLICIES/PROCEDURES

Mayoral Community Benefit Fund  
 Mayoral Donations Fund Policy  
 Mayoral Scholarship Policy  
 Councillors Donations Fund Policy  
 Community Volunteer Fund Policy  
 Cultural Event Sponsorship Fund Policy  
 Grants Management Policy

## RESPONSIBILITY

|              |  |
|--------------|--|
| Policy Owner | The Manager Governance & Legal has responsibility for the review of this policy. |
|--------------|--|

## RISK

Not complying with this policy may result in incorrect procedures being followed by stakeholders. The consequence of this will be the potential for stakeholders to be in breach of Council policies or legislation.

## VERSION CONTROL AND CHANGE HISTORY

| Version Number | Approval Date     | Approved by                   | Amendment     |
|----------------|-------------------|-------------------------------|---------------|
| 01             | 24 September 2013 | Council (Item 145)            | Adopted       |
| 02             | 10 October 2017   | Outcomes Committee (Item 121) | Policy Review |
| 03             | 13 July 2021      | Outcomes Committee (Item 73)  | Policy Review |

Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

## REVIEW DATE

This Policy will be reviewed every 4 years from the date of Council approval.

## AUTHORISATION

This Policy was adopted by Council resolution on Tuesday 13 July 2021 (Outcomes Item 73).