

**MINUTES FOR THE COMMUNITY GRANTS COMMITTEE OF THE SHIRE OF BOYUP BROOK
MEETING HELD IN THE COUNCIL CHAMBERS, ABEL STREET, BOYUP BROOK ON TUESDAY 5
MARCH 2019 COMMENCED at 7.35pm**

1. RECORD OF ATTENDANCE/APOLOGIES

COMMITTEE

Cr G Aird – Shire President
Cr S Alexander
Cr H O'Connell
Cr P Kaltenrieder
Cr K Moir
Cr T Oversby

Apologies

Cr E Rear
Cr R Walker
Cr E Muncey

STAFF

Mr S Carstairs (Acting Chief Executive Officer)
Mrs J Kaye (Research and Development Coordinator)
Mrs M Lane (Executive Assistant)

2. ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

The first item of business for the first meeting of a new committee is the election of Presiding Member and Deputy Presiding Member.

The process will be for the CEO to conduct an election for the position of Presiding Member and then the Presiding Member will conduct the second election.

2.1 ELECTION OF PRESIDING MEMBER

The CEO called for nominations

Cr Alexander nominated Cr O'Connell
Cr O'Connell declined
Cr Aird nominated Cr Alexander
Cr Alexander accepted

Councillor Alexander was declared elected Presiding Member

2.2 ELECTION OF DEPUTY PRESIDING MEMBER

The Presiding Member Cr Alexander called for nominations

Cr O'Connell nominated Cr Oversby

Cr Oversby accepted

Councillor Oversby was declared elected Deputy Presiding Member

3 REPORTS

3.1 Community Grants 2019/20

Location:	<i>Council Chambers</i>
Applicant:	<i>Not Applicable</i>
File:	<i>FM/25/008</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>27 February 2019</i>
Author:	<i>Joanna Kaye (Research and (Community) Development Coordinator) and Kay Raisin (Acting Finance and HR Manager)</i>
Authorizing Officer:	<i>Stephen Carstairs (Acting Chief Executive Officer)</i>
Attachments:	<i>Yes</i> <i>2018/19 Acquittal Form</i> <i>2019/20 Grant Information Kit</i> <i>2019/20 Application Form</i>

SUMMARY

This report recommends that the Community Grants Committee:

1. Confirms the schedule of events and timetable for the upcoming grant round
2. Review active 2018/2019 grants
3. Approve the forms.

BACKGROUND

At the 21 February 2019 meeting, Council resolved:

AMENDMENT

MOVED: Cr Walker

SECONDED: Cr Kaltenrieder

1. That Council resolve to form a Community Grants committee comprising all members of Council, the purpose of which is: to provide greater oversight of the Community Grants and MOU procedures and processes; and to make recommendations to Council about how the Community Grant and MOU purse might be allocated.
2. That in accord with s. 5.11 *Committee membership, tenure of the Local Government Act 1995* that Council appoints to the Community Grants Committee Councillors as follows:

Cr Aird, Cr Walker, Cr Moir, Cr Kaltenrieder, Cr Oversby, Cr Muncey, Cr O'Connell, Cr Alexander and Cr Rear

CARRIED 8/0

Res 25/19

The Committee have greater oversight to the Community Grants Process.
At the same meeting the Council resolved:

COUNCIL DECISION & OFFICER RECOMMENDATION - 9.3.3

MOVED: Cr Alexander

SECONDED: Cr O'Connell

That Council:

- **adopt the revised F.02 Guidelines for Community Grants Policy, as presented; and**
- **direct the Acting CEO to notify affected stakeholders of the changes to the policy.**

CARRIED BY ENBLOC 8/0

Res 21/19

This Policy provides the Council with Guidelines on the provision of financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annual through the Community Grants Program.

COMMENT

Community Grants Timetable

<u>Date</u>	<u>Activity</u>	<u>Comments</u>
Monday 11 March 2019	Grants Open	Promotion: website, Facebook, posters, E Gazette, April Gazette.
Monday 11 March 2019	2018/2019 Acquittal forms are sent to grant and MOU recipients from last round.	Promotion: email, letter in post (with acquittal form attached), website, Facebook.
Friday 26 April 2019	Grants close.	
Date TBA May	The Committee will receive a copy of the applications to review at least one week prior to the scheduled committee meeting.	Grants Committee will be provided with an electronic copy (or access to a file in s drive) where the applications are stored. The committee will be supplied with a summary sheet.
Date TBA May	Grant Committee Meeting - Assessment of Applications	Committee to appraise applications and make their recommendations to Council.
Date TBA May	2018/19 Acquittal reminders to be sent.	Letter from CEO.
Thursday 20 June 2019	Council Meeting	Report to Council to endorse the Committee's recommendations, subject to acquittals and availability of funds, including budget variations as required.
30 June 2019	2018/19 Acquittals are due.	
Date TBA June 2019	The recommended amounts are to be included in the draft budget.	
Date TBA July 2019	Committee Meeting - 2018/19 acquittals to be received.	
Date TBA July 2019	Annual budget to be adopted.	Subject to availability of funds, budget to include approved grants.
Date TBA August 2019	Grant Committee Meeting - review & endorse funding agreements, and as required MOU's, for each recipient.	
Date TBA September 2019	Applicants to be advised of the outcome of their applications once the Budget has been adopted. Applicants to be supplied with Funding Agreement.	Letter CEO and Funding Agreement.

Thursday 19 September 2019	MOU Funding Agreements to be signed by CEO and Shire President.	Grant Funding Agreements to be signed by CEO only.
30 June 2020	2019/20 Grant acquittals due.	

It is recommended that the Community Grants Committee endorses the above timetable for the 2019/2020 Community Grants Round.

Review Active Grants and MOUs

Community Grants and MOUs from previous round:

Company Name	Purpose	Amount	Type
Boyup Brook Tourism Association Inc	Annual Contribution (3 year MOU) for operating assistance	\$25,000 ex GST	3 year Memorandum of Understanding document 2018 -2021
Boyup Brook District High School	Annual Contribution (3 year MOU) for Shire President Scholarship	\$200 ex GST	3 year Memorandum of Understanding document 2018-2021
Boyup Brook Community Resource Centre Inc	Boyup Brook Art Awards (3 year MOU) - Hall Hire in-kind	In-kind \$1,232 ex GST	3 year Memorandum of Understanding document 2018-2021
Boyup Brook Sports and Recreation Association	Start up assistance lodge constitution and Directors Insurance	\$500 ex GST	Funding Agreement for the 2018/19 financial year
Rylington Park Management Committee Inc	"Storm in a Teacup" women's field day	\$500 ex GST	Funding Agreement for the 2018/19 financial year
Tonebridge Country Club	Annual contribution for Operating Costs (insurance and electricity)	\$1,000 ex GST	Funding Agreement for the 2018/19 financial year
Boyup Brook Family Playgroup	Shade sails at the ELC	\$2,000 ex GST	Funding Agreement for the 2018/19 financial year
Country Music Club of Boyup Brook WA Inc	Boyup Brook Country Music Festival (grant assistance with marketing, hire equipment such as toilets, lighting towers and generators)	\$10,000 ex GST	Funding Agreement for the 2018/19 financial year
Boyup Brook District Pioneers Museum	Contribution for Operating Assistance	\$3,000 ex GST	Funding Agreement for the 2018/19 financial year
Upper Blackwood Agricultural Society (Inc)	Contribution for restumping the hall only	\$20,000 ex GST	Funding Agreement for the 2018/19 financial year
Blackwood Basin Group	Contribution for Environment and Community Support Officer	\$5,000 ex GST	Funding Agreement for the 2018/19 financial year

Additional MOUs - separate to the Community Grants Process:

<u>Company Name</u>	<u>Purpose</u>	<u>Amount</u>	<u>Type</u>
St John Ambulance	Annual Contribution (3 year MOU) for ambulance	\$23325 2018/19 increase with CPI emergency ambulance	3 year Memorandum of Understanding document 18-21
Boyup Brook District High School	Annual Contribution for Shire President Scholarship	\$200 ex GST	Annual Contribution - do not acquit.
Southwest Group of Affiliated Agricultural Assoc	Annual Contribution to the Perth Royal Show.	\$250 ex GST	Annual Contribution - do not acquit.

Cost carried over to the 2019/2020 Round:

<u>Company Name</u>	<u>Purpose</u>	<u>Amount</u>	<u>Type</u>
Boyup Brook Tourism Association Inc	Annual Contribution (3 year MOU) for operating assistance	\$25,000 ex GST	3 year Memorandum of Understanding document 2018 -2021
Boyup Brook District High School	Annual Contribution (3 year MOU) for Shire President Scholarship	\$200 ex GST	3 year Memorandum of Understanding document 2018-2021
Boyup Brook Community Resource Centre Inc	Boyup Brook Art Awards (3 year MOU) - Hall Hire in-kind	In-kind \$1,232 ex GST	In-kind 3 year Memorandum of Understanding document 2018-2021
St John Ambulance	Annual Contribution (3 year MOU) for ambulance	\$23,325 2018/19 increase with CPI emergency ambulance	3 year Memorandum of Understanding document 2018-2021
Boyup Brook District High School	Annual Contribution for Shire President Scholarship	\$200 ex GST	Annual Contribution - do not acquit.
Southwest Group of Affiliated Agricultural Assoc	Annual Contribution to the Perth Royal Show.	\$250 ex GST	Annual Contribution - do not acquit.

Total MOU and Annual Contributions continuing in 2019/2020 = \$650 ex GST
 Boyup Brook Tourism Association contribution continuing in 2019/2020 = \$25,000 ex GST.

St John Ambulance contribution continuing in 2019/2020 = \$\$23,325 + CPI (coded to 075100 Ambulance Centre Operation).

As per the revised and endorsed Policy F.02 Guidelines for Community Grants:

Responsibility of Council:

1. Funding Allocations

Council will set aside an amount of up to 2% of budgeted rate revenue as set out in the Rate Revenue Note (usually Note *) in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed, in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grant requests in excess of 2% of budgeted rate revenue. Support provided by Council under an MOU may be in addition to this funding pool.

It is recommended that the Community Grants Committee consider these financial commitments in the 2019/2020 Community Grants Process.

2018/19 Acquittal Form

Grants must be acquitted by 30 June as per the Funding Conditions of the Policy:

- An acquittal of the project must be provided to the Shire 60 days after the project has been completed and no later than 30 June in the financial year, of the successful grant. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by the 30 June shall be returned to the Shire of Boyup Brook.

It is recommended that the Community Grants Committee endorses the attached 2018/19 Acquittal form for distribution.

2019/2020 Community Grant Application Kit

It is recommended that the Community Grants Committee endorses the attached 2019/2020 Grant Application Kit for distribution.

2019/2020 Community Grant Application Form

It is recommended that the Community Grants Committee endorses the attached 2019/2020 Application Form for distribution.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Policy F.02 Community Grants is to be read in conjunction with this report.

BUDGET/FINANCIAL IMPLICATIONS

This report has implications for the 2019-20 Annual Budget.

STRATEGIC IMPLICATIONS

Relevant except from the Shire's *Community Strategic Plan 2017 – 2027*:

Our Vision:

Our place will be a safe, caring and secure community. Our place will be an active and vibrant community.

We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Ensure a safe, secure community with access to services and facilities as needed.	<ul style="list-style-type: none">✦ Continue to work on retaining a Police Station in Boyup Brook.✦ Continue to encourage initiatives that provide employment opportunities.✦ Continue to provide and advocate for quality medical and ancillary services in Boyup Brook✦ Continue to advocate for the retention of schools from K to year 10 in Boyup Brook.✦ Continue to support development which provides diversity and opportunity for accommodation.
	Promote community participation, interactions and connections	<ul style="list-style-type: none">✦ Continue to support Community groups and clubs✦ Partner with key stakeholders on community needs driven projects.

Governance: Strengthen Local Leadership

Our Vision:

We will ensure our sustainability through our leadership, our regional partnerships and ensure we make informed resource decisions for the good of our community.

We will engage and listen to our community, advocate on their behalf, be accountable and manage within our governance and legislative framework.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Council and Community Leadership	Provide leadership on behalf of the community.	<ul style="list-style-type: none"> ✦ Lobby and advocate for improved services, infrastructure, and access to. ✦ Advocate for the strengthening of health and education services. ✦ Develop partnerships with stakeholders to enhance community services and infrastructure.
	Foster community participation and collaboration.	<ul style="list-style-type: none"> ✦ Support volunteers and encourage community involvement in community groups and organisations. ✦ Partner in specific projects including community contributions.
Sustainable Governance	Manage resources effectively.	<ul style="list-style-type: none"> ✦ Continue to maintain strategic financial and asset management plans to inform decisions. ✦ Strive to deliver services to the level needed/wanted by the community funding dependant. ✦ Ensure governance and legislative requirements are met. ✦ Maintain an adequate workforce to meet service levels and legislative

SUSTAINABILITY IMPLICATIONS

➤ **Environmental**

Nil

➤ **Economic**

Nil

➤ **Social**

The Community Grants Program offers the provision of financial assistance to community groups to support the planning and implementation of projects, events and initiatives that help bring people together and build a sense of place. The Community Grants Program directly aligns to the strategic direction, vision and aim of the Boyup Brook Shire:

Our Vision

Growing our Community Together

Our Shire will be:

A place for people, with a sense of community, one that is active, vibrant, engaged and connected.

A place that is safe and secure.

A place that nurtures its youth and aging population; and retains its health and medical services.

A place that grows and has employment opportunities, through commercial diversity, which is based on our local comparative advantage.

Our Aim

To continue to build a safe, caring and secure community, and grow the population through lifestyle choices, commercial and employment diversity.

VOTING REQUIREMENTS

Simple majority.

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Moir

SECONDED: Cr O'Connell

That the Community Grants Committee recommends to Council:

1. That Council endorses the below timetable for the 2019/2020 Community Grants Round:

<u>Date</u>	<u>Activity</u>	<u>Comments</u>
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30 June 2019	2018/19 Acquittals are due.	
Date TBA June 2019	The recommended amounts are to be included in the draft budget.	
Date TBA July 2019	Committee Meeting - 2018/19 acquittals to be received.	
Date TBA July 2019	Annual budget to be adopted.	Subject to availability of funds, budget to include approved grants.
Date TBA August 2019	Grant Committee Meeting - review & endorse funding agreements, and as required MOU's, for each recipient.	
22nd August 2019	Council Meeting	Recommendation to be endorsed by Council.
Date TBA September 2019	Applicants to be advised of the outcome of their applications once the Budget has been adopted. Applicants to be supplied with Funding Agreement.	Letter CEO and Funding Agreement.
Thursday 19 September 2019	MOU Funding Agreements to be signed by CEO and Shire President.	Grant Funding Agreements to be signed by CEO only.
30 June 2020	2019/20 Grant acquittals due.	

2. That Council endorses the attached forms for distribution:

- 2018/2019 Community Grant Acquittal Form
- 2019/2020 Community Grant Application Kit
- 2019/2020 Community Grant Application Form.

CARRIED 6/0

Res 30/19

4 CLOSURE OF MEETING

There being no further business the Presiding Member, Cr Alexander thanked all for their attendance and declared the meeting closed at 8.00pm.