



# Community Awards & Grants Committee Meeting Minutes

---

Held on

Monday, 14 March, 2016

Commencing at 3.35pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

---

**J Attwood**  
**Chief Executive Officer**

**18 March 2016**

## **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

---



## COMMUNITY AWARDS & GRANTS COMMITTEE MINUTES

14 March, 2016

### TABLE OF CONTENTS

1	<b>NOMINATION OF PRESIDING OFFICER .....</b>	<b>3</b>
2	<b>NOMINATION OF DEPUTY PRESIDING OFFICER .....</b>	<b>3</b>
3	<b>PUBLIC QUESTION TIME .....</b>	<b>3</b>
4	<b>DECLARATION OF FINANCIAL INTEREST .....</b>	<b>4</b>
5	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>4</b>
6	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>4</b>
	6.1 <i>Community Grants Committee Meeting.....</i>	<i>4</i>
7	<b>REPORTS OF OFFICERS .....</b>	<b>4</b>
	7.1 Chief Executive Officer .....	4
	7.1.1 <b>SUBJECT: COMMUNITY GRANTS SCHEME.....</b>	<b>4</b>
8	<b>CLOSURE OF MEETING.....</b>	<b>8</b>

---

# SHIRE OF DONNYBROOK/BALINGUP

## COMMUNITY AWARDS & GRANTS COMMITTEE

### MEETING MINUTES

---

Held at the Shire Office on Monday, 14 March, 2016 commencing at 3.35pm

#### MEMBERS PRESENT

COUNCILLORS	SHIRE OFFICERS	COMMUNITY
Cr Dilley	John Attwood, CEO	
Cr King	Deb Vanallen, CDOTL	
Cr Tan		

#### PUBLIC GALLERY

Nil

#### APOLOGIES

Cr Mitchell

#### 1 NOMINATION OF PRESIDING OFFICER

Cr Dilley nominated Cr King to the position of Presiding Officer. In the absence of any further nominations the CEO duly declared Cr King elected as the Presiding Officer of the Committee.

Cr King took the chair and called for nominations of the position of Deputy Presiding Officer.

#### 2 NOMINATION OF DEPUTY PRESIDING OFFICER

Cr Dilley nominated Cr Tan to the position of Deputy Presiding Officer. In the absence of any further nominations Cr Tan was duly declared elected as Deputy Presiding Officer of the Committee.

#### 3 PUBLIC QUESTION TIME

Nil



The review process has involved assessing the Shire's current Community Grants Guidelines & Policies, as well as a broader assessment which has incorporated the Shire's current procedure for assessing and granting funds for requests for sponsorship, donations and the waiver of fees. A comparative analysis of the community grants/donations/sponsorship/waiver of fees guidelines & policies of nine other regional & metropolitan WA Shires/Councils has also been conducted as part of the review.

The officers assessed the data, and presented this information along with a series of recommendations to a Councillor briefing in May 2014. Discussion regarding the revised Community Grants Guidelines & Policies has continued.

The attached draft Community Funding Scheme was presented to Council at the December 2015 meeting. Councillors were asked to review and comment on the scheme. The draft Community Funding Scheme aims to be a more comprehensive policy/guideline document which seeks to incorporate funding areas currently covered by the Shire's Community Grants Guidelines/Policies, and other grants/donations made available by the Shire etc. which are not currently covered under a Shire Policy. These include:

- Minor and Major Community Grants
- Minor and Major Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

## **Comments**

The proposed Community Funding Scheme (Attachment 7.1.1(1)) is best described in diagrammatical form. In line with the Shire's Strategic Community Plan, the Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup community.

The proposed draft Funding Scheme welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Funding Scheme assures the applicant that the Shire will work with the applicant to help build a sustainable community and improve the quality of life for people in our Shire. Applicants are expected to provide as much contribution as possible to their projects, activities and events.

*To be eligible for funding*, applicants must satisfy the following eligibility criteria, and the criteria set out in the relevant draft Funding Category Guidelines:

- Offer a project or activity within the Shire of Donnybrook Balingup's local government boundary, or if the applicant is an individual, they must be a resident of the Shire,
- Have completed and acquitted any project, activity or event for which Shire of Donnybrook Balingup funding was previously received,
- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and

- Submit an application in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.
- Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

*Applicants are ineligible for funding based on:*

- Projects that duplicate existing Shire of Donnybrook Balingup services and programs,
- Activities that are already covered by existing service agreements with the Shire of Donnybrook Balingup,
- Projects with a political or religious purpose only,
- Retrospective costs.

The draft Community Funding Scheme differs in a number of areas from the current Community Grants Policy/Guidelines and needs to be considered in full, however, the new scheme allows for funding to be granted as follows:

- Only applications for Major Community Grants and Major Event Funding will be assessed by the Community Grants and Awards Committee. Funding for projects or events totalling less than \$500 each - Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donation and KidSport will be assessed by Shire Officers and approved by the CEO under delegated authority. This will allow the Shire to be more responsive to requests for minor requests for funding assistance, and aids in simplifying and streamlining the assessment process.
- To a commercial organisation such as True Grit,
- For unspecified event operating costs or annual PL insurance,
- For 'recurrent cost' eg unspecified event operating costs or annual PL insurance,

The annual Community Grants Funding is traditionally advertised to the community during March & April. The Grants then close at the end of April in order that the Committee can assess applications and make recommendations to Council at the May Council meeting, for consideration and inclusion in the following financial year's budget.

## **Policy/Statutory/Voting Implications**

### Voting

Absolute Majority

## **Financial Implications**

This is subject to Council allocation in the Annual Budget. In the current Policy/Guidelines:

- \$12,500 is allocated each year for the Community Grants Scheme – Major Grants (see Attachment 7.1.1 (2)).
- \$2,500 is allocated each year for the Minor Community Grants Scheme (see Attachment 7.1.1 (2)).
- An annual allocation of \$10,000 is made in the Budget to support youth activities. Up to \$5,000 is available through the grants scheme.

- Support and encourage local arts and craft practitioners residing in the Shire of Donnybrook-Balingup. \$500 is allocated in the Shire budget each year for Arts Prizes.
- \$1000 is allocated in the Shire budget each year for the acquisition of art that is representative of the district.
- Amphitheatre Funding - Up to \$2000 (excluding GST) is available for each activity. (Council funds may be used to pay for the hire of the venue and some of the costs of staging the event.)
- Plus additional funds available to assist with waiver of fees, assistance to attend sporting and other youth leadership activities.
- These are indicative figures only and are subject to variation by Council during Budget deliberations.

With the proposed new Scheme, the Shire will be required to make a financial commitment to the proposed Community Funding Scheme in the 2016/2017 budget. This commitment will be in line with the total level of support previously committed by the Shire to:

- Minor and Major Community Grants
- Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

### **Strategic Implications**

The Community Grants policy assists Council to achieve Outcome 2 of the Shire Strategic Plan 'the welfare needs of the community are met' and Outcome 9 'community participation in recreation, leisure and cultural activities'.

### **Committees Recommended Resolution**

**Moved: Cr Dilley**

**Seconded: Cr Tan**

**That**

- (a) Council endorse the amended draft Shire of Donnybrook Balingup Community Grants Scheme; and**
- (b) Delegation be provided to the CEO to approve donations and facility fee waivers in accordance with the Community Funding Scheme Guidelines.**

**Carried 3/0  
By Absolute Majority**

Note: New delegations to be presented to Council in May 2016.

---

**8 CLOSURE OF MEETING**

---

The Chairperson to advise the date for the next Community Awards and Grants Committee Meeting will be advised.

The Chairperson declared the meeting closed at 4.35pm.

<b>These Minutes were confirmed as a true and accurate record of the Community Awards Committee Meeting held on _____</b>		
<b>Shire President</b>		<b>Presiding Member</b>