



## **MINUTES**

### **Campania Recreation Ground Management Committee**

Friday, 22<sup>nd</sup> September 2017 at 9.00 a.m  
Campania Recreation Ground

---

#### **COMMITTEE MEMBERS:**

<b>Council Representatives:</b>	Deputy Mayor, Alex Green General Manager, Tim Kirkwood Deputy General Manager, Andrew Benson
<b>Campania Cricket Club:</b>	Tristan Martin Simon Tapp
<b>Campania Football Club:</b>	Peter Parker
<b>Campania District School:</b>	Anna Viney Donna Terry
<b>Campania Community:</b>	Simon Young

#### **1. PRESENT:**

Deputy Mayor Alex Green, Peter Parker and Tim Kirkwood.

#### **2. APOLOGIES:**

Tristan Martin and Simon Tapp.

#### **3. CONFIRMATION OF MINUTES:**

Minutes of the previous meeting were not available and confirmation was deferred.

#### **4. BUSINESS ARISING FROM THE MINUTES:**

General review of Issues contained within the Minutes with outstanding items discussed below.

Nil.

#### **5. TREASURER'S REPORT:**

Detail to be provided (refer discussion below).

**6. NEW BUSINESS:**

**6.1 Item**

The Committee spent considerable time discussing options to improve cost recovery for the Committee and provide the respective Clubs with a better model to assist financial planning.

The Committee acknowledged the following costs associated with the management of the facility which are recovered from the users:

Aurora	- allow	\$5,500
LP Gas	- allow	\$ 500
Rentokil (Sanitary Service)	- allow	\$ 200
<b>Total</b>		<b>\$6,500</b>

In addition to actual cost recovery for Aurora and Gas Supplies, both the Cricket and Football Clubs are charged an annual fee of \$375 each to cover other minor expenses.

Note: The Aurora account is apportioned based on the following:

- Football Club – from 1<sup>st</sup> May to 31<sup>st</sup> October
- Cricket Club – from 1<sup>st</sup> November to 30<sup>th</sup> April

The Committee was advised that the Football Club will retain responsibility for bar and kiosk operations for the full year, and therefore would be responsible for all Aurora costs commencing from 1<sup>st</sup> October 2017.

From an insurance perspective, the Campania Cricket Club will still need to be recognised as the official 'User' of the Recreation Ground for the cricket season as they secure insurance through the peak cricket body (as opposed to the Football Club).

The Committee recommended the following model:

1. Each Club continue to be charged the annual \$375 fee (Cricket Club invoiced 1<sup>st</sup> October each year; and Football Club invoiced 1st April each year). This annual charge will cover the cost of gas supplies and the sanitary service.
2. In addition to the above, the Football Club will be invoiced a set amount of \$2,200 each four months, being 1<sup>st</sup> April; 1<sup>st</sup> August and 1<sup>st</sup> December. At the end of May each year, which is the date of the last Aurora account to be issued for the financial year, the Football Club will be invoiced for any excess in the Aurora charges, or alternatively, the Club will be provided with a credit (if there is under usage).

## ATTACHMENT - AGENDA ITEM 4.3.1

In terms of the arrears, the following proposal has been endorsed subject to Council approval:

Total outstanding:	\$15,101.18
Immediate payment by Football Club	\$6,000.00 (paid at end of meeting)
Immediate payment by Cricket Club	\$1,800.00 (exact amount to be confirmed)
This leaves a balance outstanding of	\$7,301.18

*Note: Campania Football Club has prepared a plan to be able to repay the remaining balance within approximately six months.*

The Committee acknowledged that the Football Club has recently expended \$3,800 on building improvements to the top floor of the new change rooms building, which probably should have been directed to payment of outstanding accounts with Council.

Recognising that building improvement works have been undertaken, the Committee recommends to Council that an amount of \$3,000 be reimbursed to the Football Club, but this is to be directly paid off the outstanding Debtors Account.

*Note: From a Council position, the \$3,000 can be sourced from the final balance of proceeds from the sale of Kandara Court Lots, all of which have now been sold. These sale proceeds were intended to be set aside for local capital improvement projects.*

### **6.2 Other**

Nil.

### **7. NEXT MEETING:**

Next meeting date to be confirmed.

### **8. CLOSURE:**

There being no further business, the meeting was closed at 9.35 a.m.



# **MINUTES**

## **SOUTHERN MIDLANDS COUNCIL FACILITIES & RECREATION COMMITTEE**

**THURSDAY 14<sup>th</sup> SEPTEMBER 2017**

Municipal Offices, 71 High Street, Oatlands

## CONTENTS

1.	<b>ATTENDANCE</b> .....	5
2.	<b>APOLOGIES</b> .....	5
3.	<b>RECEIPT OF MINUTES</b> .....	5
3.1	<b>Confirmation of Southern Midlands Facilities and Recreation Committee Minutes</b> .....	5
3.2	<b>Receipt of Council Hall Committee Minutes</b> .....	5
4.	<b>CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA</b> .....	6
5.	<b>DECLARATIONS OF PECUNIARY INTEREST</b> .....	7
6.	<b>PUBLIC QUESTION TIME</b> .....	8
7.	<b>BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS</b>	9
8.	<b>COUNCIL OWNED HALLS &amp; BUILDINGS</b> .....	10
8.1	<b>General</b> .....	10
8.2	<b>Campania Hall</b> .....	10
8.3	<b>Campania War Memorial Hall</b> .....	10
8.4	<b>Colebrook Memorial Hall</b> .....	10
8.5	<b>Kempton “Blue Place”</b> .....	10
8.6	<b>Victoria Memorial Hall, Kempton</b> .....	10
8.7	<b>Mangalore Community Hall</b> .....	10
8.8	<b>Oatlands Community Hall</b> .....	10
8.9	<b>Oatlands Aquatic Club Building</b> .....	10
8.10	<b>Woodsdale Hall</b> .....	11
8.11	<b>Roche Hall</b> .....	11
8.12	<b>Community Learning &amp; Development Centre - Levendale</b> .....	11
9.	<b>COMMUNITY OWNED HALLS</b> .....	13
9.1	<b>Broadmarsh Elderslie Community Hall</b> .....	13
9.2	<b>Baden/Mt Seymour Community Hall</b> .....	13
9.3	<b>Jericho Community Hall</b> .....	13
9.4	<b>Levendale Community Hall</b> .....	13
9.5	<b>Parattah Jubilee Hall</b> .....	13
9.6	<b>Stonor Community Hall</b> .....	13
9.7	<b>Tunbridge Town Hall</b> .....	13
9.8	<b>Tunnack Victoria Hall</b> .....	13

<b>10.</b>	<b>COUNCIL OWNED RECREATION GROUNDS</b> .....	<b>15</b>
10.1	Campania Recreation Ground.....	15
10.2	Colebrook Recreation Ground.....	15
10.3	Kempton Recreation Ground.....	15
10.4	Mangalore Recreation Ground.....	15
10.5	Mt Pleasant Recreation Ground.....	15
10.6	Oatlands Recreation Ground.....	16
10.7	Parattah Recreation Ground.....	16
10.8	Tunnack Recreation Ground.....	16
10.9	Woodsdale Recreation Ground.....	16
10.10	Levendale Recreation Ground (former Levendale School).....	16
<b>11.</b>	<b>COMMUNITY / PRIVATELY OWNED RECREATION GROUNDS</b> .....	<b>17</b>
11.1	Levendale Recreation Ground.....	17
11.2	Runnymede Recreation Ground.....	17
<b>12.</b>	<b>PARKS AND PLAYGROUNDS</b> .....	<b>18</b>
12.1	General.....	18
12.2	Program for Play Equipment & Related Infrastructure.....	18
12.2.1	Colebrook Park.....	18
12.2.2	Campania Recreation Ground.....	18
12.2.3	Flour Mill Park (Campania).....	18
12.2.4	Kempton Recreation Ground.....	18
12.2.6	Oatlands Recreation Ground.....	18
12.2.7	Parattah Recreation Ground.....	18
12.2.8	Tunnack Recreation Ground.....	18
12.2.9	Tunbridge Park.....	18
12.2.10	Woodsdale Hall.....	19
12.2.11	POS Alexander Circle Campania (Jones Subdivision).....	19
12.2.12	POS Le Compte Place Bagdad (Finlayson Subdivision).....	19
12.2.13	POS Justitia Court Campania (Scaife Subdivision).....	19
12.2.14	POS Iden Drive Bagdad (Booth Subdivision).....	19
<b>13.</b>	<b>SOUTHERN MIDLANDS RECREATION PLAN</b> .....	<b>20</b>
<b>15.</b>	<b>DISABILITY ACCESS AND INCLUSION (DISABILITY DISCRIMINATION ACT)</b> ...	<b>21</b>
<b>16.</b>	<b>CURRENT BUDGET 2017/2018</b> .....	<b>23</b>
<b>17.</b>	<b>CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA</b> .....	<b>25</b>
<b>14.</b>	<b>COMMUNITY SMALL GRANTS PROGRAM</b> .....	<b>26</b>

<b>14.1</b>	<b>Southern Midlands Community Small Grants 2017/2018 .....</b>	<b>26</b>
<b>19.</b>	<b>NEXT MEETING .....</b>	<b>41</b>
<b>20.</b>	<b>CLOSE .....</b>	<b>41</b>

# MINUTES

*The meeting opened at 10.25 a.m.*

## 1. ATTENDANCE

Clr D Fish (Chairman), Clr A R Bantick and Clr E Batt.

Tim Kirkwood (General Manager), Andrew Benson (Deputy General Manager), Michelle Webster (Acting Community Development/Recreation Officer) and Elisa Lang (Executive Assistant)

## 2. APOLOGIES

Nil.

## 3. RECEIPT OF MINUTES

### 3.1 CONFIRMATION OF SOUTHERN MIDLANDS FACILITIES AND RECREATION COMMITTEE MINUTES

The minutes of the meeting held on 15<sup>th</sup> September 2016, as circulated, are submitted for confirmation.

#### DECISION

*Moved by Clr E Batt, seconded by Clr A Bantick*

THAT the minutes of the meeting held on 15<sup>th</sup> September 2016, as circulated, be confirmed as a true and accurate account of the meeting.

#### CARRIED

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

### 3.2 RECEIPT OF COUNCIL HALL COMMITTEE MINUTES

The minutes of the following Meetings of Council Hall Committees, as circulated, are submitted for information and consideration of recommendations (where necessary):

Nil.

#### **4. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2005*, the Council committee, by simple majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported

- (a) the reason it was not possible to include the matter on the agenda;
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

Nil.

## **5. DECLARATIONS OF PECUNIARY INTEREST**

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2005*, the chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2005*.

Mr Tim Kirkwood (General Manager) declared a pecuniary interest in Agenda Item 14 which is the Community Small Grants Program and specifically the grant application received from the Oatlands Ex-Services & Community Club due to his role of Auditor for the club.

## **6. PUBLIC QUESTION TIME**

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2005*, the agenda is to make provision for public question time.

No members of the public were in attendance.

**7. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS**

Nil.

## **8. COUNCIL OWNED HALLS & BUILDINGS**

### **8.1 GENERAL**

Nil.

### **8.2 CAMPANIA HALL**

Nil.

### **8.3 CAMPANIA WAR MEMORIAL HALL**

Nil.

### **8.4 COLEBROOK MEMORIAL HALL**

The Deputy General Manager provided a briefing to the meeting. Considerable work has been undertaken at the Colebrook Memorial under the Disability Discrimination Act project funding over the last year.

The Colebrook Progress Association received approximately \$40,000 for the redevelopment of the kitchen at the Hall. This was won through the Community Infrastructure Minor Grants Program.

### **8.5 KEMPTON "BLUE PLACE"**

The repainting in the building was scheduled for this last financial year however Council has made a decision to offer the building for sale. The intent to sell has been advertised in accordance with the *Local Government Act 1993* with no representations being received and the boundary adjustment to ensure that the building is on the one title is currently progressing through the Development Application process.

### **8.6 VICTORIA MEMORIAL HALL, KEMPTON**

Budget Item for repainting in the 2016/17 budget has been carried over for this financial year. Works are also to be undertaken on some of the the external timber weatherboards which are in poor condition.

The lease with the RSL is operating very well.

### **8.7 MANGALORE COMMUNITY HALL**

Nil.

### **8.8 OATLANDS COMMUNITY HALL**

Nil.

### **8.9 OATLANDS AQUATIC CLUB BUILDING**

The refurbishment of the building is all but completed and the amenities component of the building is completed.

Shower facilities have been installed for use by caravans/campers staying overnight at Callington Park/Lake Dulverton with access being via Brad William's TCF Grant funded card access system. The gas hot water system is coin operated.

### **8.10 WOODSDALE HALL**

Nil.

### **8.11 ROCHE HALL**

An update was provided in regard to repairs carried out in the ceiling of Roche Hall. Funds from the sale of the Interlaken Stock Reserve are to be expended on work at Roche Hall.

### **8.12 COMMUNITY LEARNING & DEVELOPMENT CENTRE - LEVENDALE**

The handover has taken place, given the title transfer from the Department of Education to Council. Logistics are in hand for the local Community group to undertake the grounds maintenance.

A formal function was scheduled for the Minister for Infrastructure (the Hon Rene Hidding MP) and Councillors attended along with Community Members in acknowledgement of the transfer of ownership of the property.



**RECOMMENDATION**

**THAT the information and actions in relation to Council Owned Halls and Buildings, detailed in Item 8, be received and progressed.**

**DECISION**

*Moved by Cllr A Bantick, seconded by Cllr E Batt*

**THAT the information and actions in relation to Council Owned Halls and Buildings, detailed in Item 8, be received and progressed.**

**CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

## **9. COMMUNITY OWNED HALLS**

### **9.1 BROADMARSH ELDERSLIE COMMUNITY HALL**

The Broadmarsh / Elderslie Progress Association received approximately \$40,000 for the establishment of a playground plus equipment at the Hall. This was won through the Community Infrastructure Minor Grants Program.

It was further noted that the Progress Association are actively engaged at the Hall and are continually improving the Hall and hold regular functions for community members.

### **9.2 BADEN/Mt SEYMOUR COMMUNITY HALL**

The Deputy General Manager provided an update to the meeting regarding discussions held with the property owner (Mr Summers) about the demolition of the Baden Hall. Memorabilia that was housed in the hall has been removed and relocated to the Oatlands RSL Club. The Hall is in bad repair and would require excessive maintenance and repairs. The owner is reluctant to demolish the hall (located on private land).

The Deputy General Manager will explore further options with the owner with a suggestion that the hall be fenced off. Information could also be included in Council's next Newsletter seeking feedback from community members.

### **9.3 JERICO COMMUNITY HALL**

Nil.

### **9.4 LEVENDALE COMMUNITY HALL**

Nil.

### **9.5 PARATTAH JUBILEE HALL**

It was noted that Clr Campbell pursued funding through the Small Grants Program last year to carry out repairs at the Hall.

### **9.6 STONOR COMMUNITY HALL**

Nil.

### **9.7 TUNBRIDGE TOWN HALL**

Nil.

### **9.8 TUNNACK VICTORIA HALL**

Nil.

**RECOMMENDATION**

**THAT the information and actions in relation to ‘Community Owned Halls’ detailed in Item 9, be received and progressed.**

**DECISION**

*Moved by Cllr A Bantick, seconded by Cllr E Batt*

**THAT the information and actions in relation to ‘Community Owned Halls’ detailed in Item 9, be received and progressed.**

**CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

## **10. COUNCIL OWNED RECREATION GROUNDS**

### **10.1 CAMPANIA RECREATION GROUND**

Council are entering into a 12 month ground hire agreement with the Campania Football Club for the management of the Campania Recreation Ground (the Football Club will also manage the facility on behalf of the Campania Cricket Club).

It was noted when the roster was circulated that no night cricket games have been scheduled for Campania. Andrew Benson will follow up the lack of night cricket with the Chairman of the Campania Recreation Ground Management Committee, the Campania Cricket Club and the Association.

### **10.2 COLEBROOK RECREATION GROUND**

The amenities facility has been completed on the site.

The development of a free caravan stop over on the site was discussed with agreement from members that an “overnight only stopover” should be established for caravans. A Development Application would need to be submitted for a maximum of 4 spaces at this site. It was further noted that Council do not intend to compete with a private business that is currently developing a caravan park/accommodation facility in the area.

### **10.3 KEMPTON RECREATION GROUND**

The Deputy General Manager advised that a helicopter will be landing on the Recreation Ground in the next week and a risk assessment and associated licensing for the event is in the process of being undertaken.

The General Manager advised that discussions were held at the recent Kempton Streetscape meeting in regard to access to the Recreation Ground. It was proposed that the existing entrance into the Recreation Ground be relocated to the southern end of the grandstand to alleviate traffic entering/exiting next to the playground area for safety reasons. This suggestion was endorsed by the Committee.

### **10.4 MANGALORE RECREATION GROUND**

A grant was received under the State Government’s Community Infrastructure Minor Grants Program for the establishment of a storage facility at the ground to accommodate the two pony clubs and the dog club. This project is now in progress and should be completed by the end of the year.

### **10.5 MT PLEASANT RECREATION GROUND**

The new synthetic cricket wicket has been installed over the new concrete wicket and the Cricket Club are very pleased with the outcome. During football season matting is placed over the wicket.

Sprinklers have also been installed at the ground.

For a remote rural facility, the Mount Pleasant site is in very good condition, with this fact being reinforced by the cricket Umpires and players

**10.6 OATLANDS RECREATION GROUND**

Nil.

**10.7 PARATTAH RECREATION GROUND**

Nil.

**10.8 TUNNACK RECREATION GROUND**

The BBQ facility project (suggestion put forward by the Deputy Mayor) has been completed and the local Community are very happy with the outcome of the project.

**10.9 WOODSDALE RECREATION GROUND**

Nil.

**10.10 LEVENDALE RECREATION GROUND (FORMER LEVENDALE SCHOOL)**

Nil.

**RECOMMENDATION**

**THAT the information and actions in relation to 'Council Owned Recreation Grounds' detailed in Item 10, be received and progressed.**

**DECISION**

*Moved by Clr D Fish, seconded by Clr A Bantick*

**THAT the information and actions in relation to 'Community / Privately Owned Recreation Grounds' detailed in Item 11 be received and progressed.**

**CARRIED**

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

## **11. Community / Privately Owned Recreation Grounds**

### **11.1 LEVENDALE RECREATION GROUND**

Nil.

### **11.2 RUNNYMEDE RECREATION GROUND**

The Committee would recall that the transfer of the privately owned Runnymede Cricket Ground to Council has been a long and drawn out process, given the deal was about to be closed when the then owners, Gunns Ltd went into receivership.

The matter has progressed with the new owners, FGI Australia Pty Ltd agreeing to the transfer to Council. FGI have signed the transfer documents and the documents were tabled for Council signatures, with the transfer to be completed through the Lands Titles Office in the near future.

A positive outcome, noting that the Runnymede Cricket Club has been running for nearly 100 years.

## **RECOMMENDATION**

**THAT the information and actions in relation to ‘Community / Privately Owned Recreation Grounds’ detailed in Item 11 be received and progressed.**

## **DECISION**

*Moved by Clr E Batt, seconded by Clr A Bantick*

**THAT the information and actions in relation to ‘Community / Privately Owned Recreation Grounds’ detailed in Item 11 be received and progressed.**

## **CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

## **12. Parks and Playgrounds**

### **12.1 GENERAL**

The Deputy General Manager advised that a budget submission will be put forward for the next financial year to include expenditure in the budget for parks and playgrounds. This would be for the development and improvement of parks/playgrounds in recent subdivisions and across the municipality.

He referred to Council's Play Space Strategy, where the strategy is aimed to make areas family friendly with the inclusion of shade, playground equipment, tables and chairs etc.

Maintenance and upgrading of playground equipment is also required as a constant activity and this is drawn from the Maintenance budget.

### **12.2 PROGRAM FOR PLAY EQUIPMENT & RELATED INFRASTRUCTURE**

#### **12.2.1 Colebrook Park**

Nil.

#### **12.2.2 Campania Recreation Ground**

Nil.

#### **12.2.3 Flour Mill Park (Campania)**

Nil.

#### **12.2.4 Kempton Recreation Ground**

Nil.

#### **12.2.5 Mt Pleasant Recreation Ground**

Nil.

#### **12.2.6 Oatlands Recreation Ground**

Nil.

#### **12.2.7 Parattah Recreation Ground**

Nil.

#### **12.2.8 Tunnack Recreation Ground**

Nil.

#### **12.2.9 Tunbridge Park**

Nil.

**12.2.10 Woodsdale Hall**

Nil.

**12.2.11 POS Alexander Circle Campania (Jones Subdivision)**

A shelter will be installed this financial year. This is a balance brought forward from the previous year.

**12.2.12 POS Le Compte Place Bagdad (Finlayson Subdivision)**

**12.2.13 POS Justitia Court Campania (Scaife Subdivision)**

Funds should be set aside for playground equipment for this site in the next budget.

**12.2.14 POS Iden Drive Bagdad (Booth Subdivision)**

A seat has been installed.

**RECOMMENDATION**

**THAT the information and actions in relation to Parks & Playgrounds detailed in Item 12 be received and progressed.**

**DECISION**

*Moved by Cllr A Bantick, seconded by Cllr E Batt*

**THAT the information and actions in relation to Parks & Playgrounds detailed in Item 12 be received and progressed.**

**CARRIED**

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

### **13. SOUTHERN MIDLANDS RECREATION PLAN**

**Author:** DEPUTY GENERAL MANAGER / MANAGER, COMMUNITY & CORPORATE DEVELOPMENT (ANDREW BENSON)

**Date:** 7<sup>th</sup> September 2016

An allocation was made in the 2016/17 Budget to review the Southern Midlands Recreation Plan 2006. This a work in progress over the current financial year. John Hepper from Inspiring Place was the author of the original document and John has been contracted to undertake the review. The process is consisting of the following tasks;

1. Prepare Project Plan outlining tasks and timelines
2. Council to do audit and assessment of the implementation of the 2006 Action Plan
3. Initial briefing with Council/workshop of issues and opportunities
4. Review of relevant policy documents and reports
5. Research of community recreation trends
6. Research of demographic trends
7. Assessment of implications arising from trends
8. Prepare survey of recreation needs and priorities for all community sporting and recreation groups
9. Council to undertake consultations with Southern Midlands schools (4) and identified key groups/clubs (6)
10. Analyse findings from the club and group surveys
11. Organise and conduct 4 local community area forums to discuss community recreation needs and priorities
12. Identify key issues that need to be addressed and undertake follow-up (limited to high priority needs)
13. Prepare the draft Southern Midlands Recreation Plan 2017 - 2027
14. Review meeting with Council to discuss the draft Report
15. Prepare the final Southern Midlands Recreation Plan 2017-2027 ready for Council to release for public review and comment

The target completion of the project is in the second quarter of 2018.

#### **RECOMMENDATION**

**THAT the information be received.**

#### **DECISION**

*Moved by Cllr D Fish, seconded by Cllr E Batt*

**THAT the information be received.**

#### **CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

## **15. DISABILITY ACCESS AND INCLUSION (Disability Discrimination Act)**

**Author:** DEPUTY GENERAL MANAGER / MANAGER, COMMUNITY & CORPORATE DEVELOPMENT (ANDREW BENSON)

**Date:** 7<sup>th</sup> September 2016

**Attachments:** *to be provided at the meeting*

1. SMC Disability Access & Inclusion Policy
2. SMC Disability Access & Inclusion Plan
3. SMC Disability Access & Inclusion Plan - *Access to Buildings & Facilities Checklist*

### **BACKGROUND**

During the Southern Midlands Council Manager's Away Forum at Tarraleah in April 2016, Andrew Benson raised the matter of Council's obligations under the Disability Discrimination Act 1992. The group discussed the matter and the General Manager also provided a personal perspective in relation to the RSL Bowls Club in respect of wheelchair access. After an in-depth discussion the following was resolved to submit to Council for budget consideration and it was subsequently approved for budget inclusion.

1. We have a budget item for a five year period to address DDA matters in our Council buildings, ie \$50,000 pa which equated to \$250,000 in total. There is four years left in this program and over the total period that should go a long way towards making a difference.
2. In line with the aforementioned commitment our Building Surveyor will be asked to inspect one sporting club, or Community organisation per quarter as a complementary service by Council and provide a report including an action plan for the club/organisation to move forward with its respective responsibilities under the DDA.

Following Council's budget allocation consideration, Andrew Benson convened a meeting to talk with Manager of Development & Environmental Services, David Cundall plus Building Surveyor Leon McGuinness to talk through the implementation of these recommendations at a practical level.

Items signed off on with Mgr DES and BS:

- Project Plan/timeline for Council Properties
- Project Plan/timeline for Community Properties
- Reporting framework

### **DETAIL**

Colebrook Memorial Hall was the first project and that has just been completed and consisted of considerable work to bring it up to standards. An update was provided to the meeting.

Council's portable toilet block has also been identified as not complying with Disability Access and Council Officers are currently in the process of obtaining quotes to replace with a trailer mounted toilet including compliant disability ramp access.

**RECOMMENDATION**

**THAT**

- 1. the information be received; and**
- 2. a Progress Report be provided to the next meeting.**

**DECISION**

*Moved by Clr A Bantick, seconded by Clr E Batt*

**THAT**

- 1. the information be received;**
- 2. a Progress Report be provided to the next meeting.**

**CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

**16. CURRENT BUDGET 2017/2018**

The Facilities and Recreation Committee are asked to familiarise themselves with the financial commitments for the 2017/2018 financial year.

Southern Midlands Recreation Committee						
Budget Funding 2017-18						
For the Period 1st July 2017 - 31st August 2017						
	<u>Budget</u>	<u>Budget Revised</u>	<u>Expenditure</u>	<u>Recovered</u>	<u>Tfr to Committee</u>	<u>Balance</u>
<b>Maintenance</b>						
Community Grants Program	\$ 30,000.00	\$ 30,000.00				
Recreation Committee	\$ 20,000.00	\$ 14,040.02				\$ 14,040.02
Gutter Vac Cleaning (costs based on 15-16 fy)		\$ 3,959.98				\$ 3,959.98
Pitch Change Over - Campania Rec Ground						\$ 0.00
Donations & Grants - Levendale Cricket Club		\$ 1,000.00				\$ 1,000.00
Donations & Grants - Runnymede Cricket Club 16/17		\$ 1,000.00				\$ 1,000.00
Advertising						
Other Meeting Costs						
	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>
<b>Projects</b>						
Various Projects	\$ 135,093.00					
Kempton Hall - external repainting (incl additional 20k)		\$ 30,000.00				\$ 30,000.00
Blue Place - external repainting		\$ 40,000.00				\$ 40,000.00
Rec Ground - Campania (Stormwater - eastern side)		\$ 20,000.00				\$ 20,000.00
Rec Ground - Parattah (Facility Development)		\$ 3,000.00				\$ 3,000.00
Rec Ground - Mt Pleasant (Upgrade Toilets)		\$ 13,593.00				\$ 13,593.00
Tunbridge Park - Perimeter Fence (Safety)		\$ 13,000.00				\$ 13,000.00
Parks - Playspace Strategy		\$ 7,500.00				\$ 7,500.00
- Alexander Circle & Lyndon Road (Stage 2)		\$ 8,000.00				\$ 8,000.00
	<b>\$ 135,093.00</b>	<b>\$ 135,093.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135,093.00</b>
	<b>\$ 185,093.00</b>	<b>\$ 185,093.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,093.00</b>

**RECOMMENDATION**

**THAT the Budget information be received.**

**DECISION**

*Moved by Clr A Bantick, seconded by Clr E Batt*

**THAT the information be received.**

**CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

**17. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

Nil.

*The meeting was adjourned at 11.05 a.m for a break.*

*The meeting reconvened at 11.40 a.m. to consider the Community Small Grants agenda item.*

## **14. COMMUNITY SMALL GRANTS PROGRAM**

### **14.1 SOUTHERN MIDLANDS COMMUNITY SMALL GRANTS 2017/2018**

**Author:** DEPUTY GENERAL MANAGER / MANAGER, COMMUNITY & CORPORATE DEVELOPMENT (ANDREW BENSON)

**Date:** 7<sup>th</sup> September 2016

**Attachments:**

1. Summary of 11 Applications received
2. Folder containing hard copy of all applications

### **BACKGROUND**

Council has conducted a Community Small Grants program twice a year since 2008, converting to an annual program in September 2009. The main aim of the program is to streamline and condense the many requests for financial support received from various community groups, charitable organisations and service providers throughout the year. The program has proven to be very popular with all the target groups and excellent goodwill is gleaned from the successful grant recipients. Additional kudos has been obtained recently by having large “grant cheques” presented at the Australia Day function in January.

### **[EXTRACT FROM THE GUIDELINES]**

*The Southern Midlands Council’s Community Small Grants program has been established to support projects, programs and activities developed for the benefit of the residents of the Southern Midlands local government area.*

*The Community Small Grants provide assistance to community groups to provide programs, improve safety, undertake minor capital works, facilitate small seminars, conferences and forums or purchase equipment.*

*The Southern Midlands Council recognises the immense community benefit provided to our residents and visitors by local community organisations through the provision of opportunity for involvement in activities in Southern Midlands.*

*The Community Small Grants Program is one method of supporting and assisting local organisations in providing additional opportunities for the Southern Midlands community.*

#### **Purpose**

*To provide financial assistance in a regulated and equitable way to community groups catering for, and responding to, the needs of the residents and visitors to Southern Midlands.*

*The program provides assistance to organisations to conduct a wide range of activities. The following broad categories are designed to give applicants an idea as to the types of projects which Council seeks to support through this program:*

**Community Building**

*Projects which aim to increase community participation & access to information, services & facilities while strengthening community and social well-being.*

**Minor Capital Works**

*Projects which enhance our community facilities by aiding in the development of new facilities or improvements to any existing Community/Council owned facility. It will provide assistance for projects such as fencing, roofing, ground lighting, shade sails, building refurbishments, paving, etc.*

**Safety/Accessibility Upgrades/Equipment**

*Projects that increase the capacity of local groups and clubs to cater for the needs of the community. These developments can be in the form of a construction project or the purchase of equipment.*

**Frequency**

*Council's grant program is currently held on an annual basis.*

**Important Dates:**

*The current round for assistance opens on Monday 31<sup>st</sup> July 2017 and closes on Monday 28<sup>th</sup> August 2017 at 4:00pm. Applications can be lodged at either the Oatlands or Kempton Office.*

*It is for projects starting from 12<sup>th</sup> October 2017 - full acquittal is required by Friday July 2018.*

**Level of Funding Available**

*An organisation can apply for assistance up to a maximum of \$3000 per round- no minimum grant amount applies.*

**Eligibility**

**Financial Assistance WILL be considered for:**

- *Any not for profit community group or voluntary association that is legally constituted as an incorporated body or under the auspice of one.*
- *The group or organisation is located in the Southern Midlands municipal area or is proposing an activity or project which will take place in the Southern Midlands municipal area, for the benefit of those who live, visit or conduct business in the municipal area.*
- *The applicant is able to demonstrate financial viability and competence.*
- *The applicant meets Council's insurance requirements.*
- *Education providers are able to apply on the condition that the project/activity is open to all residents and has a broad community benefit.*
- *For equipment grants, applicants are required to contribute at least 50% towards the cost of equipment for items considered 'consumables' eg cricket bats / balls , Footballs etc .Items of a longer term nature eg line marking machines , training equipment and the like would be eligible for up to 100% funding.*

*The following are important areas to address*

- *Any application which relates to works or projects on property not under the applicants direct ownership (land tenure) or control, must provide a letter of authorisation and approval for said works / projects from the land owner with the grant application.*
- *In the case of applications from the Department of Education, where the facilities will be used by Community and school students alike, the application requires written commitment from the Department of Education / Principal that the facilities (or improvements) will be accessible by the public.*
- *The Applicant need not necessarily be based within the Southern Midlands area, but the service or activity must be provided within the Southern Midlands area., for the benefit of Southern Midlands residents.*

***Financial Assistance WILL NOT be given for:***

- *Applicant organisations who have previously failed to acquit Council assisted projects in line with the agreed terms.*
- *Projects that have previously received funding from this grant program.*
- *Working Capital or straight donation purposes.*
- *Programs/projects by local schools/education providers that are exclusive to students core school curriculum with no availability to the general public.*
- *Retrospective request for a project already fully or partially completed*
- *Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.*
- *Facilities where little or no public access is available.*
- *Travel to sporting competitions or conferences for individual or community groups.*
- *Projects/ programs that are not based in or focused on southern midlands residents*

*It should be noted that meeting the eligibility criteria is not a guarantee of funding.*

*The following conditions apply to all financial assistance allocated through the program*

***Project Management***

*Funds will only be spent on the project for which funds were applied and as approved by the Southern Midlands Council.*

*Successful applicants must finalise and acquit the project within the approved time frame and approved budget as per application form.*

*Any variation of this agreement, such as an extension of the project completion date, shall only be made in writing between the parties. Any request for extension of time must be received in writing prior to the relevant original acquittal completion date.*

*Successful applicants are required to maintain a copy of all receipts of project expenditure for the term of the grant program, including copies of any advertising, media, newsletters, etc. Council will require copies of expenditure invoices / receipts as part of its acquittal procedure.*

*If relevant, applicants must obtain and comply with all applicable Council Permit Regulations for example planning, &/or building permit – including road closures, outdoor advertising and any health and safety programs (please ensure that costs for these permits, if required, are included in your application). Please ensure that you have allowed sufficient timeline for these approvals to be obtained and the project to be completed in a timely manner.*

*The Council strongly encourages that all equipment acquired through the program be insured against theft and fire or covered under your organisations insurance policy.*

*Although possession of current public liability insurance is not a condition of eligibility, Council strongly encourages all applicants to investigate all their insurance requirements to ensure activities are adequately covered and protected.*

### **Financial**

*Should a group not be able to fulfil the grant conditions as indicated on the application form or substantial savings have been made, any unspent funds shall be returned to the Southern Midlands Council. In special circumstances, surplus funds from savings made may be authorized for redirection to fund similar projects/ activities. Pre-approval in writing should be sought from Council prior to any additional funds being expended. Should the project exceed the amount estimated, groups will be required to meet the additional costs.*

### **Promotion**

*The Council requests that successful applicants actively promote the support of the Southern Midlands Council. This may include (but not limited to) any of the following:*

- Inclusion of the Southern Midlands Council logo in press advertising or any promotional material.*
- Acknowledgement of the Southern Midlands Council in radio or television advertising, award presentation, etc.*
- Opportunities for the Mayor or delegate to participate in any public relations activities, launches, or proceedings associated with the project. Sufficient notice should be given in the form of an official letter of invite addressed to the General Manager.*

*Attendance at any Council arranged event celebrating the provision of the grant funding, in particular providing a representative at Council's Australia Day ceremony.*

*Prominently displaying any certificates or plaques associated with the Council's provision of any grant funding*

*A version of Council's Logo is available and will be provided on request. The logo can only be used for a specific purpose to which it was requested and must be replicated in its existing form and not altered in any way.*

*If use of the Council logo is not practicable, the following wording should be incorporated in any material related to the funded project: "Proudly supported by the Southern Midlands Council".*

**Evaluation / Acquittal Process**

*Once the project or equipment purchase has been completed, grant recipients must submit an evaluation and provide copies of any advertising, newsletters and media releases relating to the funded project. An evaluation form will be provided with the grant approval letter.*

*Evidence of expenditure of funds is required to accompany the evaluation. It is preferred that the evaluation / acquittal information be forwarded as soon as the project or purchase is complete ie not left until the final acquittal date*

*Unsatisfactory acquittal of the grant may lead to withdrawal of the grant approval and subsequent request for return of the allocated funding.. Inability to apply for future grant funding may also apply in this circumstance. If you are having difficulties completing the acquittal obligations, please contact Council's grant staff to discuss possible solutions.*

**Priority Criteria**

*Due to the limited amount of funds available, priority will be given to projects that:*

- 1. Demonstrate considerable benefit to the Southern Midlands community;*
- 2. Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of a facility;*
- 3. Demonstrate coordination with other groups in the community;*
- 4. Address local issues by attempting to meet a community need or gap;*
- 5. Show evidence of community support for the project;*
- 6. Enhance the lifestyle options for residents and visitors in the community;*
- 7. Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;*
- 8. Demonstrate the ability to be ongoing [if applicable]*
- 9. Includes the ability for broad Community access – Land Tenure [in the ownership of the applicant or in other ownership]*
- 10. Grant funds applied for as a % of the total amount to complete the project [including in kind contribution] i.e. A financial contribution by the applicant/s would be favourably looked upon*

11. *The Project shall be one that has not received any previous funding for the same purpose by Council or any other funding body (i.e. no 'double dipping')*
12. *Demonstrate that a Risk Assessment of the project is deemed within acceptable limits*

*Final funding decisions are made on the merit of each application against the stated eligibility criteria, guidelines and an assessment against the aforementioned criteria.*

### **Assessment**

*The application process is as follows:*

*The application forms can be accessed from the Council Chambers, Oatlands and Kempton or via the Council Website: [www.southernmidlands.tas.gov.au](http://www.southernmidlands.tas.gov.au)*

*Applicants are encouraged to contact Council's Manager Community & Corporate Development, Andrew Benson on 6259 3011 if you have any questions relating to completion of the forms or require information in regard to how your project meets the guidelines of the program.*

*The completed applications, once received within timeline parameters, will be assessed and prioritized by the assessment panel consisting of Council Officers and Councillors. The panel's decision is final and no further correspondence shall be entered into.*

*The assessment panel will then make their recommendations to the next scheduled Council Meeting for adoption.*

*Once adopted by Council the applicants will be informed of their success or otherwise in gaining funding. Successful applicants will need to supply Council with a tax invoice [ on their own letterhead preferably ] for the approved grant amount to allow funding of grant monies to be processed. **This should be done as soon as the approved grant funding letter has been received.***

### **Tips for completing the Application Form**

*Please use the following as a guide to help you to complete the application form.*

#### **Section 1: General Information**

- 1 – 5 *As directed by the form, please provide as many details as possible about your group / organisation / club.*

#### **Section 2: Details of the Project**

*Tell us about your project, what you are planning and what you want to achieve.*

6. *Select the category that your project best fits under.*
7. *Give your project a name which represents what your project/activity is about.*
- 8 *Indicate where the project/activity is to be held or carried out (e.g. Hall, park, or facility).*

- 9 When answering this question think about the following:
- What does your group want to achieve? (e.g. raise awareness of a service program, group or local issue, improve access to and use of a community facility, maximize participation in your group or a particular activity, improve safety).
  - What steps are you planning to take to make sure your project/activity runs smoothly?
  - Who might you involve; (e.g.) young persons, older persons, people with different abilities, people from different cultural backgrounds).
  - Why is this project/activity important for your group/organisation and the wider community?
- 10 When answering this question think about the following?
- How things will be different for your group and/or the wider community?
  - What might it allow them to do that they can't at present?
  - How might it improve access to or participation in activities?
  - Who will benefit most from your project/activity?  
Keep in mind concepts such as community pride, attracting people to the region and spending money in the community, forming new community links, etc.
- 11 Tell us how your group identified a need in the community (e.g. community consultation, public meeting, suggestion box).
- Why do you think the need exists?
  - Why is it a problem/issue for your group and/or the wider community?
  - Who have you spoken to about this need?
  - Why has your group chosen this way to tackle the problem and/or improve the situation?
- 12 To answer these questions think about:
- Can you draw on volunteers from within your group or organisation? If yes, what sort of work will they be asked to do or in what way can they help?
  - What equipment, machinery, etc. you have?
  - What sort of skills or abilities do the individuals involved in the project/activity have? (e.g. financial management, organisational, trade skills – e.g. plumber, builder etc).
  - What type of outside assistance will you seek to complete the project or run the event?
13. For example:
- Increased participation/membership
  - A well attended event or activity
  - Peoples comments and thoughts (how will you get these?)
  - Media coverage (e.g. newspaper, community newsletter)  
You may wish to identify the main aims of your project which you can go back and review to see whether you were successful.

14. *Please provide approximate start date, completion date, and a contact person for the project.*

**Section 3: Budget**

*Please complete this section as accurately as possible and attach more pages if necessary.*

15. *Clearly list the expenses for your project/activity and indicate which expenses you intend to use Council's contribution for.*
16. *Please provide details of the confirmed and anticipated sources of funding for your project. If available please provide with your application any documents confirming the availability of these funds (e.g. bank statements, loan details, letters, etc).*

*Good luck with your Application*

**[END OF EXTRACT FROM THE GUIDELINES]**

**CURRENT POSITION**

This is the eleventh round of the Grants Program that Council have offered, with the application form and guidelines being continually refined to provide clear and concise information and criteria for community groups and organisations who apply for the grants. The Program time table is shown below

Advertisement in "Mercury"	Saturday 29 <sup>th</sup> July 2017
Grant applications open	Monday 31 <sup>st</sup> August 2017
Grant applications close	Monday 28 <sup>th</sup> August 2017 (4.00pm)
Fac & Rec C'tee Agenda closes	Friday 7 <sup>th</sup> September 2017
Fac & Rec C'tee Meeting [For assessment of applications]	Thursday 14 <sup>th</sup> September 2017 10 00am
Full Council meeting Agenda closes	Thursday 21 <sup>st</sup> September 2017
Full Council meeting - Oatlands [To consider recommendations]	Wednesday 27 <sup>th</sup> September 2017
Letters to grant applicants	Week commencing 2 <sup>nd</sup> October 2017

Eleven applications were received identifying \$ 42,018.00 worth of projects, which in turn were requesting a total of \$ 32,016.00 of support from Council through the SMC Community Small Grants Program 2017. Within the application we ask,

**GRANT AMOUNT REQUESTED:**                    \$ \_\_\_\_\_ **[GST inc]**

*Council may not be able to fund the full amount requested .Please advise the minimum amount that would still allow the project to continue \$ \_\_\_\_\_.*

A total “Will Accept” figure of \$ 26,964.00 has been determined from the applications for this grant round. The funds available for distribution by Council for the projects being \$30,000.00 as per the 2017/18 budget,

**ASSESSMENT PROCESS**

As per the previous rounds, to assess the applications in an open, transparent and equitable manner, whilst maintaining a rigorous analysis against the established criteria, the Deputy General Manager (Andrew Benson) put together a rational decision making process to assist the Facilities & Recreation Committee in their deliberations.

The process consisted of;

- **Firstly**, a set of criteria in a matrix format to establish the initial eligibility of the applicants. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are classified as *must comply*, if an Applicant does not meet this then the application is not further assessed.

<b>MUST - Eligibility YES</b>
A not for profit community group or voluntary association that is legally constituted as an incorporate body
A not for profit community group or voluntary association that is not legally constituted as an incorporate body but will operate this grant under the auspice of one - Name of auspicing body
The group or organisation is located in the Southern Midlands municipal area
The group or organisation is proposing an activity or project which will take place in the Southern municipal area, for the benefit of those who live, visit or conduct business in the municipal area.
The applicant is able to demonstrate financial viability and competence.
The applicant meets Council's insurance requirements (if applicable).
Is the applicant an educational organisation
If an education provider will the project/activity be open to all residents and does it have a broad community benefit.
If the application is for an equipment grants applicants are required to contribute at least 50% towards the cost of the equipment, has this been identified in the budget.

- **Secondly**, a set of criteria in a matrix format to establish the areas in which the grant does not cover. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are also classified as *must comply*, if an Applicant scores a YES in response then the application is not further assessed.

<b>MUST - NOs</b>	<b>Funds not available for the following</b>
	Has the Applicant organisation previously failed to acquit Council assisted projects in line with the agreed terms.
	Actions/services previously disbursed.
	Fundraising purposes (donations).
	Program/projects by local schools/education providers that are exclusive to students Core school curriculum and activities cannot be considered.
	Projects with ongoing costs e.g. staff, salaries, administration, maintenance, insurance, rental or lease arrangements.
	Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.
	The purchase of land.
	Routine and regular maintenance work to existing facilities (e.g. gardening, cleaning).
	Facilities where little or no public access is available.
	Travel to sporting competitions or conferences for individual or community groups.

- **Thirdly**, a set of criteria that have been called the WANTS in a matrix format that are ‘weighted’ to gauge the extent to which the assessment team believe that the application meets the criteria detailed below. This set of criteria has been extracted from the grant guidelines as they are pivotal to the decision making process, eg risk assessment, funding sought from Council as a percentage of the total project costs, etc.

This set of criteria required a “raw scoring” of between 1 and 5 (5 being the highest/best category), which is then multiplied by the weighting to achieve a “refined score”. For example in Criterion 1 below, the weighting (WT) is 10 because it was felt that this criterion represents a very high priority, when the application is scored by an assessment panel member against this criterion if the member of the assessment panel scores it as a 1, in the 1 to 5 range, this is then automatically multiplied by the weighting (WT), which arrives at a “refined score” of 10. Likewise if the member assessed it as a 5, in the 1 to 5 range which is then automatically multiplied by the weighting (WT) it comes up with a “refined score” of 50. Working this process through against each of the eleven criteria by each of the assessment panel members it arrives at a total as shown on the attached A3 Summary Sheet. Affectively in this model the highest collective score is determined to be the most deserving application.

<b>WANT</b>	<b>WT</b>
<b>Criteria 1</b>	
Demonstrate considerable benefit to the community;	10
<b>Criteria 2</b>	
Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of facility;	10
<b>Criteria 3</b>	
Demonstrate coordination with other groups in the Community;	5
<b>Criteria 4</b>	
Address local issues by attempting to meet a Community need or gap;	15
<b>Criteria 5</b>	
Show evidence of community support for the project;	10
<b>Criteria 6</b>	
Enhance the lifestyle options for residents and visitors in the Community;	5
<b>Criteria 7</b>	
Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;	15
<b>Criteria 8</b>	
Demonstrate the ability to be ongoing.	10
<b>Criteria 9</b>	
Is the project reliant on other funds, if so have other funds been approved	5
<b>Criteria 10</b>	
Grant funds applied for as a % of the total amount to complete the project (including in-kind contribution)	10
<b>Criteria 11</b>	
Risk Assessment of this Project	10

- Potential Conflict of Interest** It is important to have at least five people that assess and score the applications because of the high level of potential ‘conflict of interest’ that is present in such a small Community. When a Councillor or officer identifies a conflict of interest (ie if an Elected Member or an Officer on the Assessment Panel is an office bearer for the organisation that is an Applicant for a grant they are required to declare that interest and exit the meeting, they do not enter into discussions or score that application) and the automatic scoring in the spread sheet is adjusted by the averaging (ie if there is no conflict of interest with an Application the totals of all five scorers is summed and then divided by five to achieve the average. If there is one conflict of interest then the totals of all four scorers is summed and then divided by four to achieve the average). Therefore with potentially five assessors individually scoring eleven criteria, coupled with the weightings and then the averaging, no one assessor has the ability to adversely influence the potential outcome of the scoring. In a further element of transparency the A3 Summary Sheet is available to all applicants so that they can gauge their level of success compared with the other applicants based purely on the identified criteria.

Members of the Assessment Panel who declare an interest and therefore stand aside in relation the nominated application are identified in the report to Council, to ensure the integrity of the process.

**RECOMMENDATION**

**THAT**

- 1. The rigorous impartial assessment process as developed by the Deputy General Manager be undertaken by the Assessment Panel of the Facilities and Recreation Committee, plus the General Manager and the Deputy General Manager;**
- 2. Financial decisions are then to be calculated and endorsed based on the assessment;**
- 3. The financial allocations for the eleventh round of the Southern Midlands Council Community Small Grants be subsequently submitted to the next Full Council meeting for ratification.**

**DECISION**

*Moved by Cllr A Bantick, seconded by Cllr D Fish*

- 1. THAT a rigorous impartial assessment process undertaken by the Assessment Panel of the Facilities and Recreation Committee, plus the General Manager and the Deputy General Manager;**
- 2. Financial decisions are then to be calculated and endorsed based on the assessment;**
- 3. The financial allocations for the eleventh round of the Southern Midlands Council Community Small Grants be subsequently submitted to the next Full Council meeting for ratification.**

**CARRIED**

<b>Councillor</b>	<b>Vote For</b>	<b>Vote Against</b>
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

**DECISION**

*Moved by Clr A Bantick, seconded by Clr E Batt*

**THAT the meeting be adjourned to undertake the Grants Assessment.**

**CARRIED**

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

*The Meeting was adjourned to undertake the Grants Assessment at 11.45 a.m.*

*The Meeting reconvened following the Grants Assessment at 12.10 p.m.*

**DECISION**

*Moved by Clr D Fish, seconded by Clr E Batt*

**THAT the meeting be reconvened following the Grants Assessment.**

**CARRIED**

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

**14.1 SMC Community Small Grant Program 2017/18 (continued)**

The grants assessment was undertaken and the Schedule on page 40 represents the applicants, their projects, their respective request for funding and consideration by the Committee including a priority ranking and funding allocation.

The General Manager declared an interest in regard to the Oatlands Ex-Services and Community Club and was not involved in any discussions concerning that application, given his role of Auditor for the Club.

There were a number of matters that the Assessment Team took into account during the process, besides the structured assessment process, namely;

1. All applications complied with the program guidelines.
2. Bearing in mind that if the \$1,000 was to be taken up by the 11<sup>th</sup> scored applicant, all applications across this grant round will have been provided with funding support.
3. The Stepping Stone Equine Hoof Care (ranking on page 40 is 11th) application sought \$3000 for the running of public workshops on a range of practical skills in the day to day keeping and handling of horses. The applicant has a 'will accept' figure of \$2800.

The applicant's documentation showed a profit of approximately \$1700.00 being generated from the event and a considerable fee for running the event. The Committee noted an issue with the guidelines for applicants that use an auspicing

organisation in the fact that the organisation is not required to submit any manner of financial records; rather the auspicing organisation does this. Whilst the auspicing body is a legal entity Members felt that they needed to understand the ability of the Grantee to deliver the grant outcomes in weighing up the appropriate use of public funds. The choice of the committee was to not fund this Project, or provide a \$1000 grant. The horse owners within the Committee felt that there was a need for this course to be provided within the community. These arrangements will be confirmed with the applicant prior to a 'success letter' being sent to the organisation.

4. Updating the criteria surrounding Auspicing Applications for the next round of grants – as discussed in Item 1 above, where there is currently no requirement for that particular organisation/business to show their financials etc to confirm they have sufficient funds available to cover their contribution to the Project.

**SUMMARY**

**SMC Community Small Grants 2017 (GST inclusive)**

Item	Group/Club	Auspiced by	Project	Registered for GST	GST on the "Sought" Amount	GST on the "Will Accept" amount	Project Cost	Grant Sought	Will Accept	Recommend to be Approved by Council	Priority (1 = highest)
1	Colebrook Progress Assn		Youth Group Activites	No			\$ 2,929.00	\$ 2,800.00	\$ 2,000.00	\$ 2,800.00	1
2	Broadmarsh Elderslie Progress Assn		Heating for the Broadmarsh Hall	No			\$ 3,350.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	2
3	Elderslie Golf Club		Pump and associated equipment	Yes	\$ 273.00	\$ 272.73	\$ 4,745.00	\$ 3,000.00	\$ 3,000.00	\$ 2,727.00	3
4	Oatlands Golf Club		Club house repairs	No			\$ 4,430.00	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	4
5	Brighton & Green Ponds RSL		Installing service hatch at the RSL / Hall	No			\$ 3,513.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	5
6	Oatlands District Historical Society		Replacment of the front windows	Yes	\$ 273.00	\$ 255.82	\$ 3,250.00	\$ 3,000.00	\$ 2,814.00	\$ 2,727.00	6
7	Oatlands Ex Service & Community Club		New floor coverings	Yes	\$ 273.00	\$ 181.82	\$ 3,575.00	\$ 3,000.00	\$ 2,000.00	\$ 2,727.00	7
8	Oatlands Community Assn		Website portal development	No			\$ 5,683.00	\$ 2,693.00	\$ 1,795.00	\$ 2,693.00	8
9	Elderslie Golf Club		Automated External Defibrillator (AED)	Yes	\$ -	\$ -	\$ 2,850.00	\$ 2,850.00	\$ 1,995.00	\$ 2,850.00	9
10	Colebrook Progress Assn		Coffee machine for the Colebrook Hall	No			\$ 2,673.00	\$ 2,673.00	\$ 2,560.00	\$ 2,673.00	10
11	Stepping Stone Equine Hoof Care	OCA	Horse care workshop	No			\$ 5,020.00	\$ 3,000.00	\$ 2,800.00	\$ 1,000.00	11
<b>Totals</b>					<b>\$ 819.00</b>	<b>\$ 710.36</b>	<b>\$ 42,018.00</b>	<b>\$ 32,016.00</b>	<b>\$ 26,964.00</b>	<b>\$ 29,197.00</b>	

It is noted that where an organisation is registered for GST they are able to claim back their GST component of the grant and therefore their eligible GST has been deducted from the grant payment recommended.

**DECISION**

*Moved by Cllr A Bantick, seconded by Cllr E Batt*

**THAT the Deputy General Manager provides a report to the next Council meeting on the assessment, considerations and outcomes of the SMC Community Small Grants Program 2017/18 by the Facilities & Recreation Committee.**

**CARRIED**

Councillor	Vote For	Vote Against
Clr D F Fish (Chairperson)	√	
Clr A R Bantick	√	
Clr E Batt	√	

**19. NEXT MEETING**

September 2018

**20. CLOSE**

The meeting closed at 12.10 p.m.



# MINUTES

## SOUTHERN MIDLANDS COUNCIL MEMORIAL TREES COMMITTEE MEETING

HELD ON MONDAY 11<sup>TH</sup> SEPTEMBER 2017

AT THE COUNCIL CHAMBERS KEMPTON

COMMENCED AT 14.02hrs

### **Committee Members:**

*Chairman*      *Clr Edwin Batt (Clr Bob Campbell proxy)*  
*RSL*            *Ken Clark and Wayne Smith*  
*GPPA*          *Tony Jewson and Garry Francis*  
*Community*   *Tim Johnson (Philip Morrell proxy) and Maureen Johnson (Yvonne Morrell proxy)*  
*Exofficio*      *Andrew Benson, Deputy General Manager, plus other Technical Experts*

---

### **Welcome and Introductions**

Chairman Edwin Batt welcomed the Members to the meeting and also welcomed Ron Watling and Mayor Tony Bisdee OAM

### **1. Attendance**

#### **Members:**

Clr Edwin Batt (Chairman)  
Tony Jewson  
Wayne Smith  
Tim Johnson  
Ken Clark

#### **SMC Staff:**

Andrew Benson (scribe)

#### **Guest(s):**

Mayor Tony Bisdee OAM  
Ron Watling

### **2. Apologies**

**Members**      Clr Bob Campbell, Maureen Johnson, Philip & Yvonne Morell

**Staff**            Jack Lyall, Alan Townsend

### 3. Previous Minutes – Consideration for Approval/Adoption

***Moved Ken Clark, Seconded Wayne Smith, that the Minutes of the meeting dated 10<sup>th</sup> April 2017 be endorsed and accepted as a true and accurate record of proceedings***

**CARRIED**

### 4. Declaration of Pecuniary Interest

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2005*, the Chairman of a meeting is to request Committee Members to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Committee Members are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which the Committee has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2005*.

Nil

### 5. Business Arising from the Previous Minutes that is not covered in the Agenda as a Separate Item

Nil

### 6. Correspondence

**In** Letter and disk from Reg Watson - those who paid the ultimate sacrifice - via Ron Watling

Letter from National Archives concerning searching for diggers killed in action – via Ron Watling

Letter from the Australia War Museum, search for diggers killed in action – via Ron Watling

**Out** Nil

### 7. Memorial Trees Committee Terms of Reference

Nil for this meeting

### 8. The Projects(s)

*At the inaugural meeting discussion centred on the Avenues Kit as a valuable resource and it was suggested that it would be worthy to use the Kit as the basis for agenda items for the meetings. The following are the headings within the Avenues Kit and any discussions emanating during the meeting been dovetailed into this framework. If no matters are relevant to this meeting the headings will be kept as a standing agenda framework to ensure that important aspects of the Memorials are considered in the context of each meeting.*

Members are invited to raise any matter under the appropriate headings below. The word Nil beside the Item below means that there is nothing planned to be discussed under that Item, unless a Committee Member wishes to raise something, then it will be up for discussion and actioned if required.

**8.1 The Avenues** – Where are they in the Southern Midlands

Nil for this meeting

**8.2 Why do it –**

**8.2.1 Commemoration**

Nil for this meeting

**8.2.2 Education**

Nil for this meeting

**8.2.3 Bring Communities Together**

Nil for this meeting

**8.2.4 Tourism**

Nil

**8.3 What Needs to be Done and by Whom**

**8.3.1 Tasks List for Each Avenue**

Nil for this meeting

**8.4 Getting the History**

**8.4.1 Getting the Names**

Both of our “Researchers” Garry Francis and Alan Townsend were apologies for this meeting.

***It Was Resolved that Andrew Benson contact Garry and Alan to convene a brief meeting during the next week, to work through the consolidation of the information into one format and design***

**8.4.2 Getting Details of Service**

Ditto 8.4.1

**8.5 Heritage Issues**

Ditto 8.4.1

**8.6 The Heart of the Avenue**

**8.6.1 The Trees – Condition**

The trimming of the trees in Melton Mowbray has been completed and they look very appropriate in the streetscape. The Committee

felt that the trees have been brought back to their former splendour and the trimming was a tremendous job.

***It Was Resolved that the information be received***

**8.6.2 Choosing New Species and Programmed Replacement**

Nil for this meeting

**8.6.3 Site Considerations**

Nil for this meeting

**8.6.4 Building a Cultural Landscape**

Andrew Benson provided an update based his actions and the outcomes since the last meeting and provided a copy of the Concept Plan.

The last meeting of the Committee requested that the approved Concept Plan be displayed at the Kempton Memorial Hall on ANZAC Day and comment be sought – two response questionnaires were dropped into the survey box, one response was supportive for the Concept Plan and the other articulated reservations about the Memorial Park.

Given this response was not statistically representative of the Community views, Andrew Benson developed a survey questionnaire, supported by a covering letter plus a copy of the Concept Plan and asked the Kempton Post Mistress if the copies of the documents could be distributed through the Post Office. Julie agreed to do that at no cost and advised that 160 people in Kempton receive their through the Post Office. 160 copies were prepared and delivered to the Post Office for distribution.

Attached to the Agenda was the Survey blank form, the survey letter and an analysis of the in the Survey responses it was noted there was over whelming support for all elements of the Concept Plan, ie well over 90% support from those that responded to the survey (63 responses out of 160 being a 39% response rate of those surveyed – which is a credible statistical response).

Andrew Benson advised that there has been a view presented that the proposed Memorial Park should not be part of the overall precinct plan with only the development of the “small island entrance” as the only other feature associated with the Avenue. The overwhelming support through the survey certainly does not support that view.

This is a complicated matter. Members were asked to recall that Andrew Benson was directed to access grants to implement the plan for the site. He was successful in gaining funding for the construction of the Reflective Shelter in the centre of the Memorial Park. This amounted to \$29,000 from the Community Infrastructure Minor Funding Program. Minister Guy Barnett wanted to visit the site with Committee Members when he announced the success of the grant. That site visit happened as Members would recall when everyone posed for the photos with the Minister. Hence an issue arises, if the Park is not proceeding

then the Reflective Shelter is not required and the grant money is required to be returned.

Andrew Benson put the issue to Council (extract of the minutes attached) seeking a decision to either proceed with the Memorial Park development or send back the grant monies to the State Government advising that the project will not proceed. The Council decision was that the Memorial Tress Committee needed to make the decision as to which way to proceed and provide a recommendation to Council on which way to proceed.

There was extensive discussion around the table in relation to this matter, with the Chairman, in the first instance providing a balanced view in respect of the development of the site and its ramifications. Mayor Bisdee contributed a view in relation to the development of the precinct, as did Ron Watling. There was energy around the table that was desirous of adding value to the Avenue, having a further asset for the entrance of the Village, whilst minimising the outlay and attempting to meet the needs of all parties.

Discussion moved to the rethinking of the Concept Plan for Memorial Park with agreement on the following.

- A. the removing of the carpark as shown and make that a purely pedestrian path rather than a driveway with carpark;
- B. the location of the shelter should be moved closer to the location of the carpark shown on the existing plan;
- C. a temporary fence should be erected to show a more compact site, with the ability to expand the site as an when required as the other elements are funded;
- D. the modified Concept Plan is to be prepared and circulated to the Committee;
- E. the very kind offer from Tim & Tania Hoskinson of the gifting of the land should be taken up;
- F. the boundary fences for the properties on the western side of Memorial Ave be not moved or replaced as part of the development of the precinct;
- G. funding for the whole site development should be progressed through all funding options available to Members of the Committee and their contacts/organisations; and
- H. the funding of the redevelopment of the traffic island at the entrance to Memorial Avenue by Council was gratefully acknowledged as a significant cornerstone of the precinct redevelopment.

***It Was Resolved that Items A to H above be adopted by the Committee and be implemented where required as soon as possible***

The SM Memorial Trees Committee is required to provide its recommendation in respect of the State Government's grant application to Council.

## RECOMMENDATION TO COUNCIL

***That the SM Memorial Trees Committee acknowledge the Community support and confirm the Committee's commitment to the development of Memorial Park as an integral component of the Memorial Avenue precinct development, including the construction of the Reflective Shelter (albeit in a slightly revised location on site) in the grant application recently approved by the State Government and that the Grant offer be accepted.***

### 8.6.5 Interpretation

Refer to Garry and Alan's previous Item for discussion. There was discussion about banner signs. The design of the sign on the island at the entrance is crucial now

### 8.6.6 Marking the Avenue

Following his kind offer, Philip Morrell brought his metal detector along to investigate if any plaques that may have been buried or "grown over" in the tree's growth. No tangible evidence was found.

The image of Philip is shown below on the job at Memorial Ave with his metal detector.



Philip's efforts were gratefully appreciated by the Committee.

### 8.6.7 Marking the Trees

Ni at this meeting

### 8.6.8 Commemorative Events

### **8.6.8.1 ANZAC Day 2018**

Ken Clark advised that the normal ANZAC Day events are planned for this forth coming date. Plus a display at the RSL of the progress on the site.

### **8.6.8.2 Remembrance Day 2017**

What do we want to plan for November 2017? Ken advised that this date like ANZAC is fully committed.

### **8.6.8.3 Other Import Events this year**

Planning for the 100 year celebration to commence – recommendation Scope it now and that a subcommittee be established to progress this matter between meetings.

***It Was Resolved that a Sub Committee comprising Ken Clark, Tony Jewson and Andrew Benson be formed to progress the “Centenary Celebrations at the site” and report back to the Committee on progress. Notice of those meetings will be circulated and any Member would be welcomed to attend.***

### **8.6.9 Short Term and Long Term Maintenance**

Ken advised that some small limbs have come out of the trees on the eastern side of the Avenue. Andrew Benson advised that he would ask Council’s maintenance crew to remove them.

### **8.6.10 Should the Avenue be Extended for Service in Other Conflicts**

Nil at this meeting

### **8.6.11 Any Particular Issues such as Irrigation, Guards etc**

Nil at this meeting

## **8.7 Getting the Message Out There**

Nil at this meeting

## **8.8 Funding**

### **8.8.1 The Need**

Nil

### **8.8.2 Fund Raising**

Andrew Benson provided details to the Committee on the budget allocation for the 2017/18 financial year for Memorial Ave.

Ken Clark offered to find out information in relation to the flag pole.

### **8.8.3 Sponsorship**

Nil at this meeting

**8.8.4 Grants**

The decision required by the Committee on the State Government Grant was detailed in Item 8.6.4 above.

**8.8.5 Donations**

Nil at this meeting

**9. Other Business**

Nil

**10. Next Meeting**

1300hrs on the 13<sup>th</sup> November 2017 at the Kempton Council Chambers

**11. Close**

Chairman Edwin thanked our guests, Mayor Tony Bisdee OAM and Ron Watling, for their attendance and also their participation energetic in the meeting. He also thanked Members for their very welcome contributions and adjourned the meeting at 1335hrs

Annual Meeting of the Leamington Hall's Management Committee held in the Wat Memorial Hall on Monday 4<sup>th</sup> September 2017.

The Vice President, Mr. David Marshall presided in the absence of Robin (President). He opened the meeting & welcomed Mr. Green and members.

Apologies. Mayor, Mr. Tony Bisdorff, Robin Howlett & Sue Blacoe.

Minutes of previous Annual Meeting read & received.  
Mr. R. Grice Sec. S. Young.

President's Report followed

Mr. Mr. D. Marshall. sec. Mr. Moore

Treasurer's Statement read & received.

Mr. R. Grice, sec. Mr. Green.

Election of Officers. Mr. Green took the chair for the election.

President. R. Howlett nom. Mr. Marshall. sec. Mr. Moore

Vice Pres. Mr. D. Marshall nom. J. Howlett sec. Mr. White

Secretary J. Howlett nom. Mr. Moore sec. Mr. Marshall

Treasurer. Mr. White nom. R. Grice. sec. Mr. Marshall

Chairman of Reg. J. Howlett nom. Mr. Moore. sec. R. Grice.

+ Bodings.

Blancet. B. Kemp nom. J. Howlett sec. Mr. Moore

Mr. Green then thanked the President and the Committee for their work and ongoing dedication to the Hall - It is very well kept.

Mr. D. Marshall re-inforced his remarks.

Members present: - Mr. R. Green, Mr. D. Marshall

Mr. S. Young

Misses Mrs. Moore, R. Grice

Mr. White, J. Howlett

Meeting closed - 7.50 p.m.