

SOUTHERN
MIDLANDS
COUNCIL



AGENDA

SOUTHERN MIDLANDS COUNCIL FACILITIES & RECREATION COMMITTEE

THURSDAY 12th SEPTEMBER 2019

Municipal Offices, 71 High Street, Oatlands

10.00 a.m.

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ENCLOSURES

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| <i>Item 3.1</i> | <i>Previous Facilities and Recreation Committee Minutes</i> |
| <i>Item 3.2</i> | <i>Hall Committee Minutes (if available at the time of distribution)</i> |
| <i>Item 12.1</i> | <i>Callington Park Playground</i> |
| <i>Item 14</i> | <ul style="list-style-type: none"> <i>-Assessment Analysis (A3 size - to be provided at the meeting)</i> <i>-Summary of Applications received</i> <i>-Folder containing hard copy of all applications</i> |
| <i>Item 15</i> | <i>Inclusive Play & Universal Design</i> |



Dear Councillors

NOTICE OF MEETING

Notice is hereby given that the next Facilities and Recreation Committee meeting of Council will be held on;

Date: Thursday, 12th September 2019

Time: 10.00 a.m.

Venue: Municipal Offices, High Street, Oatlands

I certify under s.65(2) of the *Local Government Act 1993* that the matters to be discussed under this agenda have been, where necessary, the subject of advice from a suitably qualified person and that such advice has been taken into account in providing any general advice to the Council.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tim Kirkwood', written in a cursive style.

Tim Kirkwood

GENERAL MANAGER

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AGENDA

1. ATTENDANCE

2. APOLOGIES

3. RECEIPT OF MINUTES

3.1 CONFIRMATION OF SOUTHERN MIDLANDS FACILITIES AND RECREATION COMMITTEE MINUTES

The minutes of the meeting held on 13th September 2018, (attached) as previously circulated, are submitted for confirmation.

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 2015*, 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.

RECOMMENDATION

THAT the Council Committee resolve by simple majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2005*.

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

5. DECLARATIONS OF PECUNIARY INTEREST

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, 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 2015*.

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.

In particular, Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2005* states:

- (1) *Members of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at the meeting.*
- (2) *The chairperson may –*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.*
- (3) *The chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated.*
- (5) *The chairperson may –*
 - (a) *refuse to accept a question; or*
 - (b) *require a question to be put on notice and in writing to be answered at a later meeting.*
- (6) *If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.*

7. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS NOT COVERED IN THE AGENDA

8. COUNCIL OWNED HALLS & BUILDINGS

8.1 GENERAL

8.2 CAMPANIA HALL

8.3 CAMPANIA WAR MEMORIAL HALL

8.4 COLEBROOK MEMORIAL HALL

8.5 VICTORIA MEMORIAL HALL, KEMPTON

ANNUAL REPORT TO SOUTHERN MIDLANDS COUNCIL VICTORIA MEMORIAL HALL, KEMPTON

Year: 2018-2019

Events during the year:

Anzac Day, RSL Luncheon, RSL AGM, S M Council events, Workshops, Country Music Concert, Wakes , Private community events e.g. engagement, 18th birthday parties, Government Dept meetings, LMA Arts leasing function, Retirement function, Monthly use of Hall; Meetings for RSL committee, Rodeo and Kempton Festival committee meetings.

Weekly use of Hall: Kempton Mah jong Ladies. Kempton Primary School during term time.

Maintenance upgrades during the year:

Floor in supper room sanded and varnished.
Replaced some kitchen equipment.
Added extra fridge/freezer (donated)
Various leaks in roof and toilet attended to.
Lighting adjusted in disabled toilet and rear hall.

Significant Issues or comments:

Applied for Grant under the SM Community Small Grants Program 2019 to install dishwasher in kitchen

The hall booking form absolving RSL and Council from any litigation in case of damage or personal injury has been approved Tierney Law.

The hall's significant military display is regularly updated and logged for insurance purposes.

Used books are regularly being donated to RSL so we are in the process of setting up a "Book Mart" in the supper room for residents use. At this point it will be open three times a week.

The Kempton Streetscape committee are in the process of drawing up plans for renovating the external front area and upgrading

Signed sub branch Secretary: *Carolyn Bassett*

8.7 MANGALORE COMMUNITY HALL

Roofing sheet replacement in the 2019/20 budget

8.8 OATLANDS COMMUNITY HALL

8.9 OATLANDS AQUATIC CLUB BUILDING

8.10 MIDLANDS MEMORIAL COMMUNITY CENTRE

The A frame part of the Centre that houses the Bargain Centre is a major issue which needs to be addressed in the area of insulation. It is recommended that a number of modifications be made to the A frame to make it a more user friendly space.

As the new Oatlands Aquatic Centre is developed, some work will need to be undertaken to bring the MMCC into some degree of harmony with the new pool, however it is too early at this point in time to understand the relationship between the two buildings. These works will probably be more appropriate for consideration in next year's budget.

8.10 WOODSDALE HALL

8.11 ROCHE HALL

8.12 COMMUNITY LEARNING & DEVELOPMENT CENTRE - LEVENDALE

RECOMMENDATION

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

COMMITTEE'S RECOMMENDATION TO COUNCIL

Nil

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

9. COMMUNITY OWNED HALLS

9.1 BROADMARSH ELDERSLIE COMMUNITY HALL

9.2 BADEN/MT SEYMOUR COMMUNITY HALL

Councillors are aware of the journey that Baden Hall has metaphorically travelled over the last year. There are no further actions required by Council in relation to this matter.

9.3 JERICHO COMMUNITY HALL

9.4 LEVENDALE COMMUNITY HALL

9.5 PARATTAH JUBILEE HALL

9.6 STONOR COMMUNITY HALL

9.7 TUNBRIDGE TOWN HALL

9.8 TUNNACK VICTORIA HALL

RECOMMENDATION

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

COMMITTEE’S RECOMMENDATION TO COUNCIL

Nil

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

10. COUNCIL OWNED RECREATION GROUNDS

Wendy Young, Council's Corporate Compliance Officer applied for three grants from the State Government to provide Defibrillators at Council's Recreation Grounds. This was a great initiative by Wendy, who witnessed a near fatality at a Football Ground in a neighbouring local authority and it motivated her to resolve that such an incident would not happen at a Southern Midlands Recreation Ground, without have the best possible equipment immediately available on site. Well done Wendy!

10.1 CAMPANIA RECREATION GROUND

At the last meeting it was reported that the Deputy General Manager was in discussions with the subdivider of the land adjacent to the Campania Recreation Ground in respect to contributing to the cost of a football net behind the goals at the southern end of the ground. Part of the discussion pertains to the change of the location of the Public Open Space for the subdivision to enable the housing lot on Reeve Street to be 'swapped' from another site in Stage 4 of the subdivision. This work is still in progress.

The Football goal nets were under review at the last Campania Recreation Ground Management Committee meeting due to their excessive cost. A modified plan has been produced and Council are awaiting a revised costing.

The Campania Football Club have recently undertaken work on the Club Rooms, this was in combination with the requirement from Council's Insurer that the windows were required to be replaced with safety glass. The end result is a smart collaboration from the Club and Council,

Before



After



10.2 COLEBROOK RECREATION GROUND

The attached letter has been received from the Colebrook Cricket Club.

Images from the site have also been included for the Committee's further information.

For discussion by the Committee.

25th August 2019

Southern Midlands Council
71 High Street
Oatlands 7120
Tasmania



ATTENTION: Tim Kirkwood

Re: Colebrook Cricket Club.

I am writing to you on behalf of the Colebrook Cricket Club who play in the Oatlands District Cricket Association, at this moment the club is struggling to stay afloat, with many players leaving, but the players that are left are young players that want to continue to play for this small township.

At the moment the facilities at the ground aren't up to the standard to what they should be, Yes they have toilet facilities and some canteen facilities but when it comes to change rooms for the players and their opponents for the day there isn't any, the players from both clubs are forced to change in the canteen area or at their cars.

From a spectator prospective this is not a good thing for woman and children to see while they are watching a game of cricket. They are seeking help from the Council to obtain two storage containers which can be used as temporary change rooms.

The club has limited money as they are in the progress of rebuilding stage with local and surrounding young cricketers with the help from the local council in suppling these containers it would help with the rebuilding of this small country cricket club and their visiting sides

Yours Faithfully
Kylie Randall
Secretary
Colebrook Cricket Club
0418 351 074

The current amenities at the Colebrook Recreation Ground consist of the following (refer to images on the following pages);



Club Rooms: approximately 6m x 9m containing a bar facility
Amenities Facility: containing two unisex facilities plus a shower



Two other buildings are at the site which are both in extremely poor repair and not used. Refer to the image below which is the building on the right hand side of the above image.



There is already a shipping container on site.

10.3 KEMPTON RECREATION GROUND

Work is being undertaken at the Kempton Recreation Ground by the Kempton Streetscape Committee. This been undertaken in regards to the relocation of the access to the site as well as front fencing plus re-fencing the children's playground area.

10.4 MANGALORE RECREATION GROUND

Deputy General Manager advises that the Sport & Recreation Tasmania Grant for the Twin Arenas Project for the Pony Club and Equestrian Club at the Recreation Ground, is nearing completion, with the surface course of sand being

delivered this week and the surrounding barriers are now reclaimed hop poles rather than reclaimed TasNetwork Poles, due the impact on the budget by the delays brought about by the finding of Aboriginal relicts on the site. The process was worked through with Aboriginal Heritage Tasmania and a satisfactory outcome was achieved, albeit having a six months delay in the project completion time, which in course impacted on VEC (our implementation partners) to provide the services and materials that they were originally committed to.

10.5 MT PLEASANT RECREATION GROUND

10.6 OATLANDS RECREATION GROUND

10.7 PARATTAH RECREATION GROUND

10.8 TUNNACK RECREATION GROUND

10.9 WOODSDALE RECREATION GROUND

As the Committee would be aware the Woodsdale Football Club have '*hung up their boots*' and the management of the Recreation Ground is now being managed by the Woodsdale Hall Committee.

10.10 LEVENDALE RECREATION GROUND (FORMER LEVENDALE SCHOOL)

10.11 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, however the subdivision along with the transfer has been finalised and the ground is now in the ownership of Council.

Council and the Runnymede Cricket Club are developing a Grant Application to Sport & Recreation Tasmania for the resurfacing of the ground, to maximise the funds set aside in the budget for this year for the ground. There is \$20,000 in the budget and we are attempting to leverage those funds to achieve an equal amount from Sport & Rec Tas. – Fingers crossed for the success of the Grant Application.

RECOMMENDATION

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

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

Nil

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

Council continue to provide a contribution of the mowing of the ground.

RECOMMENDATION

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

SUB COMMITTEE’S RECOMMENDATION TO COUNCIL

Nil

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

12. PARKS AND PLAYGROUNDS

12.1 GENERAL

The Callington Park Playground is under the custodianship of the Lake Dulverton Callington Park Committee (LDCPMC) of Council, however a bid was put forward to the SMC Manager's Meeting in March 2019, by the Deputy General Manager (refer to the enclosure) for a significant structure as the core of the Play Space identified in Council's Strategic Plan. This plan has been considered by the LDCPMC and further Play Space has been included by Maria Weeding by the gentrification of the 'Sheep Yards Play Space', refer to attached design. The Play Space in Callington Park has been funded by the Australia Government's Election Commitment secured by former Nationals Party Members Senator Steve Martin.

12.2 PROGRAM FOR PLAY EQUIPMENT & RELATED INFRASTRUCTURE

12.2.1 Colebrook Park

A basketball hoop has been installed in this park.

12.2.2 Campania Recreation Ground

12.2.3 Flour Mill Park (Campania)

12.2.4 Kempton Recreation Ground

12.2.5 Station Park Kempton

12.2.6 Mt Pleasant Recreation Ground

12.2.7 Oatlands Recreation Ground

12.2.8 Parattah Recreation Ground

12.2.9 Tunnack Recreation Ground

12.2.10 Tunbridge Park

12.2.11 Woodsdale Hall

12.2.12 Public Open Space (POS) Alexander Circle Campania (Jones Subdivision)

A budget allocation has been made for the further development of this site.

12.2.13 POS Le Compte Place Bagdad (Finlayson Subdivision)

12.2.14 POS Justitia Court Campania (Scaife Subdivision)

A budget allocation has been made for the further development of this site.

12.2.15 POS Iden Drive Bagdad (Booth Subdivision)

RECOMMENDATION

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

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

Nil

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

13. SOUTHERN MIDLANDS RECREATION PLAN

An allocation was made in the Budget to review the Southern Midlands Recreation Plan 2006. John Hepper from Inspiring Place was the author of the original document and John has been contracted to undertake the review. Whilst this piece of work was to be undertaken during the 2017/2018 financial year, due to a staff absence this work was put on hold until this current financial year.

The process will consist 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 2019 - 2029
14. Review meeting with Council to discuss the draft Report
15. Prepare the final Southern Midlands Recreation Plan 2019-2029 ready for Council to release for public review and comment

The target completion of the project is in the second quarter of 2019/20 financial year.

RECOMMENDATION

THAT the information be received.

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

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

14. COMMUNITY SMALL GRANTS PROGRAM

14.1 SOUTHERN MIDLANDS COMMUNITY SMALL GRANTS PROGRAM 2019

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

Date: 12th September 2019

Attachments:

1. *Assessment Analysis (A3 size - to be provided at the meeting)*
2. *Summary of 19 Applications received*
3. *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 by having presentations to successful Grantee organisations 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 at 8.30am on Monday 29th July 2019 and **closes on Monday 26th August 2019 at 4:00pm**. Applications can be lodged at either the Oatlands or Kempton Office, or lodged electronically at mail@southernmidlands.tas.gov.au

Projects are able to start from Monday 7th October 2019 - full acquittal is required by Friday 17th July 2020.

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 must be provided within the Southern Midlands area., for the benefit of Southern Midlands residents.*

Financial Assistance WILL NOT be given for:

- *Activities by a private person that is not a formal representative of a bone fide organisation.*
- *Activities of For-Profit organisations.*
- *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

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 thirteenth 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

Preliminary Advice on Council's web site and Facebook page	Monday 1 st July 2019
Advertisement in "Mercury"	Saturday 27 th July 2019
Grant applications open	Monday 29 th July 2019
Grant applications close	Monday 26 th August 2019 (4.00pm)
Fac & Rec C'tee Agenda closes	Friday 6 th September 2019
Fac & Rec C'tee Meeting [For assessment of applications]	Thursday 12 th September 2019 10 00am
Full Council meeting Agenda closes	Thursday 19 th September 2019
Full Council meeting - Oatlands [To consider recommendations]	Wednesday 25 th September 2019
Letters to grant applicants	Week commencing 30 th September 2019

Nineteen applications have been received identifying **\$110,791.00** worth of projects, requesting a total of **\$50,611.00** of support from Council through the SMC Community Small Grants Program 2019. 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 **\$39,332.00** 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 2019/20 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.

MUST - Eligibility YES
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.

MUST - NOs	Funds not available for the following
	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 A3 Summary Sheet. Affectively in this model the highest collective score is determined to be the most deserving application.

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

- Potential Conflict of Interest** It is important to have at least seven 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 seven scorers is summed and then divided by seven to achieve the average. If there is one conflict of interest then the totals of all six scorers is summed and then divided by six to achieve the average). Therefore with potentially seven 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 a number of Council Officers including the Deputy General Manager;**
2. **Financial decisions are then to be calculated and endorsed based on the assessment;**
3. **The financial allocations for the thirteenth round of the Southern Midlands Council Community Small Grants be subsequently submitted to the next Full Council meeting for ratification.**

Moved:

Seconded:

That the meeting be adjourned to undertake the Grants Assessment.

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

The Meeting to be adjourned to undertake the Grants Assessment (time)

The Meeting to be reconvened following the Grants Assessment (time)

Moved:

Seconded:

That the Meeting be reconvened following the Grants Assessment.

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

SUB COMMITTEE’S RECOMMENDATION TO COUNCIL

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

15. DISABILITY ACCESS AND INCLUSION (DISABILITY DISCRIMINATION ACT)

Refer to the attached slide presentation

**The Importance to Our Community
of
Inclusive Play & Universal Design**

**Time to Review Our Play Spaces
in
Southern Midlands**



SOUTHERN
MIDLANDS
COUNCIL



KOMPAN
Let's play

presentation by
Andrew Benson

Using selected slides from a presentation from the KOMPAN Play Institute

For discussion.

RECOMMENDATION

THAT the information be received.

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

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

16. CURRENT BUDGET 2019/2020

The Facilities and Recreation Committee are asked to familiarise themselves with the financial commitments for the 2019/2020 financial year.

Southern Midlands Facilities & Recreation Committee							
Budget Funding 2019-20							
For the Period 1st July 2019- 29th August 2020							
	Budget	Budget Revised	Expenditure	Recovered	Tfr to Committee	Balance	Comments
Maintenance							
Community Grants Program	\$ 30,000.00	\$ 30,000.00				\$ 30,000.00	
Recreation Committee	\$ 16,000.00	\$ 5,800.00	\$ (370)			\$ 5,430.00	
Gutter Vac Cleaning (costs based on 18-19 fy)		\$ 3,200.00	\$ (100)			\$ 3,100.00	
Pitch Change Over - Campania Rec Ground		\$ 2,000.00				\$ 2,000.00	
Pitch Change Over - Mt Pleasant Rec Ground		\$ 2,000.00					
Donations & Grants - Levendale Cricket Club		\$ 1,000.00				\$ 1,000.00	
Donations & Grants - Runnymede Cricket Club 18/19		\$ 1,000.00				\$ 1,000.00	
Advertising		\$ 1,000.00				\$ 1,000.00	
Other Meeting Costs		\$ -				\$ -	
	\$ 46,000.00	\$ 46,000.00	-\$ 470.00	\$ -	\$ -	\$ 43,530.00	
Projects	\$ 96,911.00						
Election Commitments							
Oatlands Aquatic Centre (C/W Election Commitment)		\$ 500,000.00				\$ 500,000.00	
Oatlands - Callington Park - Playground (C/W Election Commitment)		\$ 500,000.00				\$ 500,000.00	
Mangalore Hall - Replace Gutters and Roofing		\$ 18,000.00				\$ 18,000.00	
Public Open Space Developments							
Alexander Circle - Shelter		\$ 10,000.00				\$ 10,000.00	
Alexander Circle - Play Equip		\$ 16,000.00				\$ 16,000.00	
Scaife Subdivision		\$ 23,000.00				\$ 23,000.00	
Rec Ground - Kempton (Roof Structure)		\$ 15,000.00				\$ 15,000.00	
Rec Ground - Mangalore (additional funding)		\$ 51,784.00	\$ (9,046)			\$ 42,737.64	
Rec Ground - Campania (Nets)		\$ 45,000.00				\$ 45,000.00	
Rec Ground - Kempton (Grandstand - Rails & Seating Upgrade)		\$ 6,000.00				\$ 6,000.00	
Rec Ground - Kempton (Lighting)		\$ 10,000.00				\$ 10,000.00	
Rec Ground - Runnymede (Resurfacing & Watering System)		\$ 20,000.00				\$ 20,000.00	
Rec Ground - Mt Pleasant (Upgrade Toilets)		\$ 38,000.00				\$ 38,000.00	
Tunbridge Park - Perimeter Fence (Safety)		\$ 30,000.00				\$ 30,000.00	
Various Projects		\$ 20,000.00				\$ 16,636.36	
Rec Ground - Campania (Window)			\$ (3,364)				
	\$ 96,911.00	\$ 1,302,784.00	-\$ 12,410.00	\$ -	\$ -	\$ 1,290,374.00	
	\$ 142,911.00	\$ 1,348,784.00	-\$ 12,880.00	\$ -	\$ -	\$ 1,333,904.00	

RECOMMENDATION

THAT the information be received.

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

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

17. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

RECOMMENDATION

THAT the information be received.

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

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

18. NEXT MEETING

19. CLOSURE