

SOUTHERN
MIDLANDS
COUNCIL



AGENDA

SOUTHERN MIDLANDS COUNCIL FACILITIES & RECREATION COMMITTEE

THURSDAY 14th SEPTEMBER 2017

Municipal Offices, 71 High Street, Oatlands

10.00 a.m.

CONTENTS

1.	ATTENDANCE	6
2.	APOLOGIES	6
3.	RECEIPT OF MINUTES	6
3.1	<i>Confirmation of Southern Midlands Facilities and Recreation Committee Minutes</i>	6
3.2	<i>Receipt of Council Hall Committee Minutes</i>	6
4.	CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA	7
5.	DECLARATIONS OF PECUNIARY INTEREST	8
6.	PUBLIC QUESTION TIME	9
7.	BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS	10
8.	COUNCIL OWNED HALLS & BUILDINGS	11
8.1	<i>General</i>	11
8.2	<i>Campania Hall</i>	11
8.3	<i>Campania War Memorial Hall</i>	11
8.4	<i>Colebrook Memorial Hall</i>	11
8.5	<i>Kempton “Blue Place”</i>	11
8.6	<i>Victoria Memorial Hall, Kempton</i>	11
8.7	<i>Mangalore Community Hall</i>	11
8.8	<i>Oatlands Community Hall</i>	11
8.9	<i>Oatlands Aquatic Club Building</i>	11
8.10	<i>Woodsdale Hall</i>	12
8.11	<i>Roche Hall</i>	12
8.12	<i>Community Learning & Development Centre - Levensdale</i>	12
9.	COMMUNITY OWNED HALLS	13
9.1	<i>Broadmarsh Elderslie Community Hall</i>	13
9.2	<i>Baden/Mt Seymour Community Hall</i>	13
9.3	<i>Jericho Community Hall</i>	13
9.4	<i>Levensdale Community Hall</i>	13
9.5	<i>Parattah Jubilee Hall</i>	13
9.6	<i>Stonor Community Hall</i>	13
9.7	<i>Tunbridge Town Hall</i>	13
9.8	<i>Tunnack Victoria Hall</i>	13

10. COUNCIL OWNED RECREATION GROUNDS	14
10.1 <i>Campania Recreation Ground</i>	14
10.2 <i>Colebrook Recreation Ground</i>	14
10.3 <i>Kempton Recreation Ground</i>	14
10.4 <i>Mangalore Recreation Ground</i>	14
10.5 <i>Mt Pleasant Recreation Ground</i>	14
10.6 <i>Oatlands Recreation Ground</i>	14
10.7 <i>Parattah Recreation Ground</i>	14
10.8 <i>Tunnack Recreation Ground</i>	14
10.9 <i>Woodsdale Recreation Ground</i>	14
10.10 <i>Levendale Recreation Ground (former Levendale School)</i>	14
11. COMMUNITY / PRIVATELY OWNED RECREATION GROUNDS	16
11.1 <i>Levendale Recreation Ground</i>	16
11.2 <i>Runnymede Recreation Ground</i>	16
12. PARKS AND PLAYGROUNDS	17
12.1 General	17
12.2 Program for Play Equipment & Related Infrastructure	17
12.2.1 <i>Colebrook Park</i>	17
12.2.2 <i>Campania Recreation Ground</i>	17
12.2.3 <i>Flour Mill Park (Campania)</i>	17
12.2.4 <i>Kempton Recreation Ground</i>	17
12.2.5 <i>Mt Pleasant Recreation Ground</i>	17
12.2.6 <i>Oatlands Recreation Ground</i>	17
12.2.7 <i>Parattah Recreation Ground</i>	17
12.2.8 <i>Tunnack Recreation Ground</i>	17
12.2.9 <i>Tunbridge Park</i>	17
12.2.10 <i>Woodsdale Hall</i>	17
12.2.11 POS Alexander Circle Campania (Jones Subdivision)	17
12.2.12 POS Le Compte Place Bagdad (Finlayson Subdivision)	17
12.2.13 POS Justitia Court Campania (Scaife Subdivision)	17
12.2.14 POS Iden Drive Bagdad (Booth Subdivision)	17
13. SOUTHERN MIDLANDS RECREATION PLAN	19
14. COMMUNITY SMALL GRANTS PROGRAM	20
14.1 SOUTHERN MIDLANDS COMMUNITY SMALL GRANTS 2017/2018	20
15. DISABILITY ACCESS AND INCLUSION (Disability Discrimination Act)	32
16. CURRENT BUDGET 2017/2018	34

17.	CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA.....	36
18.	OTHER BUSINESS	37
19.	NEXT MEETING	38
20.	CLOSE	38

ENCLOSURES

- Item 3.1 Previous Facilities and Recreation Committee Minutes*
- Item 3.2 Hall Committee Minutes (if available at the time of distribution)*
- Item 14 -Assessment Analysis (A3 size - to be provided at the meeting)*
 - Summary of Applications received*
 - Folder containing hard copy of all applications*



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, 14th September 2017

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

Page

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 15th September 2016, (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 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.

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 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*.

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

8. COUNCIL OWNED HALLS & BUILDINGS

8.1 GENERAL

8.2 CAMPANIA HALL

8.3 CAMPANIA WAR MEMORIAL HALL

8.4 COLEBROOK MEMORIAL HALL

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

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* 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 year.

The lease with the RSL is operating very well.

8.7 MANGALORE COMMUNITY HALL

8.8 OATLANDS COMMUNITY HALL

8.9 OATLANDS AQUATIC CLUB BUILDING

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

8.10 WOODSDALE HALL

8.11 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.

SUB COMMITTEE'S RECOMMENDATION TO COUNCIL

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

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.

9.2 BADEN/Mt SEYMOUR COMMUNITY HALL

Discussions have been held with Mr Sonners about the demolition of the Baden Hall - an update will be provided to the meeting.

9.3 JERICO 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.

SUB COMMITTEE’S RECOMMENDATION TO COUNCIL

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

10. COUNCIL OWNED RECREATION GROUNDS

10.1 CAMPANIA RECREATION GROUND

10.2 COLEBROOK RECREATION GROUND

The amenities facility has been completed.

The development of a caravan stop over on the site is to be discussed.

10.3 KEMPTON RECREATION GROUND

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 should be completed by the end of the year.

10.5 MT PLEASANT RECREATION GROUND

The new cricket wicket was constructed and the Cricket Club are very pleased with the outcome.

10.6 OATLANDS RECREATION GROUND

10.7 PARATTAH RECREATION GROUND

10.8 TUNNACK RECREATION GROUND

The BBQ facility has been completed and the local Community are very happy with the outcome of the project.

10.9 WOODSDALE RECREATION GROUND

10.10 LEVENDALE RECREATION GROUND (FORMER LEVENDALE SCHOOL)

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

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

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.

It is understood that FGI have signed the transfer documents and the transfer will be completed through the Lands Titles Office in the near future.

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

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

12. Parks and Playgrounds

12.1 GENERAL

12.2 PROGRAM FOR PLAY EQUIPMENT & RELATED INFRASTRUCTURE

12.2.1 Colebrook Park

12.2.2 Campania Recreation Ground

12.2.3 Flour Mill Park (Campania)

12.2.4 Kempton Recreation Ground

12.2.5 Mt Pleasant Recreation Ground

12.2.6 Oatlands Recreation Ground

12.2.7 Parattah Recreation Ground

12.2.8 Tunnack Recreation Ground

12.2.9 Tunbridge Park

12.2.10 Woodsdale Hall

12.2.11 POS Alexander Circle Campania (Jones Subdivision)

12.2.12 POS Le Compte Place Bagdad (Finlayson Subdivision)

The shelter for this site will be installed in the next few months. This is a balance brought forward from the previous year.

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)

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

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: 7th September 2016

An allocation was made in the 2016/17 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. 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.

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 2017/2018

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

Date: 7th September 2016

Attachments:

1. *Assessment Analysis (A3 size - to be provided at the meeting)*
2. *Summary of 11 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 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 31st July 2017 and closes on Monday 28th August 2017 at 4:00pm. Applications can be lodged at either the Oatlands or Kempton Office.

It is for projects starting from 12th 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 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

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

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 auspicings 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 attached 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 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.**

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)

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

Date: 7th 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 the next five years to address DDA matters in our Council buildings, ie \$50,000 pa which equated to \$250,000 over the next five years and 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 will be provided to the meeting.

RECOMMENDATION

THAT

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

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 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>
Maintenance						
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						
	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Projects						
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
	\$ 135,093.00	\$ 135,093.00	\$ -	\$ -	\$ -	\$ 135,093.00
	\$ 185,093.00	\$ 185,093.00	\$ -	\$ -	\$ -	\$ 155,093.00

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. OTHER BUSINESS

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		

19. NEXT MEETING

20. CLOSE