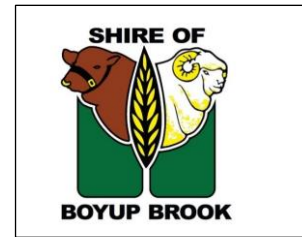


Date: 28 August 2023

To: **Community Grants Committee**



MINUTES - COMMUNITY GRANTS COMMITTEE MEETING

24 August 2023

A handwritten signature in black ink, which appears to read "Leonard Long". The signature is written in a cursive style with a large, sweeping flourish at the end.

Leonard Long
Chief Executive Officer

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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5:00pm.

2. RECORD OF ATTENDANCE

2.1 ATTENDANCE

Committee

Deputy Shire President

Councillors

Cr Helen O'Connell

Cr Sarah Alexander

Cr Steele Alexander

Cr Charles Caldwell (Presiding)

Cr Darren King

Cr Kevin Moir

Cr Adrian Price

Council Officers

Chief Executive Officer

Deputy Chief Executive Officer

Community Development Officer

Executive Officer

Leonard Long

Carolyn Mallet

Nicola Jones

Maggie Le Grange

2.2 APOLOGIES

Shire President

Councillor

Cr Richard Walker

Cr Philippe Kaltenrieder

3. DECLARATIONS OF INTEREST

3.1 FINANCIAL AND / OR PROXIMITY INTEREST

3.1.1 Cr Steele Alexander declared a Financial Interest on Item 5.1.1 Committee and Officer Recommendation 4, due to his wife being employed by the Blackwood Basin Group.

3.1.2 Cr Sarah Alexander declared a Financial Interest on Item 5.1.1 Committee and Officer Recommendation 4, being an employee of the Blackwood Basin Group.

3.1.3 Cr O'Connell declared a Financial Interest on Item 5.1.1 Committee and Officer Recommendation 4, being an employee of the Blackwood Basin Group.

3.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT

- 3.2.1 Cr Steele Alexander declared an Impartiality Interest in Item 5.1.1 Committee and Officer Recommendation 6, due to his wife being based at the Community Resource Centre.
 - 3.2.2 Cr Sarah Alexander declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, due to being based at the Community Resource Centre.
 - 3.2.3 Cr O'Connell declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, being a member of the Community Resource Centre Committee.
 - 3.2.4 Cr Price declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 2, being the Church Representative on the CoMHAT committee.
 - 3.2.5 Cr Price declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 4, being the Shire Representative on the Blackwood Basin Group.
 - 3.2.6 Cr Price declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, being a member of the Community Resource Centre Committee.
 - 3.2.7 Cr King declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, being a member of the Tonebridge Country Club.
-

4. PREVIOUS MEETING MINUTES

4.1 COMMUNITY GRANTS COMMITTEE MEETING MINUTES – 2 JUNE 2022

COMMITTEE DECISION GC 23/08/001

That the minutes of the Community Grants Committee Meeting held on 2 June 2022 be confirmed as being a true and accurate record.

Moved: Cr O'Connell

Seconded: Cr Sarah Alexander

CARRIED 7/0

4.2 COMMUNITY GRANTS COMMITTEE MEETING MINUTES – 23 JUNE 2022

COMMITTEE DECISION GC 23/08/002

That the minutes of the Community Grants Committee Meeting held on 23 June 2022 be confirmed as being a true and accurate record.

Moved: Cr O'Connell

Seconded: Cr Steele Alexander

CARRIED 7/0

5. REPORT

5.1 COMMUNITY SERVICES

COMMITTEE DECISION - GC 23/08/003

That the Committee move into a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No.1 to allow free and open discussion on the matter, the time being 5:03pm.

Officer Recommendations 4 was not discussed due members having Financial Interests resulting in a lack of a quorum for the recommendation.

Moved: Cr Moir
Seconded: Cr O'Connell

CARRIED 7/0

COMMITTEE DECISION - GC 23/08/004

That the Committee move out of a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No. 1, the time being 5:35pm.

Moved: Cr Sarah Alexander
Seconded: Cr Steele Alexander

CARRIED 7/0

5.1.1 COMMUNITY GRANTS ASSESSMENT 2023 - 2024

File Ref:	FM/25/008
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicola Jones, Community Development Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

COMMITTEE DECISION 1 - GC 23/08/005

That the Committee recommend Council:

1. Approve a grant as follows, to the Country Music Club of Boyup Brook inc:
 - a) Financial grant of \$5,000
 - b) In-kind grant to the value of \$6,000

Moved: Cr King
Seconded: Cr Sarah Alexander

CARRIED 7/0

- Cr Price declared an Impartiality Interest on Item 5.1.1, Committee and Officer Recommendation 2, being the Church Representative on the CoMHAT committee.

COMMITTEE DECISION 2 - GC 23/08/006

That the Committee recommend Council:

- 1. Approve a grant of \$5,000 to CoMHAT.**

Moved: Cr Sarah Alexander

Seconded: Cr O'Connell

CARRIED 7/0

COMMITTEE DECISION 3 - GC 23/08/007

That the Committee recommend Council:

- 1. Approve a grant of \$5,000 to the Boyup Brook Tennis Club.**

Moved: Cr Steele Alexander

Seconded: Cr O'Connell

CARRIED 7/0

- Cr Steele Alexander declared a Financial Interest on Item 5.1.1 Officer Recommendation 4, due to his wife being employed by the Blackwood Basin Group.
- Cr Sarah Alexander declared a Financial Interest on Item 5.1.1 Officer Recommendation 4, being an employee of the Blackwood Basin Group.
- Cr O'Connell declared a Financial Interest on Item 5.1.1 Committee and Officer Recommendation 4, being an employee of the Blackwood Basin Group
- Cr Price declared an Impartiality Interest on Item 5.1.1, Committee and Officer Recommendation 4, being the Shire Representative on the Blackwood Basin Group.

Due to the lack of a Quorum for Officer Recommendation 4, the Deputy Presiding Member authorises the adjournment of this specific recommendation.

COMMITTEE DECISION 4 - GC 23/08/008

The Committee Resolves that a meeting be held on 31 August at 5:00pm in Council Chambers to consider Officer Recommendation 4 as provided below.

Moved: Cr King
Seconded: Cr Moir

CARRIED 4/0

OFFICER RECOMMENDATION 4 - GC 23/08/...

That the Committee recommend Council:

1. Approve a grant of \$3,000 to the Blackwood Basin Group.

Moved:
Seconded:

.....

COMMITTEE DECISION 5 - GC 23/08/009

That the Committee recommend Council:

1. Approve a grant of \$5,000 to the Boyup Brook Golf Club.

Moved: Cr Steele Alexander
Seconded: Cr O'Connell

CARRIED 7/0

- Cr Steele Alexander declared an Impartiality Interest on Item 5.1.1 Officer Recommendation 6, due to his wife being based at the Community Resource Centre.
- Cr Sarah Alexander declared an Impartiality Interest on Item 5.1.1, Officer Recommendation 6, due to being based at the Community Resource Centre.
- Cr O'Connell declared an Impartiality Interest on Item 5.1.1, Committee and Officer Recommendation 6, being a member of the Community Resource Centre Committee.
- Cr Price declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, being the Shire Representative on the Community Resource Centre Committee.
- Cr King declared an Impartiality Interest in Item 5.1.1, Committee and Officer Recommendation 6, being a member of the Tonebridge Country Club.

COMMITTEE DECISION 6 - GC 23/08/010

The Committee Resolves that a meeting be held on 31 August at 5:00pm in Council Chambers to consider Officer Recommendation 4 as provided below.

**Moved: Cr O'Connell
Seconded: Cr King**

CARRIED 7/0

OFFICER RECOMMENDATION 6 - GC 23/08/...

That the Committee recommend Council:

1. **Request the Chief Executive Officer advise the following community groups that they were not successful in obtaining a grant in the 2023-2024 grants submission.**
 - a) **Community Resource Centre**
 - b) **Boyup Brook Pistol Club**
 - c) **Hope Community Fellowship**
 - d) **Mayanup Horse and Pony Club**
 - e) **Boyup Brook Cricket Club**
 - f) **Boyup Brook Tourism Association inc**
 - g) **Tonebridge Country Club inc**
 - h) **UBAS**

2. Request the Chief Executive Officer to prepare an amended F.02 Guidelines for Community Grants Policy by inter alia capping the amount of any one grant submission to \$5,000 per applicant.

Moved:

Seconded:

.....

SUMMARY

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Boyup Brook community.

Grants are awarded to local not-for-profit community organisations to support projects that will benefit groups and the broader community to support the strategic development and organisation capacity building of local community groups.

BACKGROUND

This year the program is oversubscribed, with the Shire supporting many large capital projects, \$40,000 was allocated for Community Grants in the budgeting process. Whilst this amount is less than the 2% as per Policy, it still sits within the policy guidelines as the amount determined is to be up to and not exceed 2%.

REPORT DETAIL

To ensure the consideration of grant submission are unbiased officers developed a matrix which takes the following criteria into consideration:

- Percentage of own contribution in relation to the requested amount. The higher the groups own contribution the higher the score. This method does not discriminate against smaller clubs that cannot afford large contributions.
- Successful grant submissions over the past three (3) years.
 Successful grant in 22/23 = 0 Unsuccessful grant in 22/23 = 3
 Successful grant in 21/22 = 1 Unsuccessful grant in 21/22 = 3
 Successful grant in 20/21 = 2 Unsuccessful grant in 20/21 = 3

Using the matrix model the following scoring was determined:

<u>Rank</u>	<u>Name</u>	<u>Requested Amount</u>	<u>Recommended Amount</u>
1	Country Music Club of Boyup Brook Inc	\$21,000	\$15,000
1	CoMHAT	\$6,933	\$6,933
3	Boyup Brook Tennis Club	\$5,285	\$5,285

3	Blackwood Basin Group		\$3,000	\$3,000
5	Community Resource Centre		\$1,400	Maintenance
6	Boyup Brook Golf Club		\$10,000	\$8,782
7	Boyup Brook Pistol Club		\$5,000	
7	Hope Community Fellowship		\$2,273	
7	Mayanup Horse & Pony Club		\$4,000	
10	Boyup Brook Cricket Club		\$1,000	
10	Boyup Brook Tourism Association Inc		\$1,000	
12	Tonebridge Country Club Inc		\$5,688	
12	UBAS		\$13,260	
				\$39,000
			Allocated Funds	\$40,000
			Available Funds	\$1,000

The following is the actual matrix scoring per submission:

The submission from the Community Resource Centre is considered to be maintenance, which is the responsibility of the Shire, as such the submission has been deemed null and void.

Community Resource Centre		
Purpose	Verandah upgrade	
Total Project Cost	\$1,900.00	
Request \$ + in-kind	\$1,400.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$500.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	36%	3
Received grant 22/23	No	3
Received grant 21/22	No	3
Received grant 20/21	Yes	2
		11

Boyup Brook Tennis Club		
Purpose	Clubhouse perimeter fence, security cameras and sensor lights	
Total Project Cost	\$6,626.36	
Request \$ + in-kind	\$5,285.45	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,340.91	
Org In-kind Contribution \$	\$750.00	
Own Contribution %	40%	3
Received grant 22/23	No	3
Received grant 21/22	No	3
Received grant 20/21	No	3
		12

Tonebridge Country Club Inc		
Purpose	Demolish and replace existing bbq with brick bbq and accessories	
Total Project Cost	\$5,687.55	
Request \$ + in-kind	\$5,687.55	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$850.00	
Own Contribution %	15%	1
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		4

Country Music Club of Boyup Brook Inc		
Purpose	Country Music Festival	
Total Project Cost	\$518,700	
Request \$ + in-kind	\$21,000	
Council in-kind Contribution \$	\$6,000	
Own Contribution	\$250,000	
Org In-kind Contribution \$	\$0	
Own Contribution %	1190%	10
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		13

Boyup Brook Pistol Club		
Purpose	Upgrading 50 metre shooting range	
Total Project Cost	\$0.00	
Request \$ + in-kind	\$5,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$7,000.00	
Org In-kind Contribution \$	\$3,000.00	
Own Contribution %	200%	10
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7

CoMHAT		
Purpose	Community Colour Run and Wellness Workshops	
Total Project Cost	\$20,250.00	
Request \$	\$6,933.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$11,250.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	162%	10
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		13

Blackwood Basin Group		
Purpose	Bees n weeds workshops	
Total Project Cost	\$4,500.00	
Request \$ + in-kind	\$3,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$1,500.00	
Own Contribution %	50%	5
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		12

Hope Community Fellowship		
Purpose	Front yard upgrade including handrails and reticulation	
Total Project Cost	\$4,545.44	
Request \$ + in-kind	\$2,272.72	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,818.18	
Org In-kind Contribution \$	\$454.54	
Own Contribution %	100%	10
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7

UBAS		
Purpose	Retaining wall and ramp at ablutions and concrete floor with drainage in cattle yards	
Total Project Cost	\$14,731.00	
Request \$ + in-kind	\$13,260.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,371.00	
Org In-kind Contribution \$	\$750.00	
Own Contribution %	16%	1
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		4

Boyup Brook Golf Club		
Purpose	Kitchen upgrade	
Total Project Cost	\$50,000.00	
Request \$ + in-kind	\$10,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$10,000.00	
Org In-kind Contribution \$	\$10,000.00	
Own Contribution %	200%	10
Received grant 22/23	No	3
Received grant 21/22	No	3
Received grant 20/21	No	3
		9

Mayanup Horse & Pony Club		
Purpose	Transportable storage facility for equipment	
Total Project Cost	\$9,222.29	
Request \$ + in-kind	\$4,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,403.64	
Org In-kind Contribution \$	\$3,500.00	
Own Contribution %	123%	10
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7

Boyup Brook Cricket Club		
Purpose	Transportable storage facility for equipment	
Total Project Cost	\$1,000.00	
Request \$ + in-kind	\$1,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	0%	0
Received grant 22/23	Yes	0
Received grant 21/22	No	3
Received grant 20/21	No	3
		6

Boyup Brook Tourism Association Inc		
Purpose	Support for promoting the Walk on the Wild Side event in October 2023	
Total Project Cost	\$1,000.00	
Request \$ + in-kind	\$1,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	0%	0
Received grant 22/23	Yes	0
Received grant 21/22	No	3
Received grant 20/21	No	3
		6

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

Key Imperatives	Built Environment
Outcome	Provide sustainable infrastructure that serves the current and future needs of the community
Objective	Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity and function

Key Imperatives	Social and Community
Outcome	Support a healthy, active, vibrant community
Objective	Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community. Promote community participation, interactions and connections
Outcome	Encourage the preservation of our culture, heritage and history
Objective	Support and promote community events and activities

Key Imperatives	Economic Development
Outcome	Support a strong and inclusive economy
Objective	Promote the town as a great place to visit, stay and live

Key Imperatives	Natural Environment
Outcome	Manage natural resources sustainably
Objective	Manage and conserve the natural environment, lands and water

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATION**Economic – (Impact on the Economy of the Shire and Region)**

There will be a positive economic impact to the Shire and region with funds being utilised in the Shire and region. This includes upgraded facilities and tourism, with recipients engaging with local businesses and trades where appropriate.

Social – (Quality of life to community and / or affected landowners)

Upgraded facilities and events will bring about a sense of community connectedness along with tourists visiting the Shire and region from across Western Australia and at times, Australia.

POLICY IMPLICATIONS

F.02 Guidelines for Community Grants Policy.

RISK MANAGEMENT IMPLICATIONS

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
Low	There are no obvious risks associated with using the matrix system which determines a rank for each application in a fair and unbiased manner.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

The cost of funding the recommended grants are contained in the adopted 2023-24 budget.

Workforce

Nil

End

6. CLOSURE

There being no further business the meeting closed at 5:42pm.

Presiding Member

Date