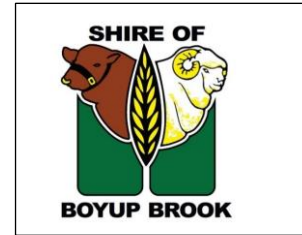


Date: 31 August 2023

To: **COMMUNITY GRANTS COMMITTEE**



COMMUNITY GRANTS COMMITTEE MEETING MINUTES

31 August 2023.

A handwritten signature in black ink, which appears to read "Leonard Long". The signature is written in a cursive, flowing style.

Leonard Long
Chief Executive Officer

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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5:01pm.

2. RECORD OF ATTENDANCE

2.1 ATTENDANCE

Committee

Shire President

Deputy Shire President

Councillors

Cr Richard Walker (Presiding)

Cr Helen O'Connell

Cr Sarah Alexander

Cr Steele Alexander

Cr Charles Caldwell

Cr Darren King

Cr Kevin Moir

Cr Adrian Price

Council Officers

Chief Executive Officer

Deputy Chief Executive Officer

Leonard Long

Carolyn Mallet

2.2 APOLOGIES

Councillor

Executive Officer

Cr Philippe Kaltenrieder

Maggie Le Grange

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 Officer Recommendation 1, due to Cr Steel Alexander's wife being employed by the Blackwood Basin Group.

3.1.2 Cr Sarah Alexander declared a Financial Interest on Item 5.1.1 Officer Recommendation 1, being an employee of the Blackwood Basin Group.

3.1.3 Cr O'Connell declared a Financial Interest on Item 5.1.1 Officer Recommendation 1, being an employee of the Blackwood Basin Group.

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- 3.1.4 Cr King declared a Financial Interest in Item 5.1.1 Officer Recommendation 4, due to Cr King's wife writing the grant and both children are members of the Mayanup Horse and Pony Club

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 Officer Recommendation 5, due to Cr Steele Alexander's wife being based at the Community Resource Centre.
- 3.2.2 Cr Sarah Alexander declared an Impartiality Interest in Item 5.1.1, Officer Recommendation 5, due to being based at the Community Resource Centre.
- 3.2.3 Cr O'Connell declared an Impartiality Interest in Item 5.1.1, Officer Recommendation 5, being a member of the Community Resource Centre Committee.
- 3.2.4 Cr Price declared an Impartiality Interest in Item 5.1.1, Officer Recommendation 5, being a member of the Community Resource Centre Committee.
- 3.2.5 Cr Price declared an Impartiality Interest on Item 5.1.1, Officer Recommendation 1, being the Shire Representative on the Blackwood Basin Group.
- 3.2.6 Cr King declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 2, being a member of the Boyup Brook Pistol Club.
- 3.2.7 Cr King declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a member of the Tonebridge Country Club.
- 3.2.8 Cr King declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a committee member of the Community Resource Centre.
- 3.2.8 Cr Price declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being the Shire Representative on the Boyup Brook Tourism Association
-

4. PREVIOUS MEETING MINUTES

4.1 COMMUNITY GRANTS COMMITTEE MEETING MINUTES – 24 AUGUST 2023

COMMITTEE DECISION GC 23/08/011

That the minutes of the Community Grants Committee Meeting held on 24 August 2023 be confirmed as being a true and accurate record.

Moved: Cr O'Connell

Seconded: Cr Caldwell

CARRIED 8/0

5. REPORT

5.1 COMMUNITY SERVICES

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

- Cr Steele Alexander declared a Financial Interest on Item 5.1.1 Officer Recommendation 1, due to Cr Steele Alexander's wife being employed by the Blackwood Basin Group.
- Cr Sarah Alexander declared a Financial Interest on Item 5.1.1 Officer Recommendation 1, being an employee of the Blackwood Basin Group.
- Cr O'Connell declared a Financial Interest on Item 5.1.1 Committee and Officer Recommendation 1, being an employee of the Blackwood Basin Group.
- Cr Price declared an Impartiality Interest on Item 5.1.1, Committee and Officer Recommendation 1, being the Shire Representative on the Blackwood Basin Group.

Cr Steele Alexander, Cr Sarah Alexander and Cr O'Connell left the chambers at 5:03pm

COMMITTEE DECISION – GC 23/08/012

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 Officer Recommendation 1, the time being 5:04pm

Moved: Cr Caldwell
Seconded: Cr King

CARRIED 5/0

COMMITTEE DECISION – GC 23/08/013

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 5:32pm.

Moved: Cr Caldwell
Seconded: Cr King

CARRIED 5/0

COMMITTEE DECISION 1 - GC 23/08/014

(Previously Officer Recommendation 4 in agenda dated 24/08/23)

That the Committee recommend Council:

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

Moved: Cr Price
Seconded: Cr King

CARRIED 3/2
Against Cr Caldwell and Cr Moir

Cr Steele Alexander, Cr Sarah Alexander and Cr O'Connell returned to the chambers at 5:38pm.

COMMITTEE DECISION – GC 23/08/015

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 Officer Recommendations 2 and 3, the time being 5:40pm

Moved: Cr King
Seconded: Cr Sarah Alexander

CARRIED 8/0

COMMITTEE DECISION – GC 23/08/016

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 6:34pm.

**Moved: Cr Steele Alexander
Seconded: Cr O'Connell**

CARRIED 8/0

- Cr King declared an Impartiality Interest in Item 5.1.1 Committee and Officer Recommendation 2, being a club member of the Boyup Brook Pistol Club.

COMMITTEE DECISION 2 - GC 23/08/017

That the Committee recommend Council:

- 1. Approve a grant of \$4,000 to the Boyup Brook Pistol Club.**

**Moved: Cr Caldwell
Seconded: Cr Steele Alexander**

**CARRIED 7/1
Against Cr Moir**

COMMITTEE DECISION 3 - GC 23/08/018

That the Committee recommend Council:

- 1. Approve a grant of \$1,000 to the Hope Community Fellowship.**

**Moved: Cr Sarah Alexander
Seconded: Cr O'Connell**

**CARRIED 5/3
Against Cr Caldwell, Cr Moir, Cr Steele Alexander**

- Cr King declared a Financial Interest in Item 5.1.1 Officer Recommendation 4, due to Cr King's wife writing the grant and both children are members of the Mayanup Horse and Pony Club

Cr King left the chambers at 6:35pm.

COMMITTEE DECISION 4 - GC 23/08/019

That the Committee recommend Council:

- 1. Approve a grant of \$3,500 Mayanup Horse and Pony Club.**

**Moved: Cr Steele Alexander
Seconded: Cr Price**

CARRIED 7/0

Cr King returned to the chambers at 6:38pm.

- Cr Steele Alexander declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, due to Steele Alexander's wife being based at the Community Resource Centre.
- Cr Sarah Alexander declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, due to being based at the Community Resource Centre.
- Cr O'Connell declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a member of the Community Resource Centre Committee.
- Cr Price declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a member of the Community Resource Centre.
- Cr King declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a member of the Tonebridge Country Club.
- Cr King declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being a committee member of the Community Resource Centre.
- Cr Price declared an Impartiality Interest in Item 5.1.1 Officer Recommendation 5, being the Shire Representative on the Boyup Brook Tourism Association.

OFFICER RECOMMENDATION 5

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 Cricket Club
 - c) Boyup Brook Tourism Association Inc,
 - d) Tonebridge Country Club Inc
 - e) 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.

ALTERNATIVE MOTION 5 - GC 23/08/020

That the Committee recommend Council:

- 1. Request the Chief Executive Officer advise the following community groups that they were successful in obtaining a grant amount listed below.
 - a) Boyup Brook Cricket Club \$500**
 - b) Boyup Brook Tourism Association Inc, \$500**
 - c) UBAS \$5,000****
- 2. 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) Tonebridge Country Club Inc****
- 3. 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: Cr Caldwell

Seconded: Cr Steele Alexander

CARRIED 8/0

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

At the Community Grants Committee meeting held on 24 August 2023 the following was resolved:

COMMITTEE DECISION 1 - GC 23/08/003

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

COMMITTEE DECISION 2 - GC 23/08/004
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 23/08/005
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

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 23/08/006
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 23/08/007
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

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	\$11,000 (\$5,000 financial + \$6,000 in-kind)
1	CoMHAT	\$6,933	\$5,000
3	Boyup Brook Tennis Club	\$5,285	\$5,000
3	Blackwood Basin Group	\$3,000	\$3,000
5	Community Resource Centre	\$1,400	Maintenance
6	Boyup Brook Golf Club	\$10,000	\$5,000
7	Boyup Brook Pistol Club	\$5,000	\$5,000
7	Hope Community Fellowship	\$2,273	\$2,273
7	Mayanup Horse & Pony Club	\$4,000	\$3,000
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	
			\$39,273

		Allocated Funds	\$40,000
		Available Funds	\$727

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.

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

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

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

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

Community Group	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

Community Group	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 6:46 pm.

 Presiding Member

 Date