



MINUTES

**COMMUNITY GRANTS COMMITTEE OF THE SHIRE OF BOYUP BROOK MEETING HELD IN
THE COUNCIL CHAMBERS, ABEL STREET, BOYUP BROOK ON THURSDAY 23 JUNE 2022
COMMENCING AT 5.00pm.**

1. RECORD OF ATTENDANCE/APOLOGIES

COMMITTEE

Cr Richard Walker – Shire President
Cr Helen O’Connell – Deputy Shire President
Cr Sarah Alexander – via Microsoft Teams
Cr Charles Caldwell
Cr Philippe Kaltenrieder
Cr Darren King
Cr Kevin Moir
Cr Adrian Price

STAFF

Mr D Putland (Chief Executive Officer)
Mr B Robinson (Finance Manager)
Mrs Carolyn Mallett (Deputy/Chief Executive Officer) – via Microsoft Teams
Mrs M Lane (Executive Assistant)

APOLOGIES

Cr Steele Alexander

2. DISCLOSURE OF INTERESTS

3. REPORTS

3.1 Community Grants Assessment 2022/23

Location:	N/A
Applicant:	Various
File:	FM/25/008
Disclosure of Officer Interest:	None
Date:	1 June 2022
Author:	Grace Borrello, Community, Tourism & Economic Development Officer
Authorizing Officer:	Dale Putland, Chief Executive Officer
Attachments:	Summary – excel spreadsheet (3.1a) Community Grants - \$1000 – (3.1b) Community Grants over \$1000 – (3.1c) F.02 Guidelines for Community Grants Policy (attachment 3.1d)

SUMMARY

This report has been prepared to assist the Community Grants Committee to assess the 2022/23 Community Grant applications. This year the program is undersubscribed and there are no new MOU requests to consider in the budgeting process. The recommendations from this committee meeting will be presented to Council at the June 2022 Council meeting for approval and inclusion in the 2022/23 budget.

BACKGROUND

Each year Council provides the opportunity for community groups, associations and organisations operating within the Shire of Boyup Brook the opportunity to apply for community grants. The Community Grants Committee assesses the applications and makes the recommendations on funding allocation. The final decision will be made by Council at budget adoption time.

Excerpt from the Guidelines for Community Grants Policy:

Responsibility of Council:

Funding Allocations

Council will set aside an amount of up to 2% of budgeted rate revenue as set out in the Rate Revenue Note (usually Note *) in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed, in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grant and donation requests in excess of 2% of budgeted rate revenue.

Community Grants rates calculation:

The Total Rates Revenue as per Note 1(a) adopted Budget 2021/22 is \$3,142,969 x 4.5% (rates uplift in accordance with LTFP) x 2% = \$65,688 (up to)

Community Grants 2022/23		
BUDGETS From Synergy		2021/22
031001	General GRV	481,306
031002	General Rural UV	2,222,749
031003	GRV Minimum	53,040
031004	UV Minimum	384,869
		3,143,314
031104	Rates Write Offs	-250
		3,141,714
031006	Ex Gratia Rates	1,255
	Concessions (Note 1(e))	-1,350
		3,142,969
x 1.045	LTFP Rates Uplift (4.5%)	3,284,403
x .02	As per Council Policy F.02	65,688

Accordingly, up to \$65,688 is available for allocation to Community Grants Program for the 2022/23 budget.

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2021/22 Budgeted rate revenue	2021/22 Budgeted interim rates	2021/22 Budgeted back rates	2021/22 Budgeted total revenue	2020/21 Actual total revenue	2020/21 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate									
Gross rental valuations									
General Rate - GRV	0.139717	298	3,444,870	481,306	0	0	481,306	460,579	460,579
Unimproved valuations									
General Rate - UV	0.007182	546	309,488,997	2,222,749	1,350	0	2,224,099	2,173,755	2,170,963
Sub-Totals		844	312,933,867	2,704,055	1,350	0	2,705,405	2,634,334	2,631,542
Minimum									
Minimum payment									
\$									
Gross rental valuations									
General Rate - GRV	1.041	51	236,247	53,040	0	0	53,040	50,745	50,745
Unimproved valuations									
General Rate - UV	941	409	34,399,910	384,869	0	0	384,869	324,000	324,000
Sub-Totals		460	34,636,157	437,909	0	0	437,909	374,745	374,745
		1,304	347,570,024	3,141,964	1,350	0	3,143,314	3,009,079	3,006,287
Waivers and write-offs							(250)	(310)	(250)
Concessions (Refer note 1(e))							(1,350)	(1,196)	0
Total amount raised from general rates							3,141,714	3,007,573	3,006,037
Ex gratia rates							1,255	0	1,255
Total rates							3,142,969	3,007,573	3,007,292

COMMENT

The Community Grants application process

Donations (\$1,000 and under) are applied by applicants submitting a letter outlining the project, community benefit and the applicant's contribution.

Grants (\$1,001 and over) require applicants to complete an application form and provide additional financial and supporting information.

Based on the F.02 Guidelines for Community Grants Policy Council may decide to fund a portion of the request, with preference given to applicants that leverage funding.

Policy excerpt:

4. Assessment of Applications

A Committee comprising of Councillor representation will assess all of the eligible applications. This Committee will then make recommendations to Council in accordance with the following assessment criteria:

1. The Committee will assess each application received in the Community Grants process on its merit and determine the value of the application in relation to whole of community benefit.
2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan) will generally be assessed as having higher merit than applications that do not.
4. The Committee will consider funding projects which do not have direct links to Council's strategic objectives based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Please refer to below tables summarizing;

- **Community grant requests over \$1,001**
- **Donation requests up to \$1000**
- **MOU currently funded outside of community grants budget**
- **Other on-going funding arrangements**

Please view the attached summary sheet for more details of the 2022/23 applications.

Community grant requests over \$1,001

Organisation Name	Requested Purpose	Requested Amount \$	Request in-kind	Org's contribution
CoMHAT	Contribution towards running of Boyup Brook Community Wellness Festival	\$ 5,500.00		\$ 3,100.00
Boyup Brook Club Inc	Assistance in-kind from Shire for maintenance of lawns and gardens		\$ 2,750.00	\$ 1,500.00
Upper Blackwood Agricultural Society	Upgrade of northern boundary fencing	\$ 5,770.00		\$ 1,000.00
Dinninup Volunteer Bushfire Brigade	Assist in development of BFB auxiliary unit	\$ 7,670.00		\$ 5,000.00
Country Music Club of Boyup Brook	Funds to assist with administration costs in the planning for the BBCMF and in-kind support (fuel, mowing, sand etc. approx \$6,000).	\$ 15,000.00	\$ 6,000.00	\$ 220,910.00
Subtotal		\$ 33,940.00	\$ 8,750.00	
Total community grants		\$ 42,690.00		

Donation requests

Organisation Name	Requested Purpose	Requested Amount \$	Request in-kind	Org's contribution
Boyup Brook Cricket Club	Purchase of new cricket equipment for players (both seniors and juniors).	\$ 1,000.00		
Boyup Brook Tourism Association	Advertising in the printed media for the 'Walk on the Wild Side' event	\$ 1,000.00		
Tonebridge Country Club	Insurance and operating costs	\$ 1,000.00		
Blackwood River Art Trail	The Blackwood River Arts Trail committee is asking for support from the Shire for \$1000 - funding is needed for advertising in print and social media	\$ 1,000.00		
Total donations		\$ 4,000.00		

MOU Requests (funded outside of community grants budget)

Organisation Name	Requested Purpose	Amount \$	Funding mechanism
Boyup Brook Districts Pioneers Museum Inc	Annual contribution to Museum operations	\$ 5,000.00	<i>Museum:</i> Budget 116100 – Recreational/Cultural
Boyup Brook Tourism Association	Annual contribution to Visitor Centre operations	\$ 25,000.00	<i>Visitor Centre:</i> Budget 132104 – Tourism
St John Ambulance – Boyup Brook	Annual contribution towards emergency ambulance service	\$ 24,000.00	<i>Ambulance Centre</i> Budget 075100 – Health
Boyup Brook Community Resource Centre	Annual contribution towards library services	\$ 20,000.00	<i>Library Operations:</i> Budget 115100 – Libraries
Total MOU's		\$ 74,000.00	

Other on-going funding agreements

Organisation Name	Requested Purpose	Requested Amount \$
Boyup Brook District High School	Shire President Scholarship	\$ 200.00
Playgroup	Assist ongoing operations i.e., cover hire fees and general maintenance	\$ 1,000.00
Rylington Park	Agricultural School Scholarships to be determined annually through the budget	\$
Total Other		\$ 1,200.00

Ongoing MOU's

Table 3 lists the ongoing MOU agreements which run through to 2023/24. Last year it was recommended that the MOUs were allocated funds separate to the Community Grants process. The funding mechanisms for these MOU's have been listed. However, should they wish, Council has the ability to alter the funding mechanism for the Museum MOU, which was funded through Member Donations in the 2021/22 budget.

Existing other Agreements:

Table 4 outlines the other requests received by Council on an ongoing annual basis. These are funded separate to the Community Grants process. The Boyup Brook District High School Scholarship is funded through the Education Budget, and Playgroup through Rylington Park.

The Rylington Park Agricultural School scholarship has been included and is funded through the Rylington Park budget as an ongoing commitment of the resumption agreement.

Extraordinary Requests

As per the F.02 Guidelines for Community Grants Policy the annual budget will also include \$1,000 for extraordinary grant request:

Excerpt from the Policy:

The Chief Executive Officer may in consultation with the Shire President approve combined extraordinary requests of up to \$1,000 cash or in-kind (excluding administrative support eg. photocopying), to local community groups throughout the year when requested.

Annual Budgets shall include \$1,000 per year inclusive of cash and in-kind for this purpose.

Extraordinary in-kind support may be carried out during normal working hours where there is no impact on work programs.

Extraordinary requests are once off requests for waiving hall or outdoor space hire fees, hiring shire equipment or asking for additional support outside of the Community Grants Program timeframe.

Summary of total requests and contributions for 2022/2023

Summary	Cash	In-kind	Total
Donation and grants requests 22/23	\$37,940	\$8,750	\$46,690
MOU's	\$74,000		\$74,000
Other: Boyup Brook District High School; and Boyup Brook Playgroup	\$1,200		\$1,200
Extraordinary request allocation	\$1,000		\$1,000
Subtotal	\$114,140.00	\$8,750	
Total requests 2022/23: \$122,890.00			
Total Council community grant funding available 2022/23: \$65,688			

CONSULTATION

Some applicants liaised with the Shire prior to submitting applications.

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

F.02 Guidelines for Community Grants Policy.

BUDGET/FINANCIAL IMPLICATIONS

Nil at this stage as the recommendation deals with inclusion in the draft budget only and so is not a commitment of funds.

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RECOMMENDATION – Item 3.1

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Helen O’Connell

That the Community Grants Committee recommends that Council includes the following allocations in the 2022/2023 budget and authorize the CEO to supply in-kind support as identified in the below tables:

Organisation Name	Requested Purpose	Requested Amount \$	Request in-kind	Allocated Amount \$	Approved in-kind
Community grant requests over \$1,001.00					
CoMHAT	Contribution towards running of Boyup Brook Community Wellness Festival	\$5,500.00		\$5,500.00	
Boyup Brook Club Inc	Assistance in-kind from Shire for maintenance of lawns and gardens		\$2,750.00		\$2,750.00
Upper Blackwood Agricultural Society	Upgrade of northern boundary fencing	\$5,770.00		\$5,770.00	
Dinninup Volunteer Bushfire Brigade	Assist in development of BFB auxiliary unit	\$7,670.00		\$7,670.00	
Country Music Club of Boyup Brook	Funds to assist with administration costs in the planning for the BBCMF and in-kind support (fuel, mowing, sand etc. approx \$6,000).	\$15,000.00	\$6,000.00	\$15,000.00	\$6,000.00
Subtotal		\$33,940.00	\$8,750.00	\$33,940.00	\$8,750.00

Organisation Name	Requested Purpose	Requested Amount \$	Request in-kind	Allocated Amount \$	Approved in-kind
Donation Requests up to \$1,000.00					
Boyup Brook Cricket Club	Purchase of new cricket equipment for players (both seniors and juniors)	\$1000.00		\$1,000.00	
Boyup Brook Tourism Association	Advertising in the printed media for the 'Walk on the Wild Side' event	\$1000.00		\$1,000.00	
Tonebridge Country Club	Insurance and operating costs	\$1000.00		\$1000.00	
Blackwood River Art Trail	The Blackwood River Arts Trail committee is asking for support from the Shire for \$1000 - funding is needed for advertising in print and social media	\$1000.00		\$1000.00	
Subtotal		\$4000.00		\$4000.00	
Organisation Name	Requested Purpose	Requested Amount \$	Request in-kind	Allocated Amount \$	Approved in-kind
On-going funding arrangements					
Boyup Brook District High School	Shire Presidents Scholarship	\$200.00		\$200.00	
Playgroup	Assist ongoing operations i.e., cover hire fees and general maintenance	\$1000.00		\$1000.00	
Rylington Park	Agricultural School Scholarships to be determined annually through the budget	\$		\$	
Subtotal		\$1200.00		\$1200.00	
Extraordinary Requests					
	Extraordinary Grant Requests per policy F.02.	\$1000.00		\$1000.00	
Subtotal		\$1000.00		\$1000.00	
TOTAL		\$41,340.00	\$8,750.00	\$41,340.00	\$8750.00

CARRIED 8/0

Res 22/6/65

4 CLOSURE OF MEETING

There being no further business the Presiding Member, Cr Richard Walker thanked all for their attendance and declared the meeting closed at 5.26pm.