



**MINUTES FOR THE COMMUNITY GRANTS COMMITTEE OF THE SHIRE OF BOYUP BROOK
MEETING HELD IN THE COUNCIL CHAMBERS, ABEL STREET, BOYUP BROOK ON MONDAY
22 JULY 2019 COMMENCED AT 5.15PM**

1. RECORD OF ATTENDANCE/APOLOGIES

COMMITTEE

Cr G Aird – Shire President
Cr R Walker - Deputy Shire President
Cr S Alexander - Presiding Member
Cr T Oversby - Deputy Presiding Member
Cr H O'Connell
Cr P Kaltenrieder
Cr K Moir
Cr E Rear

APOLOGIES

Cr E Muncey

STAFF

Mr S Carstairs (Acting Chief Executive Officer)
Mrs M Lane (Executive Assistant)

2. DISCLOSURE OF INTEREST

Cr Alexander declared an impartiality interest in item 4.1.1 and 4.1.2.
Cr O'Connell declared a financial interest in item 4.1.1.
Cr Oversby declared an impartiality interest in item 4.1.1.
Cr Aird declared an impartiality interest in item 4.1.1 and 4.1.4.
Cr Rear declared an impartiality interest in item 4.1.1.

3. PRESENTATIONS

Nil

Impartiality Interest

Cr Alexander declared an impartiality interest in the following item due to being a Council Representative of the Boyup Brook District High School.

Impartiality Interest

Cr Rear declared an impartiality interest in the following item due to being a Council Representative of the Boyup Brook District Pioneer Museum.

Impartiality Interest

Cr Aird declared an impartiality interest in the following item due to being a member of the Boyup Brook Sport & Recreation Association.

Impartiality Interest

Cr Overby declared an impartiality interest in the following item due to being a member of the Country Music Club and Upper Blackwood Agricultural Society.

Declare an Interest

Cr O'Connell declared a financial interest in the following item due to being a casual employee at the Blackwood Basin Group and departed the Chambers, the time being 6.24pm.

4. REPORTS

4.1.1 Community Grant Acquittals 2018/19

<i>Location:</i>	<i>N/A</i>
<i>Applicant:</i>	<i>N/A</i>
<i>File:</i>	<i>FM/25/008</i>
<i>Disclosure of Officer Interest:</i>	<i>Nil</i>
<i>Author:</i>	<i>Joanna Kaye - Research and Development Coordinator</i>
<i>Authorizing Officer:</i>	<i>Stephen Carstairs - Acting CEO</i>
<i>Attachments:</i>	<i>Yes</i> <i>Community Grants 2018/19 Acquittal Summary</i> <i>F.02 Guidelines for Community Grants</i> <i>Acquittal file - available at the Shire Office</i>

SUMMARY

The purpose of this report is for the Community Grants Committee to receive the Community Grants 2018/19 Acquittals.

BACKGROUND

The 2018/19 Community Donations were discussed at a Community Grants workshop 31 May 2018. The resolution (Res 119/18) from the Special Ordinary Meeting of Council, 26 June 2018:

MOTION - Item 5.1

1. That Council approves the MOU template (see attachment 1), as presented.
2. That Council directs the CEO to include the amounts for the MOUs discussed at the Council workshop, and as set out in Table 1 of this report, in the draft Budget for 2018/19.
3. That Council directs the CEO to include the amounts for the Donations discussed at the Council workshop, and as set out in Table 2 of this report, in the draft Budget for 2018/19.

MINUTES OF THE SPECIAL ORDINARY MEETING OF COUNCIL HELD ON 26 JUNE 2018

4. That Council directs the CEO to include the Donation request from Country Music Club of Boyup Brook WA Inc, as set out in Table 3 of this report, in the draft Budget for 2018/19.

CARRIED 5/3

Res 119/18

Request for Vote to be recorded

Cr Kaltenrieder requested that the vote of all Councillors be recorded.

FOR	AGAINST
Cr Aird	Cr Moir
Cr Walker	Cr Kaltenrieder
Cr O'Connell	Cr Alexander
Cr Rear	
Cr Oversby	

The Community Groups then entered into a Funding Agreement or Memorandum of Understanding (MOU) with the Shire that provided the guidelines for the grant including the acquittal responsibilities. Funding Agreement excerpt:

The organisation is required to complete an acquittal form by the 30 June 2019. The acquittal is to include the appropriate financial statements as determined by the Shire, and to demonstrate that the funds have been spent on the purpose for which they were allocated.

COMMENT

The Community Grants 2018/19 Acquittal Summary attached provides an overview of the 2018/19 acquittals received. At the time of writing this report there were three outstanding acquittals:

- the Boyup Brook Sport and Recreation Association had not provided an acquittal report;
- the UBAS had submitted a report; however, financial evidence and project evidence was still outstanding;
- the Boyup Brook Tourism Association has been granted an acquittal extension to 30 July each year of the MOU.

The Boyup Brook Tourism Association has entered into a three year MOU Agreement. As per the MOU, The Boyup Brook Tourism Association may request an extension of the funding period by writing to the CEO.
MOU excerpt:

4.2.7 The Association must seek written approval to change the approved purpose or seek an extension of the funding period.

The acquittal deadline has been extended until 30 July for the Boyup Brook Tourism Association, for the 2018/19 financial year and subsequent years of the

MOU. The Boyup Brook Tourism Association will submit the financial evidence after their Annual General Meeting.

CONSULTATION

Stephen Carstairs - Acting CEO
Community Groups

STATUTORY OBLIGATIONS - Nil.

POLICY IMPLICATIONS

F.02 Guidelines for Community Grants

BUDGET/FINANCIAL IMPLICATIONS - Nil.

STRATEGIC IMPLICATIONS

Relevant excerpt from the Adopted Boyup Brook Strategic Community Plan 2017 - 2027.

Social: Sense of Community

Our Vision:

Our place will be a safe, caring and secure community. Our place will be an active and vibrant community.

We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Ensure a safe, secure community with access to services and facilities as needed.	<ul style="list-style-type: none"> + Continue to work on retaining a Police Station in Boyup Brook. + Continue to encourage initiatives that provide employment opportunities. + Continue to provide and advocate for quality medical and ancillary services in Boyup Brook + Continue to advocate for the retention of schools from K to year 10 in Boyup Brook. + Continue to support development which provides diversity and opportunity for accommodation.
	Promote community participation, interactions and connections	<ul style="list-style-type: none"> + Continue to support Community groups and clubs + Partner with key stakeholders on community needs driven projects.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
Nil.
- **Economic**
Nil.
- **Social**
Nil.

VOTING REQUIREMENTS

Simple majority.

COMMITTEE DECISION & OFFICER RECOMMENDATION - ITEM 4.1.1

MOVED: Cr Aird

SECONDED: Cr Rear

That the Community Grants Committee recommends that Council:

1. Receives the 2018-19 Community Grant Acquittals, noting that:
 - (a) the Boyup Brook Sports Recreation Association:
 - (i) had not submitted a 2018-19 grant acquittal report for \$500 to assist with lodging a constitution and for insurance; and
 - (ii) had not applied for a 2019-20 Community Grant.
 - (b) the Upper Blackwood Agricultural Society Inc.:
 - (i) submitted a 2018-19 acquittal for \$20,000 towards stumping the Dinninup Hall, but the acquittal did not include financial evidence to support their financial statements; and
 - (ii) had not applied for a 2019-20 Community Grant.
2. Directs the Acting CEO to engage with both the Boyup Brook Sport and Recreation Association and the Upper Blackwood Agricultural Society for their 'complete' 2018-19 grant acquittal reports, and bring these acquittals back to Committee.

CARRIED 7/0

Res 179/19

Cr O'Connell returned to the Chambers at 6.26pm.

Impartiality Interest

Cr Alexander declared an impartiality interest in the following item due to being a representative member of the Boyup Brook District High School.

4.1.2 Boyup Brook District High School withdraw their 2019-20 Community Grant Application

MOVED: Cr Rear

SECONDED: Cr Walker

That the Community Grants Committee recommends that Council:

1. Receives the withdrawal of the Boyup Brook District High School's (BBDHS) 2019-20 Community Grant application.
2. Directs the Acting CEO to transfer to the shire's Unused Community Grants Reserve grant those moneys allocated to the BBDHS for expending in 2019-20.

CARRIED 8/0

Res 180/19

4.1.3 Harvey Dickson Rodeo - request for support for rubbish and liquid waste disposal

COMMITTEE DECISION & OFFICER RECOMMENDATION - ITEM 4.1.3

MOVED: Cr O'Connell

SECONDED: Cr Oversby

That Committee recommend that Council approve the request of Double Barrel Entertainment for Council to fund:

(a) the tip fee for 4 x 9m³ bulk bins for the Harvey Dickson Rodeo 25 and 26 October 2019 to the value of \$352.00; and

(b) the disposal of liquid waste fees to the value of \$2,817.60,

for the Harvey Dickson Rodeo 25 and 26 October 2019.

AMENDMENT

MOVED: Cr Alexander

SECONDED: Cr Rear

That having had regard for the policy F.02 the Committee recommend that Council approve the request of Double Barrel Entertainment for Council to fund waste disposal to a maximum of \$3,000 (exc GST) for the Harvey Dickson Rodeo 25 and 26 October 2019.

CARRIED 8/0

Res 181/19

MOTION

That having had regard for the policy F.02 the Committee recommend that Council approve the request of Double Barrel Entertainment for Council to fund waste disposal to a maximum of \$3,000 (excl. GST) for the Harvey Dickson Rodeo 25 and 26 October 2019.

CARRIED 8/0

Res 182/19

Impartiality Interest

Cr Aird declared an impartiality interest in the following item due to being a member of the CoMHAT Committee.

4.1.4 CoMHAT Office Accommodation

Location:	Not applicable
Applicant:	Not applicable
File:	fm/25/008
Disclosure of Officer Interest:	None
Date:	22 July 2019
Author:	Joanna Kaye – Research and Development Coordinator and Stephen Carstairs – Acting CEO
Authorizing Officer:	Stephen Carstairs – Acting CEO
Attachments:	Yes: Email communication from COMHAT - Office Accommodation

SUMMARY

The purpose of this report is for Committee to consider new information i.e. premises specifications, as it relates to CoMHAT's office accommodation community grant application.

BACKGROUND

On 26 April 2019 CoMHAT (Boyup Brook Community Mental Health Action Team Inc.) submitted to the shire a community grants application, which included among other things, a request as follows:

3. Project/activity/event information

Project name

LEASE OF PREMISES

Project description - clearly explain what you want the funding for.

We would like to apply for the use of a shire building or premises from which our administration can be based from in the centre of Boyup Brook town, which would provide a secure base from which our Mental Health Project Officer can operate to attend to the administration requirements of the role as well as provide a meeting space for community members to attend.

The access to a premises for the exclusive use of the CoMHAT project officer and committee is important to our group as it provides a flexible working environment and a place that identifies the organisation in our town. This provides a greater public profile in our community as well as allowing a place for an administration centre and meeting place with privacy.

We are currently renting an office space at the CRC which has become costly and lacks privacy, with the lease of a shire premises offering an exclusive work area, a private place for meetings as well as a significant cost saving to CoMHAT.

At its 23 May 2019 Community Grants Committee meeting, Committee

deliberated on CoMHAT's application, resolved (Res 132/19) as follows:
CARRIED 7/1 Res 132/19

MOTION

MOVED: Cr Aird

SECONDED: Cr Oversby

That Council consider:

- 2) CoMHAT'S request for in kind accommodation for office space be investigated by the administration, and brought back to Council at its June 2019 ordinary meeting.

CARRIED 8/0

Res 133/19

The administration subsequently engaged with CoMHAT about a set of office accommodation criteria that would fit their particular needs, and on 05 July 2019 CoMHAT communicated their requirements (refer attached), as follows:

Sam Curran and we have the following 'wish list' for the premises for the Boyup Brook CoMHAT Inc group:

- Exclusive use of an office space
- Preferably in the main street/centre of town
- Access for people to call in as well as for the group to hold our meetings – ideally 2 rooms or an office (for privacy) with an open area.
- Suitable for the project officers to operate from the site – space for a desk, printer and other office furniture
- Access to ablution facilities and self-contained kitchen/kitchenette
- Heating and cooling (Reverse cycle air-conditioning).
- A fresh coat of paint if possible
- Exterior suitable for signage
- An area at the rear of the building for private parking if available

Given there is a limited scope of what can be accessed in town anyway, we are happy to make it work if a location can be found.

We are currently speaking with a property owner regarding their building which may or may not come to anything, but will keep you updated when we have more information.

COMMENT

CoMHAT has requested “... use of a shire building or premises ...”. Of all the shire's buildings/premises stock, the three shire shops on Abel St best meet CoMHAT's criteria. By way of background to the shops:

- all three shops are currently tenanted; and
- the leases for all three premises are up for renewal.

Council has delegated to the CEO (Delegation 1014, Disposition of property ...) power to approve shop allocations as follows:

1014	Delegation Subject	Disposition of property excluded from Local Government Act 1995 Section 3.58
	Function to be performed:	<ul style="list-style-type: none"> • Abel Street Commercial Premises (three shops adjacent to the Medical Centre) are for the purpose of providing services (e.g. personal grooming) or goods to the community, with the Chief Executive Officer given the power to approve all shop allocations. When vacant, the shops are to be offered for lease by advertisement at the current market rental value.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government (Functions and General) Regulation 30

As at 01 July 2019 the GRV (Gross Rental Value) on the shire's shops (collectively) will be \$29,640.

CONSULTATION

Mary-Anne Inglis

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS

Policy *F.02 Guidelines for Community Grants* has relevance to this report, as follows:

Objective

The Council will provide the provision of financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

BUDGET/ FINANCIAL IMPLICATIONS

If one of the shire's 3 shops were allocated to CoMHAT, and Council were to waiver the lease fee, then Council's ongoing community donation in this instance would amount to some \$9,880 p.a.

STRATEGIC IMPLICATIONS

The shire's *2017-27 Community Strategic Plan* has relevance for this report, and refer priority dot points 1 & 2 in the excerpt from the Plan, as follows:

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We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Ensure a safe, secure community with access to services and facilities as needed.	+ Continue to provide and advocate for quality medical and ancillary services in Boyup Brook

VOTING REQUIREMENTS

Simple Majority

COMMITTEE DECISION & OFFICER RECOMMENDATION - ITEM 4.1.4

MOVED: Cr Kaltenrieder

SECONDED: Cr O'Connell

1. That Committee recommends that Council receive CoMHAT's (Boyup Brook Community Mental Health Action Team Inc.) office accommodation criteria as follows:

Sam Curran and we have the following 'wish list' for the premises for the Boyup Brook CoMHAT Inc group:

- Exclusive use of an office space
- Preferably in the main street/centre of town
- Access for people to call in as well as for the group to hold our meetings – ideally 2 rooms or an office (for privacy) with an open area.
- Suitable for the project officers to operate from the site – space for an desk, printer and other office furniture
- Access to ablution facilities and self-contained kitchen/kitchenette
- Heating and cooling (Reverse cycle air-conditioning).
- A fresh coat of paint if possible
- Exterior suitable for signage
- An area at the rear of the building for private parking if available

Given there is a limited scope of what can be accessed in town anyway, we are happy to make it work if a location can be found.

We are currently speaking with a property owner regarding their building which may or may not come to anything, but will keep you updated when we have more information.

2. That Committee recommends that Council direct the Acting CEO to:
 - (a) continue to negotiate lease renewals with the tenants of the shire's three shops on Abel St;
 - (b) where possible, consider CoMHAT as a prospective tenant for one of the shire owned Abel St shops; and

(c) bring back to Committee in November 2019 a report on progress made towards renewing the Abel St shop leases.

CARRIED 8/0

Res 183/19

5. CLOSURE OF MEETING

There being no further business the Presiding Member, Cr Alexander thanked all for their attendance and declared the meeting closed at 6.43pm.