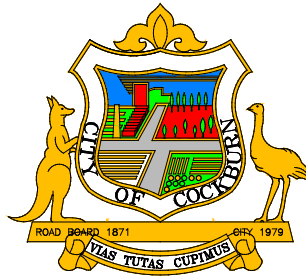


CITY OF COCKBURN



GRANTS & DONATIONS COMMITTEE

MINUTES

FOR

THURSDAY, 21 JULY 2016

These Minutes are subject to Confirmation

Presiding Member's Signature

Date: _____

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE GRANTS & DONATIONS COMMITTEE MEETING HELD ON THURSDAY, 21 JULY 2016 AT 7:00 PM

	Page
1. DECLARATION OF MEETING.....	3
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)	3
3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS & CONFLICT OF INTEREST (BY PRESIDING MEMBER)	4
4. (GAD 21/07/2016) - APOLOGIES & LEAVE OF ABSENCE	4
5. CONFIRMATION OF MINUTES.....	4
5.1 <u>(MINUTE NO 95)</u> (GAD 21/07/2016) - MINUTES OF THE GRANTS AND DONATIONS COMMITTEE MEETING - 19/4/2016 (ATTACH).....	4
6. DEPUTATIONS & PETITIONS.....	4
7. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)	4
8. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER	4
9. COUNCIL MATTERS.....	5
9.1 <u>(MINUTE NO 96)</u> (GAD 21/07/2016) - SPORT & RECREATION MAJOR CAPITAL WORKS FUNDING SUBMISSIONS (162/002) (T MOORE) (ATTACH).....	5
9.2 <u>(MINUTE NO 97)</u> (GAD 21/07/2016) - REVIEW OF GRANT APPLICATION PROCESS AND EVENTS GRANTS (162/003) (R AVARD)	10
9.3 <u>(MINUTE NO 98)</u> (GAD 21/07/2016) - SAFETY HOUSE WA AND SAFETY HOUSE COCKBURN COMMITTEE REPORT (162/003) (R AVARD) (ATTACH).....	16
9.4 <u>(MINUTE NO 99)</u> (GAD 21/07/2016) - GRANTS AND DONATIONS COMMITTEE RECOMMENDED ALLOCATIONS 2016/17 (162/003) (R AVARD) (ATTACH)	20
10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	27
11. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING.....	27
12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY COUNCILLORS OR OFFICERS	27
13. (GAD 21/07/2016) - MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE	27
14. CONFIDENTIAL BUSINESS.....	27

15. (GAD 21/07/2016) - CLOSURE OF MEETING..... 27

CITY OF COCKBURN

MINUTES OF THE GRANTS & DONATIONS COMMITTEE MEETING HELD ON THURSDAY, 21 JULY 2016 AT 7:00 PM

PRESENT:

Mr L. Howlett	-	Mayor
Mrs C. Reeve-Fowkes	-	Deputy Mayor
Mrs L. Sweetman	-	Councillor
Mr S. Portelli	-	Councillor (Presiding Member)
Ms L. Smith	-	Councillor
Ms C. Terblanche	-	Councillor (Observer)

IN ATTENDANCE:

Mr R. Avard	-	Manager, Recreation & Community Safety
Ms M. Bolland	-	Grants & Research Officer
Ms K. Green	-	Grants & Research Support Officer

1. DECLARATION OF MEETING

The Manager, Recreation and Community Safety declared the meeting open, the time being 7:00pm.

2. APPOINTMENT OF PRESIDING MEMBER (If required)

The Manager, Recreation and Community Safety advised that in the absence of the appointed Presiding Member, and pursuant to Section 5.44 of the Local Government Act, 1995 he had been delegated the power to preside at the Grants and Donations Committee Meeting held on 21 July 2016 and to conduct the election to determine the Presiding Member of the Committee, in accordance with Schedule 2.3 Division 1 of the Act.

The Manager, Recreation and Community Safety called for nominations and received a self-nomination from Councillor Steven Portelli to be appointed Presiding Member for the meeting

There being no further nominations, Councillor Steven Portelli was duly declared Presiding Member.



3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS & CONFLICT OF INTEREST (BY PRESIDING MEMBER)

Nil

4. (GAD 21/07/2016) - APOLOGIES & LEAVE OF ABSENCE

Clr Stephen Pratt	-	Apology
Clr Philip Eva	-	Apology
Clr Bart Houwen	-	Apology

5. CONFIRMATION OF MINUTES

5.1 (MINUTE NO 95) (GAD 21/07/2016) - MINUTES OF THE GRANTS AND DONATIONS COMMITTEE MEETING - 19/4/2016 (ATTACH)

RECOMMENDATION

That the minutes of the Grants and Donations Committee meeting held on 19 April 2016 be adopted as a true and accurate record.

COMMITTEE DECISION

MOVED Mayor L Howlett SECONDED Clr L Sweetman that Council adopt the Minutes of the Grants and Donations Committee Meeting held on 19 April 2016 as a true and accurate record.

CARRIED 5/0

6. DEPUTATIONS & PETITIONS

Nil

7. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)

Nil

8. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER

Nil



9. COUNCIL MATTERS

AT THIS POINT IN THE MEETING, THE TIME BEING 7:06PM, THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF THE COMMITTEE

9.2
9.3
9.4

9.1 **(MINUTE NO 96) (GAD 21/07/2016) - SPORT & RECREATION MAJOR CAPITAL WORKS FUNDING SUBMISSIONS (162/002) (T MOORE) (ATTACH)**

RECOMMENDATION

That Council:

- (1) Supports (in the following priority order) the two community funding applications received:
 1. Jandakot Jets Junior Football Club - Atwell Reserve Lighting Project
 2. Southern Lions Rugby Union Football Club - Success Regional Sporting Facility Lighting Project
- (2) Contributes towards the projects as per (1) above, subject to the successful outcome of respective CSRFF applications:
 1. Atwell Reserve Lighting Project \$50,000 (Exc GST)
 2. Success Regional Sporting Facility Lighting Project \$21,667 (Exc GST)

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Clr L Sweetman that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION



Background

The City of Cockburn's Recreation Services team called for submissions from sporting clubs for funding applications in early 2016, as part of the City's Community Funding program.

The City subsequently received two submissions:

- Jandakot Jets Junior Football Club (JJJFC) – Atwell Reserve lighting upgrade
- Southern Lions Rugby Union Football Club (SLRUFC) – Success Regional Sporting Facility lighting upgrade

Both submissions are now presented for consideration.

Submission

N/A

Report

Jandakot Jets Junior Football Club – Atwell Reserve

Atwell Reserve currently accommodates almost 950 participants in the winter season (senior and junior), which equates to 52 teams. The Reserve is also home to both a senior and junior cricket club during the summer months.

Currently, the Reserve only has one of the two ovals lit, with the existing lighting operating at less than Australian standards for Australian Football League (AFL) match play.

The Clubs' proposed project involves the removal of 2 existing light fittings on Oval 1, the towers located in the middle of Oval 1 and 2 to be replaced with new towers that can accommodate new lights facing both Oval 1 and 2. The poles that will be removed will be relocated to the far eastern edge of the reserve and face toward Oval 2.

This would allow Oval 1 to have lighting sufficient for AFL night fixtures, and for Oval 2 to have sufficient lighting for training.

The JJJFC has committed to fund one-third of the costs of the total lighting project at Atwell Reserve, which is approximately \$150,000 (Ex. GST).



Proposed budget breakdown:

City of Cockburn contribution	\$50,000 (Ex. GST)
Jandakot Jets JFC contribution	\$50,000
<u>CSRFF contribution</u>	<u>\$50,000</u>
TOTAL	\$150,000

Southern Lions Rugby Union Football Club – Success Regional Sporting Facility

The club has advised the City in their 2016 Winter Club Survey that they currently have 250 male members and 17 female members for a total of 267 members.

Currently the Reserve has three rugby pitches, one lit to Australian match standard, one lit to training standard and one field that does not have any lighting.

The proposed project provides lighting via two new towers for field 3 to allow additional training space for the club for rugby union in winter and touch rugby in summer.

The SLRUFC application has sought the City fund the entire project cost estimated to be \$65,000. The club have further advised that they don't have the capacity to contribute towards the project.

Proposed budget breakdown from the SLRUFC:

City of Cockburn contribution	\$65,000
Southern Lions RUFC contribution	\$0
<u>CSRFF contribution</u>	<u>\$0</u>
TOTAL	\$65,000

Whilst the club have sought the City fund the project in its entirety, it is suggested that a CSRFF application be made to seek a one-third contribution towards the project.

City of Cockburn's preferred budget breakdown:

City of Cockburn contribution	\$21,667
Southern Lions RUFC contribution	\$21,667
<u>CSRFF contribution</u>	<u>\$21,666</u>
TOTAL	\$65,000

Both the JJJFC and SLRUFC submissions were considered by staff against a number of key criteria to determine the preferred proposal. In particular, assessment criteria included:



- a) Strategic planning alignment
- b) Community benefit
- c) Potential to increase participation
- d) Financial consideration

Both applications met the above criteria. In assessing the applications received, the Atwell Reserve lighting project was considered to be a higher priority for the following reasons:

- Contribution of funds from JJJFC to the Atwell Reserve project.
- Greater community benefit with the JJJFC having a larger membership base.
- Success Regional Sporting Facility currently having two fields available for training purposes, compared with Atwell Reserve having one.

Both clubs are showing growth in their participation numbers and both requests have merit and would ensure that the amount of space available for use is maximised.

Through the CSRFF program, the State Government provides financial assistance to community groups and Local Government Authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.

The maximum grant approved will be no greater than one-third of the total estimated project cost, with a maximum total project cost of \$200,000.

Both of the proposed projects meet the eligible criteria for the Small Grants CSRFF round.

Strategic Plan/Policy Implications

Community, Lifestyle & Security

- Provide for community facilities and infrastructure in a planned and sustainable manner
- Provide safe places and activities for residents and visitors to relax and socialise
- Create and maintain recreational, social and sports facilities and regional open space



Budget/Financial Implications

Should Council be supportive of both projects, it is recommended that CSRFF applications be made for both projects with Council to contribute 1/3 to the JJJFC project and 1/3 to the SLRUFC project.

This would require a total contribution of \$71,667 across both submissions:

JJJFC – Atwell Reserve Lighting Project \$50,000

SLRUFC – Success Regional Sports Facility Lighting Project \$21,667

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The two proposed projects will ensure that there is an appropriate level of lighting to ensure safe use of the Reserve.

Should the two proposed projects proceed, it is recommended that they be managed by the City to ensure all works are completed to the satisfactory standard of the City.

Attachment(s)

1. Proposed Atwell Reserve Lighting Project Plans and Quote.
2. Proposed Success Regional Sporting Facility Lighting Project Quote.

Advice to Proponent(s)/Submissioners

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the August Council Meeting.

Implications of Section 3.18(3) Local Government Act, 1995

Nil



9.2 (MINUTE NO 97) (GAD 21/07/2016) - REVIEW OF GRANT APPLICATION PROCESS AND EVENTS GRANTS (162/003) (R AVARD)

RECOMMENDATION

That Council:

- (1) Approve the proposed plan for reviewing the selected grants programs, guidelines, application forms and processes as outlined in the report;
- (2) Approve an allocation up to \$10,000 in 2016/17 for a subscription to the SmartyGrants online grants management system; and
- (3) Remove the Sustainable Events Grants Program and annual allocation and replace with a \$15,000 allocation in 2016/17 for a Small Events Sponsorship and Grants Program to be developed and delivered in collaboration with Community Development.

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Mayor L Howlett that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Grants and Research Officers are planning a review of some of the grants programs available to City of Cockburn residents and organisations and the relevant guidelines, application forms and processes for applying.

Officers are also investigating moving to an online grants management and application system to make the process more efficient for



applicants and administrators and to keep pace with current best practice grants management programs.

Submission

N/A

Report

Review of Grants Programs

A review of the Community Grants, Cultural Grants, Donations and Sponsorship (Group and Individual) and Sustainable Events Grants programs, guidelines, application forms and processes has been planned for the new financial year to make applications available and managed online to make the process more efficient for applicants and administrators.

Results of the review will be made available to the Grants and Donations Committee and inform the recommendations for future funding programs and the development of the online grants management system and applications.

The review of the application process and launch of the online applications is expected be finished in time for the 2017 funding rounds.

The planned process for the review is as follows:

Presentation and feedback through the Cockburn Community Development Group (CCDG) at their next meeting in September 2016 inviting representatives from residents associations that have experience applying for grants. The presentation and feedback will include:

- The list of grants currently available, including criteria and types of projects funded.
- The legal requirements the City must meet so they have an understanding of the required accountability/transparency/probity of the grants program.
- A survey/feedback form on the grants programs available, strengths and weaknesses of the current programs and process, suggestions for the online application process, and suggestions for the new small events sponsorship and grants program.



Following this presentation and feedback, Grants and Research and Community Development officers will collate the information and hold a focus group with a sample of previous grant applicants.

The Grants and Research officers will report back to the Grants and Donations Committee at the October meeting on the review and make recommendations on the updated guidelines, online application forms and processes. Subject to approval by Council, it is then proposed the new guidelines, online application forms and processes are rolled out for the March 2017 funding round.

SmartyGrants

SmartyGrants has been developed by the Australian Institute of Grants Management (AIGM), the grants management body established by Our Community, to help drive and disseminate best practices in grantmaking in Australia. SmartyGrants is Australia and New Zealand's most widely used online grants management system. It allows the grantmaker to receive online applications and manage the entire grants cycle from application to evaluation.

Grants and Research officers have been trialling the SmartyGrants online grants management system since March 2016 and reviewed other organisations' grant application forms, guidelines and systems.

City officers that manage various grants programs have seen a demonstration of the system. It has also been reviewed by the City's Manager Information Services, who advises that the system appears to meet all requirements in terms of data sovereignty, protection and mobility from a technical point of view.

It is proposed that the City allocate up to \$10,000 in 2016/17 from the Grants and Donations Budget to enter into an agreement with Our Community for a one-year subscription to the SmartyGrants online grants management system.

The subscription includes:

- 12 months access to SmartyGrants, including unlimited number of users and instant access to all general release upgrades/improvements
- Access to the SmartyGrants help desk (phone, web and email) for assessors, applicants and grants managers
- Initial "skinning" of the SmartyGrants page (i.e. applying the organisation's branding/style sheet to the applicant site)
- Initial training, including:
 - Process consultation (up to 2 hours)
 - Training pack



- 2 webinars (up to 2 hours per webinar for one or multiple participants)
- 6 x SmartyClass passes to be used for scheduled training
- Free 10-user AIGM Membership: This gives up to 10 users access to all areas of the Australian Institute of Grants Management (AIGM) website, including the password-protected tools and templates, as well as each edition of Grants Management Intelligence.

Our Community also has the endorsement of WALGA as a current Preferred Supplier of Software Applications. Current customers include:

- WA Department of Agriculture and Food
- City of Swan
- Shire of Mundaring
- City of Melville
- City of Mandurah
- City of Joondalup
- City of Wanneroo
- WA Goldfields-Esperance Development Commission
- University of Western Australia, as trustee for The Raine Medical Research Foundation
- ScreenWest Inc

“Off the Shelf” Small Events Sponsorship and Grants

Recently, the Community Development and Grants and Research staff have also been investigating the possibility of a small events sponsorship and grants program with the aim to encourage small scale neighbourhood events across Cockburn. The proposal is that these sponsorships/grants will be open all year round providing flexibility to groups to gain funding. It is proposed that the allocation for Sustainable Events is used for these sponsorships/grants.

The Sustainable Events Grants Program has been running since March 2004, enabling the City to support local community associations and schools in starting new events and building them up over a four-year period so that the events become financially self-sustaining.

Unfortunately, the number of applications to this program has been declining. One of the major factors is that the applications are only invited twice a year in the March and September funding rounds, so it is inflexible when it comes to the timing of community events and small scale neighbourhood events. Secondly, the events that have been funded through this program rarely make surplus funds to carry over to the next year's event.



The proposed “Off the Shelf” Small Events Sponsorship and Grants program is not intended to replace the current Community Grant and Sponsorship programs currently available in two rounds per year, but provide supplementary funding available all year round for smaller events such as movie nights, pop up cafés, Christmas Carols, food swaps and fetes to be run by organisations and in consultation with the City’s Community Development team.

Potentially, two tiers would be offered (for example only):

- Small Neighbourhood Event Sponsorship – for up to 100 people and limit of \$1,000 (e.g. movie nights, pop-up events, small fetes)
- Small Events Grants – from 100-500 people, and up to \$4,000 (e.g. Christmas Carols, Suburb Open Days)

It is proposed these small events grants and sponsorships be presented and feedback sought from the CCDG at the same time as the review of the other grants programs and processes.

It is also proposed to remove the Sustainable Events Grants Program and annual allocation and replace with a \$15,000 allocation in 2016/17 for a Small Events Sponsorship and Grants Program to be developed and delivered in collaboration with Community Development.

Strategic Plan/Policy Implications

Community, Lifestyle & Security

- Provide residents with a range of high quality, accessible programs and services
- Provide safe places and activities for residents and visitors to relax and socialise

Economic, Social & Environmental Responsibility

- Create opportunities for community, business and industry to establish and thrive through planning, policy and community development

Leading & Listening

- Deliver sustainable governance through transparent and robust policy and processes

Budget/Financial Implications

Annually, Council allocates up to 2% of the rates income to a range of grants, donations, sponsorship and subsidies. For 2016/17 the Grants and Donations budget is \$1,300,000, for which the following allocations are proposed for the following programs that are to be reviewed and/or available online:



- \$100,000 for Community Grants
- \$20,000 for Cultural Grants
- \$180,000 for Donations
- \$120,000 for Sponsorship
- up to \$10,000 for a subscription to SmartyGrants
- \$15,000 for a Small Events Sponsorship and Grants Program

Legal Implications

Nil

Community Consultation

Previous grant applicants, and Community Development contacts and representatives from not-for-profit organisations, will be invited to participate in the review of the grants programs and application process as described in the report.

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding arrangements. There are clear guidelines and criteria established to ensure that Council's intent for the allocation funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Attachment(s)

Nil

Advice to Proponent(s)/Submissioners

N/A

Implications of Section 3.18(3) Local Government Act, 1995

Nil



9.3 **(MINUTE NO 98) (GAD 21/07/2016) - SAFETY HOUSE WA AND SAFETY HOUSE COCKBURN COMMITTEE REPORT (162/003) (R AVARD) (ATTACH)**

RECOMMENDATION

That Council receive the report on Safety House WA and the Safety House Cockburn Committee.

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Mayor L Howlett that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

The Grants and Donations Committee, at its meeting on 19 April 2016, received and considered a proposal from the Safety House Cockburn Committee. The proposal was to increase the annual grant allocation to the Safety House School Program from \$500 to \$1,000 to increase participation from 8 schools to 15 schools by the end of 2017 and use the increased allocation for Annual Group Affiliation fee (\$300), Annual Safety House Show fee (\$200) and Safety House merchandise and promotion to be divided between the schools (\$500).

The Committee recommended a revised allocation of \$0 for the Safety House School Program until further information had been received about the program including: policies, procedures, budgets and State Government funding, monitoring, reporting and compliance (Working with Children Checks), school participation rates and long-term sustainability. It was requested that this report be presented at the next Grants and Donations Committee Meeting in July 2016.

At the Council Meeting on 12 May 2016 Council approved *“an allocation of \$1,000 to “Safety House Cockburn Committee” for*



2015/16 and require the provision of a report from the Committee on this program for presentation at the next Grants and Donations Committee Meeting”.

Submission

N/A

Report

The following information was accessed from the Safety House WA website <http://www.safetyhousewa.org.au> between Friday 22 April 2016 and Wednesday 6 July 2016.

“The Safety House Association of Western Australia Inc. was set up in October 1983 and is an Incorporated Association with full support and co-operation from the WA Department of Education and the Western Australian Police.

The Association carries Volunteer Worker Injury and Public Liability insurance policies that cover all Safety House Committee Coordinators and Committee Members whilst they are undertaking any volunteer work on behalf of the Association. It is strongly recommended that all individual Safety Houses ensure that they have adequate insurance cover for their personal needs. Just as with Neighbourhood Watch WA, being a member of the Safety House program should not make any difference to the resident’s existing insurance cover situation but they are definitely not covered by any Safety House WA insurance policy.

All Safety House WA volunteers and staff aged 14 years and over are subject to a mandatory rigorous continuous police check as a pre-condition of being registered as a volunteer with the Association. There is no charge to the applicant or to the Safety House Committee for this police check and the check is continually reviewed until the applicant leaves the Safety House program.

The Management Committee is elected by the Association Membership at the Annual General Meeting and includes representatives of major organisations involved in primary schooling and child safety. The Management Committee is responsible for policy and strategic direction of the Association and holds General Meetings each term at which all Members are welcome.

The State Head Office is located in the scenic grounds of Waddington Primary School in Koondoola and employs a small full time staff to coordinate and manage the Safety House program throughout WA. Safety House WA staff work with primary school Parent Associations across the state to establish local Safety House Committees. The



Safety House WA Head Office also supplies advice, assistance and resources to local Safety House Committees.

The local Safety House Committee involves their local community in setting up, operating and monitoring Safety Houses in their area. A local Safety House Committee Coordinator runs their local program and has a vitally important role to regularly monitor all Safety Houses in their area. This is to ensure that standards of safety for children are maintained and that Safety House signs are current and clearly visible to any child needing assistance. The local Safety House Committee is also active in the school and community to promote and raise awareness of the benefits of the Safety House program.”

The goals of the Safety House Cockburn Committee are increased participation in the Safety House program by schools, residents, organisations and local business owners creating a safer environment for young children in the City of Cockburn community.

The Safety House WA Chief Executive Officer Michael Clarke, and Safety House Cockburn Coordinator Chontelle Sands, have supplied the following documents to address the information requested by the Grants and Donations Committee and Council:

Policies, Procedures, Monitoring, Reporting, Compliance:

- The Constitution of the Safety House Association of WA Inc.
- WA Police Check and Working with Children Card Information Sheet
- Applying for a Working with Children Card details
- 2016 Application to Join Safety House Program Personal (Non-Commercial Premises)
- 2016 Application to Join Safety House Program Commercial or Business Premises
- Safety House Newsletter Term 1 2016

Budgets and Funding

- Profit and Loss Statement – Full Year 1 January 2015 to 31 December 2015
- Notes to the P& L Statement from the 2016 AGM

Participation Rates

According to the Safety House WA website there are:

- 203 Schools participating in the Safety House Program
- 716 Local Safety House Committee Volunteers
- 3,176 Safety House Households
- 13,000 Safety House Volunteers



- 71,650 School children covered by the Safety House Program

In Cockburn there are currently 8 schools out of the 28 with local residents currently participating in the Safety House Program. These are:

- Aubin Grove Primary School
- Bibra Lake Primary School
- East Hamilton Hill Primary School
- Harmony Primary School
- Success Primary School
- Atwell Primary School
- Beeliar Primary School
- Yangebup Primary School

The Safety House Cockburn Committee would like to increase to 15 participating schools by the end of 2017.

Long-term Sustainability

Safety House WA are reliant on grants, donations, affiliation fees, Safety House show income, and sale of merchandise to fund their operations, and, in particular, thousands of volunteers.

Strategic Plan/Policy Implications

Community, Lifestyle & Security

- Provide residents with a range of high quality, accessible programs and services
- Provide safe places and activities for residents and visitors to relax and socialise

Leading & Listening

- Deliver sustainable governance through transparent and robust policy and processes

Budget/Financial Implications

There is an allocation of \$1,000 allocation proposed on the 2016/17 Grants, Donations and Sponsorship Budget for the Safety House School Program.

Legal Implications

Nil



Community Consultation

Nil

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding arrangements. There are clear guidelines and criteria established to ensure that Council's intent for the allocation funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Attachment(s)

1. Safety House WA Information Pack

Advice to Proponent(s)/Submissioners

N/A

Implications of Section 3.18(3) Local Government Act, 1995

Nil

9.4 (MINUTE NO 99) (GAD 21/07/2016) - GRANTS AND DONATIONS COMMITTEE RECOMMENDED ALLOCATIONS 2016/17 (162/003) (R AVARD) (ATTACH)

RECOMMENDATION

That Council:

- (1) adopt the grants, donations, and sponsorship recommended allocations for 2016/17 as attached to the agenda, and
- (2) advertise the availability of the grants, donations and sponsorships in two instalments closing 30 September 2016 and 31 March 2017 respectively.



COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Mayor L Howlett that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION**Background**

Council approved a budget for grants and donations for 2016/17 of \$1,300,000. The Grants and Donations Committee is empowered to recommend to Council how these funds are to be distributed.

Submission

The City received funding requests from:

- Native ARC (Report attached)
- Cockburn Wetlands Education Centre (Report attached)
- Amalfi Publishing – Sponsorship Application for First Horse Re-Enactment Race (Proposal attached)
- Jandakot Jets Junior Football Club – Atwell Reserve Lighting Project; and Southern Lions Rugby Union Football Club - Success Regional Sporting Facility Lighting Project (Agenda Item 9.1)

Report**COMMITTED/CONTRACTUAL DONATIONS**

As can be seen in the Budget attachment, a number of donations are deemed to be committed by legal agreements, such as leases, or by previous Council decisions.

There are three new proposed commitments for the 2016/17 financial year:

- Jandakot Jets Junior Football Club – Atwell Reserve Lighting Project (as to Agenda Item 9.1)
- Southern Lions Rugby Union Football Club - Success Regional Sporting Facility Lighting Project (as to Agenda Item 9.1)
- SmartyGrants – subscription to online grants management system (as to Agenda Item 9.2)



There are two ongoing commitments that require approval for the 2016/17 financial year:

- A donation to support the administration costs of Native ARC of \$89,064.89.
- A donation to support the administration costs of Cockburn Wetlands Education Centre of \$89,064.89.

At its meeting on 14 August 2014, the following Council decision was made:

That Council:

- (1) *approve the contribution sponsorship request from both the Cockburn Wetlands Education Centre and Native ARC for funding towards the annual administration costs for each organisation (Cockburn Wetlands Education Centre \$86,708 and Native ARC \$86,708) for a period of four years indexed annually according to Perth consumer price index, and coinciding with the terms of their leases and also being subject to:*
 1. *The Cockburn Wetlands Precinct members providing an annual report detailing their progress in meeting designated joint Key Performance Indicators as endorsed previously by Council.*
 2. *The Cockburn Wetlands Education Centre and Native ARC each providing a separate annual report which summarises the previous 12 months activities and their progress in meeting designated individual key performance indicators previously endorsed by Council.*

Native ARC and Cockburn Wetlands Education Centre have provided their reports for 2016/17, which are attached to the agenda, and it is recommended to approve the 2016/17 donation of \$89,064.89 (including CPI of 1.3%) to each organisation.

The total allocation proposed for committed/contractual donations for 2016/17 is \$500,000.

GRANTS

As can be seen in the Budget attachment, there are a number of grants for which there are established criteria and processes in place.

The 2016/17 Budget includes small increases in the following allocations based on the previous year's expenditure due to increased subscription to these programs and predicted expenditure for 2016/17:



- Junior Travel Assistance Program
- Community Associations Hall Hire Subsidy
- Bus Hire Subsidy
- Environmental Education Initiatives Program
- Cockburn Community Group Volunteer Insurance

The 2016/17 Budget includes small decreases in the following allocations based on less expenditure in the previous financial year:

- Sport and Recreation Club Grants

There is also a proposal to change to the Sustainable Events Grants Program allocation – this program has not been well subscribed in the last few years, so it proposed to change this program as to Agenda Item 9.2 and include an allocation of \$15,000.

There are no other significant changes from last financial year in the new allocations.

The total allocation proposed for grants for 2016/17 is \$500,000.

DONATIONS

It is proposed that Council will seek applications for Donations from not-for-profit organisations in two instalments. It is proposed for 2016/17 to have the first round closing on 30 September 2016 and the second round closing on 31 March 2017.

Applications for Donations will be assessed under policy ACS2, and a report presented to the Committee for its deliberation. The Committee will then consider the requests for Donations and make a recommendation to Council.

It is proposed to increase the allocation for Donations from \$161,500 to \$180,000 for 2016/17.

SPONSORSHIP

It is proposed to allocate \$120,000 of the 2016/17 Grants and Donations Budget to the Sponsorship program, to reflect the steady increase in applications to this program.

It is proposed to seek applications for Sponsorship for Groups in line with the other funding opportunities closing on 30 September 2016 and 31 March 2017, other than Sponsorship for Individuals, where applications are invited all year round.



There is also a one-off Sponsorship Application for a First Horse Re-Enactment Race from Amalfi Publishing to be considered. The Proposal is attached and a summary provided below.

Applicant: Amalfi Publishing

Proposal: First Horse Re-Enactment Race, CY O'Connor Beach
183rd Anniversary - 2 October 2016

Requested: \$7,000 (\$6,700 Cash, \$300 In-kind)

Recommended: \$7,000

Amalfi Publishing seeks sponsorship support for the construction of a permanent plaque at a commemorative horse race on CY O'Connor Beach on 2 October 2016. Following are some excerpts from the proposal:

"On October 3, 1833, Western Australia's first horse race was held on a stretch of the Cockburn Coastline now known as CY O'Connor Beach. Reported by the Perth Gazette (now The West Australian), six imported Timor ponies took part in this historic meeting... Since the first race meeting, the beach strip has been used continuously by champion riders and trainers, including members of the Australian defence force and WA's police mounted section."

"The planned commemorative event consists of two main elements:

- 1. Plaque Unveiling – The unveiling of a permanent plaque dedicated to the trainers, riders and horses which have used the beach area since the first horse race in 1833.*
- 2. Family Fun Day – Stage a public event celebrating the history of the area by WA's horse training/riding community. The day will celebrate the history, culture, and continuing use of the coastline. Families will be invited to share this history using recreational facilities at CY O'Connor Reserve (...) Pony rides, face painting and games such as pin the tail on the donkey are also planned. A Clydesdale wagon is available to ferry people from one end of Robb Road to the other. A series of 'stalls' or exhibition spaces will be made available on the grassed area to reflect/demonstrate Cockburn's rich heritage."*

"The Project:

- will have long-term benefits for the community and the City of Cockburn by attracting people to the site of the State's first horse race meeting in October 1833. Importantly, it recognises (in a*



- physical form) the permanent listing in 2007 of the 'South Beach Horse Exercise Area' in the WA Register of Heritage Places*
- *will raise awareness of the City's colonial heritage and horse training history, with many winning jockeys and horses having trained here since the early 1800s, including WA engineer CY O'Connor at the turn of the last century. It also highlights the ongoing use of CY O'Connor Beach by local trainers and riders from not just the Cockburn area, but the wider metropolitan area*
 - *will raise the profile of the City by supporting its historic 'roots' through recognition of the site as the meeting place for the State's first colonists, and generations of residents and visitors to the increasingly popular area*
 - *fills "an identified need" by ensuring a historical and cultural context to the rapidly expanding area of coastal development in which tens of thousands of people are expected to live and work over the next couple of decades*
 - *does not duplicate an activity already available in the area, it will compliment existing facilities. The last informal meeting of horses and trainers/riders in 1999 attracted more than 1000 people including the media*
 - *does not overlap any other major event on October 2. The event will be held the day after the end of the Royal Agricultural Show (October 1). It also runs before the AFL grand final and importantly, will be held in the run-up to the Melbourne Cup in early November."*

Perth Racing WA, Racing and Wagering WA, and Seacorp have committed financially, with other individuals and organisations taking requests for funding support/sponsorship to committees.

It is recommended to support this application.

Strategic Plan/Policy Implications

Community, Lifestyle & Security

- Provide residents with a range of high quality, accessible programs and services

Economic, Social & Environmental Responsibility

- Create opportunities for community, business and industry to establish and thrive through planning, policy and community development

Budget/Financial Implications

Council approved a Budget for Grants and Donations for 2016/17 of \$1,300,000. Following is a summary of the proposed grants, donations and sponsorship allocations.



Summary of Proposed Allocations

Committed/Contractual Donations	\$500,000
Specific Grant Programs	\$500,000
Donations	\$180,000
Sponsorship	\$120,000
<u>Total</u>	<u>\$1,300,000</u>
Total Funds Available	\$1,300,000
<u>Less Total of Proposed Allocations</u>	<u>\$1,300,000</u>
Balance	\$0

Legal Implications

Nil

Community Consultation

Council's grants are advertised widely in the local community through the City's website, local media, Cockburn Soundings, and Council networks. It is recommended that advertising start immediately following the Council decision to ensure a wider representation of applications.

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding arrangements. There are clear guidelines and criteria established to ensure that Council's intent for the allocation funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Attachment(s)

1. Grants, Donations and Sponsorship Recommended Allocations Budget for 2016/17.
2. Cockburn Wetlands Precinct Reports from Cockburn Wetlands Education Centre and Native ARC.
3. Sponsorship Proposal from Amalfi Publishing for a First Horse Re-Enactment Race.



Advice to Proponent(s)/Submissioners

Submissioners have been advised that a decision will be made at the Council Meeting on 11 August 2016 and they will be advised of the outcome following this meeting.

Implications of Section 3.18(3) Local Government Act, 1995

Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING

Nil

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY COUNCILLORS OR OFFICERS

Nil

13. (GAD 21/07/2016) - MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

13.1 Mayor Logan Howlett requested that a potential funding program for innovation and new technologies be investigated, with Elected Members to provide guidance and ideas on the type of funding program to the Manager Recreation and Community Safety for consideration.

14. CONFIDENTIAL BUSINESS

Nil

15. (GAD 21/07/2016) - CLOSURE OF MEETING

7:12pm

