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# AGENDA

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## COMMUNITY SERVICES COMMITTEE

**6 October 2015**

5.30pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

**TERMS OF REFERENCE**

**(1) Function:**

The Community Services Committee is responsible for the delivery of the following Sense of Community Objectives contained in the City of Albany Strategic Plan:

- (a) To build resilient and cohesive communities with a strong sense of place and community spirit;
- (b) To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
- (c) To develop and support an inclusive and accessible community.

**(2) It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community ; and
- (g) Making recommendations to Council.

**(3) Chairperson:** Cr S Bowles

**(4) Membership:** Minimum of 4 and a maximum of 7 elected members

**(5) Meeting Schedule:** First Tuesday of the Calendar Month

**(6) Meeting Location:** Council Chambers

**(7) Executive Officer:** Executive Director Community Services & Executive Director Economic and Commercial Services

**(8) Delegated Authority:** None

COMMUNITY SERVICES COMMITTEE  
AGENDA –06/10/2015

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**1. DECLARATION OF OPENING**

**2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

*“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

*“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.*

*We would also like to pay respect to Elders both past and present”.*

**3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

**Mayor** Mayor D Wellington (Member)

**Councillors:**

Member	S Bowles (Chair)
Member	A Hortin JP (Deputy Chair)
Member	A Goode JP
Member	B Hollingworth
Member	N Mulcahy (Williams)

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Community Services	A Cousins
Senior Community Development Officer	T Flett
Minutes	C Crane

**Apologies:**

**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Committee/Report Item Number</b>	<b>Nature of Interest</b>

**5. REPORTS OF MEMBERS**

**6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**7. PUBLIC QUESTION TIME**

**8. APPLICATIONS FOR LEAVE OF ABSENCE**

**9. PETITIONS AND DEPUTATIONS**

**10. CONFIRMATION OF MINUTES**

**DRAFT MOTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the minutes of the Community Services Committee Meeting held on 4 August 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**11. PRESENTATIONS**

Officer Presentation: Lockyer Neighbourhood Hub – Community Engagement

Officer Presentation: City of Albany Youth Services, Programs and Engagement

**12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

**CS025: COMMUNITY GRANTS POLICY- REVIEW AND ADOPTION**

- Attachments** : 1. Council Policy – Community Funding and Event Sponsorship (2013)  
2. Evaluation Report  
3. Council Policy – Community Funding (2015)  
: Community Development Officer (R Param)  
**Responsible Officer** : Acting Executive Director Community Services (A Cousins)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
  - a. **Key Theme:** Sense of Community
  - b. **Strategic Objectives:**
    - 4.1 – To build resilient and cohesive communities with a strong sense of community spirit.
    - 4.2 – To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.

**In Brief:**

- The Council Policy - Community Funding and Event Sponsorship (2013) expires on 30 June 2016.
- Updated Policy drafted, streamlined for clarity and enhanced understanding by prospective applicant.
- Review and consider the adoption of Council Policy - Community Funding (2015) for the financial years 2016/17, 2017/18 and 2018/19.

**RECOMMENDATION**

**CS025: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council:**

- (1) **NOTE that Council Policy – Community Funding and Event Sponsorship (2013) expires on 30 June 2016;**
- (2) **ENDORSES the Responsible Officer Recommendations detailed in the Policy Evaluation; and**
- (3) **ADOPT Council Policy – Community Funding (2015) to commence 1 July 2016.**

## BACKGROUND

2. The current Council Policy – Community Funding and Event Sponsorship (2013) was adopted in 2013 and covered the financial years 2013/14 to 2015/16 (Attachment 1).
3. This policy determined that a total budget allocation of \$405,000 for financial years 2013/14 to 2015/16.
4. The Policy (2013) was developed on the basis of an extensive review of previous Council financial assistance and funding programs.
5. The previous review and Policy development considered:
  - a. Review outcomes of the previous Funding Programs;
  - b. Review other Local Government Authorities funding policies and processes;
  - c. Review best practice principles related to funding and sponsorship;
  - d. Stakeholder consultation;
  - e. Development of a consolidated framework that met Council governance requirements; and
  - f. Alignment to organisational structure and strategy.
6. The Policy (2013) contains four funding streams. Two of the funding streams (Community Enterprise Grants and Community Events Sponsorship) have been fully expended. The remaining two (Regional Events Scheme and Community Leadership Grants) are still disbursing funds.
7. Implementation of the Policy (2013) included applicant guidelines, application forms, assessment systems and acquittal processes.
8. Assessment panels comprised Elected Members (members of Community Services Committee), supported by City officers. Approval of funded applications is in accordance with the Delegations Register (2015).
9. Policy (2013) communication included; print and social media, radio, online, posters, and email communication to existing networks and subscriber lists.
10. Community Enterprise Grants and Community Events Sponsorship required approximately four months administering prior to the new financial year when funded activity could commence.
11. This administration process began in January/February each year in order for this to be completed by June. As Council is in recess for January each year, a new Council Policy requires adoption this year to allow for seamless transition.

## DISCUSSION

### Policy (2013) Outcomes and Processes

12. The objective of the Policy (2013) is “to provide an equitable and accessible framework for the provision of Community Funding and Event Sponsorship that aligns with Council’s strategic objectives”.
13. Under the Policy (2013) 37 applications were funded from a total of 60 applications received. Total funding requested was \$229,034 and \$117,176 was distributed to eligible applicants. The most common areas for which funding was approved were for arts/cultural and community education/awareness-raising activities.

14. City officers evaluated the Policy (2013) to determine its effectiveness. See [Attachment 2](#) for this evaluation report.
15. The Policy (2013) evaluation makes seven recommendations in the construction of a new Policy and its implementation.
16. The Policy (2013) evaluation concluded the Policy has improved the transparency and probity of distribution of Council funding. The Policy has enabled a clear and objective audit trail of decision-making, including objective measures of assessing funding applications which are made available to all applicants, thereby improving the transparency of decision-making.
17. Funded organisations are now required to acquit funding at the conclusion of funded activities, primarily through submission of copies of receipts to demonstrate funding was used for the purpose for which it was provided, as well as a description of the funded activity, and brief analysis of success or otherwise of funded activity.
18. The Policy (2013) has led to greater efficiency in approval of applications for funding through delegated authority, which has led to reduced administration and a more efficient decision-making process overall.
19. Events and activities funded through the Policy (2013) have translated to greater activation of City spaces, leading to enhanced use of public facilities such as the Town Square, Town Hall, Albany Public Library, the waterfront marina, and Leisure and Aquatic Centre. This has also provided community members with more opportunities to connect with local events and activities.
20. The distinction in the Policy (2013) between 'funding' and 'sponsorship' was found to be confusing for prospective applicants. A large number of inception calls to City officers were to enquire which stream of funding to apply for. While there may be valid reasons for this delineation from the point of policy clarity, in practice this has not translated to a clear understanding by potential applicants.
21. As the program was undersubscribed across the three years of the Policy (2013) a reduced budget could be considered for the new Policy. The recommended allocation takes into consideration what has approximately been distributed through the current Policy, balanced against the likelihood that a simpler policy and program will lead to an increase in applications.

#### **Overview New Policy – Council Policy: Community Funding (2015) [Proposed]**

22. Based on the evaluation of the current Policy processes and outcomes, a new Policy has been developed, Council Policy: Community Funding (2015). See [Attachment 3](#) for the new Policy.
23. There is an expectation from community groups and organisations that their local government will offer some kind of funding or grant support for initiatives and activities delivered by the community group.
24. In the Great Southern region the Shires of Denmark, Plantagenet, Cranbrook, Gnowangerup, Kojonup, Katanning and Woodanilling allocate community funding and grants in their annual budgets.
25. The Community Funding Policy will not include other financial assistance programs delivered by the City including rates rebates, peppercorn rental or subsidised rental.
26. The Community Funding Policy will not include in-kind support or funding and in-kind support provided by City Business Units or programs that may be delivered from time to time.
27. Regional Event Sponsorship and Community Leadership Grants are not included in the Community Funding Policy as both streams are still disbursing funds.

28. The new Policy has been streamlined to remove content which is more appropriately detailed in Funding Guidelines.
29. It is proposed the new Policy operate for a period of three financial years: 2016/17, 2017/18, and 2018/19.

**Key content from attached report:**

30. Key recommendations from the attached Policy (2013) evaluation include:
  - a. A new three year Policy be developed and endorsed by Council.
  - b. The new Policy to simplify the current framework and exclude other financial assistance programs delivered by the City — Inclusive of rates rebates, peppercorn rental, subsidised rental, in-kind support, and funding and in-kind support provided by City Business Units, or programs that may be delivered from time to time;
  - c. Implementation of a new Policy to include two categories only (Quick Response and Community Funding);
  - d. Regional Event Sponsorship and Community Leadership Grants are still being disbursed and are not included in the 2015 Policy;
  - e. A budget allocation to the new Policy of \$150,000 over the three financial years 2016-17, 2017-18 and 2018-19;
  - f. Design funding application forms so all City of Albany in-kind support to applicants is clearly identified to assist in assessment; and
  - g. Explore options to further support the quality of applications and the capacity of the events sector through coaching, mentoring and events industry master-classes or workshops.

**GOVERNMENT & PUBLIC CONSULTATION**

31. All successful applicants to the Policy (2013) were asked for feedback. The majority of respondents offered no suggestions for improvements.
32. To further supplement these responses a number of applicants (successful and unsuccessful) were contacted directly for feedback. Applicants expressed satisfaction with the time allowed to submit applications, and that the process of assessment was relatively clear. Applicants thought the funding rounds could be better and more widely promoted. However, when asked how the City could do this, most identified methods already used to promote the funding availability (traditional and social media, City email networks, poster display and discussion in networking forums).
33. Applicants also identified the criteria for which funding can be used could be expanded to include minor capital works, equipment purchases, and recurrent funding. Eligibility terms will be considered through the development of the Funding Guidelines associated with the new Policy.

**STATUTORY IMPLICATIONS**

34. Nil.

**POLICY IMPLICATIONS**

35. Expiration of existing Council Policy – Community Funding and Event Sponsorship (2013) on 30 June 2016. See Attachment 1.
36. Adoption of Council Policy – Community Funding (2015) See Attachment 2.

**RISK IDENTIFICATION & MITIGATION**

37. The risk identification and categorisation relies on the City’s Enterprise Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<b>Reputation.</b> <i>New Policy not adopted, leading to community dissatisfaction.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Comprehensive communications plan to inform stakeholders of the changes.</i>
<b>Business Interruption.</b> <i>Adoption of new Policy is delayed meaning community funding not available for eligible activities until well into the 2016-17 financial year.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Comprehensive communications plan to inform stakeholders of the delay.</i>
<b>Compliance.</b> <i>New policy implementation and application process leads to confusion by prospective applicants.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Comprehensive communications plan to inform stakeholders of the changes.</i>

**FINANCIAL IMPLICATIONS**

- 38. The total available funding allocation recommended for year one (2016-2017) is \$50,000.
- 39. Over the three financial years that it is recommended the Policy be implemented, the total financial investment by Council is \$150,000.
- 40. Management and oversight of the Council Policy – Community Funding (2015) will be undertaken using existing staff resources within Community Services within existing allocated budgets.

**LEGAL IMPLICATIONS**

- 41. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

- 42. Nil.

**ALTERNATE OPTIONS**

- 43. Council could make alternate recommendations for the total pool of funding in the new Policy. The total funding pool recommended is based on assessment of the grant outcomes from the current Policy (2013) achieving equitable support for community groups while delivering optimal value for ratepayers, and has been reduced accordingly. A change to the total funding pool is not recommended.
- 44. Council could choose to allocate community funding but not adopt the new Policy. This is not recommended as Council would be acting as a grant-making body without an appropriate policy framework to establish strategic policy objectives or governance mechanisms.

**SUMMARY CONCLUSION**

45. Noting that the Community Funding and Event Sponsorship Policy (2013) is expiring and that it is good practice to work within a policy framework that the Responsible Officer's Recommendation be adopted.

<b>Consulted References</b>	:	Council Policy: Community Funding and Event Sponsorship (2013)
<b>File Number (Name of Ward)</b>	:	N/A
<b>Previous Reference</b>	:	OCM 20 April 2010 (Item 12.12.2) OCM 19 June 2012 (Item 1.5, No 51) OCM 21 May 2013 (Item 3.1)

COMMUNITY SERVICES COMMITTEE  
AGENDA – 06/10/2015

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