



**Southern Downs**  
REGIONAL COUNCIL

**ATTACHMENTS TO MINUTES  
GENERAL COUNCIL MEETING**

**21 NOVEMBER 2018**



**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE NO
<b>10.2</b>	<b>Calendar for Council Meetings 2017</b>	
	Attachment 1. Calendar for Council Meetings 2019.....	2
<b>11.2</b>	<b>Grants to Community Policy Review (PL-ES075)</b>	
	Attachment 1. Grants to Community Policy .....	3
<b>11.4</b>	<b>Stanthorpe Fitness Centre - Amendment to Fees and Charges</b>	
	Attachment 1. Amended Schedule of Fees & Charges .....	11



**Calendar for Council Meetings and Briefing Sessions**  
**January to December 2019**

<b>MONTH</b>	<b>BRIEFING SESSION 1</b>	<b>BRIEFING SESSION 2</b>	<b>BRIEFING SESSION 3</b>	<b>GENERAL MEETING</b>
January	No Session	14/1/2019	21/1/2019	23/1/2019 Stanthorpe
February	4/2/2019	11/2/2019	25/2/2019	27/2/2019 Warwick
March	4/3/2019	11/3/2019	25/3/2019	27/3/2019 Stanthorpe
April	1/4/2019	8/4/2019	18/4/2019	24/4/2019 Warwick
May	7/5/2019	13/5/2019	20/5/2019	22/5/2019 Stanthorpe
June	3/6/2019	10/6/2019	24/6/2019	26/6/2019 Warwick
July	1/7/2019	8/7/2019	22/7/2019	24/7/2019 Stanthorpe
August	5/8/2019	12/8/2019	26/8/2019	28/8/2019 Warwick
September	2/9/2019	9/9/2019	23/9/2019	25/9/2019 Stanthorpe
October	8/10/2019	14/10/2019	21/10/2019	23/10/2019 Warwick
November	4/11/2019	11/11/2019	25/11/2019	27/11/2019 Stanthorpe
December	2/12/2019	9/12/2018	16/12/2019	18/12/2019 Warwick



## Grants to Community Policy

---

<b>Policy Number:</b>	PL-ES075
<b>Department:</b>	Community Services & Major Projects
<b>Section:</b>	Community Services
<b>Responsible Manager:</b>	Manager Community Services & Major Projects
<b>Date Adopted:</b>	14 June 2017
<b>Date to be Reviewed:</b>	July 2018
<b>Date Reviewed:</b>	13 June 2018
<b>Date Rescinded:</b>	Insert Date rescinded (if applicable)

### REVISION RECORD

Date	Version	Revision description
August 2017	1	Remove Regional Arts Development Fund from the Policy
May 2018	2	Annual Review of the Grants to Community Funding Streams
November 2018	3	Revision of May 2018 Policy

**Grants to Community Policy**

Policy no: PL-ES075

Updated: November 2018

Page 1 - 8

© Southern Downs Regional Council

## CONTENTS

<b>1</b>	<b>Purpose</b> .....	<b>3</b>
<b>2</b>	<b>Scope</b> .....	<b>3</b>
<b>3</b>	<b>Legislative Context</b> .....	<b>3</b>
<b>4</b>	<b>Policy Details</b> .....	<b>4</b>
4.1	Governance.....	4
4.2	Funding Streams.....	4
4.3	Grants to Community Philosophy .....	4
4.4	Grants to Community Guidelines.....	5
4.5	Grants to Community Funding.....	5
4.6	Grants to Community – Assessors & Decision Makers.....	5
4.7	Size of Grants .....	5
4.8	Type of Grant .....	6
4.9	Promotion.....	6
4.10	Policy Outcomes .....	6
4.11	Dealing with Performance Issues .....	7
4.12	Record Keeping.....	7
4.13	Grants to Community Reporting .....	7
4.14	Grants to Community Acknowledgement.....	7
4.15	Grants to Community Review .....	7
4.16	Major Event Sponsorship .....	7
4.17	Operational Funding Recipients .....	8
4.18	Regional Arts Development Fund.....	8
4.19	Council as an Auspicing Organisation .....	8
<b>5</b>	<b>Definitions</b> .....	<b>8</b>
<b>6</b>	<b>Related Documents</b> .....	<b>8</b>
<b>7</b>	<b>References</b> .....	<b>8</b>

Grants to Community Policy

Policy no: *PL-ES075*

Updated: November 2018

Page 2 - 8

© Southern Downs Regional Council

## **1 Purpose**

The Grants to Community Policy is designed to meet the *Local Government Regulation 2012* statutory requirement, noted below at item 3, and to outline Council's commitment to supporting communities in the region by providing financial assistance.

Council recognises the important contribution community organisations and community members make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's *Grants to Community* program will foster a community wide partnership approach to addressing social, cultural, environmental and economic objectives.

## **2 Scope**

This policy applies primarily to the following *Grants to Community* Funding Streams and is to be read in conjunction with the Grants to Community Guidelines:

a) *Grants to Community* – Community Grant

The four (4) Community Grant Categories are:

- Community Development
- Community Events
- Community Facilities
- Sport, Recreation / Healthy, Active Lifestyle

b) *Grants to Community* – Fast Grant

In addition, the following will be briefly addressed:

- c) Major Event Sponsorship;
- d) Annual Operational Funding Recipients;
- e) Regional Arts Development Fund ("RADF"); and
- f) Council as an Auspicing Organisation.

This policy does not apply to River Improvement Trusts.

## **3 Legislative Context**

**Local Government Regulation 2012, Part 5**

**Section 194 Grants to Community Organisations**

*A local government may give a grant to a community organisation only –*

- (a) *If the local government is satisfied –*
- (i.) *the grant will be used for a purpose that is in the public interest; and the community organisation meets the criteria stated in the local government's community grants policy.*

#### Section 195 Community Grants Policy

*A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.*

## **4 Policy Details**

The purpose of *Grants to Community* is to offer financial assistance to community members and not-for-profit community organisations for their facilities and activities.

This policy is to be read in conjunction with the Grants to Community Guidelines.

### **4.1 Governance**

The governance of *Grants to Community* is undertaken by Council staff in accordance with the Grants to Community Policy and Grants to Community Guidelines.

### **4.2 Funding Streams**

Council offers the following Grants to Community Funding Streams:

- a) *Grants to Community - Community Grant*

The four (4) Community Grant Categories are:

- Community Development
- Community Events
- Community Facilities
- Sport and Recreation

- b) *Grants to Community – Fast Grant*

### **4.3 Grants to Community Philosophy**

The *Grants to Community* is developed with a philosophy of partnership, whereby Council provides a range of grants to encourage, engage and support groups in the community to make a positive and ongoing contribution to the region's environmental sustainability, community wellbeing, economic prosperity and cultural and sporting life. *Grants to Community* will be via a competitive process, with ongoing funding not guaranteed.



## **4.4 Grants to Community Guidelines**

Council's grant programs are administered in accordance with the guidelines. The guidelines set out the philosophy, objectives, eligibility, application and assessment criteria, acquittal process and the terms and conditions. Guidelines are approved by Council in conjunction with the Grants to Community Policy and are reviewed annually.

## **4.5 Grants to Community Funding**

The allocation of funds for *Grants to Community* will be in accordance with Council's budget priorities and the objectives of Council's Shaping Southern Downs (or other visionary document), Corporate and Strategic Plans. The amount of funding made available each year will be determined by Council in its annual budget process.

## **4.6 Grants to Community Assessment**

### **Grants to Community – Community Grant**

Assessment of the pre-eligibility criteria for the *Grants to Community – Community Grant* applications will be undertaken by a delegated Council officer.

The Assessment & Moderation Panel members will be provided with all applications, including those that have not met pre-eligibility criteria

The Assessment & Moderation Panel are responsible for individually assessing the Application Assessment Criteria for each Community Grant application and will attend the Moderation Meeting to compile the recommended short-listed applicants to be presented to a General Council Meeting for adoption.

The Assessment & Moderation Panel shall consist of the following members:

- Councillor responsible for the Portfolio for *Communities, Towns and Villages*;
- One (1) other Councillor - nominated by the Council;
- Two (2) Council officers from the Community Section of Council ; and
- One (1) Council officer from another department.

### **Grants to Community – Fast Grant**

Assessment of the pre-eligibility and application assessment criteria for the *Grants to Community – Fast Grant* will be undertaken by the Grants to Community Officer and approved under delegation by the Director, Manager and/or Co-ordinator responsible for Grants to Community.

## **4.7 Size of Grants**

The maximum grant available for each Funding Stream is noted below however, the average grant awarded may be less. Council is not able to be the sole funder for every project and has the discretion to offer applicants partial funding.

Funding Stream	Maximum Grant Available
Grants to Community – Community Grant	Capped at \$10,000
Grants to Community - Fast Grant	Capped at \$2,000

## 4.8 Type of Grant

The *Grants to Community – Community Grant* will be offered as a continuing program to not-for-profit organisations of the Southern Downs region twice each financial year, through Round One (1) and Round Two (2).

The *Grants to Community – Fast Grant* will be offered as a continuing program to not-for-profit organisations and community members all financial year.

## 4.9 Promotion

The *Grants to Community* will be promoted using a combination of one or more of the following approaches:

- Online via the Southern Downs Regional Council's website; ;
- Media releases & advertisements in the Warwick Daily News, Stanthorpe Border Post, Allora Advertiser and the Southern Free Times;
- Community Information Sessions;
- Community Contact Centres' TV;
- Telephone 'on-hold' message;
- Facebook;
- MY SDRC App;
- Southern Downs Mail brochure; and
- Community Contact Centres.

## 4.10 Policy Outcomes

The outcomes of this policy include:

- Achieving the Visions, Goals and Direction of Council's Shaping Southern Downs (as amended) or other visionary document
- Providing not-for-profit community organisations and community members with financial support to meet identified community need and providing benefit to the broader Southern Downs region.
- Developing vibrant, engaged and more resilient communities.
- Providing a standard approach and framework to establish community partnerships.
- Distributing funds in an equitable, transparent and sustainable manner.

#### **4.11 Dealing with Performance Issues**

Grant recipients may fail to deliver on aspects of their Funding Offer & Agreement for a range of reasons. In such instances following interventions may occur:

- Request the funding be returned; or
- Place the applicant on the not-acquitted list and, until the full acquittal is received, the applicant remains on the list indefinitely.

#### **4.12 Record Keeping**

The Grants to Community records are managed by the Community Services and Major Projects department. All records are electronically filed into Council's ECM Records Management System. All documents relevant to Grants to Community need to be stored by Council for at least seven (7) years.

Accurate record keeping tracks the interactions between Council and each unique grant applicant throughout the entire grant process.

#### **4.13 Grants to Community Reporting**

All financial assistance awarded through *Grants to Community* will be reported in Council's Annual Report.

#### **4.14 Grants to Community Acknowledgement**

The manner in which Council's support is to be acknowledged will be specified in the Funding Offer & Agreement entered into with successful grant recipients.

#### **4.15 Grants to Community Review**

An annual review of the *Grants to Community* should occur and be based on *what worked? What didn't work? What would we do differently next time?* After the review, all *Grants to Community* governing documents should be updated to reflect the lessons learned in an endeavour to continuously improve Council's Grants to Community.

Achievements and implementation will be evaluated as follows:

- Council staff will be responsible for reviewing the *Grants to Community* lessons learned and implementing any improvements approved by Council's senior management.
- Should Policy amendments be required a Report will be presented to a Council Briefing Session followed by the General Council Meeting for consideration, and adoption.
- It is envisaged that whilst reporting, monitoring and assessment data will be used, the review may also seek information from key stakeholders.

#### **4.16 Major Event Sponsorship**

Council supports a number of Major Events and Festivals in the Region. This support falls outside the remit of this policy. The Major Events and Festivals are supported by the

Southern Downs Regional Council under strict contractual conditions and have a proven and significant Impact on the regional economy.

Organisations that are supported by Council through the Major Event Sponsorship are not eligible to apply for Council's Grants to Community.

#### **4.17 Operational Funding Recipients**

Organisations that receive annual operational funding from Council are not eligible to apply for Grants to Community.

#### **4.18 Regional Arts Development Fund**

The Regional Arts Development Fund (RADF) is a partnership between State and Local Governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

Organisations that are supported by Council through the Major Event Sponsorship are eligible to apply for RADF funding.

Organisations that receive annual operational funding from Council are eligible to apply for RADF funding.

Organisations that receive *Grants to Community* – Community Grant or *Grants to Community* – Fast Grant funding from Council are eligible to apply for RADF funding.

#### **4.19 Council as an Auspicing Organisation**

In the event Council is approached by an individual or organisation to be their Auspicing Organisation for a purpose outside of Council's *Grants to Community*, they are to be directed to Council's Corporate Services Department.

### **5 Definitions**

The Grants to Community Guidelines includes a Glossary of Terms.

### **6 Related Documents**

- Grants to Community – Guidelines
- SDRC Shaping Southern Downs or other visionary document

### **7 References**

- Local Government Act 2009
- Local Government Regulation 2012

STANTHORPE FITNESS CENTRE		
<b>Gym Only</b>		
Casual Visit	GST	10.00
Casual Visit - Student	GST	8.00
Casual Visit - People with disability via NDIS/Endeavour Foundation	GST	3.00
1 Month	GST	50.00
12 Month	GST	500.00
<b>Gym and Exercise Classes</b>		
1 Month	GST	75.00
12 Month	GST	750.00
<b>General Fees &amp; Charges</b>		
10 Visits	GST	80.00
20 Visits	GST	150.00
Court Hire (Between 6pm to 10pm)	GST	50.00/hr
Court Hire (Between 7am to 6pm)	GST	40.00/hr
Gymnastics	GST	12.00 per 1.5 hrs
Gymnastics	GST	9.00/hr
Gymnastics Room Hire (per hour, per person) Includes limited set up of equipment	GST	5.00
Former Office Room (2 hour session, includes gym)	GST	33.00