8 September 2011

NOTICE OF MEETINGS

NOTICE is hereby given of the following Meetings to be held in the Council Chambers, 131 Belair Road, Torrens Park commencing as follows:–

• Engineering and Environmental Services Committee Meeting will be held on Tuesday, 13 September 2011 commencing at 5.30 pm.

• Corporate and Community Services Committee Meeting will be held on Tuesday, 13 September 2011 commencing at 8.30 pm.

A light meal and supper will be provided.

MATTHEW PEAR
CHIEF EXECUTIVE OFFICER
AGENDA

FOR THE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

TO BE HELD ON

TUESDAY, 13 SEPTEMBER 2011

COMMENCING AT 8.30 PM
CORPORATE AND COMMUNITY SERVICES COMMITTEE

AGENDA

13 SEPTEMBER 2011

MEETING OF THE CORPORATE AND COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY, 13 SEPTEMBER 2011 AT 8.30 PM.

MEMBERSHIP: Cr. E. Grimm (Presiding Member), Cr. S. Fisher (Deputy Presiding Member), His Worship the Mayor (M Picton), Crs L. Moriarty, J. Weaver, C. Adcock, Y. Poland, J. Sanderson, C. Gellie, D. Munro, J. Silbereisen, N. Greer, C. Campbell and M. Ward.

INDEX

PRESENT: .............................................................................................................. 1
APOLOGIES: .......................................................................................................... 1
STAFF IN ATTENDANCE: .................................................................................. 1
WELCOME ............................................................................................................ 1
CONFIRMATION OF MINUTES ......................................................................... 1
ADJOINED BUSINESS .................................................................................... 1
BUSINESS ............................................................................................................ 1

1. DEPUTATIONS .................................................................................................. 1
2. PETITIONS ....................................................................................................... 1
3. FINANCE .......................................................................................................... 2
3.1 ACCOUNTS .................................................................................................... 2
3.2 BANK RECONCILIATION ............................................................................. 4
3.3 PREDICTED FINANCIAL RESULT ............................................................ 6
4. ADMINISTRATION .......................................................................................... 8
4.1 STAFFING MOVEMENTS .......................................................................... 8
5. ASSET MANAGEMENT ................................................................................. 9
6. RECREATION AND OPEN SPACE ........................................................................ 9

7. COMMUNITY AND INFORMATION SERVICES ............................................ 9
   7.1 COMMUNITY DEVELOPMENT GRANTS REVIEW ..................................... 9
   7.2 INDIVIDUAL DONATION SCHEME – BUDGET AND POLICY REVIEW ........................................................................ 29

8. STRATEGIC POLICY MATTERS ..................................................................... 38

9. REPORTS FROM SUB COMMITTEES ............................................................. 38

10. REPORTS OUTSTANDING AND RESOLUTIONS NOT YET EFFECTED .......... 38

11. OTHER BUSINESS ...................................................................................... 38

12. CONFIDENTIAL .......................................................................................... 38

CLOSE: ............................................................................................................. 38

MILO RUBBO
ACTING DIRECTOR STRATEGIC AND CORPORATE AFFAIRS
CORPORATE AND COMMUNITY SERVICES COMMITTEE

AGENDA

13 SEPTEMBER 2011

MEETING OF THE CORPORATE AND COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY, 13 SEPTEMBER 2011 AT 8.30 PM.

MEMBERSHIP: Cr E Grimm (Presiding Member), Cr S Fisher (Deputy Presiding Member), His Worship the Mayor (M Pliton), Crs C Adcock, C Campbell, C Gellie, N Greer, L Morterry, D Munro, Y Poland, J Sanderson, J Silbereisen, M Ward and J Weaver.

PRESENT:

APOLOGIES:

STAFF IN ATTENDANCE:

WELCOME

CONFIRMATION OF MINUTES
(Ref: FF.01.2891) (Function/Activity: Governance/Committees)

RECOMMENDED that the Minutes of the Meeting of the Corporate and Community Services Committee held on 9 August 2011 be confirmed.

ADJOURNED BUSINESS

Nil.

BUSINESS

1. DEPUTATIONS

Nil.

2. PETITIONS

Nil.
3. **FINANCE**

3.1 **ACCOUNTS**
(Ref: FF 02.104) Chris Sandlant (Prepared: 1/8/11)
(Function/Activity: Financial Management / Accounting)

**PROPOSAL**

To inform Council of the accounts paid during the month of July 2011.

**BACKGROUND**

This is a standard report, which forms part of Council’s internal control procedures, which is presented to Council each month.

**STRATEGIC OBJECTIVES**

*Strategy 1.1.1*  *Financial Management: Ensure the responsible and sustainable management of financial resources*

*Strategy 4.3.2*  *Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members*

**DISCUSSION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General A/c Cheque Nos 200882 to 200933 plus EFT</td>
<td>$4,456,315.06</td>
</tr>
<tr>
<td>General A/c Direct Debits</td>
<td>$832,053.85</td>
</tr>
<tr>
<td>Total expenditure</td>
<td>$5,288,368.91</td>
</tr>
<tr>
<td>Funds reinvested</td>
<td>$3,400,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$8,688,368.91</strong></td>
</tr>
</tbody>
</table>

**Community Implications**

N/A

**Economic Implications**

N/A

**Environmental / Heritage Implications**

N/A

**Cost Shifting Implications**

N/A
Impact on Budget

N/A

Life Cycle Costing

N/A

Staffing Implications

N/A

Risk Management / OHS Assessment

N/A

Engagement

N/A

CONCLUSION

Payments for goods and services only for the month of July 2011 amounted to $5,288,368.91.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
3.2 BANK RECONCILIATION  
(Function/Activity: Financial Management / Accounting)  

PROPOSAL  
To inform Council of the current status of bank accounts as at 29 July 2011.  

BACKGROUND  
This is a standard report, which forms part of Council’s internal control procedures. It is presented to Council each month to advise the current status of bank and investment accounts with their respective balances.  

STRATEGIC OBJECTIVES  
Strategy 1.1.1 Financial Management: Ensure the responsible and sustainable management of financial resources  
Strategy 4.3.2 Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members  

DISCUSSION  
The Bank Reconciliation Statement as at 29 July 2011 which reconciles the balance shown on Bank Statements provided by Council’s banker with the balance shown in Council’s financial ledger is attached (p 1)  

Community Implications  
N/A  

Economic Implications  
N/A  

Environmental / Heritage Implications  
N/A  

Cost Shifting Implications  
N/A  

Impact on Budget  
N/A
Life Cycle Costing
N/a

Staffing Implications
N/A

Risk Management / OHS Assessment
N/A

Engagement
N/A

CONCLUSION
The Bank Reconciliation Statement reconciles the balances shown on Bank statements with the balance shown in Council's financial ledger.

RECOMMENDATION TO COUNCIL
That the Bank Reconciliation Statements as at 29 July 2011 be noted.
3.3 PREDICTED FINANCIAL RESULT
(Ref: FF 01.2413) Chris Sandlant (Prepared: 1/8/2011)
(Function/Activity: Financial Management / Budgeting)

PROPOSAL

To provide financial management information to Council.

BACKGROUND

This report is presented monthly to inform Council of the year to date budget performance.

STRATEGIC OBJECTIVES

Strategy 1.1.1 Financial Management: Ensure the responsible and sustainable management of financial resources

Strategy 4.3.2 Internal Collaboration: Improve internal communication and collaboration and build relationships between staff and Elected Members

DISCUSSION

Attached (p2) is a report showing approved variations to the 2010/2011 budget as at 29 July 2011.

This schedule shows a budget forecast, followed by an itemised analysis of new Council approved budget items, carry forward budget items from the previous financial year and adjustments for each quarterly review. It also includes the financial impact of agenda items being considered at the current Committee meetings.

Community Implications

N/A

Economic Implications

N/A

Environmental / Heritage Implications

N/A

Cost Shifting Implications

N/A
Impact on Budget
N/A

Life Cycle Costing
N/A

Staffing Implications
N/A

Risk Management / OHS Assessment
N/A

Engagement
N/A

CONCLUSION

This report summarises Council approved budget changes and provides a current prediction of the end of financial year budget result.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
4. ADMINISTRATION

4.1 STAFFING MOVEMENTS
(Ref: FF 02.218) John Skoblyk (Prepared: 31/8/11)
(Function/Activity: Human Resource Management/Advice)

PROPOSAL

To inform Council of staff who have resigned, retired or been appointed in the past month.

BACKGROUND

At its meeting of 24 July, 2001 Council resolved that staffing movements be reported each month.

DISCUSSION

Accordingly, the following information is provided:

**Separations**

Sylvester Tan
Acting Manager Planning Services (12 month) resigned 18/8/11

Carol Muzyk
Environment Officer (Systems Management Project) resigned 26/8/11

Jamie Woodward
Environmental Health Officer (temporary to December 2011) resigned 25/8/11.

**Reassignment**

Nil.

**Recruitments**

Anthony Anderson
Compliance Officer commenced 22/8/11 replacing Phil Goodale resigned

Howard Lacy
Director Engineering & Horticultural Services commencing 5/9/11 replacing Charles Sheffield resigned

Craig Harrison
Director Planning, Development & Compliance commencing 5/9/11 replacing Sharon Kelsey resigned

Wade Reynolds
Director Customers & Corporate commencing 12/9/11 replacing Kevin Powell retired.

CONCLUSION

That the Committee recommends to Council that report be received for information only.

RECOMMENDATION TO COUNCIL

That the report be received for information only.
5. **ASSET MANAGEMENT**

Nil.

6. **RECREATION AND OPEN SPACE**

Nil.

7. **COMMUNITY AND INFORMATION SERVICES**

7.1 **COMMUNITY DEVELOPMENT GRANTS REVIEW**

(Ref: 02.2194) Stephen Saffin/Anne Jenner (Prepared: 23/8/11)

(Function/Activity: Social, Cultural & Community/Policy)

**PROPOSAL**

That Council considers an updated policy for the Community Development Grants scheme.

**BACKGROUND**

Council currently offers several categories of community grants under different programs: the Community Development Grants scheme, the Individual Donations scheme and recurrent grants (grants awarded to specified organisations on an annual basis).

The Community Development Grants scheme (including recurrent grants) was last reviewed in 2006 and the Individual Donations scheme was last reviewed in 2008. On each occasion amendments were resolved by Council in order to improve the efficiency of grant administration and provide a greater benefit to the community.

In addition to the above formal schemes, Council from time to time makes grants to community organisations outside of any policy framework or assessment procedure. This practice has also been considered in this review and is discussed as part of the section on other grants.

The provision of grants to local community organisations is an important role for Local Government and is a tangible way in which Council can support its community. It is an initiative which is well received by and in high demand from the community.

Subject to Section 137 of the Local Government Act 1999, Council has the discretion to expend its funds as it thinks fit "in the exercise, performance or discharge of its powers, functions or duties". Nevertheless, for the purpose of meeting accepted standards of public accountability, probity and transparency of decision making, there are certain accepted criteria that govern most Councils in the distribution of funds, which are set out in formal policies,
guidelines and application procedures. It is important that these processes be regularly updated to ensure they continue to meet both the changing needs of the community and the priorities of Council within the scope of allocated budget. It is therefore now timely that Council policy be reviewed.

A review of the Community Development Grants scheme has accordingly been undertaken by the Community Development Officer in consultation with other Council officers and other metropolitan Councils.

In order to reduce complexity, this report will consider only the Community Development Grants scheme. The Individual Donations scheme is the subject of a separate report within this agenda. Recurrent grants will form the subject of another report to be presented at a forthcoming Corporate & Community Services Committee meeting.

The recommended changes arising from the review are designed to improve delivery of the program, better address the requirements of the community and streamline the processes required to administer the grants scheme. In considering these aims, the review has addressed the following areas:

- Policy – a summary of the major changes is included in the discussion and the fully amended policy is attached to this report (attachment pp 3-9).
- Budget – the existing budget framework is complex and cumbersome to administer and changes are recommended to provide a more logical and consistent methodology for the allocation of funds. Budget is not covered under policy and this is dealt with in a separate section of this report.
- Other grants – refers to the allocation of grants and donations outside the existing policy framework for Community Development Grants.

This report has accordingly been presented in three sections:
1. Policy
2. Budget
3. Other grants

Attachments:

- Attachment pp 3-9 - Council Financial Management Policy 07.03 Community Development Grants
- Attachment pp 10-12 - Community Development Grants Guidelines and Information for Applicants
- Attachment pp 13-18 - Community Development Grants Application Form
- Attachment pp 19-23 - Comparative Information – Community Grants other Adelaide metro Councils
- Attachment pp 24-25 - Grants & Donations Current Budget Framework
- Attachment pp 26-28 - Example of policy on dealing with Other Grants
STRATEGIC OBJECTIVES / POLICY POSITION

Objective 1.1 Ensure the long term financial sustainability of Council.

Strategy 1.1.1 Financial Management: Ensure the responsible and sustainable management of financial resources.

Objective 3.2 Encourage community engagement and participation.

Strategy 3.2.2 Community Involvement: Encourage and support people becoming more involved in their local community through education, information and incentives.

Objective 3.3 Promote a strong sense of community in our neighbourhoods.

Strategy 3.3.2 Cohesive Community: Support initiatives that enhance community inclusiveness, reduce social isolation and provide opportunities for people to celebrate community spirit, diversity and achievements.

Strategy 3.3.4 Community Capacity Building: Take a leadership role in developing people’s skills and abilities to increase the community’s capacity to effectively plan, manage and improve their quality of life.

The Council Policy that applies is Financial Management Policy 07.03 Community Development Grants.

A related policy is 18.02 Social Development, which provides a framework for developing a just, vibrant and sustainable community.

SECTION 1 - POLICY

OPTIONS FOR CONSIDERATION

Option 1 (Staff Recommendation)

That Council endorses the draft amended Community Development Grants Policy, directs administration to implement the changes to the scheme as set out in that policy, including updating of all related documentation and publications and that the current account for Individual Youth Grants of $3,000 be transferred to the general grants account.

Option 2

That Council retains the Community Development Grants Policy in its current form and continues to administer the scheme without any change.
DISCUSSION

A number of changes to the policy are recommended and are summarised, under the relevant headings, as follows.

PURPOSE

The current policy purpose emphasises that projects should be innovative and offer a different approach to meeting community needs. In practice, this criterion has not been consistently met. A significant proportion of applications received seek to expand, maintain or repeat existing programs and although they do not display any particular evidence of innovation, they do meet community needs. It is recommended therefore that the purpose be changed to emphasise that projects should meet community needs, rather than offer a new approach. In order to retain innovation as a desirable criterion, it is recommended that a separate funding category be established to cover such projects (referred to in Funding Categories).

TIMING

The existing scheme provides grants of up to $1,500 to eligible community groups and organisations in two funding rounds per year, with closing dates of 30 March and 30 September respectively. A copy of the application form and guidelines is attached (attachment pp 10-18).

Applications are assessed on merit, however to ensure as far as possible fair and equitable distribution of funds throughout the financial year, half the annual budget is allocated in March and half in September.

As the number and quality of applications varies from one round to the next, this practice tends to result in deserving applications missing out on funding when the first round for the year is over subscribed, as half the allocation has to be kept in reserve for the second round.

It is recommended therefore that the program offer only one funding round per year, with a closing date to be determined. This would reduce duplication of some administrative processes and also enable a higher maximum amount of $3,000 per application to be made available. This would align with the maximum grant provided by other Councils which varies considerably, depending on the type of grant, but is on average between $2,000 to $4,000.

If Council agrees to an annual funding round then it is proposed to introduce this during the 2012/13 financial year to allow for the changed process to be publicly communicated. The revised grants scheme could be advertised in August of 2012 to allow for funding to be provided as promptly in the new financial year as possible.

Increasing the maximum amount to $3,000 would add value to the grants, particularly given that the amount has not been increased for some years and has therefore not kept pace with price and CPI increases. It would also help
to encourage groups with the capacity to do so, to devise more substantial projects to benefit the community.

The expectation is that reducing the funding rounds to one per year, but increasing the maximum amount available to $3,000 will encourage, rather than discourage the submission of applications. However, once the new policy comes into effect (subject to Council agreement) it will be monitored closely to ensure there is continuing consistency of equity and accessibility for the community. If the evidence shows that the number of submissions is declining rather than increasing or there is an impact on the number of actual applications that can be supported, then consideration will be given to other strategies that may be put in place to counteract this.

Statistics for the last several years of funding rounds in terms of number of applications received, and number successfully funded are as follows:

<table>
<thead>
<tr>
<th>applications received</th>
<th>applications funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2008</td>
<td>42</td>
</tr>
<tr>
<td>September 2008</td>
<td>26</td>
</tr>
<tr>
<td>March 2009</td>
<td>46</td>
</tr>
<tr>
<td>September 2009</td>
<td>29</td>
</tr>
<tr>
<td>March 2010</td>
<td>34</td>
</tr>
<tr>
<td>July 2010</td>
<td>30</td>
</tr>
<tr>
<td>March 2011</td>
<td>20</td>
</tr>
</tbody>
</table>

A survey of community grants schemes operated by other metropolitan Councils in South Australia (attachment pp 19-23) has indicated a variety of approaches, depending on the category of grants offered, however the majority provide only one funding round per year.

ELIGIBILITY REQUIREMENTS

Auspice Arrangement

Organisations must be either incorporated or auspiced by an incorporated body to be eligible for a grant, which is a standard requirement for most grant programs. There appears to be a lack of understanding in the community about what is meant by an auspicing arrangement and it is therefore recommended that an explanation of this be included in the grant documentation. An auspicing body is obliged to take responsibility for administration of the grant funding and ensuring the project is implemented and acquitted in line with the grant provider's guidelines. It is not advisable therefore that Council take on this role, because of potential conflict of interest issues and this should be made clear in the policy.

Reporting and Accountability

Although not currently stated in the policy, the grant guidelines provide that at the completion of the project a written report, including a statement of expenditure, must be forwarded to Council. At the time of provision of the grant, recipients are advised of this requirement and given a period of 12
months to acquit the grant. In practice, there are often long delays and difficulties in Council obtaining this information. In order to reinforce this requirement, it is recommended that the eligibility criteria include the provision that applicants must have satisfactorily fulfilled all reporting and accountability obligations from previous grants to be eligible for further funding.

Regular and ongoing costs:

Applications for regular maintenance costs are deemed ineligible for funding, as it is not considered that such costs meet the purpose of the grants program. To strengthen this provision, it is recommended that normal operational costs of the organisation, such as lease costs, existing and ongoing salaries, auditing, rent and other administrative expenses are also excluded.

Funding of Capital Costs

Current policy states that applications for minor capital works or capital items over $500 will only be considered eligible for funding when the application provides evidence that such expenditure will directly contribute to the community and cultural life. In practice this can be difficult for organisations to demonstrate and provided the project is designed to support a community program, service or activity, and a quote for the item/s is provided, such applications should still be considered eligible. It is recommended therefore that this clause be deleted and that a separate funding category be established for equipment purchases and facilities upgrades. It is proposed that certain capital items would be considered eligible under this category (see further details under funding categories).

RECURRENT FUNDING OF GRANTS

The clause in the current policy relating to recurrent funding of grants refers to continuing projects which Council has agreed to award to specified organisations on an annual basis (e.g. Mitcham City Band, Australian Refugee Association and Flinders University). As discussed under Background, it is proposed that such grants be dealt with under a separate policy and therefore this section should be removed from the policy under review.

In the revised policy funding of a project more than once in a financial year is precluded (should there be more than one funding round per year). In terms of repeat funding of a project, provided it is not in the same financial year, this can be considered. However it is recommended that where a funding round is over subscribed, preference be given to projects that have not received funding in the past two years.

FUNDING CATEGORIES

Currently Funding Categories are listed only in the Guidelines, however for completeness it is recommended that they also be included in the policy. The review has indicated that the current Funding Categories are inadequate for the range and types of applications consistently received. Existing categories
focus on the specific nature of the project, i.e. health, recreation, environment, etc., rather than on the purpose for which the funding is sought. Many projects are designed to provide benefits across a wide range of areas and are difficult to categorise under the existing system. The amended Funding Categories have been designed to provide more flexibility to the scheme and more effectively align with the types of submissions commonly received. The recommended new Funding Categories are as follows:

Community Projects

This category would essentially cover projects that are designed to benefit the community through provision of programs, services or activities in any area. It will be the responsibility of the applicant to demonstrate in their submission that they meet the selection criteria (discussed in more detail below), however the emphasis should be on the anticipated benefit to the community, rather than on the precise nature of the project. Several Councils have adopted what is termed a “strength based” model in administering community grants, whereby it is recognised that the community have the expertise and capacity to run their own projects consistent with their aims. Council’s role in this approach is to work collaboratively with the community to support their initiatives, rather than assume a judgemental attitude about what is allowed and what is not. Councils who operate in this way have found it works well for all parties involved. Reframing the policy to include this broad category for community projects would facilitate this approach.

Community Events

Funding community events through a grant is arguably a more straightforward mechanism than providing such funding by way of sponsorship, where it is often difficult to track the actual value of in kind contributions and determine the reciprocal benefit Council may achieve.

Community events are however deserving of Council support as they can provide a number of outcomes in keeping with Council’s Strategic Plan, as follows:

- Contribute to residents’ sense of community, belonging and civic pride
- Encourage residents to participate in social, cultural, sporting and recreational activities
- Foster greater social diversity
- Promote local business and trading groups
- Enhance the City of Mitcham as a desirable destination

Such applications would be required to provide evidence of Public Liability insurance.

Facilities Upgrades & Equipment Purchases

Several Councils fund these types of items through a separate grants scheme, however they can just as well be managed as a separate funding category in the existing scheme. Despite the fact that the current policy with its emphasis on innovation and new approaches, discourages these types of
applications, they constitute a substantial proportion of those received. There is clearly a need in the community for this type of funding and for the sake of creating greater flexibility in the scheme, it should be addressed.

This category would cover the funding of works or equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:

- Increase community participation in projects and activities
- Assist community groups to operate more effectively
- Encourage and support the involvement of volunteers
- Improve occupational health and safety
- Contribute to environmental sustainability

It is anticipated that this category will enable organisations to increase their service delivery capacity through equipment purchases and other physical enhancements to facilities. Priority would be given to projects that can demonstrate a high level of community need or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.

It would be a requirement that quotations be submitted with all applications in this category.

Prior approval must be sought from Council for any proposed improvement to Council owned property.

New Community Projects

This category provides the opportunity to recognise innovation and acknowledge new and different approaches to the development of community projects. Such funding would promote the concept of community capacity building and provide an opportunity to deliver creative responses to areas of special need, such as the under privileged, aged and disabled sectors of the community.

It would also provide funding to assist the establishment of new community groups and organisations, or for pilot programs being developed by existing groups. In order to discourage any expectation of a continuing reliance on Council funding, it is recommended that a condition of this category is that the project not have received any prior funding from Council.

Selection Criteria

Current policy lists a set of criteria under selection guidelines advising that applications should demonstrate compliance with one or more of these to be selected. This methodology has proved to be inadequate to differentiate between applications when there are a number that comply with the eligibility criteria and guidelines, and a priority needs to be determined between them.
A two phased approach, consisting of mandatory criteria, followed by a set of preferred criteria would facilitate the process of selection on merit in these cases. It is recommended that the mandatory criteria align with the community objectives and strategies identified in Council's Strategic Plan. The wording in the policy in relation to selection guidelines has been changed accordingly.

QUICK RESPONSE GRANTS

There is a provision in the current policy for applications to be received between the two existing six monthly funding rounds for grants of up to $500, provided urgency can be determined. In practice, such applications are rarely received. If they are however, an urgent meeting of the Community Development Grants Sub Committee needs to be called to assess the application. Together with the additional administrative work required, this can result in a labour intensive process that is arguably not justified by the level of support that might be provided. It also tends to contravene the purpose of the grants which is to encourage the development of well planned and considered projects. It is recommended therefore that this provision be deleted from the policy.

SECTION 2 - BUDGET

The budget framework that covers Community Grants is, as mentioned above, complicated and cumbersome to administer. There are a number of issues that have been considered in the review and these are discussed under the relevant headings.

CURRENT BUDGET

The current budget for Grants and Donations covers a number of accounts, and is set out on the attached document (attachment pp 24-25). Some of these accounts are not related to Community Development Grants and for greater clarity could be renamed to better reflect their purpose.

The budget line account that currently covers the Community Development Grants scheme being discussed in this report is entitled General Donations. The current budget allocation is $28,800.

This account also includes an annual allocation to the Australian Refugee Association of $2,000, originally agreed to by Council in October 2002 and which will be considered as part of a separate report on recurrent grants. This has effectively meant that the budget available per annum for Community Development grants has had to be reduced by an amount of $2,000 before any assessment of applications can take place. Whether or not Council agrees to continue annual funding of the Australian Refugee Association under this or a similar arrangement will have to be considered in the future.

It is recommended that the existing budget account line be retained to cover grants provided under the Community Development Grants scheme but that it not include any recurrent or other categories of grants.
YOUTH GRANTS

As set out in the attached Current Budget Framework document (attachment pp 24-25), there is a separate allocation for Individual Youth Grants. The current allocation is $3,000 per annum. It is not clear why this account was originally set up, however for the past several years the amount has been used solely to fund applications received under the Youth Development category of the Community Development Grants scheme. At each funding round the Community Development Officer has been required to consult with the relevant Council youth officer (now the Community Engagement Officer) to assess to what extent applications meet youth development criteria. Recommendations are then made based on that advice.

There does not appear to be justification for having a separate account to fund one category of grants. In addition, should the funding categories change as a result of this review, there will no longer be a separate one for Youth Development.

It is therefore recommended that the current account for Individual Youth Grants of $3,000 be cancelled and the allocation transferred to the general grants budget.

FUTURE BUDGET

As indicated in the attached Current Budget Framework (attachment pp 24-25) document the budgeted amount for Community Development Grants over the last 3 years has been as follows*:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>$31,600</td>
</tr>
<tr>
<td>2010/11</td>
<td>$28,400</td>
</tr>
<tr>
<td>2011/12</td>
<td>$26,800</td>
</tr>
</tbody>
</table>

*These amounts include the allocation of $2,000 for the recurrent grant to the Australian Refugee Association, so in effect the available amount for other grants has been reduced by $2,000.

Depending upon Council's consideration of the recommendations outlined in this report in regard to budget reviews, the current budget could be amended, as follows:

- 2011/12 existing budget $28,800
- Less current allocation from Australian Refugee Assoc $2,000
- Total potential amount available $29,800
Although it is difficult to make precise comparisons with other Councils, as their grants programs are structured in different ways, and budget information is often not readily accessible, most Councils budget a substantially higher amount per annum than this. Where budget information has been obtained, it is included in the attached Comparative Information document (attachment pp 19-23).

It is therefore worth considering allocating more funds in the budget for the next financial year. A budget bid will be submitted at the time of the 2012/13 budget setting process.

SECTION 3 – OTHER GRANTS

As noted above, Council from time to time makes grants and donations to community groups and organisations outside of any formal Grants or Donations policy or guidelines.

In relation to this practice, it is acknowledged that it is at Council’s discretion to make such provisions, in accordance with Section 137 of the Local Government Act 1999. However, it is suggested that in the interests of public accountability, transparency and equitable decision making, in most cases requests for Council funding are better directed through the formal application based Community Development Grants scheme and assessed in line with other submissions received.

However, if Council considers it desirable to retain the capacity to respond to requests for financial assistance which fall outside the criteria for Council’s Community Development Grants scheme, it is recommended that a policy be considered to cover such circumstances. The policy should direct that all requests for funding that fall outside the criteria for Council’s established grants programs be progressed through seeking a resolution of Council.

If required a report to Council should include an assessment of the application including the purposes for which the funding is sought, proposed terms and conditions of the grant or donation and any information pertaining to the applicant that may prejudice the funding, i.e. a conflict of interest with Council or outstanding fees and charges due to Council.

(This is the approach that has been adopted by some other Councils, viz. City of Port Adelaide Enfield, and attached is a copy of their policy in that regard, attachment pp 26-28)

Community Implications

Council’s Community Development Grants scheme provides support to encourage groups and organisations in the community to develop initiatives that enhance community inclusiveness, reduce social isolation and facilitate learning opportunities. Such initiatives may take the form of projects, programs, services, activities or events that provide opportunities for meaningful community engagement and participation in a broad range of areas. The grants scheme is a direct way Council can strengthen community
capacity by helping to develop people’s skills, abilities, independence and creativity.

The Community Development Grants scheme strengthens partnerships between Council and local organisations and community groups and fosters new relationships with emerging groups.

The proposed enhancements to the Community Development Grants Scheme would make the process of applying for grants more user-friendly for applicants, thereby increasing their chances of success in obtaining funding for their proposed project. In addition, a greater focus on flexibility in the scheme would enable Council to better target its support to those groups and organisations in the community who are most in need, thereby delivering a wider benefit.

Economic Implications

Adding value to the funding support provided by Council will encourage the development of more services, programs and activities in the community that will help to stimulate local economic activity. In most cases Council funding enables projects to be established or to continue and groups and organisations provide additional resources by way of their own funds, donations and volunteer time. These additional resources generate projects which are worth considerably more in value to the community than the initial Council contribution.

Environmental / Heritage Implications

Many projects that are funded are designed to establish initiatives in regard to environmental sustainability and the protection of built and cultural heritage in the Council area, thereby providing benefits in these areas.

Cost Shifting Implications

Not applicable.

Impact on Budget and Life Cycle Costing

The impact on the budget is dependent on decisions made by Council, as outlined in Section 2 Budget, and the outcome of budget reviews and a budget bid, if appropriate.

Staffing Implications

The administration of the amended Community Development Grants scheme policy and processes, as proposed in this report, can be handled within existing staff resources.

Risk Management / OHS Assessment

The Community Development Grants policy has been drafted with reference to Council’s Risk Management Strategic Plan. The effective management of
risks and potential conflicts of interest have been taken into account in drafting the policy and guidelines for the scheme.

Engagement

In preparing this report, the Community Development Officer has consulted widely with grants officers in other Adelaide metropolitan Councils. The views of Elected Members have been taken into account, not through direct canvassing but in collating general feedback provided from time to time at meetings of the Community Development Grants Subcommittee and Grants Receptions. In analysing potential areas for change, and considering alternative approaches, the Community Development Officer has consulted with a number of other Council staff, in particular the Community Services and Engagement Officers, the Manager Community Services, the Manager Finance and Customer Services, the Director Strategic and Corporate Affairs, the Management Accountant and the Communications Officer.

CONCLUSION

The provision of grants is an initiative whereby Council can offer direct benefits to the community across a broad range of areas.

In order to maximise its effectiveness a review of the Community Development Grants scheme has been undertaken with a view to increasing its value to the community, improving delivery of the program, better addressing community needs and streamlining the administration of the scheme. In addition, it is anticipated that the enhanced program will assist in attracting a higher volume and better quality of applications.

OPTIONS

Option 1 (Staff Recommendation)

(1) That Council revokes policy 07.03 Community Development Grants and endorses the draft amended Community Development Grants Policy, viz:

PREAMBLE

Council's Community Development Grants scheme enables Council to work in partnership with the community by providing financial support to extend the capacity of groups and organisations to implement and sustain a wide range of local recreational, cultural, social and community support initiatives that make a positive contribution to the Mitcham community.

PURPOSE

The Community Development Grants scheme is designed to promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities. Council will provide financial assistance to community groups and
organisations to support the provision of programs, activities and services which respond to identified community needs, contribute to the building of a stronger community and are in accordance with Council's strategic objectives.

SCOPE

Grants under the Community Development Grants Scheme are made to organisations not to individuals. An applicant must be a not-for-profit incorporated organisation, or be auspiced by an organisation that is incorporated and able to manage the grant on behalf of the applicant.

This policy applies to direct financial assistance provided by Council to support community initiatives.

The policy does not apply to indirect support, such as provision of buildings, land or facilities, in-kind support, or assistance from Council staff.

DEFINITIONS

Grant
A grant is a payment to an organisation such as a community group, which is directed at achieving goals and objectives consistent with Council policy. The payment is conditional upon the recipient using the funds for specific purposes set out in the terms and conditions of the grant guidelines and application form.

Sponsorship
Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated benefits such as in-kind support or promotional opportunities. It involves a negotiated exchange and should result in tangible, material and mutual compensation for the principal parties to the arrangement.

Donation
A donation is an unconditional provision by Council of cash or items of value to an individual or an organisation where there is no expectation of reciprocal benefit. A donation assumes a philanthropic motivation. The purpose must be in accordance with Council’s strategic policy objectives.

PRINCIPLES

The Community Development Grants scheme will provide local, not-for-profit groups, who meet the eligibility criteria with funds for projects and activities targeted to address the needs of the Mitcham community.
Council will consider all grant applications on their merit. Applicants must demonstrate how the project or activity meets Council’s objectives as stated in Council’s Strategic Plan, against established criteria and information that identifies community needs.

Projects funded under the Community Development Grants scheme will be required to demonstrate that they are intended to have a positive benefit for the funded group and the broader community.

In administering the Community Development Grants scheme, Council undertakes to apply the following principles:

- The administration and assessment of Council’s Community Development Grant scheme will be conducted in accordance with accepted standards of public accountability, probity and transparency of decision making.
- Council will apply the principles of democratic representation, social inclusion and meaningful community engagement.
- The scheme will be administered on the basis of ethical and legal behaviour by City of Mitcham Councillors and employees.
- The grants scheme will be regularly reviewed to ensure it remains responsive to emerging themes, issues and trends in the community.
- Grant priorities will be set in accordance with Council’s strategic objectives, budgetary resources and identified community needs.

POLICY STATEMENT

Funding

- Council will allocate a budget each financial year for Community Development Grants to be provided to eligible groups and organisations to support programs, projects and activities that benefit the Mitcham community and are consistent with Council’s strategic objectives.
- Commencing from the 2012/13 financial year, there will be one funding call per year. Opening and closing dates will be widely advertised in the local press, the Mitcham Community News and on Council’s website.
- Grants of up to a maximum of $3,000 will be paid for each approved application.
- Grants may be provided for a lesser amount than the amount requested.
- Applications will not be considered outside of the advertised timeframe.
- All grant monies must be expended within 12 months of the grant being made available, or the funds must be refunded to Council.
- In cases where the funds cannot be expended within 12 months, the recipient must advise Council as soon as possible. Dependent on the circumstances, an extension of time to expend the funds...
may be granted, up to a maximum of 12 months, at the discretion of the nominated Council officer.

- In the case of approved applications, invoices for the amount of the grant (plus GST where applicable) should be provided to Council by groups and organisations within one month of receipt of advice that the application has been successful.
- Monies received must only be spent on the project as approved by Council.
- Within 12 months of receipt of the grant, the group or organisation must provide Council with an acquittal report on the prescribed form, describing the outcome of the project, including a budget statement. Any unspent funds must be returned to Council. Failure to fulfil this requirement will affect the eligibility of the group for future funding.
- The City of Mitcham should be acknowledged in any promotional material, publicity or events relating to the funded project.

Eligibility Requirements

Eligible groups and organisations must:

- Be a not-for-profit community organisation, as defined by the Australian Taxation Office
- Be incorporated or auspiced by an incorporated body other than Council
- Be resident in the City of Mitcham, or be able to demonstrate that they provide a significant benefit to residents of the Mitcham community
- Demonstrate that the purpose of the grant meets a recognised community need in accordance with the relevant funding categories
- Have satisfactorily acquitted all previous grants from the City of Mitcham

Applications NOT considered eligible for funding include the following:

- Requests for regular maintenance costs, or normal ongoing operational costs such as lease costs, existing and ongoing salaries, auditing, rent and other administrative expenses
- Reimbursement for projects already completed or monies already spent
- Services which are considered to be primarily the responsibility of the State or Federal Governments

Selection Criteria

It is a requirement of the scheme that applicants should demonstrate that their proposed project, program or activity meets the following mandatory selection criteria:
• Targets a recognised community need or identified gap
• Has been designed to foster community engagement and participation
• Will primarily benefit residents of the City of Mitcham
• Encourages a strong sense of community well being that supports learning, participation, inclusiveness, healthy lifestyles and environmental sustainability

Once applications have met the mandatory criteria, priority will be given to those that meet the following conditions:

• Have not received any funding from Council within the last two years
• Target groups of special need within the community, i.e. youth, disabled, aged, socially isolated, disadvantaged
• Demonstrate the capacity to contribute to the project through their own financial or in-kind resources
• Do not duplicate an existing service or facility
• Have clearly defined, specific objectives and measurable outcomes
• Encourage and support the involvement of volunteers

Funding Categories

Applications must be submitted in one of the following funding categories:

• Community Projects
  ▪ These are projects that are designed to provide benefits to the community in a wide range of areas, for example:
    • Community and cultural development
    • Recreation
    • Sport
    • Community health and safety
    • Environmental improvement
    • Youth development.

• Community Events
  ▪ These are events that contribute to the community in the following ways:
    • Strengthen a sense of community, belonging and civic pride
    • Encourage residents to participate in social, cultural, sporting and recreational activities
    • Foster greater social diversity
    • Promote local organisations and trading groups
    • Enhance the City of Mitcham as a desirable destination.
  ▪ Applications in this category will be required to provide evidence of Public Liability insurance.
• **Facilities Upgrades & Equipment Purchases**
  - This category covers the funding of works or equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:
    - Increases community participation in projects and activities.
    - Assists community groups to operate more effectively.
    - Encourages and supports the involvement of volunteers.
    - Improves occupational health and safety.
    - Contributes to environmental sustainability.
  - Priority will be given to projects that can demonstrate a high level of community need, or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.
  - Quotations must be submitted with all applications in this category.
  - Prior approval must be sought from Council for any proposed improvement to Council owned property.

• **New Projects**
  - This category recognises innovation and acknowledges new and different approaches to the development of community projects.
  - Priority will be given to new community projects that deliver creative responses to areas of special need, such as the under privileged, aged and disabled sectors of the community.
  - Funding will be provided to assist the establishment of new community groups and organisations or for pilot programs being developed by existing groups.
  - It is a condition of this category that the project not have received any prior funding from Council.

**Application Process**

• Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised.
• Responses must be provided to all questions on the application form.
• Applications not received by the closing date will not be considered.
• Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc.
• Applications must include a clearly documented budget for spending the funds sought.
• Applications from unincorporated groups and organisations must be authorised by an auspicing organisation.
• Applicants must agree in writing to the conditions of the grant as set out in the application form.
Assessment

- Applicants will receive a letter acknowledging receipt of their application within two weeks of the application being received.
- A nominated Council officer will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations.
- All applications, together with the recommendations of the nominated Council officer, will be presented to the Community Development Grants Sub Committee at a meeting held approximately four weeks following the closing date of the funding round.
- The members of the Community Development Grants Sub Committee will review the applications and officer recommendations and make a decision on which applications will be approved and for what amount of funding.
- Applications will be approved depending on their level of compliance with the selection criteria, the funds available, and the number of applications received.
- The recommendations of the Community Development Grants Sub Committee will be submitted to the Corporate and Community Services Committee.
- Decisions regarding the allocation or non-allocation of funding will be made by the Community Development Grants Sub Committee and the decision of the Sub Committee is considered final.
- Council reserves the right to part-fund an application.
- Subsequent to the final decision, applicants will receive written notification about the success or otherwise of their grant application.
- Successful applicants will be advised to provide an invoice/tax invoice to Council within one month of receipt of advice that the application has been successful in order that the funds can be transferred to their account.
- Unsuccessful applicants will be encouraged to seek feedback from the Community Development Officer in order to maximise their opportunity to obtain funding for future applications.

Accountability

- Grants provided under the Community Development Grants scheme must only be spent on the project as approved.
- All grant monies must be expended within 12 months of the grant being made available, or the funds must be refunded to Council.
- Within 12 months of receipt of the grant, the recipient must provide Council with an acquittal report comprising a brief financial statement detailing how the monies have been expended, a summary and evaluation of the completed project and confirmation that Mitcham Council was acknowledged in promotional material or publicity about the funded project.
- Any unspent funds must be returned to Council.
Balance of Budget

Where the assessment of the Community Development Grants Sub Committee results in a less than total allocation of budget, any surplus budget remaining may be reallocated based on the recommendations of the Community Development Grants Sub Committee.

(2) That Council directs administration to implement the changes to the Community Development Grants scheme, as set out in the policy, including updating of all related documentation and publications.

(3) That the current account for Individual Youth Grants of $3,000 be cancelled and the allocation transferred to the general grants account at the next budget review.

Option 2

That Council retains the Community Development Grants Policy in its current form and continues to administer the scheme without any change.
7.2 INDIVIDUAL DONATION SCHEME – BUDGET AND POLICY REVIEW
(Ref: FF.01.2365) Stephen Saffin/Lyn Young (Prepared: 25/8/11)
(Function/Activity: Financial Management / Policy)

PROPOSAL

To review the funding allocation and Policy for the Individual Donation Scheme.

BACKGROUND

The Corporate and Community Services Committee adopted the Individual Donations Policy at its meeting held on 10 December 2002. This policy was reviewed at the Full Council meeting held on 22 January 2008. A copy of the Policy 07.08 adopted at that meeting (current policy) is attached (attachment pp 29-30).

Prior to 2008 $50 was given to successful applicants under this scheme, and when the policy was reviewed in 2008, the allocation was changed to $100 (travelling interstate) and $200 (travelling overseas), for applicants who fulfilled the following criteria and selection guidelines:

Eligibility criteria:

Eligible individuals include those who:

- reside within the City of Mitcham, and
- have been invited/selected to represent the state or the nation and are required to travel interstate or overseas to participate; and
- have not received an individual donation from the City of Mitcham in the past 12 months.

Selection Guidelines:

- applications will be accepted prior to the state or national representation
- generally this fund is for first time applicants, although an application 12 months following previous donations by Council will be considered.
- A $100 donation will be available to those successful applicants travelling interstate to represent the state or the nation.
- A $200 donation will be available to those successful applicants travelling overseas to represent the state or the nation.

Application are assessed throughout the year, as they are received, under the delegated authority of Council to the Chief Executive Officer.

In 2008-2009 and 2009-2010 the City of Mitcham allocated $6,100 to this budget line providing donations to 61 and 50 residents respectively, and in 2011-2012 $6,200 has been allocated to this budget line.
As per the current policy, this amount is divided into two equal amounts and half is allocated in July to December and the remaining half in January to June of each financial year.

Attachments:

Attachment pp 29-30 - Current Individual Donations Policy 07.08
Attachment pp 31-33 - Updated Draft Individual Donations Policy 07.08 for endorsement.

STRATEGIC OBJECTIVES / POLICY POSITION

Objective 3.3  Promote a strong sense of community in our neighbourhoods

Strategy 3.3.2  Cohesive Community: Support initiatives that enhance community inclusiveness, reduce social isolation and provide opportunities for people to celebrate community spirit, diversity and achievements

Strategy 3.3.4  Community Capacity Building: Take a leadership role in developing people’s skills and abilities to increase the community’s capacity to effectively plan, manage and improve their quality of life

Objective 3.4  Support the community to be healthy, safe and prepared for emergencies

Strategy 3.4.4  Recreation, Leisure and Sport: Optimise the use of publicly accessible open space and facilities to achieve health, leisure, relaxation and physical activity benefits

Strategy 3.4.6  Community Services: Advocate for and provide access to programs and facilities that address the needs of all, especially young people and an ageing community

Youth Strategy:
- Provide opportunities for young people and parents to develop leadership and communication skills
- Promote the importance of healthy lifestyle choices

07.03 – Community Development Grants Policy.
OPTIONS FOR CONSIDERATION

Option 1 (Staff Recommendation)

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy.

(2) That the funding allocation for 2011-2012 be increased to $10,000 (an increase of $3,800), with the increased funds to be transferred from Specific Donations account line 2.1.2 ($3,000) and Community Activities account line 2.6.1 ($800) at the next budget review. This allocation will be recurrent and include CPI increases.

Option 2

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy.

(2) That the funding allocation remains at $6,200 per annum with CPI increases.

Option 3:

(1) That the existing Individual Donation Policy 07.08 remains unchanged.

(2) That the funding allocation remains at $6,200 per annum with CPI increases.

DISCUSSION OF OPTIONS

Option 1:

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy.

A copy of the updated draft 'Individual Donations' Financial Management Policy is attached (attachment pp 31-33). The main changes to the policy are discussed below:

(a) It is suggested that applicants only receive a donation every 24 months, to enable more funding to be available for first time applicants. A few applicants reapply each financial year for a further donation.

(b) The 'Applications for Exceptional Excellence' criteria has been removed. Providing a donation of $500 to any one individual or team means there is less funding available for other applicants who meet the criteria. In 2010-2011 one application for exceptional excellence was received, but did not "demonstrate a verified history of extraordinary achievement, and the need for financial support to
further develop skills and the capacity to pursue excellence". This applicant was granted a donation of $200 as they did meet the general criteria and were travelling overseas. The last Exceptional Excellence grant was awarded in August 2005.

Many of our applicants do demonstrate a high level of skill, but do not necessarily demonstrate exceptional excellence, and are therefore not eligible for a donation under this specific criteria.

(c) The current guidelines and application form request that applicants provide a copy of a letter from the State or National body that they are representing as proof of selection. As not all sporting, cultural or academic events are supported by a State or National body some applicants who are competing in a State or National event at a high level are not currently eligible. Comments have been included in the updated policy to allow for applicants to provide evidence of their selection to attend the event representing the State or Nation in other ways.

The guidelines and application form will be updated to reflect the above changes in the updated policy, if it is endorsed by the Council.

(2) That the funding allocation for 2011-2012 be increased to $10,000 (increase of $3,800) and be funded at the next Budget Review, that this allocation be recurrent and include CPI increases. The increased funds can be transferred from the Specific Donations account line 2.1.2 ($3,000) and Community Activities account line 2.6.1 ($800) at the next Budget Review.

It is proposed that as part of the next budget review process, funds from two existing account lines which were not expended during 2010/11 and due to change in specific demand from several community organisations it is unlikely that these funds will be expended during 2011/12. The account line Specific Donations was linked to several groups that received funds for the hire of rooms at the Mitcham Community Centre or to support training activities. These groups have either moved to other metropolitan locations or are now being supported by their parent group and there has been no request for support over the last few years.

The other account line is Community Activities which assists departmental programs, developing new projects or initiatives and it is envisaged that the modest amount required to support the Individual Donation Scheme can be managed to ensure no future potential project is disadvantaged.

In the 2010-2011 financial year, 34 applicants (equalling $3,700 of funding) were not able to receive a donation due to funding not being available. The public were notified that funds were no longer available via the Council's website, which may have deterred some potential applicants.

Staff notify unsuccessful applicants by letter and as a result, have received complaints from disappointed residents who, even though they meet the
selection criteria are unable to obtain funding due to the lack of funds available.

The funding allocation for the 2011-2012 financial year is $6,200. At the time of writing this report 12 applicants have been unable to receive a donation due to the lack of funding (equalling $1,300) as the $3,100 allocated for this half of the financial year has been allocated to 25 eligible applicants. These 12 applicants would be eligible for funding under the updated policy.

If more funding is made available it is suggested that the unsuccessful applicants (if they have not received a donation in the past 24 months in line with the updated draft policy), be provided with a donation from the additional funding allocated, in accordance with the policy criteria and guidelines, before new applications are considered.

Below is a comparison of funding provided to individuals and groups by some other metropolitan councils, compared to the City of Mitcham:

<table>
<thead>
<tr>
<th>COUNCIL</th>
<th>TRAVELLING WITHIN SA</th>
<th>TRAVELLING INTERSTATE</th>
<th>TRAVELLING OVERSEAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitcham</td>
<td>Nil.</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Unley</td>
<td>$75</td>
<td>$150</td>
<td>$250</td>
</tr>
<tr>
<td>West Torrens (up to 3 per team)</td>
<td>$50</td>
<td>$200</td>
<td>$500</td>
</tr>
<tr>
<td>Onkaparinga</td>
<td>$50 per individual $100 per team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campbelltown</td>
<td>$100</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Port Adelaide Enfield</td>
<td>Nil.</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

It should be noted that other councils provide financial support for the community in other ways, such as through funding Community Centres and Sporting bodies. This information is provided as a guide only and does not indicate the total support a particular council may provide to the community.

Option 2.

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy.

(2) That the funding allocation remain at $6,200 per annum with CPI increases.

This option does not allow for any increase in the budget (other than CPI).

As the current budget allocation does not cater for all the applications that meet the current selection criteria and guidelines, this option is not recommended. The Council often receives complaints from residents who are disappointed that they are not able to receive a donation even though their application meets the criteria.
Option 3.

(1) That the existing Individual Donation Policy 07.08 remains unchanged.

(2) That the funding allocation remains at $6,200 per annum with CPI increases.

This option recommends that the Individual Donations Policy remains as it is (attachment pp 34-35) with no additional funding. As mentioned above, the Council may continue to receive complaints from disappointed residents. This option is not recommended by Staff.

Community Implications

All residents are eligible to apply for a donation under this scheme if they meet the selection criteria. This is a way that the Council can support its high achievers in sporting, cultural and academic fields to compete at high level and further develop their skills.

Of the 50 successful applications in the 2010-2011 financial year 41 were signed by a parent / guardian, which suggests that applicants are predominantly under 18.

Through this scheme the Council is able to support and encourage its youth who are the future leaders of our community and this also fulfills strategies in the Council’s Youth Strategy.

Economic Implications

The funds received are used by the applicants to purchase uniforms, pay for accommodation, and travelling expenses incurred (interstate and overseas), which may have little impact on the local economy.

Environmental / Heritage Implications

None apparent.

Cost Shifting Implications

None apparent.

Impact on Budget including Lifecycle Costing

The budget allocation for 2011-2012 is $6,200 of which $3,100 has already been spent which is the amount allocated for July – December.

It is recommended that the amount allocated to this budget line be increased at the next Budget Review to $10,000 for the 2011-2012 financial year (an increase of $3,800), that this amount be recurrent and include CPI increases. The increased funds can be transferred from the Specific Donations account line ($3,000) and Community Activities account line ($800).
This increased amount (if approved) will need to be reallocated from the budget lines identified above in the next budget review or there will be an increase in the Council's overall budget deficit of $3,800.

**Staffing Implications**

There will be no further impact on staffing as the current Policy is implemented using existing staff resources.

**Risk Management / OHS Assessment**

Not applicable.

**Engagement**

Administration have been contacted by disappointed applicants who are unsuccessful due to the fact that the funding allocation has already been spent, even though they meet the selection criteria. Some applicants have advised that others in the team who reside in other council areas have been successful in obtaining funding.

The Council often receives letters of thanks from successful applicants who express their gratitude for the donation received and how their skills have been developed through the experience.

Elected Members have been contacted by unsuccessful applicants who have expressed their disappointment.

The Mayor and the Acting Director, Libraries and Community Development have discussed this issue.

**CONCLUSION**

The Council has the opportunity to support the community through a donation of $100 and $200 to high achievers to attend a sporting, cultural or academic event interstate or overseas.

The amount of funding currently allocated to this budget line does not allow for a substantial number of applicants, who meet the criteria to receive funding. The majority of applicants are under 18 years of age, and this is one way the Council can support its Youth Strategy.

Unsuccessful applicants have expressed their disappointment at not receiving a donation, even though they meet the selection criteria. This can be seen as not projecting a positive image of the Council to the community.
OPTIONS

Option 1 (Staff Recommendation)

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy, viz:

PREAMBLE

City of Mitcham, through the Individual Donation Scheme has the opportunity to recognise and encourage its residents who achieve excellence in their chosen field as a representative of South Australia or Australia by assisting them to attend a sporting, cultural or academic event being held interstate or overseas.

PURPOSE

This policy outlines the criteria and guidelines for the assessment of applications received from residents of the City of Mitcham, requesting a donation to assist them participate as a state or national representative in a sporting, cultural or academic event.

SCOPE

All residents of the City of Mitcham are eligible to apply for a donation under this scheme.

DEFINITIONS

Nil.

PRINCIPLES

Applicants are required to complete an Individual Donation Scheme application form, which can be obtained from the Council’s website or by contacting Administration, and attaching supporting documentation for assessment.

Applications are assessed throughout the year as they are received, under the delegated authority of Council to the Chief Executive Officer, in accordance with the eligibility criteria and selection guidelines listed below.

Funding allocated will be divided into two equal amounts each financial year (July to December and January to June).

A report shall be provided to each Community Development Grants Sub Committee meeting, summarising all donations made under delegation.
POLICY STATEMENT

Eligible applicants (or their guardian) must complete an Individual Donation Scheme application form, which includes personal details, a tax declaration and proof of selection or evidence of the selection process undertaken by the applicant, to be eligible to represent the state or nation (ie letter from the state or national body applicant is representing or evidence that applicant has been successful at a regional, state or national level or other evidence of the selection process undertaken, enabling them to be eligible to attend the event).

Within the scope of Council’s budget allocation, donations ranging from $100 to $200 are available for applicants who successfully meet the eligibility criteria and follow the selection guidelines.

Eligibility criteria:

Eligible individuals include those who:

- reside within the City of Mitcham; and
- have been invited/selected to represent the state or the nation and are required to travel interstate or overseas to participate; and
- have not received an individual donation from the City of Mitcham in the past 24 months.

Selection Guidelines

- applications will only be accepted prior to the event occurring;
- generally this fund is for first time applicants, although an application 24 months following a previous donation by Council will be considered, based on demand and merit;
- A $100 donation will be available to those successful applicants travelling interstate to represent the state or the nation;
- A $200 donation will be available to those successful applicants travelling overseas to represent the state or the nation.

(2) That the funding allocation for 2011-2012 be increased to $10,000 (an increase of $3,800), with the increased funds to be transferred from Specific Donations account line 2.1.2 ($3,000) and Community Activities account line 2.6.1 ($800) at the next budget review. This allocation will be recurrent and include CPI increases.

Option 2

(1) That the existing Individual Donation Policy 07.08 be revoked and replaced with the updated policy (as above).

(2) That the funding allocation remain at $6,200 per annum with CPI increases.
Option 3

(1) That the existing Individual Donation Policy 07.08 remains unchanged.

(2) That the funding allocation for the Donation Policy Fund remains at $6,200 per annum with CPI increases.

8. STRATEGIC POLICY MATTERS

Nil.

9. REPORTS FROM SUB COMMITTEES

Nil.

10. REPORTS OUTSTANDING AND RESOLUTIONS NOT YET EFFECTED

(Ref: FF 01.779) (Prepared: 7/9/11)

(Function/Activity: Governance / Committees)

PROPOSAL

To inform members of reports and actions which have been requested and their current status.

BACKGROUND/DISCUSSION

At meetings of the Corporate and Community Services Committee reports are often requested concerning certain items which must be submitted to subsequent meetings. Actions are also requested and their current status is recorded in the attached table.

Attached (pp 36-39) is a table detailing the reports outstanding, resolutions not yet effected and a brief summary of their status.

RECOMMENDATION TO COUNCIL

That the report be received for information only.

11. OTHER BUSINESS

12. CONFIDENTIAL

Nil.

CLOSE:
ATTACHMENTS
CITY OF MITCHAM

BANK RECONCILIATION STATEMENTS AS AT 29 July 2011

BANK ACCOUNTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Bank Account – CBA Bank</td>
<td></td>
</tr>
<tr>
<td>Balance as per Bank Statement</td>
<td>169,165.96</td>
</tr>
<tr>
<td>Less unpresented cheques</td>
<td>170,518.88</td>
</tr>
<tr>
<td>Plus Deposit not yet credited</td>
<td>(1,352.92)</td>
</tr>
<tr>
<td>Adjustments (1) below</td>
<td>14,025.64</td>
</tr>
<tr>
<td>Balance of Ledger Account (Adjusted)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 12,672.72</td>
</tr>
<tr>
<td>Collection Account: CBA</td>
<td></td>
</tr>
<tr>
<td>Balance as per Bank Statement</td>
<td>3,494.94</td>
</tr>
<tr>
<td>Adjustments (2) below</td>
<td></td>
</tr>
<tr>
<td>Balance of Ledger Account (Adjusted)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 3,494.94</td>
</tr>
</tbody>
</table>

**TOTAL BANK ACCOUNTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 16,167.66</td>
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INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per Statements</td>
<td>7,200,000.00</td>
</tr>
<tr>
<td>Adjustments (3) below</td>
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<tr>
<td>Property Reserve</td>
<td>2,277,372.31</td>
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<tr>
<td>Plant &amp; Equip Replace Reserve</td>
<td>1,479,387.54</td>
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<tr>
<td>Bush Fire Track Reserve</td>
<td>144,000.00</td>
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<tr>
<td>Leave Entitlement Fund</td>
<td>3,382,800.00</td>
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<td>General Funds</td>
<td>-83,559.85</td>
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<tr>
<td><strong>TOTAL INVESTMENTS Ledger Balance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 7,200,000.00</td>
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**TOTAL FUNDS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 7,216,167.66</td>
</tr>
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</table>

**COMMENTS ON ADJUSTMENTS**

(1) General A/c Balance adjusted for balance not rolled over from 2010/11 - $131,429.77
(2) Collection A/c Balance adjusted for balance not rolled over from 2010/11- $40,000.01
(3) Trial Balance A/c balances for General and Collection A/cs exclude balances not rolled over from 2010/11 - General A/c ($118,757.05), Collection A/c ($36,505.07)

Management Accountant

Manager Finance
## Predicted Financial Results: 2011/12

### Progressive Result

<table>
<thead>
<tr>
<th>Original Budget Adopted</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audited final result from 2010/11 (to be finalised)</td>
<td>92,000</td>
<td>92,000</td>
</tr>
<tr>
<td>Minus surplus estimated at budget adoption</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td>0</td>
<td>0</td>
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</table>

### Budget Review Adjustments

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>First budget review at 30 September 2011</td>
<td>0</td>
</tr>
<tr>
<td>Second budget review at 31 December 2011</td>
<td>0</td>
</tr>
<tr>
<td>Third budget review at 31 March 2012</td>
<td>0</td>
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</table>

### New Items Approved by Council

<table>
<thead>
<tr>
<th>Date</th>
<th>Council</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Budget Adjustments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.7.11</td>
<td>14.9 Full Council</td>
<td>Further funding approved to continue the Community FloodSafe Program 2011/12 Year</td>
</tr>
<tr>
<td>23.8.11</td>
<td>18.1 Full Council</td>
<td>Deposit for property purchase</td>
</tr>
<tr>
<td>9.8.11</td>
<td>23.8 minutes</td>
<td>Additional revenue from Plaza Pty Ltd and Telstra Lease extension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(19,000)</td>
</tr>
<tr>
<td><strong>Total Cost of New Items that previously initiated in a review</strong></td>
<td></td>
<td>42,000</td>
</tr>
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</table>

### Financial Items Being Considered in Current Committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Council</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### Predicted Financial Result as at 30 June 2012

| | | |
| | | 134,800 |
| | | **Deficit** |
COMMUNITY DEVELOPMENT GRANTS POLICY
FINANCIAL MANAGEMENT

<table>
<thead>
<tr>
<th>Policy classification</th>
<th>Council</th>
<th>Policy number:</th>
<th>07.03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Manager/Department</td>
<td>Manager Community Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy File No:</td>
<td>FF.02.2194</td>
<td>Policy Version No:</td>
<td>1</td>
</tr>
<tr>
<td>Template File No:</td>
<td>FF.10.643</td>
<td>Template Version No:</td>
<td>5</td>
</tr>
<tr>
<td>Policy Development File No:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Recommendation:</td>
<td>Committee</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>First endorsed by Council resolution:</td>
<td>Date:</td>
<td>Item Number:</td>
<td>4/3/96</td>
</tr>
<tr>
<td>Current version amended by Council resolution:</td>
<td>Date:</td>
<td>Item Number:</td>
<td></td>
</tr>
<tr>
<td>Next Review Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicable legislation</td>
<td>Local Government Act 1999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related Policies and Corporate Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional references</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegations Apply</td>
<td>YES / NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective from:</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREAMBLE</td>
<td>2</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>2</td>
</tr>
<tr>
<td>SCOPE</td>
<td>2</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>2</td>
</tr>
<tr>
<td>PRINCIPLES</td>
<td>3</td>
</tr>
<tr>
<td>POLICY STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>POLICY REVIEW</td>
<td>7</td>
</tr>
<tr>
<td>VERSION HISTORY</td>
<td>7</td>
</tr>
</tbody>
</table>
PREAMBLE
Council’s Community Development Grants scheme enables Council to work in partnership with the community by providing financial support to extend the capacity of groups and organisations to implement and sustain a wide range of local recreational, cultural, social and community support initiatives that make a positive contribution to the Mitcham community.

PURPOSE
The Community Development Grants scheme is designed to promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities. Council will provide financial assistance to community groups and organisations to support the provision of programs, activities and services which respond to identified community needs, contribute to the building of a stronger community and are in accordance with Council’s strategic objectives.

SCOPE
Grants under the Community Development Grants Scheme are made to organisations not to individuals. An applicant must be a not-for-profit incorporated organisation, or be auspiced by an organisation that is incorporated and able to manage the grant on behalf of the applicant.

This policy applies to direct financial assistance provided by Council to support community initiatives.

The policy does not apply to indirect support, such as provision of buildings, land or facilities, in-kind support, or assistance from Council staff.

DEFINITIONS
Grant
A grant is a payment to an organisation such as a community group, which is directed at achieving goals and objectives consistent with Council policy. The payment is conditional upon the recipient using the funds for specific purposes set out in the terms and conditions of the grant guidelines and application form.

Sponsorship
Sponsorship is the right to associate the sponsor’s name, products or services with the sponsored organisation’s service, product or activity, in return for negotiated benefits such as in-kind support or promotional opportunities. It involves a negotiated exchange and should result in tangible, material and mutual compensation for the principal parties to the arrangement.

Donation
A donation is an unconditional provision by Council of cash or items of value to an individual or an organisation where there is no expectation of reciprocal benefit. A donation assumes a philanthropic motivation. The purpose must be in accordance with Council’s strategic policy objectives.
PRINCIPLES

The Community Development Grants scheme will provide local, not-for-profit groups, who meet the eligibility criteria with funds for projects and activities targeted to address the needs of the Mitcham community.

Council will consider all grant applications on their merit. Applicants must demonstrate how the project or activity meets Council’s objectives as stated in Council’s Strategic Plan, against established criteria and information that identifies community needs.

Projects funded under the Community Development Grants scheme will be required to demonstrate that they are intended to have a positive benefit for the funded group and the broader community.

In administering the Community Development Grants scheme, Council undertakes to apply the following principles:

- The administration and assessment of Council’s Community Development Grant scheme will be conducted in accordance with accepted standards of public accountability, probity and transparency of decision making.
- Council will apply the principles of democratic representation, social inclusion and meaningful community engagement.
- The scheme will be administered on the basis of ethical and legal behaviour by City of Mitcham Councillors and employees.
- The grants scheme will be regularly reviewed to ensure it remains responsive to emerging themes, issues and trends in the community.
- Grant priorities will be set in accordance with Council’s strategic objectives, budgetary resources and identified community needs.

POLICY STATEMENT

Funding

- Council will allocate a budget each financial year for Community Development Grants to be provided to eligible groups and organisations to support programs, projects and activities that benefit the Mitcham community and are consistent with Council’s strategic objectives.

- Commencing from the 2012/13 financial year, there will be one funding call per year. Opening and closing dates will be widely advertised in the local press, the Mitcham Community News and on Council’s website.

- Grants of up to a maximum of $3,000 will be paid for each approved application.

- Grants may be provided for a lesser amount than the amount requested.

- Applications will not be considered outside of the advertised timeframe.

- All grant monies must be expended within 12 months of the grant being made available, or the funds must be refunded to Council.

- In cases where the funds cannot be expended within 12 months, the recipient must advise Council as soon as possible. Dependent on the circumstances, an extension of
time to expend the funds may be granted, up to a maximum of 12 months, at the
discretion of the nominated Council officer.

- In the case of approved applications, invoices for the amount of the grant (plus GST
  where applicable) should be provided to Council by groups and organisations within one
  month of receipt of advice that the application has been successful.

- Monies received must only be spent on the project as approved by Council.

- Within 12 months of receipt of the grant, the group or organisation must provide Council
  with an acquittal report on the prescribed form, describing the outcome of the project,
  including a budget statement. Any unspent funds must be returned to Council. Failure to
  fulfil this requirement will affect the eligibility of the group for future funding.

- The City of Mitcham should be acknowledged in any promotional material, publicity or
  events relating to the funded project.

**Eligibility Requirements**

Eligible groups and organisations must:

- Be a not-for-profit community organisation, as defined by the Australian Taxation Office
- Be incorporated or auspiced by an incorporated body other than Council
- Be resident in the City of Mitcham, or be able to demonstrate that they provide a
  significant benefit to residents of the Mitcham community
- Demonstrate that the purpose of the grant meets a recognised community need in
  accordance with the relevant funding categories
- Have satisfactorily acquitted all previous grants from the City of Mitcham

Applications **NOT** considered eligible for funding include the following:

- Requests for regular maintenance costs, or normal ongoing operational costs such as
  lease costs, existing and ongoing salaries, auditing, rent and other administrative
  expenses
- Reimbursement for projects already completed or monies already spent
- Services which are considered to be primarily the responsibility of the State or Federal
  Governments

**Selection Criteria**

It is a requirement of the scheme that applicants should demonstrate that their proposed
project, program or activity meets the following mandatory selection criteria:

- Targets a recognised community need or identified gap
- Has been designed to foster community engagement and participation
- Will primarily benefit residents of the City of Mitcham
- Encourages a strong sense of community well being that supports learning, participation,
  inclusiveness, healthy lifestyles and environmental sustainability

Once applications have met the mandatory criteria, priority will be given to those that meet
the following conditions:
• Have not received any funding from Council within the last two years
• Target groups of special need within the community, i.e. youth, disabled, aged, socially isolated, disadvantaged
• Demonstrate the capacity to contribute to the project through their own financial or in-kind resources
• Do not duplicate an existing service or facility
• Have clearly defined, specific objectives and measurable outcomes
• Encourage and support the involvement of volunteers

Funding Categories

Applications must be submitted in one of the following funding categories:

• Community Projects
  • These are projects that are designed to provide benefits to the community in a wide range of areas, for example:
    • Community and cultural development
    • Recreation
    • Sport
    • Community health and safety
    • Environmental improvement
    • Youth development.

• Community Events
  • These are events that contribute to the community in the following ways:
    • Strengthen a sense of community, belonging and civic pride
    • Encourage residents to participate in social, cultural, sporting and recreational activities
    • Foster greater social diversity
    • Promote local organisations and trading groups
    • Enhance the City of Mitcham as a desirable destination
  • Applications in this category will be required to provide evidence of Public Liability insurance

• Facilities Upgrades & Equipment Purchases
  • This category covers the funding of works or equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:
    • Increases community participation in projects and activities
    • Assists community groups to operate more effectively
    • Encourages and supports the involvement of volunteers
    • Improves occupational health and safety
    • Contributes to environmental sustainability
Priority will be given to projects that can demonstrate a high level of community need, or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.

Quotations must be submitted with all applications in this category.

Prior approval must be sought from Council for any proposed improvement to Council owned property.

- **New Projects**
  - This category recognises innovation and acknowledges new and different approaches to the development of community projects.
  - Priority will be given to new community projects that deliver creative responses to areas of special need, such as the under privileged, aged and disabled sectors of the community.
  - Funding will be provided to assist the establishment of new community groups and organisations or for pilot programs being developed by existing groups.
  - It is a condition of this category that the project not have received any prior funding from Council.

**Application Process**

- Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised
- Responses must be provided to all questions on the application form
- Applications not received by the closing date will not be considered
- Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc.
- Applications must include a clearly documented budget for spending the funds sought
- Applications from unincorporated groups and organisations must be authorised by an auspicing organisation
- Applicants must agree in writing to the conditions of the grant as set out in the application form

**Assessment**

- Applicants will receive a letter acknowledging receipt of their application within two weeks of the application being received.
- A nominated Council officer will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations
- All applications, together with the recommendations of the nominated Council officer, will be presented to the Community Development Grants Sub Committee at a meeting held approximately four weeks following the closing date of the funding round.
- The members of the Community Development Grants Sub Committee will review the applications and officer recommendations and make a decision on which applications will be approved and for what amount of funding.
- Applications will be approved depending on their level of compliance with the selection criteria, the funds available, and the number of applications received.
The recommendations of the Community Development Grants Sub Committee will be submitted to the Corporate and Community Services Committee.

Decisions regarding the allocation or non-allocation of funding will be made by the Community Development Grants Sub Committee and the decision of the Sub Committee is considered final.

Council reserves the right to part-fund an application.

Subsequent to the final decision by Council, applicants will receive written notification about the success or otherwise of their grant application.

Successful applicants will be advised to provide an invoice/tax invoice to Council within one month of receipt of advice that the application has been successful in order that the funds can be transferred to their account.

Unsuccessful applicants will be encouraged to seek feedback from the Community Development Officer in order to maximise their opportunity to obtain funding for future applications.

Accountability

- Grants provided under the Community Development Grants scheme must only be spent on the project as approved by Council.
- All grant monies must be expended within 12 months of the grant being made available, or the funds must be refunded to Council.
- Within 12 months of receipt of the grant, the recipient must provide Council with an acquittal report comprising a brief financial statement detailing how the monies have been expended, a summary and evaluation of the completed project and confirmation that Mitcham Council was acknowledged in promotional material or publicity about the funded project.
- Any unspent funds must be returned to Council.

Balance of Budget

Where the assessment of the Community Development Grants Sub Committee results in a less than total allocation of budget, any surplus budget remaining may be reallocated based on the recommendations of the Community Development Grants Sub Committee.

POLICY REVIEW

This policy will be reviewed every three years.

VERSION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>AUTHOR(S) POSITION</th>
<th>CHANGES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bev Kain</td>
<td>Update funding amounts and criteria</td>
<td>2002</td>
</tr>
<tr>
<td>2</td>
<td>Joe Noone Social Planner</td>
<td>Updated criteria and considered recurrent grants provided</td>
<td>2006</td>
</tr>
</tbody>
</table>
COMMUNITY DEVELOPMENT GRANTS

GUIDELINES AND
INFORMATION FOR APPLICANTS

The City of Mitcham through its Community Development Grants, provides the opportunity for community groups and organisations to participate in and contribute to the community and cultural life of the City by developing projects/programs/activities which are innovative and offer a different approach to meeting community needs.

Grants of up to $1,500 are available to eligible community groups and organisations.

WHO IS ELIGIBLE TO APPLY?

Eligible groups and organisations must:-

♦ be incorporated and/or auspiced by an incorporated body.
♦ be non profit.
♦ have a limited capacity to raise funds.

This includes:-

♦ non-government organisations.
♦ non-profit organisations.
♦ voluntary associations.
♦ community groups and organisations.

Applications NOT considered eligible for funding include:-

♦ regular maintenance costs.
♦ reimbursement for money already spent.
♦ services which are considered to be primarily the responsibility of State and Federal Government.
♦ activities, programs or projects which seek to make a financial profit for the organisation or group.
♦ recurrent funding of a project more than once in a financial year

Applications for minor capital works or capital items over $500 will only be considered eligible for funding when an application clearly demonstrates that the capital works or items will allow the organisation to:

♦ Enhance and contribute to the community and cultural life of the City, as well as
♦ Respond to one or more of the Selection Guidelines

Projects are expected to be completed within twelve months of grant allocation.

RECURRENT FUNDING OF GRANTS

Applications for the continuation of projects that have previously been funded under this scheme must be submitted in line with the deadlines for Community Development Grants advertised twice each year. Late applications will not be considered.

New Grants Guidelines Amended December 2010
Applications will need to include:

- an audited report from the previous financial year if applicable indicating how previous funds received from the City of Mitcham were spent;
- summary of how the funds for the current year have been spent;
- a budget for spending the funds sought;
- information and rationale to meet the selection criteria.

Unspent Funds - Projects are expected to be completed within 12 months of grant funds being allocated. Any unspent funds at the conclusion of the 12 months must be returned to Council.

SELECTION GUIDELINES

It is a requirement of the Scheme that applicants for all grants should demonstrate that the activity, program or project meets one or more of the following:

- targets a recognised community need or identified gap;
- has been designed to foster ongoing community development which increases the skills, knowledge, awareness and participation of community members;
- is in line with one or more of the priority areas for funding;
- will benefit the residents of the City of Mitcham;
- addresses a global environmental problem at a local level.

Each funding round has six set Funding Categories which form part of the criteria for funding decisions. These priority areas for funding are developed and adopted by Council based upon:

- Council's Strategic Plan goals and objectives.
- The principles of environmental sustainability.

FUNDING CATEGORIES

COMMUNITY DEVELOPMENT
- Establishment of new groups.
- New initiatives and or programs.
- Especially those targeting disadvantaged groups.
- Education and training.
- Community safety programs.

COMMUNITY HEALTH
- Collaborative health promotion projects encouraging community participation.
- Innovative community health projects which target disadvantaged groups.

CULTURAL DEVELOPMENT
- Collaborative arts projects between artists and the community.
- Innovative arts and craft programs which encourage community participation.
- Programs targeting disadvantaged groups.
- Festivals and celebrations.

ENVIRONMENTAL IMPROVEMENT
- Enhanced biodiversity
- Improved waterways
- Reduced energy consumption
- Encouragement of eco-friendly transport options
- Encouragement of innovative land management practices
- Encouragement of innovative waste minimisation practices
- Encouragement of eco-tourist development
- Water conservation

RECREATION
- Projects targeting disadvantaged or specific groups.
- Innovative programs new to Mitcham.
- Projects which increase access to leisure options for people with special needs.

YOUTH DEVELOPMENT
- Innovative youth programs which encourage community participation.
- Youth development programs targeting disadvantaged young people.
- Festivals and celebrations.

New Grants Guidelines Amended December 2010
HOW TO APPLY?

The Community Development Grants Application Form is available at www.mitchamcouncil.sa.gov.au (go to A-Z and click on 'G' for 'Grants') or by telephoning 8372 8899.

Please read the instructions for applicants carefully.

There are two funding rounds per year.

Applications close at 5.00 pm on 30 March and 30 September of each year.

Late applications will not be considered.

GST REQUIREMENTS

Grants are subject to GST legislation and thus Council requires supply of either:
- ABN status
- GST status
- GST exemption declaration

Successful applicants will be required to provide Council with an Invoice.

NEED TO FIND OUT MORE INFORMATION

If you require any assistance with your application or further information, please contact the Council by telephoning 8372 8899.

At the completion of the project/program/activity a written report including a statement of expenditure must be forwarded to Council. Expenditure statements must be signed by the appointed treasurer of the organisation where applicable. Failure to fulfil this requirement will prejudice any further funding.

Funds allocated to projects which do not go ahead, or funds not spent within 12 months, must be returned to Council.

Please forward completed applications to:

City of Mitcham
PO Box 21
Mitcham Shopping Centre
TORRENS PARK SA 5062
Fax: 8372 8101

Or via email
mitcham@mitchamcouncil.sa.gov.au

New Grants Guidelines Amended December 2010
COMMUNITY DEVELOPMENT GRANTS

APPLICATION FORM

INSTRUCTIONS FOR APPLICANTS:

1. Please complete the Application Form in black pen and block letters.

2. Refer to the Guidelines and Information for Applicants for eligibility criteria, funding categories, and selection guidelines. Close observation of this document will assist you with your application. Funding decisions are made by a Committee, based on this information.

3. If you wish to apply for more than one project a separate Application Form must be completed for each project. Extra copies of both the Application Form and Guidelines and Information for Applicants are available on the Council’s website at www.mitchamcouncil.sa.gov.au (go to A-Z and click on ‘G’ for ‘Grants’) or by telephoning 8372 8899. Please print application forms single sided.

Please forward completed applications to:

City of Mitcham
PO Box 21
Mitcham Shopping Centre
TORRENS PARK SA 5062.

4. Do not staple or bind your Application. Any attachments should be A4 pages to enable photocopying and be single sided.

5. Late applications will not be received. Applications close at 5.00 pm on Friday 30 September 2011.

6. If you have any queries/comments regarding completing this application form please contact the Council by telephoning 8372 8899.
## SECTION A: APPLICANT DETAILS

| Name of group or organisation undertaking the project: |  |
| Organisation's Postal address: | Postcode: |
| Telephone Number: |  |
| Fax Number: |  |
| Email address: |  |
| Does your organisation have an ABN | Yes [ ] No [ ] |

*IF NOT* you are required to complete and return with your grant application, the attached form supplied by the Australian Tax Office – “Statement by a supplier form – reason for not quoting an Australian Business Number” (ABN) to an enterprise.

| Is this form attached? | Yes [ ] No [ ] |
| ABN: |  |
| Is the Organisation Registered for GST: | Yes [ ] No [ ] |

## CONTACT PERSON FOR THIS PROJECT:

| Name: |  |
| Daytime Contact number: |  |
| Email Address: |  |

## DESCRIPTION OF GROUP OR ORGANISATION

| In summary, what is the primary aim or goal of the group or organisation? |  |
| Any further details of the group or organisation? |  |
| Number of members currently involved in the group or organisation? |  |
| What procedures are used by your group to ensure your income and expenditure is fully and accurately accounted for? |  |
| Does your group or organisation benefit from the use of Council grounds and/or buildings, through a lease or other hire arrangement and/or have the use of grounds which are regularly maintained by the City of Mitcham? | Yes [ ] No [ ] |

*IF YES, please detail (annual lease or hire cost to group, annual maintenance cost to group, etc).*
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your group or organisation previously received a Community Development Grant from Council?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES, please provide the date, the amount received and the name of the project for which funding was received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the organisation receive any other funding from the Council within the last financial year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES, please provide the date, the amount received and the purpose of the funding.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please attach an audited report where possible, from the last full financial year, indicating how previous funds received from the City of Mitcham were spent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Organisation Incorporated?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION B: DESCRIPTION OF THE PROJECT**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount applied for</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Project funding category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refer to the 'Guidelines', 'Funding Categories', and choose the Category that best describes the aims of the project for which the grant is being sought (not the general focus of your group or organisation):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please tick one only:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Improvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In summary, what is the primary aim or goal of the project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any further detail of the project (ie how is it: innovative, of value to the community, meeting a need within the community, number of people who will benefit, etc)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How did you decide the project was needed?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How was demand for the project identified?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does your project seek to:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Target Group:</th>
</tr>
</thead>
</table>

*Please indicate which group(s) within the community is most likely to benefit from your project* |

<table>
<thead>
<tr>
<th>Will the project benefit mainly Mitcham Residents?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please provide detail (ie approx percentage, if only 40% are Mitcham Residents, is 60% of funding being sought from another Council?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do any similar projects exist within the City of Mitcham?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please provide details:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How does your project encourage and support the involvement of volunteers? (ie coordination, planting, training) How will you give recognition, etc?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>How will you promote your project in the community (e.g., Mitcham Community News or Messenger, which groups will be targets for promotion, leaflets, flyers, etc.)?</td>
</tr>
<tr>
<td>Could your project proceed if you only received partial funding?</td>
</tr>
<tr>
<td><strong>IF YES, how?</strong></td>
</tr>
<tr>
<td>Are written quotations attached?</td>
</tr>
<tr>
<td>How will Council’s contribution to this project be acknowledged?</td>
</tr>
<tr>
<td>How did you hear about Council’s Community Development Grant Scheme?</td>
</tr>
<tr>
<td>□ Messenger Press</td>
</tr>
<tr>
<td>□ Community News</td>
</tr>
<tr>
<td>□ Council Website</td>
</tr>
<tr>
<td>Other (please specify):</td>
</tr>
<tr>
<td>Any further information which you think is relevant to your application?</td>
</tr>
<tr>
<td>Is it likely that your project may involve the submission of applications for further Council permits or Development Applications prior to being implemented?</td>
</tr>
<tr>
<td>Such projects may involve the following:</td>
</tr>
<tr>
<td>• Construction or modification on Council property</td>
</tr>
<tr>
<td>• Erection of banner or moveable sign</td>
</tr>
<tr>
<td>• Events (including road events, street parties, marches, parades)</td>
</tr>
<tr>
<td>• Erection of trading tables</td>
</tr>
<tr>
<td>• Property Development - for details of what is classified as property development, refer to Council’s website at <a href="http://www.mitchamcouncil.sa.gov.au/site/page.cfm?u=1135">http://www.mitchamcouncil.sa.gov.au/site/page.cfm?u=1135</a></td>
</tr>
</tbody>
</table>

If YES, please note that in the event of your application being successful, funding will **not** be provided if the required approvals are not given.
SECTION C: PROJECT BUDGET

**Income**

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Development Grants scheme, and will you be sourcing other funding?

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested from Council</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Cash Sponsorships</td>
<td>$</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Other Government Funding (Federal or State)</td>
<td>$</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Organisation's cash contribution</td>
<td>$</td>
<td>Yes / No</td>
</tr>
<tr>
<td>In Kind Contributions</td>
<td>$</td>
<td>Yes / No</td>
</tr>
<tr>
<td><strong>Total Income for Project:</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Expenditure**

How the money will be spent (attach quotes if possible):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Expenditure for Project:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

SIGNATURE: ____________________________

POSITION: ____________________________ DATE: ____________________________
### Comparative Information – Community Grants other Adelaide metro Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Type of Grant</th>
<th>No. of Funding Rounds per year</th>
<th>Max. grant amount</th>
<th>Recurrent or annual grants provided</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelaide Hills Council</td>
<td>Community Grants</td>
<td>1 per year</td>
<td>$2,000</td>
<td>Annual or discretionary grants provided, up to $1,500, subject to annual review by Council</td>
<td>Budget $50,000 pa for Community Grants &amp; $20,000 pa for matched funding grants – Total Budget $70,000 pa</td>
</tr>
<tr>
<td></td>
<td>Community matched funding grants</td>
<td>1 per year</td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burnside Council</td>
<td>Community Projects</td>
<td>1 per year</td>
<td>$2,500</td>
<td>No</td>
<td>Council is planning a review of the program. Budget approx. $35,000 pa</td>
</tr>
<tr>
<td></td>
<td>Community Events</td>
<td></td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campbelltown Council</td>
<td>Community Grants &amp; Events</td>
<td>1 per year</td>
<td>$5,000</td>
<td>No</td>
<td>Budget $65,000 pa</td>
</tr>
<tr>
<td>Charles Sturt Council</td>
<td>City Benefit Donations (minor)</td>
<td>Open year round</td>
<td>$1,000</td>
<td>Some recurrent grants provided – up to maximum of 3 years only</td>
<td>Budget $43,000 pa</td>
</tr>
<tr>
<td></td>
<td>City Benefit Donations (major)</td>
<td>2 per year</td>
<td>$10,000</td>
<td></td>
<td>About to start a review with aim of broadening criteria</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Also have Discretionary Ward Allowance which is an annual budgetary provision made to Ward Councillors of up to $30,000 pa for funding of minor projects and community support objectives within their Council wards, subject to agreement by full Council.</td>
<td></td>
</tr>
</tbody>
</table>
### Comparative Information – Community Grants other Adelaide metro Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Type of Grant</th>
<th>No. of Funding Rounds per year</th>
<th>Max. grant amount</th>
<th>Recurrent or annual grants provided</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holdfast Bay Council</td>
<td>Community Donations Scheme</td>
<td>1 round per year</td>
<td>$5,000</td>
<td>No – separate program</td>
<td>Budget approx. $45,000 pa</td>
</tr>
<tr>
<td></td>
<td>Minor Recreation &amp; Community Support Donations</td>
<td>Open year round</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marion Council</td>
<td>Community Grants up to $2,000</td>
<td>2 per year</td>
<td>$2,000</td>
<td></td>
<td>Budget approx. $75,000 pa</td>
</tr>
<tr>
<td></td>
<td>Community Grants up to $5,000</td>
<td></td>
<td>$5,000</td>
<td></td>
<td>$50,000 allocated to projects for up to $2,000 and $25,000 allocated to projects for up to $5,000. Aim was to provide additional assistance for groups undertaking larger projects. For their next funding round the application process is to go fully online. Council stresses the partnership approach in working with the community to fund projects.</td>
</tr>
<tr>
<td>Norwood Payneham &amp; St Peters</td>
<td>Community Support Donation Program</td>
<td>Open year round</td>
<td>$1,000</td>
<td></td>
<td>Budget approx. $50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Previously also had a Community Development Grants program which has been discontinued, pending a review, as program has not been working effectively.</td>
</tr>
</tbody>
</table>
## Comparative Information – Community Grants other Adelaide metro Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Type of Grant</th>
<th>No. of Funding Rounds per year</th>
<th>Max. grant amount</th>
<th>Recurrent or annual grants provided</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onkaparinga Council</td>
<td>Community Development Projects</td>
<td>1 per year</td>
<td>$3,250</td>
<td>No recurrent grants provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small equipment purchases</td>
<td></td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Events</td>
<td></td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Playford Council</td>
<td>Major Projects</td>
<td>1 per year</td>
<td>$5,000</td>
<td>No recurrent grants provided</td>
<td>Program has recently been reviewed</td>
</tr>
<tr>
<td></td>
<td>Community Events</td>
<td>Open all year</td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minor Community Development Grants</td>
<td>Open all year</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port Adelaide Enfield Council</td>
<td>Community Arts Grants</td>
<td>1 per year</td>
<td>$5,000</td>
<td>No recurrent grants provided</td>
<td>Category A Community Development Grants are to fund projects. Category B grants are to fund minor capital works and purchase of equipment.</td>
</tr>
<tr>
<td></td>
<td>Community Development Grants Category A</td>
<td>1 per year</td>
<td>$5,000</td>
<td></td>
<td>Budget – Community Arts - $43K per annum</td>
</tr>
<tr>
<td></td>
<td>Category B</td>
<td>1 per year</td>
<td>$2,000</td>
<td></td>
<td>Budget – Community Dev. - $91K per annum</td>
</tr>
<tr>
<td></td>
<td>Minor Projects &amp; Events</td>
<td>Open all year</td>
<td>$500</td>
<td></td>
<td>Plus separate budgets for Sponsorship/Donations and Junior Sports Grants</td>
</tr>
</tbody>
</table>
## Comparative Information – Community Grants other Adelaide metro Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Type of Grant</th>
<th>No. of Funding Rounds per year</th>
<th>Max. grant amount</th>
<th>Recurrent or annual grants provided</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prospect Council</td>
<td>Community Support Fund:</td>
<td>1 per year</td>
<td>$2,000</td>
<td>No recurrent grants provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small equipment purchases</td>
<td></td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Development Programs</td>
<td></td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilities Improvement</td>
<td></td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major Community Events</td>
<td></td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salisbury Council</td>
<td>Community Grants</td>
<td>2 per year</td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establishment grants (for incorporated groups)</td>
<td></td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Events</td>
<td>1 per year</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Comparative Information – Community Grants other Adelaide metro Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Type of Grant</th>
<th>No. of Funding Rounds per year</th>
<th>Max. grant amount</th>
<th>Recurrent or annual grants provided</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea Tree Gully Council</td>
<td>Minor Community Grants</td>
<td>2 per year</td>
<td>$2,500</td>
<td>Some recurrent grants – termed “annual donations”</td>
<td>Grants program is about to be reviewed</td>
</tr>
<tr>
<td></td>
<td>Significant Grants</td>
<td></td>
<td>$20,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Grants</td>
<td></td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unley Council</td>
<td>Community Development Grants</td>
<td>2 per year</td>
<td>$4,000</td>
<td>No recurrent grants provided</td>
<td>Annual grants to Unley Concert Band handled through a separate MOU process, which is reviewed each year.</td>
</tr>
<tr>
<td></td>
<td>Festivals &amp; Events Grants</td>
<td>2 per year</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Torrens Council</td>
<td>Community Grants</td>
<td>1 per year</td>
<td>$6,000</td>
<td>No recurrent grants provided</td>
<td>Only 4 Community Grants awarded in recent round.</td>
</tr>
<tr>
<td></td>
<td>Equipment Grants</td>
<td>1 per year</td>
<td>$3,000</td>
<td></td>
<td>A review has recently been conducted. Found that over the past 2 years there have been a decreasing number of submissions that meet guidelines. Review recommended that max. amount be increased but restrict number awarded, in order to attract more substantial and meaningful submissions.</td>
</tr>
</tbody>
</table>
# CURRENT BUDGET FRAMEWORK – 2.1.2 – COMMUNITY DEVELOPMENT GRANTS & GENERAL DONATIONS

<table>
<thead>
<tr>
<th>A/C NO</th>
<th>A/C NAME</th>
<th>AMOUNT BUDGETED ($'000)</th>
<th>USED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2011/12</td>
<td>2010/11</td>
</tr>
</tbody>
</table>
| 2975.2.334 | Specific Donations  
(includes recurrent Flinders University grant) | 9.1 | 9.1 | 9.1 | Not Community Development Grants. No formal application submitted.  
- Hawthorn Scout Group rebate on rates ($1565.85)  
- 2nd Adelaide Scout Group rebate on rates ($1360.50)  
- Blackwood Scout Group rebate on rates ($702.90)  
- Blackwood Wittunga Guides rebate on rates ($1091.72)  
- 1st Centennial Park Sea Scouts rebate on rates ($702.90)  
- Also includes recurrent grant for Flinders University Scholarship (to be reviewed separately) |
| 2980.2.335 | Community Grants & General Donations  
(includes recurrent ARA grant) | 28.8 | 28.4 | 31.6 | One off Community Development Grant applications submitted March or September round. Also includes $2K Australian Refugee Association recurrent grant. |
<p>| 2980.2.301 | Advertising | 1.9 | 1.8 | 1.8 | Publicity and promotion of Community Development Grants. |</p>
<table>
<thead>
<tr>
<th>AC NO</th>
<th>AC NAME</th>
<th>2011/12</th>
<th>2010/11</th>
<th>2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>2981.2.335</td>
<td>Donation Policy Fund</td>
<td>6.2</td>
<td>6.1</td>
<td>6.1</td>
</tr>
<tr>
<td>2982.2.335</td>
<td>Mayoral Donations</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>2962.2.185</td>
<td>City Band Grant</td>
<td>6.6</td>
<td>6.5</td>
<td>6.5</td>
</tr>
<tr>
<td>2995.2.335</td>
<td>Individual Youth Grants</td>
<td>3.0</td>
<td>2.9</td>
<td>2.9</td>
</tr>
<tr>
<td>4574.2.185</td>
<td>Blackwood Xmas Parade</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Notes:**
- Funding for Individual Donations grants scheme. (To be reviewed separately).
- Not a Community Development Grant. For Mayor to donate at his discretion. Unspent amounts carried over into following financial year.
- Not a Community Development Grant. Recurrent grant to Mitcham City Band. (To be reviewed separately.)
- Funding of grants in category of Youth Development in Community Development Grants scheme.
- Not a Community Development Grant. Resolved by Council 12/7/11 to continue providing financial and in-kind support on an annual basis.
5.1 Council Policy - Grants - Requests for Financial Assistance

<table>
<thead>
<tr>
<th>Responsible Department</th>
<th>Recreation and Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Adoption</td>
<td>27 May 1997</td>
</tr>
<tr>
<td>Minutes Reference</td>
<td>CD 3 Item 7.1</td>
</tr>
<tr>
<td>Relevant Procedures</td>
<td>Grants - Requests for Financial Assistance</td>
</tr>
<tr>
<td>Related Policies</td>
<td>Grants - Community Development Program</td>
</tr>
<tr>
<td></td>
<td>Grants - Sponsorship and Donations Fund</td>
</tr>
<tr>
<td></td>
<td>Grants - Facilities Rental Program</td>
</tr>
</tbody>
</table>

**PURPOSE**

To enable Council to respond to requests for financial assistance which fall outside of Council's Community Grants programs or Event Sponsorship program.

**PRINCIPLES**

This policy enables Council to direct and restrict funding requests to the Community Grants' Programs or Event Sponsorship Program. It will only be through a resolution of Council, based upon unique and special circumstances, that funding will be pursued outside of these programs.

**DEFINITIONS**

Evaluation Report: The documentation required to outline the outcomes of the program on which the grants funds have been spent.

Financial Acquittal: A numeric list of the monies and items on which the grant funds have been spent.
COUNCIL POLICY - GRANTS - REQUESTS FOR FINANCIAL ASSISTANCE, CONT'D.

POLICY

1 All requests for financial assistance shall be directed in the first instance to the following Council Programs:
   • Grants - Community Development Program
   • Grants - Community Arts Program
   • Grants - Sponsorship and Donations Fund
   • Grants - Junior Sports Program
   • Grants - Facilities Rental Program
   • Sponsorship Program - General/Major Events

2 Where a request falls outside the criteria for these grants' programs and where an applicant wishes to continue to pursue funding a resolution of Council must be sought.

3 The Administration will prepare a report to Council that includes:
   • An assessment outlining why the applicant does not meet the necessary funding criteria and guidelines under council's Community Grants Programs or Events sponsorship program.
   • An assessment of the circumstances of the applicant including its financial situation, services provided to the community, the purpose of the financial assistance, and the reasons for seeking funding from Council.
   • Other appropriate funding sources or avenues available to meet the applicant's needs.
   • A recommendation for funding.
   • Proposed terms and conditions of the grant including the proposed term of the funding agreement, any funding conditions, financial acquittal and evaluation processes and a review date and process.

4 Applications will be considered ineligible if applicants, at the time of their application, are in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.

5 All grants approved for financial assistance which fall outside Council's Community Grants Programs or Events sponsorship program shall:
   • Be for a specific purpose that aligns with the City of Port Adelaide Enfield's strategic objectives.
   • Be for a specific purpose and a limited period only that does not require recurrent or ongoing funding.
   • Be subject to the terms and conditions set by Council.
   • Require a budget variation or provision to be approved by Council as part of the Administration’s report and implemented at the next Program Performance Budget Review or in the next annual budget.
COUNCIL POLICY - GRANTS - REQUESTS FOR FINANCIAL ASSISTANCE, CONT'D.

6 Applicants must:
   • Meet the eligible applicant criteria under either the community Grants programs or the Event Sponsorship program.
   • Have a limited capacity to raise funds.
   • Agree in writing with any terms and conditions applying to the grant prior to the receipt of the funds.
   • Have satisfactorily acquitted previously successful grants from the city of Port Adelaide Enfield.
   • Acknowledge Council's assistance in any publications or publicity.
   • Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office Statement by a Supplier form.

7 Applicants must also complete an application form that:
   • Details the purpose for which the grant funds will be utilised.
   • Demonstrates that the purpose of the grant meets a recognised community need or identified gap, and
   • Demonstrates that the purpose of the grant will primarily benefit the residents of the Port Adelaide Enfield area.

8 Funding will not be provided for purposes that:
   • Are considered to be primarily the responsibility of the State or Federal Government.
   • Seek to make a financial profit for the applicant.
   • Have already been completed or for costs that have already been expended.
   • Could normally be provided by one of Council's Community Grants' programs or the Event Sponsorship program.
   • Could be provided through other appropriate funding sources or avenues.

9 Funding will not be provided for ongoing operational costs such as building maintenance, rates, electricity or telephone or costs that are not specific to the delivery of a particular program, project or activity.

10 Successful applicants will be required to spend Council's grant funds within 12 months of the start of their program, project or activity as indicated in their application form. Also a written Evaluation Report outlining the outcomes of the program, project or activity, together with a Financial Report on how the grant funds were expended must be provided to Council within three months of the completion date of the program, project or activity.
Financial Management

INDIVIDUAL DONATIONS

PURPOSE

The Individual Donations Policy is an opportunity for residents who achieve at an interstate or international level to be acknowledged by and receive some financial support from the City of Mitcham.

POLICY STATEMENT

Eligible applicants (or their guardian) must complete an Individual Donation Scheme application form, which includes personal details, a tax declaration and proof of selection to represent the state or nation. Within the scope of Council’s budget allocation, donations ranging from $100 to $200 are available for applicants who successfully meet the eligibility criteria and follow the selection guidelines.

Eligibility criteria:

Eligible individuals include those who:

- reside within the City of Mitcham, and
- have been invited/selected to represent the state or the nation and are required to travel interstate or overseas to participate; and
- have not received an individual donation from the City of Mitcham in the past 12 months.

Selection Guidelines

- applications will be accepted prior to the state or national representation
- generally this fund is for first time applicants, although an application 12 months following previous donations by Council will be considered.
- A $100 donation will be available to those successful applicants travelling interstate to represent the state or the nation.
- A $200 donation will be available to those successful applicants travelling overseas to represent the state or the nation.

Applications shall be received and processed throughout the year, as they are received, under the delegated authority of Council to the Chief Executive Officer. However, due to demand the funding allocation will be divided into two equal amounts each financial year (July to December and January to June).

Applications of Exceptional Excellence

Applications that demonstrate a verified history of extraordinary achievement, and the need for financial support to further develop skills and the capacity to pursue excellence, will be considered for acknowledgement by Council through a donation of up to $500. This will be determined through consultation with the Mayor and agreement of the Chairperson of the Community Development Grants Sub Committee and the responsible officer of Council.
Applicants for Exceptional Excellence will need to complete the Individual Donation Scheme application and provide verified evidence of their history of extraordinary achievements.

Reporting

A report shall be provided by the administration each six months to the Community Development Grants Sub Committee, advising all fund allocations made under delegation.

RESPONSIBLE OFFICER/DEPARTMENT

Director, Community and Information Services

ADDITIONAL CROSS REFERENCES

Community Development Grants Policy
Community Development Grants Guidelines

FILE NUMBER
FF.01.517

Key Words: (To enable a word search)

COMMITTEE: Corporate & Community Services 4 November 1999
ADOPTED BY COUNCIL: 16 November 1999
UPDATED: Corporate and Community Services 10 December 2002
Full Council 22 January 2008
# INDIVIDUAL DONATION SCHEME

## Financial Management Policy

<table>
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<tr>
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<th>Council</th>
<th>Policy number:</th>
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<tr>
<td>Responsible Manager/Department</td>
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<td>Policy File No:</td>
<td>FF.01.517</td>
<td>Policy Version No:</td>
<td>3</td>
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<td>Template File No:</td>
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<th>Committee</th>
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<td>First endorsed by Council resolution:</td>
<td>Date:</td>
<td>Item Number:</td>
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<tr>
<td>Current version amended by Council resolution:</td>
<td>Date:</td>
<td>Item Number:</td>
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Next Review Date:

Applicable legislation

**Related Policies and Corporate Documents**
- Individual Donation Scheme application Form and Guidelines
- Community Development Grants Policy
- Community Development Grants Guidelines

Additional references

Delegations Apply: YES

Effective from:

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREamble</td>
<td>2</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>2</td>
</tr>
<tr>
<td>SCOPE</td>
<td>2</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>2</td>
</tr>
<tr>
<td>PRINCIPLES</td>
<td>2</td>
</tr>
<tr>
<td>POLICY STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>POLICY REVIEW</td>
<td>3</td>
</tr>
<tr>
<td>VERSION HISTORY</td>
<td>3</td>
</tr>
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</table>
PREAMBLE

City of Mitcham, through the Individual Donation Scheme has the opportunity to recognise and encourage its residents who achieve excellence in their chosen field as a representative of South Australia or Australia by assisting them to attend a sporting, cultural or academic event being held interstate or overseas.

PURPOSE

This policy outlines the criteria and guidelines for the assessment of applications received from residents of the City of Mitcham, requesting a donation to assist them participate as a state or national representative in a sporting, cultural or academic event.

SCOPE

All residents of the City of Mitcham are eligible to apply for a donation under this scheme.

DEFINITIONS

Nil.

PRINCIPLES

Applicants are required to complete an Individual Donation Scheme application form, which can be obtained from the Council’s website or by contacting Administration, and attaching supporting documentation for assessment.

Applications are assessed throughout the year as they are received, under the delegated authority of Council to the Chief Executive Officer, in accordance with the eligibility criteria and selection guidelines listed below.

Funding allocated will be divided into two equal amounts each financial year (July to December and January to June).

A report shall be provided to each Community Development Grants Sub Committee meeting, summarising all donations made under delegation.

POLICY STATEMENT

Eligible applicants (or their guardian) must complete an Individual Donation Scheme application form, which includes personal details, a tax declaration and proof of selection or evidence of the selection process undertaken by the applicant, to be eligible to represent the state or nation (i.e., letter from the state or national body applicant is representing or evidence that applicant has been successful at a regional, state or national level or other evidence of the selection process undertaken, enabling them to be eligible to attend the event).

Within the scope of Council’s budget allocation, donations ranging from $100 to $200 are available for applicants who successfully meet the eligibility criteria and follow the selection guidelines.
Eligibility criteria:

Eligible individuals include those who:

- reside within the City of Mitcham; and
- have been invited/selected to represent the state or the nation and are required to travel interstate or overseas to participate; and
- have not received an individual donation from the City of Mitcham in the past 24 months.

Selection Guidelines

- applications will only be accepted prior to the event occurring;
- generally this fund is for first time applicants, although an application 24 months following a previous donation by Council will be considered, based on demand and merit;
- A $100 donation will be available to those successful applicants travelling interstate to represent the state or the nation;
- A $200 donation will be available to those successful applicants travelling overseas to represent the state or the nation.

POLICY REVIEW

This Policy will be reviewed as required.

VERSION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>AUTHOR(S) POSITION</th>
<th>CHANGES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anna Vallejo</td>
<td></td>
<td>19/11/1999</td>
</tr>
<tr>
<td>2</td>
<td>Joe Nunn, Social Planner</td>
<td></td>
<td>22/01/2008</td>
</tr>
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<td>3</td>
<td></td>
<td></td>
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<tr>
<td>DATE</td>
<td>NO</td>
<td>REPORT OUTSTANDING</td>
<td>PROGRESS</td>
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</tr>
<tr>
<td>10/5/05</td>
<td>7.3</td>
<td><strong>Open Space/Reserve Management Plan Implementation</strong></td>
<td>This item will be considered in conjunction with a range of issues associated with the development of a Property Management Plan by 30 June 2011. Briefing with Elected Members is scheduled for October 2011.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administration to develop a draft policy to address principles for guiding the prioritisation of capital improvements of existing management plans that relate to open space/reserve landholdings. The draft policy be presented to Council before the end of 2006. A Prioritisation System to be developed by the end of June 2006.</td>
<td></td>
</tr>
<tr>
<td>12/9/06</td>
<td>7.3</td>
<td><strong>Review of Senior Citizens Clubs</strong></td>
<td>Blackwood has a lease with 2 years left. Lease approved for the Mitcham Over 50s Club in July 2011. Westbourne Park Senior Citizens have de-registered, but still wish to use the building. A further report will be provided to the Committee in December.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further report regarding potential tenancy arrangements with 3 Senior Citizens groups that reside in Council owned buildings. Other actions as per minutes.</td>
<td></td>
</tr>
<tr>
<td>13/5/08</td>
<td>6.1</td>
<td><strong>Development of a Citywide Recreation Space Plan</strong></td>
<td>Internal and Elected Member workshops held in July 2009. Briefing with Elected Members is scheduled for October 2011.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Previsouly approved budgets to be reallocated. Report to be prepared for the CCS Committee in preparation for community consultation and final Recreation Space Plan to be presented to CCS Committee.</td>
<td></td>
</tr>
<tr>
<td>8/9/09</td>
<td>6.1</td>
<td><strong>4 Railway Terrace - Mountain Bike Trails</strong></td>
<td>A survey of the land was completed in November 2010. Discussions ongoing – report deferred until further investigation is completed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report to be presented on recommended actions to deal with encroachments and property owners' concerns.</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NO</td>
<td>REPORT OUTSTANDING</td>
<td>PROGRESS</td>
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</tr>
<tr>
<td>8/9/09</td>
<td>6.2</td>
<td><strong>Mountain Bike Strategy – Draft Zone 3 Trail Plan Consultation and Amendments</strong></td>
<td>Funding application successful. Consultation report for Zone 1 will be provided early 2012.</td>
</tr>
<tr>
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<td></td>
<td>Trail Plan for Zone 1 to be prepared for Community Consultation and report to be presented on implementation plan for this zone.</td>
<td></td>
</tr>
<tr>
<td>10/5/11</td>
<td>5.3</td>
<td><strong>Hawthorndene Oval Reserve - Extension of Easement</strong></td>
<td>Documents to be executed.</td>
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<tr>
<td></td>
<td></td>
<td>Extended easement approved subject to the provision of a Construction Environmental Management Plan being approved by Administration and the development of a consultation plan on the whole project to the satisfaction of Council. Staff to negotiate compensation with SA Water. Mayor and CEO to sign documents under seal after Council approval.</td>
<td></td>
</tr>
<tr>
<td>12/7/11</td>
<td>5.2</td>
<td><strong>Belair Community Centre – Public Consultation Result</strong></td>
<td>Negotiations in progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Endorsed negotiation of the lease with Belair Community Centre Inc.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Further report to be provided seeking approval of lease conditions as per resolution.</td>
<td></td>
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<tr>
<td>DATE</td>
<td>NO</td>
<td>REPORT OUTSTANDING</td>
<td>PROGRESS</td>
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<tr>
<td>12/8/11</td>
<td>5.2</td>
<td>Mortlock Park – Practice Cricket Wickets</td>
<td>Varied at Full Council. Completed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council to confirm School is willing to fund construction of cricket nets located in north eastern corner of Mortlock Park prior to commencing public consultation</td>
<td></td>
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<td></td>
<td></td>
<td>Level 3 public consultation strategy approved as per minutes.</td>
<td></td>
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<td></td>
<td>Consultation to include letterboxing properties within 1,000 m of Mortlock Park.</td>
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<td></td>
<td>Council Field Staff to check ground drainage suitability of the north eastern corner before public consultation commences.</td>
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<td></td>
<td></td>
<td>Further report to be provided back to Council with the results of the public consultation.</td>
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</tbody>
</table>
### RESOLUTIONS NOT YET EFFECTED FROM CORPORATE AND COMMUNITY SERVICES COMMITTEE

**AS AT 7 SEPTEMBER 2011**

<table>
<thead>
<tr>
<th>DATE</th>
<th>NO</th>
<th>RESOLUTION</th>
<th>PROGRESS</th>
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</tr>
</thead>
</table>
| 8/9/09  | 6.2| **Mountain Bike Strategy – Draft Zone 3 Trail Plan Consultation and Amendments** | *Access points still to be resolved.*  
*Designs completed and DA has been submitted, (currently on hold).*  
*Report to be provided to October / November 2011 Full Council meeting.* | SS       |
<p>| 13/10/09| 6.1| <strong>Mountain Bike Strategy – Draft Zone 4 Trail Plan Consultation And Amendments</strong> | <em>Designs completed and Updating DA for submission by October 2011.</em>                                           | SS       |
| 13/4/10 | 5.1| <strong>Blackwood Hill Oval - Power Upgrade</strong>                                     | <em>Works completed. Awaiting final invoices.</em>                                                                    | MR       |
|         |    | Federal Funding of $49,000 be used for the installation of a transformer on Council land and upgrading of the power supply to Blackwood Hill Oval. Council to grant a 3m by 3.5m easement to ETSA for the location of the transformer on Council land. Mayor and Chief Executive Officer to sign documents under seal. Funding of $6,800 to be allocated from the recurrent planned building maintenance budget in 2010/2011. |         |          |
| 13/7/10 | 12.1| <strong>Confidential Report - Legal Agreement Regarding Use of Right of Way</strong>       | <em>Report to be provided to October / November 2011 Full Council.</em>                                               | SS       |
|         |    | Draft Statement of Position noted. Negotiations to occur with resident.     |                                                                                                               |          |</p>
<table>
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<th>DIRECTOR</th>
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<tbody>
<tr>
<td>14/6/11</td>
<td>5.1</td>
<td><strong>Kingswood Tennis Club Lighting – Public Consultation Results</strong>&lt;br&gt;Lodgement of DA for the lighting endorsed.&lt;br&gt;Lease schedule to be amended as per resolution, subject to the Club receiving development approval.</td>
<td>Consultation completed. Awaiting DA assessment to amend lease.</td>
<td>MR</td>
</tr>
<tr>
<td>14/6/11</td>
<td>6.1</td>
<td><strong>Sturt River Linear Park – Coromandel Valley Primary School Surplus Land Transfer</strong>&lt;br&gt;Offer of transfer of land from DECS approved.&lt;br&gt;Open Space budget to be increased by $15,000 to cover upgrading costs and annual maintenance budget of $2,500 to be included in Council’s Long Term Financial Plan.&lt;br&gt;Mayor and CEO authorised to sign relevant documents under seal.</td>
<td>Documents with the Crown.</td>
<td>MR</td>
</tr>
<tr>
<td>12/7/11</td>
<td>5.1</td>
<td><strong>Mitcham Over 50’s Club – Public Consultation Results</strong>&lt;br&gt;Lease to be entered into with the Mitcham Over 50’s Club Inc as per resolution.&lt;br&gt;Signing and sealing of lease authorised.</td>
<td>Completed.</td>
<td>MR</td>
</tr>
<tr>
<td>12/7/11</td>
<td>5.3</td>
<td><strong>Vodafone Mobile Phone Tower – Eden Hills</strong>&lt;br&gt;Leases approved (four x five years each) from 1 May 2009.&lt;br&gt;Additional revenue to be applied to reducing Council’s budgeted deficit.&lt;br&gt;Mayor and CEO authorised to sign and seal relevant documents.</td>
<td>Mayor and CEO have signed documents. Awaiting Vodafone’s signature.</td>
<td>MR</td>
</tr>
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<td>DATE</td>
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<tr>
<td>12/7/11</td>
<td>12.1</td>
<td><strong>Confidential - Mobile Phone Tower – Mitcham Railway Station</strong>&lt;br&gt;Six month extension of lease granted as per resolution.&lt;br&gt;Additional revenue to be applied to reducing Council’s budgeted deficit.&lt;br&gt;Mayor and CEO authorised to sign any relevant documents.</td>
<td>Notice of Termination to Telstra and Crown Castle sent and extension of lease for six months with solicitors at present.</td>
<td>MR</td>
</tr>
<tr>
<td>9/8/11</td>
<td>5.1</td>
<td><strong>Black Hill Pony Club – Land for Lease</strong>&lt;br&gt;Black Hill Pony Club to be advised that Council does not consider the former Lynton Landfill site suitable for Pony Club use.</td>
<td>Letter sent to Black Hill Pony Club.&lt;br&gt;Completed.</td>
<td>MR</td>
</tr>
<tr>
<td>9/8/11</td>
<td>8.1</td>
<td><strong>Draft Heritage DPA – Engagement Strategy</strong>&lt;br&gt;Draft Heritage DPA (once endorsed) to remain strictly confidential until interim operation is granted by the Minister.</td>
<td>Report to be presented on engagement strategy in October 2011.</td>
<td>CH</td>
</tr>
<tr>
<td>9/8/11</td>
<td>12.1</td>
<td><strong>Draft Heritage DPA – Endorsement</strong>&lt;br&gt;Draft Heritage DPA endorsed as a basis for community engagement and agency consultation.&lt;br&gt;Council to seek interim operation for the draft Heritage DPA from the Minister.</td>
<td>To be actioned after engagement strategy is endorsed by Council.</td>
<td>CH</td>
</tr>
</tbody>
</table>