

Community Grants Committee

Meeting Agenda

Meeting Name	Community Grants Program – Round 30	Meeting No.	2 – 2023/24
Meeting Date	Wednesday 3 April 2024		
Meeting Time	2:00pm		
Meeting Location	Civic Centre, Greenough Room		
Attendees	Cr Simon Keemink / Voting Member Cr Jennifer Critch / Voting Member Cr Steve Cooper / Voting Member Cr Victor Tanti / Voting Member Brooke Rafferty	By Invitation	Paul Radalj Jay Prow Peter Treharne Jacqui McLean Rebecca Bohannan
		Apologies	Cr Michael Librizzi
		Leave of Absence	
		Distribution	As above
Purpose of Committee	To allocate funds provided by Council to Community Groups servicing the Greater Geraldton area in accordance with determined guidelines.		
Attachments	1 – Presiding Member Nomination Form 2 – Leave of Absence Request 3 - Greater Geraldton Community Grants Committee Terms of Reference 4 – Disclosure of Interests 5 – Greater Geraldton Community Grants Committee Meeting Minutes 19 September 2023 6 - 2023-24 Community Grants Program Round 30 Application Summary (CONFIDENTIAL) 7 - Officer Recommendation for the Allocation of 2023-24 Community Grants Program Round 30 (CONFIDENTIAL) 8 – 2024-25 Festival and Event Funding Program Application Summary (CONFIDENTIAL) 9 - Officer Recommendation for the Allocation of 2024-25 Festival and Events Funding Program (CONFIDENTIAL) 10 – Awarded Community Funding Report (CONFIDENTIAL)		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

1 Declaration of Opening

2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 Welcome & Apologies

4 Election of Presiding Member

Presiding Member Nomination Form is attached (Attachment 1). Nominations for Presiding Member and Deputy Presiding Member are to be submitted to the Treasury Officer by 24 March 2024.

The Greater Geraldton Community Grants Committee is to APPOINT by Committee resolution, a Council Member as Chairperson, and Council Member as a proxy Chairperson for the Committee.

5 Leave of Absence Request

Leave of Absence Request (Attachment 2) has been received by Cr. M Librizzi for the Greater Geraldton Community Grants Committee Meeting of 26 March 2024 (this meeting).

6 Terms of Reference

Terms of Reference for the Greater Geraldton Community Grants Committee (Attachment 3) are as follows:

SET the Terms of the Committee to ensure that funds are allocated in accordance to the following criteria which forms the major criteria of the recurrent and community grants guidelines:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of officers (whether vacant or not) of member of the Committee;
- b. appoint five Council Members to this committee;
- c. that funds are allocated in accordance with Council Policy 1.8 Community Funding Program; and
- d. that all community grants to be managed through the Community Grants Guidelines.

The Greater Geraldton Community Grants Committee are to REVIEW the terms of reference of the Committee and report to Council any required changes in relation to named membership of the Committee.

7 Disclosure of Interests

Cr. S Keemink declared an interest in Item 9 Community Grants Program Round 30 relating to application 23/24CGR30-08 (Falcons Netball Club), as they are friends and former work colleague of the applicant.

Cr. J Critch declared an interest in Item 10 2024-25 Festival and Event Funding Program, relating to application 24/25FE-02 (Mullewa Muster & Rodeo).

8 Minutes of Previous Meeting

Committee Recommendation:

RECOMMEND that the minutes of the Greater Geraldton Community Grants Committee Meeting held on 19 September 2023 as previously circulated, be adopted as a true and correct record of proceedings.

9 Community Grants Program Round 30

The Community Grants Program aims to provide assistance to not-for-profit community groups, clubs and organisations to implement projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region.

The Community Grants Program has an annual budget of \$150,000 to be allocated over two (2) rounds during the financial year. \$72,000 was awarded in Round 29 of the Community Grants Program delivered at the start of 2023-24. The total available for disbursement in Round 28 is \$78,000.

Applications opened for the City's Community Grants Program Round 30 on 8 January 2024 and closed on 16 February 2024.

A total of 17 applications have been received, requesting funding of \$220,499 for projects worth \$779,268.11

One (1) application has been deemed **ineligible** on pre-assessment against the Community Funding Guidelines as outlined in Attachment 6 – 2023-24 Community Grants Program Round 30 Application Summary.

The remaining 16 applications have been deemed **eligible** based on the criteria in the Community Funding Guidelines. Discussion of the individual committee member assessments will form the basis of the Committee decision for recommendations to the CEO for endorsement as per Council Policy 1.8 Community Funding Programs.

Full applications have been provided to the Committee through SmartyGrants for assessment and will be attached as Confidential Attachments to the minutes.

OFFICER RECOMMENDATION:

1. That the Greater Geraldton Community Grants Committee RECOMMENDS the allocation of funding through the 2023-24 Community Grants Program Round to eligible projects as detailed in Confidential Attachment 9 to the Chief Executive Officer for endorsement as per Council Policy 1.8 Community Funding Programs; and
2. RECORD the Greater Geraldton Community Grants Committee decision in the minutes.

10 2023-24 Festival and Event Funding Program

The Festival and Event Funding Program aims to provide assistance to host events within the City that bring tourism and an economic boost to the region.

Applications are received in advance for the next fiscal year and outcomes will be incorporated into the draft 2024-25 budget based on the Committee recommendation.

Applications opened for the 2024-25 Festival and Event Funding Program on 7 August 2023 and closed on 31 December 2023.

Four (4) applications have been received and have been deemed **eligible** on pre-assessment against the Community Funding Guidelines as outlined in Attachment 8 – 2024-25 Festival and Event Funding Program Application Summary.

The total of applications for funding in 2024-25 is \$120,000 for events worth \$701,557.

Discussion of the individual committee member assessments will form the basis of the Committee decision.

Full applications have been provided to the Committee through SmartyGrants for assessment and will be attached as Confidential Attachments to the minutes.

Festival and Event Funding Program 2023-24

Geraldton Greenough Sunshine Festival	Year 2	\$20,000
Geraldton Cultural Festivals	Year 3	\$20,000
Outback Bloom Mullewa's Wildflower Festival	Year 2	\$20,000
Mullewa Muster & Rodeo	Year 3	\$15,000
Shore Leave Festival	Year 1	\$110,000
Mullewa Agricultural Show	Year 1	\$20,000
Carols by Candlelight	Year 1	\$5,000
	TOTAL	\$210,000

Festival and Event Funding Program 2024-25

Geraldton Greenough Sunshine Festival	Year 3	\$20,000
Outback Bloom Mullewa's Wildflower Festival	Year 3	\$15,000
Shore Leave Festival (To be determined)	Year 2	\$110,000
Mullewa Agricultural Show	Year 2	\$20,000
Carols by Candlelight	Year 2	\$5,000
	TOTAL	\$170,000

<i>PLUS applications received</i>		
<i>PGA Spalding Park Open Golf Tournament</i>		<i>\$20,000</i>
<i>Mullewa Muster & Rodeo</i>		<i>\$50,000</i>
<i>Geraldton Cultural Festival</i>		<i>\$20,000</i>
<i>Geraldton Bike Fest</i>		<i>\$30,000</i>
	TOTAL	\$290,000

2024-25 will be the final allocation of funding currently awarded to Geraldton Greenough Sunshine Festival and Outback Bloom Mullewa's Wildflower Festival.

OFFICER RECOMMENDATION:

1. That the Greater Geraldton Community Grants Committee RECOMMENDS the provision for events for the 2024-25 Festival and Events Funding Program in the 2024-25 to 2033-24 Long Term Financial Plan as detailed in Confidential Attachment 10 to conditionally allocate funding in future years;
2. RECORD the Greater Geraldton Community Grants Committee decision in the minutes;
3. ADVISE Geraldton Greenough Sunshine Festival and Mullewa Community Resource Centre that 2024-25 will be the last allocation of recurrent funding under their Agreement; and
4. APPROVE an invitation to apply for funding through the 2026-27 Festival and Event Funding Program be issued to the Geraldton Greenough Sunshine Festival Committee with recommendation to seek reduced / phased funding.

11 Update on Awarded Community Funding

Refer Attachment 10 - Awarded Community Funding Report.

This report has been developed to provide an update to the Committee on projects that have previously been awarded funding through the Community Grants, Community Project Support, Festival and Event Funding and Service Agreement programs.

This provides the status of all current funding including details for projects acquitted since the previous report in September 2023.

12 General Business

13 Date of next meeting

The next meeting is scheduled for 2pm Tuesday 24 September 2024 at Civic Centre, Greenough Room.

14 Close

There being no further business the Presiding Member closed the meeting at TIME.

PRESIDING MEMBER NOMINATION FORM

Nomination of	
Presiding Member	<input type="checkbox"/>
Deputy Presiding Member	<input type="checkbox"/>

Council Committee: Greater Geraldton Community Grants Committee	
Election Date:	26 March 2024
<small>(Date of Committee Meeting)</small>	

I _____ wish to nominate the following person:

Full Name: _____
(you may nominate yourself)

Signed: _____

Note *If a Committee Member is nominated by another person, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing , that he or she is willing to be nominated for the office (Local Government Act Schedule 2.3 subclause 4(4)).*



Leave of Absence Request Form

TO: The Chief Executive Officer/Grants Committee
City of Greater Geraldton

I hereby request that Council/Grants Committee grant me a leave of absence for the March 2024 committee meeting to be held 26th March 2024.

From: 26th March 2024 To (**Inclusive**): 26th March 2024

Signed : 

Elected Member: Michael Librizzi

(Please print)

Before completing this form, please refer to guidance note overleaf.....

Guidance Note to aid completion of

Leave of Absence Request Form:

- 1 Once you have completed this form, please arrange for a signed copy to be delivered to the Chief Executive Officer (CEO) (preferably before the commencement of the ordinary Council meeting at which the request is to be made).
- 2 If you are unable to attend the Council meeting at which the request for leave of absence is to be put forward, please complete this form and submit to the CEO as soon as is practicable, so that the CEO can advise the Mayor to put forward the request on your behalf.
- 3 Please refer to the extract below from the *Local Government Act 1995 Section 2.25* regarding leave of absence.

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —
 - (a) if no meeting of the council at which a quorum is present is actually held on that day; or
 - (b) if the non-attendance occurs —
 - (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
 - (iiia) while the member is suspended under section 5.117(1)(a)(iv); or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the *Local Government Amendment Act 2009* section 5¹ was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended by No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5.]

6.6 Greater Geraldton Community Grants Committee

Click here to return to the [Quick Reference by Committee](#)

Purpose:

To allocate funds provided by Council to Community Groups servicing the Greater Geraldton area in accordance with determined guidelines.

Committee Members:

All members appointed by a Council Decision have full voting rights.

Council Members (five)

1. Cr V Tanti
2. Cr M Librizzi
3. Cr S Keemink
4. Cr J Critch
5. Cr S Cooper

Appointments of Chair / Deputy Chair to occur at the first meeting.

City of Greater Geraldton - support staff

Chief Financial Officer or delegate.

Manager of Community & Cultural Development or delegate.

Manager of Sport & Leisure or delegate.

Council Resolution:

Date: 28 November 2023

Item Number: CEO110

Term of Office:

Membership expires 18 October 2025 or as determined by Council

Terms of Reference

SET the Terms of the Committee to ensure that funds are allocated in accordance to the following criteria which forms the major criteria of the recurrent and community grants guidelines:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
- b. appoint five Council Members to this committee;
- c. that funds are allocated in accordance with Council Policy 1.8 Community Funding Program; and
- d. that all community grants to be managed through the Community Grants Guidelines.

Delegation:

The CEO, who has delegated authority from Council to ensure that the proper process has been followed and to authorise the recommendations made by the Greater Geraldton Community Grants Committee.

Meeting Details (if known)

At the initial meeting the Committee will go through the Community Grants Program Guidelines, Terms of Reference and the assessment process via SmartyGrants.

Meetings are held March and September of each calendar year for review and determination of the Community Grants Programs.