
14 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

The following Notice of Motion was received from Cr McWhirter-Brooks.

14.1.1 NOTICE OF MOTION – PUBLIC REGISTER OF COUNCIL MEMBER MEETING AND EVENTS ATTENDANCE

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 24 November 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

MOTION

Notice of the following motion was received by **Councillor Wendy McWhirter-Brooks** in accordance with the *Shire of East Pilbara Meeting Procedures Local Law 2019*:

NOTICE OF MOTION:

That Council authorises the establishment of a public register of Council Member attendance at Council and Committee Meetings, Information Forums, Council Workshops and Civic Events for publication for the purpose of accountability, transparency and good governance of the organisation.

OFFICER'S RESPONSE

Council publishes a report of Council and Council Committee attendances by Council Members in its Annual Report pursuant to s.5.53 of the *Local Government Act 1995*. Shire officers maintain a real time register of Council and Council Committee meetings to assist in the production of the annual report and monitor Council Members attendance by electronic means to ensure no more than 50 percent of meetings attended in any one twelve month period is by electronic means.

The Shire is also required to maintain a register of council members attending events in accordance with Council's Attendance at Events policy.

A record of attendees at forthcoming Council information forums and workshops is to be kept by the Governance team, together with details of items of discussion. Recording the attendance of Council Members at other events is not routinely maintained. Should Council agree to the motion, Council Members would be encouraged to provide written acceptance to invitations for recording purposes.

It is not considered that the maintenance and publication of a register combining this information would result in a diversion of resources from other tasks.

STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with s.5.53 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Consistent with Council's *Attendance at Events Policy*.

STRATEGIC COMMUNITY PLAN

5: Governance

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.4 Ensure a high standard of organisational management and effectiveness

RISK MANAGEMENT CONSIDERATIONS

Reputation - Minor

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple Majority.

PROPOSED MOTION

That Council authorises the establishment of a public register of Council Member attendance at Council and Committee Meetings, Information Forums, Council Workshops and Civic Events for publication for the purpose of accountability, transparency and good governance of the organisation.

16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL

16.1.1 IN-KIND SUPPORT GRANTS PROGRAM

Attachments:	Appendix 1 Grants and Sponsorship Policy Appendix 2 Grants and Sponsorship Guidelines
Responsible Officer:	Steven Harding Chief Executive Officer
Author:	Nicole Archer Coordinator Grants and Partnerships
Proposed Meeting Date:	24 November 2023
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider an In-kind Support Grant application from the Newman Basketball Association.

BACKGROUND

At the Council meeting held on 30 June 2023, Council adopted a revised Grants and Sponsorship Policy (**Appendix 1**), which encompasses the details and eligibility for In-Kind Support Grants applicants, policy conditions and program conditions. In-Kind Support Grants provide opportunities for Council to deliver initiatives that encourage identified target groups to thrive and have their needs met at all ages and stages of life.

The In-Kind Support Grants are designed to provide opportunities for applicants to deliver initiatives that encouraged identified target groups to thrive and have their needs met at all staged of life. The purpose is to increase the capacity of local community groups to deliver free or low cost initiatives to community members.

The In-Kind Support Grant applications are open all year round, with applications undergoing an assessment by an assessment panel against the eligibility and criteria as outlined in the Grants Policy. Each application is eligible for a grant of up to \$6,000 for in-kind contributions.

The Shire's Grants and Sponsorship programs aim to:

- Strengthen the community by supporting a diverse range of activities, projects and initiatives that are responsive and representative of community needs;
 - Build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
 - Create community connections which drive activities that achieve strategic priorities as identified in the Shire's Strategic Community Plan;
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- Recognise and celebrate the Shire’s diversity, history, lifestyle, environment and uniqueness; and
- Support projects that deliver an economic benefit for the Shire’s local businesses.

In-kind support is considered the use of Shire facilities, equipment or services where there is a cost associated.

The In-Kind Support grants were developed to support sporting associations and community groups that would have previously accessed fee-waivers under the Junior Community and Sporting Associations Assistance policy.

The budget for the Community Grants and Sponsorship program, including Grants and Sponsorship is \$85,000 for the 2023/24 financial year.

In-Kind Applicant – Newman Basketball Association

Newman Basketball Association was formed at the start of 2022 to provide junior basketball competitions to the Shire of East Pilbara community, predominately in the Newman Township. The competition currently consists of Mini Hoops, and Under 10, Under 12 and Under 15 age divisions.

The In-Kind Grant Application from Newman Basketball Association was received on 4 September 2023, for the competition and skills development commencing on the 5 November 2023. The In Kind Application seeks to cover the costs associated with the use of, and access to Shire assets including Outdoor Basketball Courts and Recreational Gym spaces. The Application meets the criteria of the in-kind funding program.

Council’s Grants and Sponsorship Policy does generally not permit Community Grant applications to be approved retrospectively. However, given the application was received two months prior to the event in accordance with the policy, and Council was in caretaker mode and therefore not in a position to assess the application, It is recommended that in these circumstances, the Association’s In-Kind Application be considered and approved by Council.

COMMENTS/OPTIONS/DISCUSSIONS

The Shire has to date received four (4) applications including this request from Newman Basketball Association for the In-Kind Support Grants, with all being eligible for assessment.

All applications were assessed against a selection criteria with the criterion aligned to the Shire’s Strategic Community Plan.

Successful applicants will be required to submit a detailed acquittal report to the Shire within 28 days of completion of their activity.

Activity/Organisation	Requested Support \$	Recommended Support \$	Remaining Grant Budget
2023/24 Annual Budget allocation			\$85,000

Budget spent to date			(\$54,432.22)
Remaining spend			\$30,567.78
Newman Basketball Association/ Junior Basketball Competition and Skills Development	(\$3,700.00)	(\$3,700.00)	\$26,867.78
Remaining Budget Total	\$3,700	\$3,700	\$26,867.78

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

6.6 Grants and Sponsorship Policy

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources

- 1.1. Develop strong networks for collaboration within and across the corporate and public sectors for growing exports, with a focus on agriculture, mining services, Aboriginal business and tourism
- 1.2. Work with local entrepreneurs, existing businesses and artists to increase their internal capacity and explore business opportunities that will reduce leakage from the local economy
- 1.4. Collaborate with key stakeholders on brand promotion, tourism accommodation, investment in attractions and product development, and supporting infrastructure such as wayfinding and signage

2: Social

Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life

- 2.4. Promote health and safe lifestyles choices, and uphold public health and safety
- 2.6. Support local sporting clubs and community organisations to grow their capacity to increase healthy activity and cohesion
- 2.7. Support art and culture, and events and activities that bring people together in shared experience and celebration
- 2.8. Improve inclusion and harmony across the diverse groups in the population

RISK MANAGEMENT CONSIDERATIONS

Reputational – Minor

FINANCIAL IMPLICATIONS

Recommendation is within the existing approved budget allocation.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council approves the request from Newman Basketball Association, totaling \$3,700 of in-kind support.

6.5 Grants and Sponsorship

1. Objective

Provide a sound governance framework for determining applications for grants and sponsorship; and establish a clear decision-making process providing certainty for applicants for grant and sponsorship opportunities from the Shire of East Pilbara ("the Shire"). Policy

2. Policy

This Policy is applicable to any grant or sponsorship arrangement where the Shire funds another organisation or individual to deliver a specific project or initiative.

3. Definitions

In this Policy-

'Applicant' is the individual or organisation making the application.

'Grant' is defined as a form of financial assistance that funds a community group or organisation to deliver a specific project. Grants are cash and/or in-kind contribution provided to a recipient for a specific, eligible purpose where there is no expected commercial return.

'Grants and sponsorship guidelines' the guidelines published by the Shire's Chief Executive Officer in accordance with this Policy.

'In-kind' means where the Shire provides the value of its resources, goods or services to eligible parties instead of cash as part of a grant or sponsorship. In-kind contribution can include the fees associated with Shire services such as equipment hire, venue and facility costs, transfer of equipment, waste services and permits with all in-kind support attached to a dollar amount.

'Personal benefit' is any gift or benefit for the purposes of the Local Government Act 1995 or applicable code of conduct.

'Sponsorship' a commercial arrangement in which a sponsor receives a contribution in money and/or in-kind support in return for the Shire receiving negotiated and specific benefits such as in-kind or promotional opportunities.

Any reference in this Policy to a dollar threshold for decision making on a funding limit is taken to be the combined amount of cash and in-kind support contribution.

4. Aims

Through the provision of grants and sponsorship, the Shire aims to:

- a. Strengthen the community by supporting a diverse range of activities, projects and initiatives that are responsive and representative of community needs;
- b. Build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- c. Create community connections which drive activities that achieve strategic priorities as identified in the Shire's Strategic Community Plan;
- d. Recognise and celebrate the Shire's diversity, history, lifestyle, environment and uniqueness; and
- e. Support projects that deliver an economic benefit for the Shire's local businesses.

Detailed objectives associated with specific grant programs and sponsorships are outlined in the Shire's grants and sponsorship guidelines.

5. Programs and guidelines

The Shire's Chief Executive Officer (CEO) will establish the grants and sponsorship guidelines to provide operational details and administration of the Shire's grants and sponsorship program.

The grants and sponsorship guidelines must be:

- a. In line with this Policy and relevant legislation; and
- b. Published on the Shire's website.

The grants and sponsorship guidelines will outline:

- a. Funding categories;
- b. Application processes and timeframes;
- c. Amounts that can be applied for;
- d. Additional grant category specific information including assessment criteria;
- e. Assessment process;
- f. Items ineligible for funding;
- g. Funding Agreement; and
- h. Acquittal process.

6. General Program Eligibility

The following eligibility conditions apply to all grants and sponsorship. Applicants should:

- a. Reside, operate or provide a service that directly benefits people within the Shire of East Pilbara;
- b. Have no outstanding debts to, or grant acquittals with the Shire;
- c. Be registered as a not-for-profit body or registered charity within the Australian Charities and not-for-profit Commission (excluding Participation Grants applicants);
- d. Use funding solely for the purposes outlined by the Shire in the agreement;
- e. Submit their application within the timeframe outlined in the grants and sponsorship guidelines; and
- f. Must be able to provide a current Australian Business Number (ABN) and current Public Liability Insurance for duration of the funding term.

The following are ineligible to apply for a grant and sponsorship:

- a. Activities that have already commenced or have been completed (retrospective funding);
- b. Cash prizes, gifts or fundraising activities;
- c. Recurrent operating expenses eg. Administration costs, staff wages and utilities;
- d. Activities that promote racism, violence, discrimination or segregation;
- e. To service outstanding debts or loans;
- f. Activities or events that are the responsibility of State or Federal Government;
- g. Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements;
- h. An individual's personal expenses eg. Living and medical;
- i. Political activities;
- j. Religious activities;

- k. Activities or events that conflict with planned Shire events;
- l. Activities or events that duplicate what another organisation is already delivering;
- m. State or Federal Government Departments, Agencies and Organisations (excludes Schools);
- n. Activities that generate income which is not used for the purposes of the project; and
- o. An applicant who has already received funding or in-kind support within the same financial year, except successful applicants of an In-Kind Support Grant.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the grants and sponsorship guidelines and/or agreements.

The Shire reserves the right to withdraw funding from a successful applicant if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches the Agreement or the activity poses a reputational risk for the Shire. Should this occur the recipient will be liable for costs involved and funds will be returned to (or recovered by) the Shire.

7. Assessment and Approval Process

Assessment

All eligible applications for grants and sponsorship will be assessed against the selection criteria identified in the grants and sponsorship guidelines.

Applications will be prioritised in accordance with the Shire's Strategic Community Plan and the allocated budget for grants and sponsorship.

Applications that do not require Council approval will be assessed by the Chief Executive Officer's sub-delegate, who will then provide a recommendation to the Chief Executive Officer or authorised sub-delegate. The decision maker may not be involved in the assessment of applications.

The Chief Executive Officer will establish an internal Assessment Panel. The Assessment Panel will meet to discuss and assess applications requiring Council approval. The Assessment Panel will make recommendations to the Chief Executive Officer to report to Council for approval.

Applications may only be approved subject to the availability of funds in the approved Annual Budget.

Canvassing of Councillors or Assessment Panel members will disqualify applicants.

Decision Making

Funding applications are assessed independently of the decision maker (Council, delegate or sub-delegate).

Applications up to a value not exceeding \$3,000 may be made by the Chief Executive Officer or sub-delegate. The Chief Executive Officer may determine certain categories of grant, and set Council approval thresholds below \$3,000.

8. Agreement and Acquittal

Agreement

All successful applicants are required to enter into a formal written funding agreement prior to funds being released by the Shire.

The funding agreement will include:

- a. Purpose;
- b. Term of funding;
- c. Shire contribution and approved activities;
- d. Confirmation of any co-contributions;
- e. Grant and sponsorship terms and conditions including requirement for successful applicant to complete an acquittal within 28 days of the project competition; termination of agreement and repayment of funds;
- f. Expected Shire benefits;
- g. Shire Branding requirements;
- h. Media, communications and other promotional opportunities; and
- i. Declaration on behalf of recipient.

Acquittal

An acquittal must be provided to the Shire within 28 days of the conclusion of approved grant or sponsorship project.

The acquittal must include:

- a. Financial statements including receipts;
- b. Details of the project including how many people attended, benefit to the community, outcomes;
- c. Evidence on how the Shire was acknowledged; and
- d. Photos, survey results or feedback provided from attendees.

Acquittals will be retained by the Shire to ensure compliance with agreement and used in consideration of any future funding requests from the applicant.

9. Conflicts of Interest

In the administration and awarding of grants and sponsorship any real, potential or perceived conflicts of interest must be managed in accordance with the Local Government Act 1995, its regulations and the codes of conducts.

Employees, Assessment Panel members and elected members with any involvement with a grant or sponsorship application must declare:

- a. any direct or indirect financial interests they have with the application; and
- b. any impartial interests they have with any application.

10. Reporting

A formal report will be provided to Council every 6 months with funding requests and decisions made.

Information Bulletin will be updated to monthly with all incoming and outgoing funding applications.

Inclusion of funding provided in the Shire's Annual Report.

Shire will promote its funding of applicants, projects, events and other initiatives through social media and Shire website, and using other media outputs as appropriate.

11. Review of Policy

This Policy will be reviewed every 12 months.

12. Authorisation Details

References:	The Chief Executive Officer, or delegate, may amend the Grants and Sponsorship Guidelines as required.		
Authorised by:	Council		
Date:	24 September 2010	Item No.	9.2.3
Review/Amendment Date	31 January 2014	Item No.	9.2.2
Review/Amendment Date	27 June 2015	Item No.	9.2.5
Review/Amendment Date	28 August 2020	Item No.	9.3.1
Review/Amendment Date	25 November 2022	Item No.	11.3.1
Review/Amendment Date	30 June 2023	Item No.	11.3.3
Next Review	Annual		
Responsible Directorate	Organisation Development		
Responsible Officer	Director Organisation Development		
File No.			

Item 16.1.1 Appendix 1



Grants and Sponsorship Guidelines

Shire of EAST
Pilbara
THE HEART OF THE PILBARA

ACKNOWLEDGEMENT OF COUNTRY

The Shire of East Pilbara acknowledges the Traditional Owners throughout this vast region and their continuing connection to land, waters and community. We pay our respects to the members of these Aboriginal communities, their cultures, and to their Elders past, present and emerging.

Item 16.1.1 Appendix 2



**THE SHIRE OF EAST PILBARA,
THROUGH THE PROVISION OF GRANTS
AND SPONSORSHIPS, AIMS TO:**

KEY RESULT AREAS AND OUTCOMES

- Strengthen the community by supporting a diverse range of activities, projects and initiatives that are responsive and representative of community needs;
- Build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level
- Create community connections which drive activities that achieve strategic priorities as identified in the Shire's Strategic Community Plan;
- Recognise and celebrate the Shire's diversity, history, lifestyle, environment and uniqueness; and
- Support projects that deliver an economic benefit for the Shire's local businesses.

It is important when considering to submit an application that you familiarise yourself with the Shire's Strategic Community Plan 2022-2032 and Access and Inclusion Plan 2020-2025.

Strategic Community Plan 2022-2023

ECONOMIC: A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources.

SOCIAL: Safe, connected and family-friendly communities where all people thrive and have their needs met at all ages and stages of life.

BUILT ENVIRONMENT: Distinctive places, with safe, easy and affordable travel, reliable communications, housing choice, and capacity for residential, industrial and commercial expansion.

NATURAL ENVIRONMENT: Clean, green towns, using resources sustainably, and preserving landscapes and cultural places for current and future generations.

GOVERNANCE: Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

The Shire's Access and Inclusion Plan

2020-2025 identified the following areas to ensure accessible and inclusive places, services and programs for all community members:

OUTCOME 1: People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of East Pilbara

OUTCOME 2: People with disability have the same opportunities as other people to access the buildings and facilities of a public authority

OUTCOME 3: People with disability receive information from the Shire of East Pilbara in a format that enables them to access the information as readily as other people are able to access

OUTCOME 4: People with disability have the same opportunities as other people to make complaints to the Shire of East Pilbara

OUTCOME 5: People with disability have the same opportunities as other people to participate in public consultations conducted by or for the Shire of East Pilbara

OUTCOME 6: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of East Pilbara

OUTCOME 7: Shire advocates for a more inclusive community

More information of both these documents can be found on the Shire's website:
www.eastpilbara.wa.gov.au

Item 16.1.1 Appendix 2

FUNDING AVAILABLE

Program	Value	Applications Open	Who Can Apply
Small Grant	Up to \$1,000	All year	Organisations
Events & Activations Grant	Up to \$1,000	All year	Organisations
Participation Grant	Teams Travel: Up to \$1,500 State Travel: Up to \$300 Natioal Travel: Up to \$500 International Travel: Up to \$700	All year	Individuals, Clubs and Associations
In-kind Support Grant	Up to \$6,000	All year	Organisations (once per year)
Community Grant	Up to \$10,000	1st week of March (2023/24 Financial year)	Organisations
Sponsorship	More than \$5,000	1st week of March (2023/24 Financial year)	Organisations

ELIGIBILITY

Applicants must meet the following criteria:

- Reside, operate or provide a service that directly benefits people within the Shire of East Pilbara
- Have no outstanding debts or acquittals with the Shire
- Be registered as a not-for-profit body or registered charity within the Australian Charities and not-for-profit Commission (excluding Participation Grants applicants)
- Use funding solely for the purposes outlined by the Shire in the agreement
- Must be able to provide a current Australian Business Number (ABN) and current Public Liability Insurance for duration of the funding term (excluding Participation Grants)
- Submit their application within the timeframes

An eligible applicant may include:

- Community groups
- Sporting clubs, groups and associations
- Arts and Culture organisations
- Not-for-profit and charitable organisations
- Individuals residing within the Shire of East Pilbara seeking Professional Development opportunities
- Organisations providing a direct benefit to the Shire of East Pilbara community
- Youth groups
- Schools
- Organisations or groups that can demonstrate in-kind contribution or contribution from other services or organisations
- Businesses

The Shire will not consider applications where:

- Activities that have already commenced or have been completed (retrospective funding)
- Cash prizes, gifts or fundraising activities
- Recurrent operating expenses eg. Administration costs, staff wages and utilities
- Activities that promote racism, violence, discrimination or segregation
- To service outstanding debts or loans
- Activities or events that are the responsibility of State or Federal Government
- Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements
- An individual's personal expenses eg. Living and medical
- Political activities
- Religious activities
- Activities or events that conflict with planned Shire events
- Activities or events that duplicate what another organisation is already delivering
- State or Federal Government Departments, Agencies and Organisations (excludes Schools)
- Activities that generate income which is not used for the purposes of the project
- An applicant who has already received funding or in-kind support within the same financial year



SMALL GRANT

The Small Grant program is designed to assist in the delivery of small scale initiatives that provide a direct benefit to our community. The purpose of the Small Grants is to provide applicants with the opportunity to deliver initiatives that cater to specific cohorts or address an identified need within the community.

Grants of up to \$1,000 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the initiative start date.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all eligibility criteria
- Clearly defined and measurable aims, objectives and outcomes
- Well-planned and achievable with clear and detailed timelines
- Demonstrated alignment to the Shire's Strategic Community Plan
- Demonstrated alignment to the Shire's Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative

What may be covered?

- Facilitator fees including travel and accommodation
- Equipment hire
- Purchase of materials for activity
- Upgrades to digital equipment
- Venue hire and associated costs
- Equipment or uniforms for teams or clubs use and ownership (not for personal use or for specific players)

Examples of projects supported:

- School holiday programs
- Weekend or evening activities for children and young people
- Sporting activities
- Art and culture exhibitions
- Weekend community program
- Establishment of new community groups and/or initiatives that meet a demonstrated need in the community



EVENT AND ACTIVATION

The Event and Activation Grant program is designed to assist applicants to deliver an event and/or activation initiatives to help promote vibrant, connected communities. The purpose of the Event and Activation Grants is to provide eligible applicants with the financial assistance to deliver initiatives that are family-friendly, promote connection, inclusion and celebrate the diversity of the Shire.

Grants of up to \$1,000 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the initiative start date.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire's Strategic Community Plan
- Demonstrated alignment to the Shire's Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities for local economy growth and engagement with local businesses
- Targets a specific public space, underutilised or vacant retail space and delivered during the evening or weekend day-time

What may be covered?

- Hire of venue
- Facilitator, artist and/or special guest costs including fees, accommodation and travel
- Equipment hire
- Purchase of materials
- Entertainment costs

Examples of projects supported:

- Multi-cultural events
- Mass participation events
- Carnivals
- Live music events
- Markets
- Arts and cultural activity- visual arts, exhibitions and/or dance performances
- Fashion event

Item 16.1.1 Appendix 2



PARTICIPATION GRANT

The Participation Grant is designed to provide opportunities for community members to develop professionally in the areas of art, culture, sport education, social development or inclusion at a Regional, State, National or International level. The purpose of the Participation Grant is to engage and develop our community members to strengthen sustainability and enhance skills development.

Grants of between \$100 to \$700 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the training/competition start date.

If more than 3 members of one club or association are applying for a Participation Grant then the maximum allocation is \$1,500 for the activity.

Eligible applicants can apply for a maximum of one Participation Grant per financial year.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Provides professional development and training or learning opportunities for volunteers, officials, participants and committee members
- Facilitates increased capacity of local community members
- Demonstrated excellence or a proven commitment to applicants area of endeavor/interest
- Presented compelling case towards the professional development/ training opportunity
- Demonstrated that the professional development, training or competition is being delivered by a registered and accredited organisation

What may be covered?

- Registration fees, travel, accommodation and uniforms
- Purchase of required equipment

Examples of projects supported:

- Activities at Country Week
- Invitation to attend a State, National or International competition and/or training
- Invitation to trial for a State team and competition
- Training course to develop as an artist



IN-KIND SUPPORT GRANT

The In-kind Support Grant program is designed to provide opportunities for applicants to deliver initiatives that encourage identified target groups to thrive and have their needs met at all ages and stages of life. The purpose is to increase the capacity of local community groups to provide free or low cost initiatives to community members.

In-kind support is considered the use of Shire facilities, equipment or services where there is a cost associated.

Grants of up to \$6,000 are available to eligible applicants per financial year and must be applied for at least 2 months prior to the commencement of the initiative start date.

When submitting an In-kind Support Grant, applicants are required to submit with their application booking requests.

Please note that costs associated with facility or equipment bond requirements will not be covered under the In-kind Support Grant.

Once applications have been submitted, applicants will be notified of the outcome within 60 days.

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Clearly defined and measurable aims, objectives and outcomes
- Well-planned and achievable with clear and detailed timelines
- Demonstrated alignment to the Shire's Strategic Community Plan
- Demonstrated alignment to the Shire's Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Applicants capacity to meet and deliver the requirements of the initiative

What may be covered?

- Permit and food permits fees
- Costs to hire Shire owned facilities including

Newman Recreation Centre, Sporting Ovals and Pavilions, East Pilbara Arts Centre, Gallop Hall, Civic Centre

- Equipment hire
- Waste rubbish bin collection
- Use of Shire Community fleet vehicles (ie. Youth Centre Funky Bus, Variety Bus)

Examples of projects supported:

- Sporting venue hire to host the North West Regional Championship
- Youth Development program to provide weekend activities
- Host a Professional Development course for volunteers and/or committee members
- Free all-inclusive community event
- Art Exhibition



COMMUNITY GRANT

The Community Grant program is designed to provide applicants with funding to deliver initiatives that foster collaboration, target specific cohorts within the community, address an identified gap and create opportunities for applicants to become sustainable. The purpose of the Community Grant is fund initiatives that directly link to the Shire’s Strategic Community Plan, providing a great benefit to the community.

Grants of up to \$10,000 are available to eligible applicants once per year opening on the 1st week of March for initiatives that will be delivered in the 2023/24 Financial Year.

Once applications have been submitted, applicants will be notified of the outcome within 2 months.

Key Dates:

Applications Open: 1st Week of March 2023

Applications Close: 30th April 2023

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated support and collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities for local economy growth and engagement with local businesses
- Increase the capacity of local community groups to deliver free inclusive initiatives to target cohorts
- Demonstrated need within the community

- Demonstrated ability to improve livability of the Shire of East Pilbara

What may be covered?

- Upgrades in equipment
- Facilitator, artist or special guest fees including travel and accommodation
- Materials to deliver specific activities
- Marketing and brand promotion

Examples of projects supported:

- Youth Leadership programs
- Community public art projects
- Community Garden
- Markets or fetes open to the whole community
- Annual events
- Regional sporting events



SPONSORSHIP

The Sponsorship program is designed to provide applicants with financial assistance that have a direct economic impact on the Shire of East Pilbara and will attract increased numbers of people to the Shire. The purpose of the Sponsorship program is to increase the dwell time visitors spend within the region and increase capacity and production of local businesses.

Sponsorship for amount over \$5,000 are available all year round to eligible applicants once per year opening on the 1st week of March for initiatives that will be delivered in the 2023/24 Financial Year.

Once applications have been submitted, applicants will be notified of the outcome within 2 months from adoption of new financial year budget.

Key Dates:

Applications Open: 1st week of March 2023

Applications Close: 30th April 2023

Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated support and collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities and benefits for local economy growth and engagement with local businesses
- Explanation and plan to attract a large number of people to the Shire and average dwell time of visitors
- Increase the capacity of local community groups to deliver free inclusive initiatives to target cohorts

- Demonstrated opportunities for the Shire to receive an agreed reciprocal benefit beyond a modest acknowledgement

What may be covered?

- Bands, musicians, artist fees including travel and accommodation
- Hire of equipment
- Materials needed for project
- Special guest’s such as Event MC fees including travel and accommodation
- Sponsor of a particular race, award or competition

Examples of projects supported:

- Large scale Event
- Festival or Celebration weekend, Community project
- Award Nights
- Major sporting event
- Major economic or tourism project
- Public art and culture project

ADDITIONAL INFORMATION

Documents

The Shire may request the following documents:

- Quotes for items over \$200;
- Confirmation of attendance or invitation (Participation Grants only);
- Copy of current Certificate of Incorporation (excluding Participation Grants);
- Confirmation of other funding sourced (if any); and
- Confirmation of collaboration with other organisations/community groups

Assessment

All eligible applications for grants and sponsorships will be assessed against the selection criteria identified in these guidelines.

Applications will be prioritised in accordance with the Shire's Strategic Community Outcomes and Objectives and the allocated budget for grants and sponsorship.

Applications that do not require Council approval will be assessed and approved by the Chief Executive Officer or authorised sub-delegate. The decision maker will not be involved in the assessment of applications.

An internal Assessment Panel will be established and will meet to discuss and assess applications requiring Council approval. The panel will make recommendations to the Chief Executive Officer to report to Council for approval.

Applications may only be approved subject to the availability of funds in the approved Annual Budget.

Decision Making

Funding applications are assessed independently of the decision maker (Council, delegate or sub-delegate.)

Applications up to a value not exceeding \$3,000 may be made by the Chief Executive Officer or sub-delegate.

The Chief Executive Officer may determine certain categories of grant, and set Council approval thresholds below \$3,000.

Funding Agreement

All successful applicants will be required to enter into a formal written funding agreement which will set out:

- Purpose;
- Term of funding;
- Shire contribution and approved activities;
- Confirmation of any co-contributions;
- Grant and sponsorship terms and conditions including requirement for successful applicant to complete an acquittal within 28 days of the project completion; termination of agreement and repayment of funds;
- Expected Shire benefits;
- Shire branding requirements;
- Media, communications and other promotional opportunities; and
- Declaration of behalf of recipient

Acquittal

An acquittal must be provided to the Shire within 28 days of the conclusion of approved grant or sponsorship initiative.

The acquittal must include:

- Financial statements including receipts;
- Details of the project including how many people attended, benefit to the community, outcomes;
- Evidence of how the Shire was acknowledged; and
- Photos, survey results or feedback provided from attendees

Acquittals are to be submitted through the SmartyGrants portal.

Confidentiality

Grants and Sponsorship requests are required to be submitted for approval by Council at an Ordinary Council meeting. It is important to note that Agendas and Minutes for Council meetings are public record, thus submissions will be made available to the public.

How to Apply

Prior to submitting an application to the Shire, applicants are required to contact the Coordinator Grants and Advocacy on 9175 8000 to discuss their application.

To apply for a Community Grant or Sponsorship please visit the Shire's website: www.eastpilbara.wa.gov.au/our-community/grants-funding

All applications are submitted through the Shire's SmartyGrants online system.



FREQUENTLY ASKED QUESTIONS

If our office isn't located within the Shire of East Pilbara but we provide a service to the towns can we still apply?

Yes, provided the project, activity or event is carried out within the Shire of East Pilbara, and meets an identified need/gap.

Does our group need to be incorporated to be eligible to apply for grant?

No, your group does not need to be incorporated but you will need to apply through an incorporated group under an auspice arrangement.

Do applicants have to contact the Shire to discuss their application prior to submitting?

Yes, this will assist to ensure you apply for the appropriate category.

Can an auspicing organisation also apply for a grant at the same time?

Yes, as long as it meets the eligibility and criteria.

Can I use grant or sponsorship funding to purchase equipment?

Yes, equipment is only eligible under the Community Grants.

Can an organisation apply for funding from another funding body?

Yes, the Shire encourages applicants to seek funding from other sources as seeking other funding opportunities can improve your chances of receiving funding from the Shire.

Can organisations apply for multiple grants?

Organisations can only apply for several projects but only one initiative will be funded with the exception of the In-kind Support Grant.

Should the budget include GST?

No, the GST will be added to the funding amount by the Shire.

If my initiative was previously funded by the Shire, does this guarantee me further funding?

No, applicants being funded are not guaranteed and will be assessed on a case by case basis.

Once I've been approved for a grant, how long does it take to get the money?

For most grants it can take up to 14 days for the money to be deposited into the nominated bank account.

Grants and Sponsorship money, may take longer to be deposited into the nominated bank account as they are pending Budget approvals.

For more information on any of the Shire's Grants and Sponsorship program please contact the Coordinator Grants and Advocacy on 9175 8000 or grants@eastpilbara.wa.gov.au

Item 16.1.1 Appendix 2

Grants and Sponsorship Guidelines

Corner Kalgan & Newman Drives,
Newman WA 6753

8:30am - 4:30pm, Monday to Friday
(08) 9175 8000

16.1.2 VARIATION TO CONTRACT – ASHLEY HALLIDAY ARCHITECTS –
NEWMAN AIRPORT TERMINAL EXPANSION – STAGE 2B

Responsible Officer:	Steven Harding Chief Executive Officer
Author:	Dawn Ronchi Coordinator Procurement
Proposed Meeting Date:	24 November 2023
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

The purpose of this report is to seek Council's approval of a Contract Variation with Ashley Halliday Architects for the Newman Airport Terminal Expansion Architectural Services to proceed with Stage 2B based on the details and rationale behind the proposed Contract Variation. The adjustment outlined in the Contract Variation are crucial for ensuring the optimal delivery of the architectural services.

BACKGROUND

At the Ordinary Council Meeting held on the 26 May 2023, Council resolved (**Resolution No. 2023/76**) to award Tender RFT 13-2022/23 – Architectural Services, Newman Airport Terminal Expansion to Ashley Halliday Architects for the tendered price of \$280,100.00 gst ex, and authorised the Chief Executive Officer to enter into any minor variations to the Contract over the Contract Term for \$280,100.00 gst ex for Stages 1 (Consultancy and Concept Plans) and 2A (Preliminary Schematic Design).

The Scope of Works detailed in Tender RFT 13-2022/23 included the provision of concept schematic drawings, design summary report, cost report by the Consultant.

Ashley Halliday Architects submitted pricing for Stage 2B (Full Schematic Design) for \$276,700.00 GST ex as part of their original Tender. However, Stage 2B was not included in the Contract awarded to Ashley Halliday Architects. Stage 2B will be assigned by way of either a negotiated Variation to Contract with Ashley Halliday Architects or through a new procurement process.

As per both the **Local Government (Functions and General) Regulations 1996** and the Shire's Policy Manual, as this request for contract variation exceeds \$50,000 and the contract was originally awarded by Council, the approval for the contract variation must be considered by Council.

The Shire's vision is to provide a purpose built functional building, with spaces that meet the needs of the airport users including passengers, residents, visitors and airport tenants and staff.

The Airport Terminal design will be innovative, contemporary, functional and flexible to enhance the current precinct, will comply with all airport security requirements and will consider the climatic conditions of the East Pilbara. The facility must have the

ability to remain relevant and current well into the future, as parts of the construction may be built in stages over a number of years.

A focus on efficiencies, reduction of operating cost and use of technology is required. Ongoing maintenance shall also be a consideration of the design, with an emphasis on the durability and adequacy of materials, plant and equipment and remote area servicing and support from contractors.

Innovation in design is an expected outcome. The terminal building must be welcoming to the entire community, presenting as an Entry Statement to Newman, and be considerate of the Traditional Owners the Nyiyaparli People.

The Newman Airport Upgrade project is identified as a key project in the Shire's Community Strategic Plan 2022-2032, Key Result Area 3: Built Environment – Strategy 3.2 – Newman Airport Upgrade - for liveability and economic growth.

COMMENTS/OPTIONS/DISCUSSIONS

Ashley Halliday Architects have successfully completed Stages 1 and 2A. Their accomplishment reflects a wealth of enterprise, showcasing meticulous attention to detail and a strong understanding of Council's design vision.

Following the successful completion of Stages 1 and 2A, Stage 2B can be commenced. marking the next step in the journey towards realising a comprehensive and thoughtfully crafted architectural vision.

Engaging the same architectural services consultant for the initial design, preliminary schematic designs, and the final full schematic designs offers several distinct advantages:

1. **Consistency of Vision:** Having a single consultant throughout the entire process ensures a consistent vision. The consultant intimately understands the project from its inception, enabling a seamless progression of ideas and design elements from the initial concept to the final detailed schematic design.
2. **Efficient Communication:** Continuity in consultancy streamlines communication. The consultant, having been involved since the project's early stages, possesses in-depth knowledge of our design preferences, goals, and any evolving requirements. This facilitates efficient and clear communication, reducing the risk of misinterpretation or misalignment.
3. **Integrated Problem-Solving:** Complex projects often require iterative problem-solving. A consistent consultant is better equipped to address challenges that may arise during the different design stages. Their familiarity with the project's history enables them to navigate potential issues with a more integrated and holistic approach.
4. **Cost and Time Efficiency:** Working with a single consultant can contribute to cost and time efficiency. There is a reduced learning curve as the consultant does not need to familiarise themselves with prior design decisions made by another party. This continuity can result in faster decision-making and fewer revisions.
5. **Streamlined Design Evolution:** Architecture is an evolving process. The same consultant overseeing the project's evolution ensures that design decisions

made in the initial stages align seamlessly with the final vision. This helps in creating a cohesive and well-integrated architectural solution.

6. **Client Relationship:** Building a strong client-consultant relationship is essential for project success. Working with the same architectural services consultant fosters a deeper understanding of the client's values, preferences, and expectations. This relationship can enhance trust and collaboration throughout the entire design process.

While there are benefits to having the same consultant throughout the project, it is important to ensure that the consultant is adaptable, responsive to feedback, and capable of addressing the evolving needs of the project at each stage, Ashley Halliday Architects have exemplified this principle through their work on this design project.

Stage 2B includes the following services to achieve the Full Schematic Design:-

2.10	Direction to proceed with Stage 2B (Full Schematic Design).	
2.11	<ul style="list-style-type: none"> Update Project Execution Plan. Update Project Delivery Schedule. Update Project Risk Plan 	RCP to update Project Management assessments and reports.
2.12	<ul style="list-style-type: none"> Performance simulation Modelling. NCC Section J Analysis and Report. 	D Squared to Undertake Performance simulation modelling (energy, thermal comfort, and daylighting calculations, and Undertake NCC Section J Analysis and report.
2.13	<ul style="list-style-type: none"> Performance simulation Modelling. Full Schematic Plans, and Key Sections of Terminal 1:200 Full Schematic 1:500 Site Plan including civil engineering levels and stormwater flow paths. Safety in design report. Structural and Civil Full Schematic Design Report. 	WGA to develop full structural and civil engineering schematic design package.
2.14	<ul style="list-style-type: none"> Full Schematic Reticulation Plans, and Plant Layout of Terminal 1:200 Full Schematic 1:500 Site Plan including power and lighting reticulation. Safety in design report. Building Services Full Schematic Design Report. 	BESTEC to develop full services engineering schematic design package.
2.15	<ul style="list-style-type: none"> Full Landscape Schematic Design Package including landscape general arrangement plan, planting plans, furniture and finishes schedule. 	ASPECT to develop full landscape schematic design package.
	<ul style="list-style-type: none"> Full Schematic Plans, Key Sections, and Exterior Elevations of Terminal 1:200 Preliminary selections schedule (architecture and FFE) Full Schematic 1:500 Site Plan. Safety in design report. Full Schematic Design Report including coordination and integration of subconsultants reports. 	Ashley Halliday Architect to develop full architecture and preliminary interior schematic design package and to coordinate the inputs of sub-consultants.
2.16	RLB to update Elemental Cost Plan.	
2.17	Additional Design Workshops As required (Location: In Newman and/or Online Teams Meetings)	

The tendered breakdown of the costs for Stage 2B are as follows:-

Details	Consultant	Fixed Price
Architect	Ashley Halliday Architects	\$94,000.00
Landscape Architecture & Placemaking	Aspect (Sub Consultant)	\$18,500.00
Engineering Services – Mechanical, Electrical, Communication, Security, Hydraulic and Fire Protection Services	BESTEC (Sub Consultant)	\$59,000.00
Structural/Civil & Traffic Engineering	WGA (Sub Consultant)	\$69,200.00
Sustainability Consultant	D2 (Sub Consultant)	\$26,000.00
Cost Planner	RLB (Sub Consultant)	\$10,000.00
Total Gst ex		\$276,700.00

To mitigate the following potential adverse implications, it is crucial to maintain a well-defined project schedule, communicate effectively with all stakeholders, and address challenges promptly to keep the project on track

Delaying the progression from initial schematic design to full schematic design in architectural projects can have several adverse implications:

1. **Increased Project Duration:** Delaying the full schematic design extends the overall project timeline. This may lead to a longer duration before construction can commence, potentially affecting project deadlines and completion dates.
2. **Escalation of Costs:** Project costs can increase due to prolonged design phases. Delays may result in additional expenses related to prolonged consultancy, revisions, and adjustments. Construction costs may also rise due to inflation and market fluctuations.
3. **Impact on Stakeholder Planning:** Other project stakeholders, such as contractors, suppliers, and clients, may face challenges in planning and resource allocation. Uncertainty about the final design can hinder decision-making and coordination among team members.
4. **Increased Design Changes:** Extended timelines may necessitate design revisions to accommodate changing requirements or to address issues that may have arisen during the delay. These changes can introduce complexities and potential conflicts.
5. **Loss of Momentum and Enthusiasm:** Project momentum and team enthusiasm may wane with prolonged delays. Sustaining the initial energy and commitment of project stakeholders becomes challenging when faced with extended design phases.

6. **Risk of Design Misalignment:** Extended gaps between initial and full schematic design increase the risk of misalignment between the project's original vision and the evolving design. Changes in requirements or unforeseen challenges may result in a design that deviates from the initial intent.
7. **Impact on Regulatory Approvals:** Delays in finalising schematic designs can impede the submission and approval of necessary permits and regulatory clearances. This, in turn, may further prolong the project timeline.
8. **Market Changes and Trends:** Architectural designs are influenced by current market trends and technological advancements. A delayed schematic design may result in a final product that is less aligned with contemporary standards and may require additional updates.
9. **Impact on Construction Sequencing:** Full schematic design provides the basis for detailed construction planning. Delaying this phase may affect the sequencing of construction activities, potentially causing inefficiencies and disruptions.

Council's approval of the requested contract variation at the juncture of transitioning from initial schematics to final full schematics is paramount to the fluidity and success of this architectural project. This pivotal step allows for the necessary flexibility to accommodate evolving design considerations, unforeseen challenges, and client feedback.

The dynamic nature of the design process often demands adjustments and refinements to align with the project's vision and changing requirements, ensuring a smooth progression toward the comprehensive and final full schematics. Without this flexibility, the project risks stagnation, potential misalignment with evolving goals, and delays that could impact the overall timeline.

Embracing the importance of a contract variation underscores a commitment to delivering a final schematic design that not only meets but surpasses the expectations set forth in the project's initial vision. It is an essential catalyst for innovation, adaptability, and the ultimate success of the architectural endeavour.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995 and Local Government (Functions and General Regulations) 1996 tender regulations and Local Government (Functions and General) Regulations 1996 Regulation 21A.

POLICY IMPLICATIONS

3.14 Procurement & Tender Procedures Policy

3.18 Variations Policy

4.5 Execution of Documents

STRATEGIC COMMUNITY PLAN

Key Result Area 5 - Governance

Vibrant local democracy, forward-thinking civic leadership and transparent stewardship of the community's assets and resources.

- 5.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

Key Result Area 3 – Built Environment

Distinctive places, with safe, easy and affordable travel, reliable communications, housing choice, and capacity for residential, industrial and commercial expansion

- 3.2. Infrastructure and facilities for liveability and economic growth, with an initial focus on - Upgrade Marble Bar and Newman Airport.

RISK MANAGEMENT CONSIDERATIONS

Reputational and Financial – Both Moderate Risk

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council approves the Variation to Contract between Shire of East Pilbara and Ashley Halliday Architects for up to \$276,700.00 gst ex to complete Stage 2B of the Architectural Services for the Newman Airport Terminal Expansion.