

ORDINARY MEETING	5.6
18 AUGUST 2015	

AMENDMENT TO DOUGLAS SHIRE COMMUNITY SERVICES ASSOCIATION LTD – RESOURCE AND PERFORMANCE AGREEMENT

Kerrie Hawkes: Executive Officer # 462009

Linda Cardew: Chief Executive Officer

That Council:

1. resolves to amend the existing Resource and Performance Agreement held with Douglas Shire Community Services Association Ltd for the delivery of the Mossman Community Christmas in the Park event as per the table in attachment one;
2. resolves to delegate authority to the Mayor and Chief Executive Officer in accordance with the *Local Government Act 2009* to finalise any minor amendments and execute the Resource and Performance Agreement.

EXECUTIVE SUMMARY:

There is currently a Resource and Performance Agreement (Agreement) in place with Douglas Shire Community Services Association Ltd. (DSCSA) for the purpose of delivering the Mossman Community Christmas in the Park.

This report is proposing an amendment to the existing Agreement as requested by DSCSA.

BACKGROUND:

On 26 August 2014 Council entered into an Agreement with DSCSA for the delivery of the Mossman Community Christmas in the Park. The following details the Specific Information relevant to the current Agreement.

ITEM NO.	DATA	DETAILS
Item 1	Recipient:	Douglas Shire Community Services Association
	Address for Notices:	PO Box 682 Mossman, QLD 4873
	Email:	projects@dscsa.org.au
	Telephone:	0740 982 836
Item 2	Commencement Date:	1 September 2014
	Expiry Date:	31 August 2017
Item 3	Funding:	\$5,000 cash (ex GST) and \$2,500 In-kind

Item 4	Description of the Event or Project to be organised, promoted and delivered by the Recipient:	Christmas in the Park supports the development and growth of festivals and events across the region by providing a local community event to publicly celebrate Christmas. The activities will enable all members of our community to come together and participate in a fun and spirited event. Funds from the grant will be put towards the purchase of food, beverage and entertainment. Local non-for-profit agencies will be invited to be stall holders supplying goods and activities ensuring this remains a free community event.
Item 5	Performance Indicators or Required Outcomes:	<p>The event will be measured and evaluated according to:</p> <ul style="list-style-type: none"> • number of people attending event • number of participants at each activity • number of free items distributed (sausages, snow cones, lollie bags) <p>Numbers will be captured and measured against identified targets.</p>

COMMENT:

DSCSA provides a vital service to our communities and the DSCSA's ability to identify efficiencies for the continued delivery of this community celebration is commendable.

In the officer's opinion, the suggestions made by the DSCSA in attachment one are very reasonable and will assist by ensuring the continued support of our community groups for this fabulous event.

Moving the event to the afternoon and the proposed collaboration with the church group are also excellent ideas that will assist with capturing a new audience for both activities.

PROPOSAL:

Having Christmas in the Park held annually in Mossman supports the development and growth of local not for profit agencies, allows the promotion of their services and provides an opportunity for all members of our communities to come together and participate in a fun, free local event.

Having conducted the event on three (3) previous occasions, DSCSA has evaluated the events and identified opportunities for improvement and sustainability.

Council officers are proposing that the Agreement be amended further to the request of DSCSA in attachment one and detailed below in items four (4) and five (5).

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Item 5	Performance Indicators or Required Outcomes:	The event will be measured and evaluated according to: <ul style="list-style-type: none"> • number of people attending event • number of participants at each activity Numbers will be captured and measured against identified targets.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:

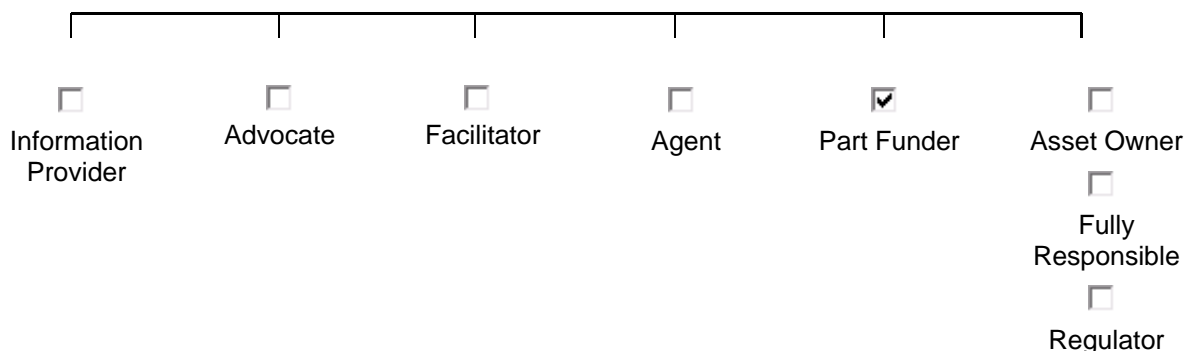
Douglas Shire Council Corporate Plan 2014 – 2019

- Celebrating our Communities
- Building a Sustainable Economic Base
- Planning, Partnering, Engaging

COUNCIL'S ROLE:

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:



Part Funder:	Sharing the cost of a program or activity with other organisations.
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FINANCIAL/RESOURCE IMPLICATIONS:

The funding for this Agreement has been allocated in the 2015 – 2016 Budget and will be allocated in subsequent budgets for the term of the Agreement.

RISK MANAGEMENT IMPLICATIONS:

Clear terms, conditions and reporting requirements will mitigate the inappropriate use of public funds.

SUSTAINABILITY IMPLICATIONS:

ECONOMIC: This event provides the opportunity for not for profit groups to promote their services to our communities. It is also beneficial to the businesses that participate in the event.

ENVIRONMENTAL: Limited environmental impact is incurred due to this event.

SOCIAL: This is a community FREE event that promotes the services of the not for profit organisations in the Shire. Residents become aware of programs, activities and services they are able to access while participating in a free, fun family event.

INTERNAL/EXTERNAL CONSULTATION:**Internal**

Consultation has taken place with officers from the CEO Unit, the Mayor and the Chief Executive Officer.

ATTACHMENTS:

Attachment: Request for variation of the current Resource and Performance Agreement between Douglas Shire Council and Douglas Shire Community Services Association Ltd.



ACN: 603 136 429
ABN 60 077 203 004

DOUGLAS SHIRE COMMUNITY SERVICES ASSOCIATION LTD

ABN 60 077 203 004

20 Mill St
Po Box 682
MOSSMAN QLD 4873

Ph: 07 4098 2836
Fax: 07 4098 1593
Email: projects@dscsa.org.au

Kerrie Hawkes
Executive Officer
CEO Unit - Douglas Shire Council

Dear Kerrie,

I am writing in regard to the Event Strategy – Resource and Performance Agreement between Douglas Shire Council and Douglas Shire Community Services Association Ltd for funding the funding of the Christmas in the Park 01/09/14 to 31/08/17.

I wish to apply for a variation of the agreement in particular to items 4 and 5.

Item 4. Description of the Event or Project to be organised, promoted and delivered.

This item currently states that 'Funds from the grant will be put towards the purchase of food, beverage and entertainment. Local non-for-profit agencies will be invited to be stall holders supplying goods and activities ensuring this remain a free community event.

Variation Request

Funds from this grant will be put towards the purchase of entertainment, rides, activities and the contents of Santa's sack which will be free of charge for all participants. Local not-for-profit agencies will be invited to be stall holders selling food, beverage and services at a maximum cost of \$5 per item (except where the not-for-profit organisation is offering patrons the opportunity to purchase larger items that could be used as Christmas gifts)

Item 5

This item currently states 'Number of free items distributed (sausages, snow cones, lolly bags)

Variation Request

To have this item removed from the agreement.

Additional Information regarding the timing of the event

Whilst the agreement does not stipulate a date and time for the event I wish to advise that this event will move from a morning event (9am – 12noon) to an afternoon event (1pm – 5pm). DSCSA intend to approach the local churches to coordinate a date for the event to coincide with their Carols by Candlelight which will act as a complimentary conclusion to the Xmas in the Park event .

I thank you for your time and consideration with this Request to vary the agreement and look forward to your favourable response.

Kind Regards

Nicola Falstein
L&RSS Coordinator