

5.2. DOUGLAS SHIRE COMMUNITY SERVICES ASSOCIATION COMMUNITY CHRISTMAS DAY LUNCH

REPORT AUTHOR	Helen Coulthard, Grants Officer
MANAGER	Terry Farrelly, Manager People and Community Services
DEPARTMENT	People and Community Services

RECOMMENDATION

That Council:

- 1. Enters into a three-year Resource and Performance Agreement providing \$500 (GST Exc) cash and in-kind support (use of Mossman Shire Hall) to Douglas Shire Community Services Association to host the annual Community Christmas Day Lunch.**
- 2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer to finalise any and all matters associated with the above.**

EXECUTIVE SUMMARY

Douglas Shire Community Services Association Ltd (DSCSA) is seeking funding from Council for the Annual Community Christmas Day Lunch at Mossman Shire Hall.

The community event does not fit the eligibility criteria for Council's Council Grants Program Guidelines and Council's sponsorship budget has been expended.

BACKGROUND

Douglas Shire Community Services Association's 12th Community Christmas Day Lunch will be held 25 December 2019. Council previously supported this annual lunch with a cash contribution and in-kind assistance, waiving the hire fee for Mossman Shire Hall, under a sponsorship arrangement.

At the time of receiving this year's request for support, the sponsorship budget has been expended and under the Council Grants Program's funding criteria, ineligible projects/costs include:

- Hospitality, catering, food and beverages.

As the event is a community lunch, this event is not eligible under the Council Grants Program.

COMMENT

The volunteer-run event has been held for the past eleven years, with last year's event attended by 70 residents experiencing financial disadvantage, homelessness and/or loneliness.

A three-year Resource and Performance Agreement will reduce the need to apply for financial and non-financial support each year, reducing administration time for DSCSA and Council.

PROPOSAL

The proposal is for Council to:

1. Enter into a three-year Resource and Performance Agreement providing \$500 (GST Exc) cash and in-kind support (use of Mossman Shire Hall) to Douglas Shire Community Services Association to host the annual Community Christmas Day Lunch.
2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer to finalise any and all matters associated with the above.

FINANCIAL/RESOURCE IMPLICATIONS

Under a Resource and Performance Agreement the financial contribution of \$500 (GST Exc) would need to be included in People and Community Services Operational Budget for the next three years. Funds for the 2019 event will be met from savings in other areas of People and Community Services 2019-20 Operational Budget.

RISK MANAGEMENT IMPLICATIONS

The risk of awarding funds to applicants for costs/projects ineligible under the Council Grants Program would set a precedent for other ineligible projects to be funded, breaching Council's General Policy and the *Local Government Act*.

SUSTAINABILITY IMPLICATIONS

Economic: The event is supported by donations from the community, as well as Council's financial and non-financial support. Around 30 people volunteer on the day to assist with hosting the Community Christmas Day Lunch.

Environmental: Nil

Social: The event enables residents to socialise with other attendees and volunteers at a festive time of year which can sometimes be difficult for people experiencing financial disadvantage, loneliness and/or homelessness.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2019-2024 Initiatives:

Theme 1 - Celebrating Our Communities

Douglas Shire Council embraces the diversity of our communities and values the contribution that all people make to the Shire. We recognise that it is a core strength of the region. We acknowledge our past so that it may guide us in the future. We recognise the wrongs done to our Indigenous community and we actively seek to reconcile so that we may all benefit from and enjoy our Shire. We acknowledge early European settlers who forged an agricultural base for our economy and we welcome all new arrivals as part of our broader community.

Goal 1 - *We will celebrate the diversity of our community and ensure that all infrastructure, programs, and services are underpinned with inclusiveness and accessibility.*

Operational Plan 2019-2020 Actions:

5.1.3 - *Introduce new grant themes in 2019/20.*

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:

Funder	Council often partly funds services, events or community organisations through grants, donations, subsidies and in-kind support. Council will apply robust governance to ensure that such funding is fair and appropriate.
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CONSULTATION

Internal:	Nil
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External:	Douglas Shire Community Services Association
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COMMUNITY ENGAGEMENT

Nil

ATTACHMENTS

1. MSS - Council Grants Program [5.2.1 - 5 pages]

Application - Council Grants Program

SECTION 1. - ELIGIBILITY CHECK

(If you answer No to any of the following questions please contact Council)

Please read Pages 2 and 3 of Guidelines for ineligible applicants AND ineligible projects/costs.	Y/N / N/A
Does request align with a theme or goal in Council's Corporate Plan or a Strategy?	<input type="text" value="Yes"/>
Does request address an identified need in the community?	<input type="text" value="Yes"/>
Does request benefit the Douglas Shire community / in the public interest?	<input type="text" value="Yes"/>
Does the project demonstrate evidence of community support?	<input type="text" value="Yes"/>
Do you have an active Australian Business Number (ABN)?	<input type="text" value="Yes"/>
If you are an individual, are you an Australian citizen or permanent resident who has permanently resided in the Shire for at least the preceding 12 months?	<input type="text" value="N/A"/>
If you are a group or organisation, do you primarily provide services in the Douglas Shire; or primarily provide services outside the Shire but the project is in the public interest, or of community benefit to the Shire?	<input type="text" value="Yes"/>
Have you successfully acquitted all previous Council grants?	<input type="text" value="Yes"/>
Are you free of overdue outstanding fees or debts with Council?	<input type="text" value="Yes"/>
If you are a group or organisation, are you compliant with annual requirements of Office of Fair Trading, Australian Charities and Not-for-Profits Commission or Australian Securities and Investment Commission (whichever is applicable)?	<input type="text" value="Yes"/>

Application Type	<input checked="" type="checkbox"/>	Application Type	<input checked="" type="checkbox"/>
In-kind Assistance (Non-financial)	<input checked="" type="checkbox"/>	Micro Grant	<input checked="" type="checkbox"/>
Sponsorship	<input type="checkbox"/>	Major Grant	<input type="checkbox"/>

Project Category	<input checked="" type="checkbox"/>	Project Category	<input checked="" type="checkbox"/>
Arts and Cultural	<input type="checkbox"/>	Economic / Industry Development	<input type="checkbox"/>
Community Development	<input type="checkbox"/>	Environment and Sustainability	<input type="checkbox"/>
Community Events	<input checked="" type="checkbox"/>	Sport and Recreation	<input type="checkbox"/>
Place - Making	<input type="checkbox"/>	Sport and Recreation – Marquee Fund	<input type="checkbox"/>

SECTION 2 - APPLICANT INFORMATION

Applicant Details	Your response <input checked="" type="checkbox"/>
Applicant Type:	Individual <input type="checkbox"/> Organisation <input checked="" type="checkbox"/> Group / Auspice <input type="checkbox"/>
Applicant Name:	Douglas Shire Community Services Association Ltd
Australian Business Number (ABN): (compulsory)	60077203004
GST registered? Y/N	Yes
Incorporation / Charity Number (if applicable):	IA08397
Street Address:	20 Mill Street, Mossman, Qld, 4873
Postal Address:	PO Box 682, Mossman, Qld, 4873
Website/Social Media Page:	www.mossmansupportservices.org.au

For all applicants

Attachment 5.2.1

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Contact person regarding application:

Jill Bradley

Daytime telephone number:

07 4098 2836

Email address:

comdev@dscsa.org.au

Have you received Council Grant(s) before?

Yes



No



If yes, which financial year(s)?

2018 - 2019

For Organisations

Legal status: (eg Incorporated /Company)

Australian Public Company

Authorised person: (Authorised on behalf of the organisation to sign application, contract, acquittal)

Full Name:

Christine Woods

Position in organisation: (Please circle)

President / Chief Executive Officer

For Groups / Auspice arrangement

Contact person for project:

Daytime telephone number:

Email address:

SECTION 3 - PROJECT INFORMATION

Project Title: (Max. 10 words)

Community Christmas Day Lunch

Description of project: ** Please **attach** one A4 page if insufficient space and provide support material to support your statements. **Compulsory** for Major Grant **

What do you want to do?

Host the 12th Christmas Day Lunch for community.

Why do you need to do this project?

The event is important for many who find themselves alone, homeless or under financial stress. People can come together and enjoy connectedness at a time which can be very difficult for some individuals and families.

What community support do you have?

This is the 12th Christmas Day lunch we have hosted and each year community donations and support is very generous. The event attracts up to 30 people who choose to volunteer on the day and up to 70 people who attend the lunch.

How will the project benefit the community/ be in the public interest? (community, economic, social or environmental outcomes)

The event has community, economic and social outcomes. Each year this event benefits up to 70 people in our community as well as the 30 people who volunteer. It provides social connectedness, assists people who are under financial stress at a time of year that can be difficult for many individuals and families. The event provides a place for those who are vulnerable, disadvantaged or lonely to socialise and connect with community on Christmas Day.

Amount/value requested: (GST Exc)

\$ 500

Proposed start date:

25/12/19

Proposed completion date:

25/12/19

Proposed location of project:

Mossman Shire Hall

- a. Which themes/local priorities, drawn from Douglas Shire Council Corporate Plan and other plans and strategies will be addressed through the proposed project, and how?

Attachment 5.2.1 Theme/Local Priority	15 of 208 How?
Celebrating Our Communities	Goal 1 – The Community Christmas Day lunch aligns with this goal. The lunch ensures that diversity of community is celebrated, is inclusive and accessible. The contribution by volunteers who reside in the Shire and who are visiting highlights the core strength of our community and we value the contribution made to this event.
Fostering Economic Growth	
Leading Environmental Stewardship	
Inclusive Engagement, Planning and Partnerships	
Robust Governance and Efficient Service Delivery	
Other Council Plans/Strategies (Please specify)	

- b. Will your proposed activity directly and specifically target one or more of the following groups as attendees or participants?

Group	<input checked="" type="checkbox"/>	Group	<input checked="" type="checkbox"/>
Aboriginal and/or Torres Strait Islander people	<input checked="" type="checkbox"/>	People with a disability	<input checked="" type="checkbox"/>
Australian South Sea Islander people	<input checked="" type="checkbox"/>	Older people (55 years+)	<input checked="" type="checkbox"/>
Men	<input checked="" type="checkbox"/>	Young people (12-25 years)	<input checked="" type="checkbox"/>
Women	<input checked="" type="checkbox"/>	Children (0-11 years)	<input checked="" type="checkbox"/>
People from a culturally or linguistically diverse background	<input type="checkbox"/>	N/A	<input type="checkbox"/>

- c. How many people are expected to be involved in the proposed project?

Attendees (Passive engagement Eg view, watch, listen)	Participants (Active engagement eg attend and do/participate)	Paid facilitators	Other paid positions	Volunteers
70		0	0	30

- d. What is the expected attendee/participant reach for the proposed project?

Local	Regional)	State	Interstate	Internationally
100				

SECTION 4 - PROJECT PARTNERSHIPS – Non-financial (In-kind) Component

Attachment 5.2.1

19.01.2019

a. What in-kind support are you requesting from Council and others for the proposed project?

Council In-kind ** NB Event/venue hire or other Council forms will be required for some in-kind requests**	Details / requirements	<input checked="" type="checkbox"/>
Waiving Council fees **		<input type="checkbox"/>
Use of Council park/hall/foreshore **	Use of Mossman Shire Hall	<input checked="" type="checkbox"/>
Council plant and equipment (Subject to availability)	N/A	<input type="checkbox"/>
Other Project Partners (Please specify)		<input type="checkbox"/>

SECTION 5 - PROJECT BUDGET – Financial (Cash) and Non-financial (In-kind) Components**** NB Budget not required for in-kind applications****


Please note: If you are not GST registered, amounts should include GST as this is part of the cost of the project. Amounts should be exclusive of GST if you are registered for GST. Please note in-kind (non-financial costs) as (IK) in income and expenditure.

Income	\$	Expenditure	\$
Volunteer labour (\$25 per hour non skilled / relevant rates for professional services) (IK)	4,500	In-kind labour (IK)	4,500
Donated goods /services (IK)	700	In-kind goods/services (IK)	700
Donation – cash		Advertising/Promotion/Marketing	
Sponsorship		Facilitators/Instructors	
Own cash	500	Other:	1000
Sales – tickets, enrolment, workshop fees	0	Other:	
Other Grants – Fed/State/Philanthropic	0	Other:	
Council Financial Assistance	500	Other:	
TOTAL	\$ 6,200	TOTAL	\$ 6,200

** Please **attach** one quote for items over \$500 to less than \$3,000 (GST Exc), two quotes for items \$3,000 to less than \$15,000 (GST Exc) and three written quotes \$15,000 to less than \$200,000 (GST Exc). **

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Council Grants Program Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief.
- I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant.
- I agree to provide Douglas Shire Council with any additional information required to assess this application.
- I understand that Douglas Shire Council does not accept any liability or responsibility for the proposal in the application.
- I understand that if Douglas Shire Council approves the application, I will be required to accept the conditions of the assistance in accordance with Douglas Shire Council requirements.
- I consent to the media being given information if this application is approved and understand media may contact me.
- I consent to project being published on Council's website, in promotional material or by way of civic and/or legislative requirements if this application is approved.
- I agree to ensure all necessary approvals/permits are obtained prior to the project, program or event taking place and abide by all relevant health and safety standards.
- I will provide a certificate of currency for public liability insurance of an appropriate amount (in total and per event) based on level of risk that is current and remains current for the term of the project to cover the proposed project.

Signature:		Date:	16-10-2019
Full Name:	CHRISTINE WOODS		

Note: If you are under the age of 18, your legal guardian must also sign this application

Guardian Signature:		Date:	
Guardian Full Name:		Date:	
Position in group or organisation: (if applicable)			

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SECTION 7 - SUPPORT MATERIAL	Applicant Supplied	N/A	Officer Checked
Project Outline (One A4 Page if insufficient space)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support Material demonstrating need, demand, support, benefits of project (Compulsory for Major Grant)	<input type="checkbox"/>		<input type="checkbox"/>
Quotes (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other – Please list	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>