



Brighton Council

MINUTES OF THE **FINANCE COMMITTEE MEETING**
OF THE BRIGHTON COUNCIL HELD
IN THE COUNCIL CHAMBER, COUNCIL OFFICES
GAGEBROOK AT 5.05 P.M. ON TUESDAY,
14TH AUGUST, 2012

PRESENT: Cr Foster (Chairperson); Cr Curran; Cr Garlick; Cr Gray and Cr Jeffries.

IN ATTENDANCE: Cr Owen; Cr Taylor; Cr Williams; Mrs J Banks (Manager Governance & Human Services) and Mrs C Harper (Council Services Officer).

1. APOLOGIES:

Cr Garlick moved, Cr Gray seconded that Cr Geard be noted as an apology.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

2. QUESTION TIME & DEPUTATIONS:

As there were no members in the gallery there was no requirement for question time.

3. DECLARATION OF INTEREST:

In accordance with Part 5, Section 48 of the *Local Government Act 1993*, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have an interest in any item on the agenda; and

Part 2 Regulation 8 (7) of the *Local Government (Meeting Procedures) Regulations 2005*, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

Accordingly, Councillors are requested to advise of any interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2005*.

There were no declarations of interest.

4. BUSINESS:

4.1 RATES AND CHARGES POLICY:

FILE REFERENCE:

AUTHOR: Deputy General Manager
(Mr G Davoren)

Background:

To comply with recent changes to the requirements of Section 86B (1) of the *Local Government Act 1993*, Council must prepare a rates and charges policy by 31 August 2012.

Consultation:

Senior Rates Officer

Risk Implications:

Nil

Financial Implications:

Nil

Other Issues:

Nil

Assessment:

This Rates and Charges policy reflected the current rating methodology adopted by Council for this current financial year.

The adoption of this policy formalises the policy in accordance with the requirements of Section 86B (1) of the *Local Government Act 1993*

Options:

1. As per the recommendation
2. Amend the Rates and Charges policy

RECOMMENDATION:

Adopt the Rates and Charges Policy.

DECISION:

Cr Jeffries moved, Cr Garlick seconded that the recommendation be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

4.2 OLD BEACH CRICKET CLUB HIRE OF CLOAK & THOMPSON OVALS:

FILE REFERENCE: JETTY/100 & MIDHWY/236

AUTHOR: Council Services Officer
(Mrs C Harper)

Background:

Councillors may recall that this item had previously been discussed at the May Finance Committee and was held over pending further advice.

The Old Beach Cricket Club (OBCC) have provided further information however they are now requesting Thompson Oval be included in a hire agreement, together with Cloak Oval which was originally requested.

Cloak oval is the home ground for the Old Beach Cricket Club and is attached to the Old Beach Community Centre; the OBCC have a seasonal hire agreement on the Old Beach Community Centre to use as their clubrooms.

Although the OBCC had originally advised Council staff that they were being charged \$33.50/hour by the Southern Cricket Association (SCA) this was in fact incorrect. The SCA charge teams in the competition based on the following three levels:-

1. Team with no home ground (SCA pays for all games) \$1,400 charged per team.
2. Team with free homes games (SCA only pays when the home team is not playing on the ground) \$1,000 charged per team.
3. Team with unrestricted use of ground (SCA can play neutral games on the ground) \$900 per team.

The OBCC advised that they had previously been charged \$1,500 per team for 4 teams. The above amounts include ground hire, insurance, administration, association costs etc.

According to the SCA they would have been charged in accordance with the above i.e. No. 3 \$900 because Cloak Oval is their home ground.

The OBCC are asking to enter into a hire agreement or lease to hire the grounds directly from Council and then they charge the SCA accordingly.

In previous years Council has charged the SCA directly.

Consultation:

Ross Wooldridge (OBCC), Greg Davoren (Deputy General Manager), Gillian Browne (Executive Officer), Cathy Harper (Council Services Officer); Luke Faulks (OBCC);

Risk Implications:

Nil.

Financial Implications:

Council would retain the current level of income for the use of the grounds. The only change would be who Council invoices.

It would potentially enable Old Beach Cricket Club to earn extra income by charging Southern Cricket Association a slightly higher fee than what the club is charged by Council.

Other Issues:

Nil.

Assessment:

Thompson Oval is hired only by the Tasmanian Cricket Association (TCA) and not the SCA.

Council Officers would like to retain control over Thompson Oval, and therefore would not like to see this included as part of the hire agreement with the OBCC.

Being part of an Association there is an expectation that individuals and teams will be required to pay annual fees to cover costs such as registration, insurance, hire of halls/grounds etc.

Old Beach Cricket Club if able to hire directly from Council would benefit financially by potentially paying less annual fees for the year and also by being able to increase the club's income, by charging SCA a higher charge.

The extra funding and reduced expenditure would support the increased growth the Club is experiencing and continue to provide greater support for juniors in the municipality who are pursuing cricket as a sporting avenue.

The Club will field 5 senior and 5 junior teams this coming cricket season.

It will be recommended that this hire agreement be in place for the coming cricket season, and that it be reviewed prior to the 2013/14 cricket season.

Options:

1. As per the recommendation.
2. Not allow Old Beach Cricket Club to hire Cloak Oval and to remain with the current hire situation.

RECOMMENDATION:

That Council allow the Old Beach Cricket Club to hire Cloak Ovals directly through Council for the 2012/13 season at the hire rate specified by Council's Fees and Charges.

That the status quo remain for the hiring of Thompson Oval by the TCA.

DECISION:

Cr Curran moved, Cr Gray seconded that Option 2 be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

**4.3 BRIGHTON PRIMARY SCHOOL – GRANT APPLICATION
2012/13:**

FILE REFERENCE: 1057

AUTHOR: Manager Governance & Human Services
(Mrs J Banks)

Background:

In accordance with Council's annual Community Grants Program for 2012/13 applications were advertised and closed on 29th March 2012. 32 applications were received. 25 applications were submitted for approval to the Councillors at the Budget Workshop held on 11th April 2012. Mrs Cathy Harper was present at the budget workshop to answer any questions regarding the applications received. The grants were adopted by Council with the budget on 19th June 2012.

The Brighton Primary School submitted an application requesting funds for the production of their Diamond Anniversary Book. The grant requested was \$3,990.

The Brighton Primary School were notified in June that their application was unsuccessful, they are now asking for clarification as to why they were unsuccessful.

The Brighton Primary School and other Education Department applications were not recommended for approval as they are State Government and they do not 'fit' into the funding criteria (refer Assessment).

Consultation:

Councillors, Council Services Officer.

Risk Implications:

Nil

Financial Implications:

The Grants & Donations budget for 2012/13 is based on approved grant requests and other policies as submitted to Council. i.e. Brighton SES, Education Bursaries, etc

Other Issues:

Nil

Assessment:

Of the 32 applications received 25 were recommended for approval by Officers and subsequently approved by Council at the Budget workshop on 11th April 2012, and as part of the 2012/13 Budget at the Ordinary Council Meeting of 19th June 2012.

Grant applications are assessed against the following selection criteria:

1. Priority will be given to projects where there is evidence of community need.
2. Applicants must be non-profit groups / organisations that are based in either the Brighton Local Government Area or who can demonstrate that they provide services, activities or resources to residents of Brighton.
3. The grant application must clearly specify the service or resources required and demonstrate direct benefit to, and participation by Brighton residents.
4. The applicant organisation must demonstrate a capacity to deliver the required service or program.
5. The projects funded by Council will contribute to the achievement of Council's strategic plan and vision of "A commitment that together Council and the community plan a balanced social, commercial and residential environment to enhance the quality of life in the Municipality".
6. Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political purposes.
7. Grant applications must provide full and appropriate costing of all aspects of the proposed project and strategies for the successful implementation of the project for all funding requests greater than \$1,000.
8. Grant applications must provide their most recent audited financial statements for all funding requests greater than \$1,000.
9. Organisations whose main purpose is to fundraise are not eligible for financial assistance.
10. Grants will not be provided to cover a shortfall in the applicant / organisation's general operating costs, with the exception of a hall or ground hire rental subsidy that may be provided to secure the ongoing viability of a priority service to the community.
11. Applicant organisations must provide their ABN (Australian Business Number) to Council in order to be approved for allocation of a grant.

12. Applicants must be able to demonstrate a knowledge of, and ability to share or utilise other available community resources, networks and services. Grant funds will not be provided where there would be duplication of existing services without strong evidence of existing demand / need that cannot be met from available resources, and the support of existing relevant service providers in Brighton.
13. Where the proposed project is to provide services or resources to the Greater Hobart area, the applicant must demonstrate evidence of requests to obtain funds from other councils in the Greater Hobart area.
14. Grant funds provided by Council under categories (a), (b), (c) and (d) are non-recurrent, and must not lead to a group or organisation becoming reliant upon Council for ongoing financial support. In these circumstances an organisation should therefore seek funds from more appropriate sources.
15. Grant approval will take into consideration any and all other contributions made by Council to the applicant group/organisation.
16. Applicants must address the objectives of the Community Grants Program, complete all required sections of the application form, and submit the application by the advertised deadline.
17. Applications for equipment / minor capital works costing more than \$2,000 must include at least two quotes.
18. Applicant groups/organisations must demonstrate that grant funds can be expended within the 12-month grant period.
19. Where applications are lodged by the same group/organisation for more than one project then separate application forms must be completed for each proposed project, and the organisation should nominate its top priority for funding.
20. Council must be acknowledged as a sponsor of the funded project, service or activity in any promotional and advertising material or publications referring to the project.
21. Applicants shall immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group/organisation.
22. GST & Grants - When a grant is paid to an organisation for a specific purpose or with any conditions, GST is payable on the grant. Where grants are provided to GST registered organisations, the Council will increase the grant by 10 per cent. This is dependent on the submission of a tax invoice from the organisation. Where an organisation is not registered for GST, GST is payable on goods and services and the grantor (Council) is not entitled to an input tax credit. Council therefore reserves the right not to increase the grant to compensate for an unregistered organisation having to pay GST.

The Brighton Primary School does not fit into criteria 2 above.

Options:

1. As per the recommendation.
2. That the grant application for the Brighton Primary School for funding of \$3,990 be approved and funded from the Grants & Donations budget.

RECOMMENDATION:

That the Brighton Primary School be further advised that their grant application was not approved as a School i.e. Education Department does not comply with the funding criteria i.e. not-for profit group/organisation.

DECISION:

Resolved that Council write back to the Brighton Primary School seeking further information on the project and who the proponent of the funds is for.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

4.4 BRIDGEWATER POLICE & COMMUNITY YOUTH CLUB – REQUEST FOR FINANCIAL ASSISTANCE:

FILE REFERENCE: 0653-15

AUTHOR: Manager Governance & Human Services
(Mrs J Banks)

Background:

The Bridgewater Police & Community Youth Club (PCYC) and Bridgewater/Gagebrook Parish Mission (Uniting Church in Australia) have written to Council requesting \$5,000 p.a. over two years to help fund a youth worker.

The PCYC currently employs a youth worker for 25 hours per week.

The PCYC received a \$5,000 grant as part of Council's annual Grants Program for 2012/13.

Council have provided \$5,000 over the past two years to help fund a Sport & Recreation Trainee at the PCYC.

Consultation:

Cathy Harper (Council Services Officer)

Risk Implications:

Council has an annual Grants Program, approving grants outside this program may set a precedent.

Financial Implications:

Unbudgeted item. Grants and donations budget over-expenditure.

Other Issues:

Council has provided \$5,000 to the PCYC over the past two years to help fund a Sports Trainee and the PCYC. It was thought that when Ben Curley (Council's Sport & Rec Officer) resigned that the PCYC Trainee would take on some of the sporting roles that Ben was undertaking within the Schools; this did not occur.

When Ben Curley left, Council sought the services of the PCYC to help set up at the Brighton Civic Centre in conjunction with Council Services Officer Cathy Harper. The PCYC were paid for the hours opening/closing and setting-up at the Civic Centre.

Last financial year the costs of the setting-up were to be included as part of the \$5,000 paid to the PCYC, however it became increasingly difficult for the staff at the PCYC to assist at the Civic Centre, therefore Council's outdoor staff have assisted Cathy Harper where necessary to set-up the Civic Centre; this has been working well.

Although the PCYC have indicated that they are willing to assist with the Civic Centre if they receive a \$5,000 grant, it has proved to be unsuccessful and the current process is working extremely well with Council staff.

Assessment:

Council has a process for its annual Grant Program which is widely circulated within the municipality.

Applications for the 2012/13 year closed in March and were subsequently approved by Council in April and June 2012.

The Bridgewater PCYC applied for funding under this Program for this financial year and have received their requested \$5,000.

Approving grants outside the annual Grant Program may set a precedent.

Options:

1. As per the recommendation.
 2. That Council approved a \$5,000 grant to the PCYC for a youth worker.
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RECOMMENDATION:

That Council advise the Bridgewater Police & Community Youth Club and Bridgewater/Gagebrook Parish Mission that Council will not grant \$5,000 towards the provision of a youth worker; and

That the PCYC be advised that they can apply for funding under Council's annual Grants Program.

DECISION:

Cr Curran moved, Cr Garlick seconded that the recommendation be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

4.5 BRIGHTON HERITAGE MUSEUM – WAIVER OF HIRE FEES FOR OPEN DAYS:

FILE REFERENCE: MIDHWY/262

AUTHOR: Council Services Officer
(Mrs Cathy Harper)

Background:

The Brighton Heritage Museum is located in the Old Council Chambers building at 262 Midland Highway, Pontville. Traditionally the Heritage Association has leased a room in the building from the Senior Citizens Group as a sub lessee, this lease had not been renewed at the time of the final lease agreement between the Senior Citizens and Council.

Recently the Senior Citizens Group made the decision to end their lease early and hand control of the building back to Council. This action then required Council to enter into new hire agreements with the existing tenants.

The Brighton Heritage Association has written to Council to request that Council waive the hire fees for the times that the Heritage Museum is open to the public.

The Association is comprised of a small group of volunteers and their financial resources are limited. The Association is agreeable to paying for their meeting times but would like Council to consider the waiver of the Museum open times as the group are volunteering their time to make the Museum available to the general public and showcase aspects of heritage in the Brighton Municipality.

Consultation:

Mrs Noeline Foster (Secretary Brighton Heritage Association), Janine Banks (Manager Governance & Human Services), Wendy Young (Executive Officer).

Risk Implications:

Nil

Financial Implications:

The cost of waiving the Museum fees for the 2012/13 financial year is \$184.00. This is made up of 8 days at 2 hrs per day that the museum will be open at the 50% discount on the current schedule fee, at the rate of \$11.50 per hour.

Other Issues:

The Brighton Heritage Society hold only \$5,000,000 (five million) public liability insurance policy which is half of the normal requirement by Council. Wendy Young (Executive Officer) has confirmed with our insurance company and they suggest that if Council is happy to accept this amount then there is no issue and do not see any reason for concern.

Assessment:

The Brighton Heritage Museum can be viewed as an integral part of the promotion of the history and heritage of the municipality. During National Heritage Month (May) the museum would be open each Sunday which is part of a nationwide focus on the heritage of the nation. Taking part in this week doubles the amount of days that the Museum is open.

The Heritage Association currently receives assistance under Council's Community Grants program to pay for its public liability insurance, this current financial year valued at \$836.00.

Options:

1. As per the recommendation.

2. Council not waive the schedule fees.
 3. Council charge a different amount.
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RECOMMENDATION:

Council waive the scheduled hire fees for the Brighton Heritage Association on the Heritage Museum open days as requested each year.

DECISION:

Cr Gray moved, Cr Curran seconded that the recommendation be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Foster	
Cr Garlick	
Cr Gray	
Cr Jeffries	

The meeting closed at 5.30 p.m.

Confirmed:

(Mayor)

Date:

21st August 2012