



City of Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE

**Held in the Council Chambers
8th floor – 1 Nicholas Street
IPSWICH QLD 4305**

On Thursday, 14 July 2022
At 10 minutes after the conclusion of the Governance and Transparency Committee

MEMBERS OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE

Councillor Andrew Fechner (**Chairperson**)

Councillor Kate Kunzelmann (**Deputy Chairperson**)

Mayor Teresa Harding

Deputy Mayor Jacob Madsen

Councillor Nicole Jonic

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE AGENDA
*10 minutes after the conclusion of the Governance and Transparency
Committee on Thursday, 14 July 2022*
Council Chambers

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** Item includes confidential papers

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 6

14 JULY 2022

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2022(05) OF 16 JUNE 2022**

RECOMMENDATION

That the Minutes of the Meeting held on 16 June 2022 be confirmed.

OFFICERS' REPORTS

2. **COMMUNITY FUNDING AND SUPPORT GUIDELINES**

This is a report regarding proposed changes to the Community Funding and Support program. These changes will; align it to council's corporate plan, iFuture; align it to the Community Development Strategy, 2021 – 2026; reduce confusion for applicants, assessors and elected representatives; and increase the strategic effectiveness of community funding.

RECOMMENDATION

That the revised Community Projects Funding and Community Events Funding Guidelines be endorsed by Council.

NOTICES OF MOTION

MATTERS ARISING

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2022(05)

16 JUNE 2022

MINUTES

COUNCILLORS' ATTENDANCE: Councillor Andrew Fechner (Chairperson); Councillors Kate Kunzelmann (Deputy Chairperson), Mayor Teresa Harding, Deputy Mayor Jacob Madsen, Nicole Jonic and Marnie Doyle (observer)

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (Sonia Cooper), Acting General Manager Corporate Services (Jeff Keech), General Manager Community, Cultural and Economic Development (Ben Pole), General Manager Planning and Regulatory Services (Peter Tabulo), Manager Economic and Community Development (Cat Matson), Chief of Staff – Office of the Mayor (Melissa Fitzgerald), Senior Policy and Communications Officer (David Shaw), Community Development Manager (Melissa Dower) and Theatre Technician (Trent Gray)

WELCOME TO COUNTRY/ACKNOWLEDGEMENT OF COUNTRY

Councillor Andrew Fechner (Chairperson) invited Councillor Kate Kunzelmann to deliver the Acknowledgement of Country.

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. CONFIRMATION OF MINUTES OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2022(04) OF 5 MAY 2022

RECOMMENDATION

Moved by Councillor Kate Kunzelmann:

Seconded by Mayor Teresa Harding:

That the Minutes of the Community, Culture, Arts and Sport Committee held on 5 May 2022 be confirmed.

AFFIRMATIVE

Councillors:

Fechner

Kunzelmann

Harding

Madsen

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

2. ACTIVE AND HEALTH PROGRAM EVALUATION

This is a report concerning the evaluation of the Active and Healthy suite of programs, including a detailed evaluation of the most recent program addition, 'Relaxation Week' that were held in both October 2021 and February 2022.

Key findings of the Active and Healthy Participant Survey included 87% of participants experiencing improved physical health; 77% identifying improved mental health; and 87% of period rating their satisfaction 'high' to 'very high' with Active and Healthy programs. Survey contributors also identified a strong interest in participating in 'wellbeing' programs.

To explore community interest in participating in well-being and meditation style activities, a second 'Relaxation Week' event was held. Participation in most activities during this event was at capacity or above, however attendance was compromised due to poor weather over the event period. Due to positive survey feedback received, and Relaxation Week event booking data, it is recommended to introduce an Ipswich City Council Active and Healthy Wellbeing program to implement weekly meditation classes for the community in the 2022-2023 financial year.

RECOMMENDATION

Moved by Councillor Andrew Fechner:
Seconded by Mayor Teresa Harding:

That the report be received and the contents noted.

AFFIRMATIVE

Councillors:

Fechner

Kunzelmann

Harding

Madsen

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

3. COMMUNITY DEVELOPMENT STRATEGY 12 MONTH ACTIVITY REPORT

This is a report concerning the Community Development Strategy 2021 – 2026.

Ipswich City Council plays a key role in leading a contemporary approach to Community Development. The Community Development Strategy is a strategic and aspirational document designed to outline and guide the work of the Community Development section from 2021 - 2026. It aligns with Council's strategic priority of 'Safe, Inclusive and Creative' with a focus on strengthening community resilience and building on community strengths to help shape the future of Ipswich.

This report provides an update on the Community Development Strategy activities and outcomes achieved in the April 2021 to June 2022 period.

RECOMMENDATION

Moved by Councillor Andrew Fechner:
Seconded by Councillor Kate Kunzelmann:

That the Community Development Strategy 12 Month Outcome Report - June 2022 be received and the contents noted.

AFFIRMATIVE

Councillors:

Fechner

Kunzelmann

Harding

NEGATIVE

Councillors:

Nil

Madsen
Jonic

The motion was put and carried.

4. COMMUNITY FUNDING AND SUPPORT ALLOCATIONS STATUS REPORT -
1 OCTOBER 2021 TO 31 MARCH 2022

This is a report concerning the allocation of Council's Community Funding and Support Programs from 1 October 2021 to 31 March 2022.

In the six months from 1 October 2021 to 31 March 2022, Council allocated \$618,672.73 to 259 different Ipswich community groups, sporting organisations, artists, wildlife carers and small businesses.

All successful applicants and projects are detailed in Attachment 1 and also reported online on both the [Transparency and Integrity Hub](#) and on the [Community Funding and Support](#) page in accordance with Council's principles of transparency and the Community Funding and Support Policy

RECOMMENDATION

Moved by Councillor Andrew Fechner:
Seconded by Councillor Kate Kunzelmann:

That the report concerning the allocation of Council's Community Funding and Support Programs from 1 October 2021 to 31 March 2022 be received and the contents noted.

AFFIRMATIVE
Councillors:
Fechner
Kunzelmann
Harding
Madsen
Jonic

NEGATIVE
Councillors:
Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

COMMENCEMENT OF THE ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE

Mayor Teresa Harding moved a procedural motion that the Economic and Industry Development Committee meeting commence at 12.30 pm.

AFFIRMATIVE

NEGATIVE

Councillors:

Councillors:

Fechner

Nil

Kunzelmann

Harding

Madsen

Jonic

The motion was put and carried.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.30 am.

The meeting closed at 11.51 am.

Doc ID No: A8044165

ITEM: 2
SUBJECT: COMMUNITY FUNDING AND SUPPORT GUIDELINES
AUTHOR: COMMUNITY DEVELOPMENT MANAGER
DATE: 6 MAY 2022

EXECUTIVE SUMMARY

This is a report regarding proposed changes to the Community Funding and Support program. These changes will; align it to council's corporate plan, iFuture; align it to the Community Development Strategy, 2021 – 2026; reduce confusion for applicants, assessors and elected representatives; and increase the strategic effectiveness of community funding.

RECOMMENDATION/S

That the revised Community Projects Funding and Community Events Funding Guidelines be endorsed by Council.

RELATED PARTIES

There are no conflicts of interest identified from this report.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

Since the inception of the Community Funding and Support program in July 2020, until 31 March 2022, Council has distributed \$2,383,349.61 in funding support to 546 eligible community groups, artists, wildlife carers and businesses.

Since the program was implemented, there have been organisational and community changes that have given cause for a review of the guidelines;

1. the Community Development Strategy 2021 – 2026 has been endorsed by council with a new approach of strength-based community development (rather than deficit-orientated);
2. the community's understanding of how the Community Funding and Support program works has improved, though there is still a heavy reliance and expectation from some groups that council should fund all funding requests; and

3. there are ambiguities in the guidelines that cause confusion for applicants, assessors, and elected representatives, alike.

Some changes to the guidelines and structure of the program are being proposed to better align with the Community Development Strategy, build capability and sustainability, reduce confusion and most effectively support Ipswich community groups to deliver benefit for residents of Ipswich.

A review of the guidelines has been undertaken with the below recommendations developed to improve the social community impact:

- Major and Minor Funding to be replaced with 'Community Projects Funding' and 'Community Events Funding'.
- Community Projects Funding to remain up to \$15,000, Community Events up to \$5,000
- Community Projects to be offered in three rounds a year (instead of the current four rounds per year).
- Community Events to be open all year and assessed monthly.
- Schools and associated school services eligibility criteria to be tightened with projects only eligible if they can demonstrate broader community benefit.
- Criteria to be developed that limits the number of times per year organisations can apply to ensure total annual funding is shared amongst the community.

The revised proposed Community Event Funding program and guidelines operate in association with the established Event Sponsorship program and the Civic and Ceremonial Events Policy.

Legal/Policy Basis

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

RISK MANAGEMENT IMPLICATIONS

As part of Council's eligibility and assessment process for community funding, applications are assessed against criteria outlined in the Community Funding and Support Guidelines.

The proposed new guidelines (as per Attachment 1 and 2) provide greater clarity to community groups, council assessors and to Mayor and Councillors about what projects and events are eligible for funding, what are not, and aligns the distribution of community funding to Council's strategic and community development priorities.

As such, the new guidelines mitigate council’s risks when it comes to the financial, reputational, and strategic risks associated with community funding.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation A states that Council endorse the revised Community Funding and Support guideline
(b) What human rights are affected?	<ul style="list-style-type: none"> • Freedom of thought, conscious, religion and belief (section 20) • Freedom of expression (section 21) • Peaceful assembly and freedom of association (section 22) • Taking part in public life (section 23) • Protection of families and children (section 26) • Cultural rights (section 27) • Cultural rights
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

FINANCIAL/RESOURCE IMPLICATIONS

These guidelines will provide for a better community return on ratepayer funds, will ensure greater community benefit and will enable a more financially sustainable Community Projects and Events Funding Program. There is no additional resource required to implement the guidelines and the budget for Community Funding is set by Council each financial year.

COMMUNITY AND OTHER CONSULTATION



- Councillor Briefing and Workshop Session dated 29 March 2022
- Mayor and Councillor Briefing Note – Community Funding and Support Guidelines Review
- Manager, Economic and Community Development
- Manager, Community and Cultural Services
- Manager, Marketing and Promotions
- Acting Community Funding and Support Coordinator

CONCLUSION

Over the past two years, Council has successfully distributed more than \$2.3 million dollars to more than 500 eligible community groups, artists, wildlife carers and businesses to deliver benefit for Ipswich communities. With a new Community Development Strategy and a high demand for Community Funding, it's important the Community Projects and Events Funding is fair, transparent and sustainable.

The proposed guidelines demonstrate council's commitment to continuous improvement and to supporting community initiatives. Together, Council and the Community can work towards the outcomes of Safe, Inclusive and Creative.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Community Projects Funding Programs - Proposed Guidelines ↓ 
2.	Community Events Funding - Proposed Guidelines ↓ 

Melissa Dower

COMMUNITY DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”



COMMUNITY PROJECTS FUNDING PROGRAM

Proposed Guidelines

Overview

A Safe, Inclusive and Creative community is the second theme in council's corporate plan, iFuture. Through the Community Projects Funding Program, council supports organisations to deliver one-off projects and activities that help deliver the Safe, Inclusive and Creative outcomes for 2026 for the benefit Ipswich residents. The program provides financial assistance to a broad range of community organisations to assist them to deliver projects which respond to the strategies outlined in council's corporate plan, iFuture.

Objective

The Community Projects Funding Program supports:

- community projects that address local needs and achieves community development outcomes
- programs that increase physical activity and/or encourage participation in community level sport, recreation or physical activity
- programs that activate public spaces and facilities
- programs that create partnerships with local, state and national sporting organisations
- community led initiatives that address local environmental priorities

Available Funding

Funding Amount	Up to \$15,000.00 (excl. GST) is available per application	Applicant contribution of at least 20% required
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Applicant Contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applicants that demonstrate a commitment to the project through either cash or in-kind support are considered favourably. Council cannot be the sole funder of every project. Funds and/or support from other sources are required for Community Funding, with a minimum applicant contribution requirement of 20%, and could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

Applications which demonstrate evidence of partnerships or collaborations are highly desirable.

Eligibility

To be eligible for Community Funding, applications must:

- provide direct benefits to the residents of the Ipswich local government area
- demonstrate the expected outcomes for the community in line with council's corporate plan, iFuture.

The following activities are **excluded**:

- ongoing operational or recurrent costs including salaries, rent, fuel, insurance, etc.
- activities that have already begun or have been completed prior to council approval
- projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Donations or prizes (e.g., money, trophies, vouchers, etc for fundraising or gifts)
- funding requests that are considered by council to be the funding responsibility of other levels of government
- projects included in another council funding application or program
- interstate or overseas travel



- applications received outside of application timeframes
- applications where the financial budget has positive income (i.e. income exceeds expenses)
- the purchase of vehicles and/or land/property
- catering costs.

Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE ORGANISATIONS
<p>Not-for-profit community organisations that meet all of the following criteria:</p> <ul style="list-style-type: none"> • operate within the Ipswich Local Government Area or can demonstrate the project or program will benefit residents of the Ipswich Local Government Area • have no overdue debts with council and have no overdue Ipswich City Council funding acquittals • have fully acquitted any previous Major, Minor and/or Community • have not received other funding from council for the same project • have appropriate insurance and adhere to sound workplace health and safety practices • have financially sound and capable of managing public funds • have an Australian Business Number (ABN) • have a risk management plan in place (as required) • give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012 	<ul style="list-style-type: none"> • For-profit organisations / businesses • Government departments and agencies • Schools and affiliated parents' associations where the project/program does not demonstrate a broader community benefit* • religious or medical organisations where the application is for the organisation's core business • individuals <p><i>* Schools and affiliated parents' associations must demonstrate broader community benefit and engage with the wider community to be eligible.</i></p>

How often can an applicant apply?

An eligible applicant can submit one application per funding round and will not be eligible to apply for funding from the Community Projects Funding Program until the previous successful application has been fully acquitted.

Applicants who have been funded within the previous 12 months, or projects that have previously received Council funding, will be given a lower priority.

Assessment

Assessments for Community Funding are undertaken by a panel of council officers with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

Community Funding applications will be assessed using the following criteria:

- Demonstrated need for the project/activity
- Ability to meet one or more of the program objectives
- Alignment to council's strategic outcomes, as outlined in the corporate plan, iFuture
- Clearly identified positive outcomes and benefits to the people of the Ipswich local government area
- Evidence of community partnerships and collaborations
- Demonstrates good planning and capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Represents value for money to achieve program objectives.



Timing

FUNDING ROUNDS	ROUND 1	ROUND 2	ROUND 3
Application opening dates	1 July	1 November	1 March
Application closing dates	31 July	30 November	31 March
Notification of application outcomes	*Mid-September	*Mid-January	*Mid-May
Project Timeframe	within 12 months from funding approval date		

*no later than 6 weeks from round closure

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 10 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all funding conditions and agreed performance outcomes/measures. This must be submitted before funds are issued.
- Council may make funding conditional on other specific conditions being met.
- Funds must be claimed within 30 days of notification (except where other specific conditions must be met prior to payment or an extension has been granted).
- Successful applicants are required to acknowledge Council's support actively and publicly in any promotional material or publicity features.
- All projects must be completed within twelve months of the funding approval date.
- If council's funds are not spent, all remaining funds must be returned to council.
- Changes must not be made to the approved activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained or improved as per the application.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients with regard to use of funds, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of funds (including proof of expenditure) and the achieved outcomes of the activity. The acquittal form will be available to successful applicants online through the SmartyGrants portal.

All questions must be completed on the acquittal form and evidence supplied including:

- receipts;
- photographs of the project / activity;
- proof of Council acknowledgement (logo placement on flyers, advertisements, social media etc.)

Specific evaluation requirements will be outlined in each individual funding agreement. Organisations that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

More Information

Information about how to apply for the Community Projects Funding Program is available at <https://www.ipswich.qld.gov.au/services/funding-and-support>. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au.



COMMUNITY EVENTS FUNDING PROGRAM

Proposed Guidelines

Overview

A Safe, Inclusive and Creative community is the second theme in council's corporate plan, iFuture. Through the Community Events Funding Program, council supports organisations to deliver community or sporting events for the benefit Ipswich communities. The program provides financial assistance to a broad range of community organisations to assist them to deliver events which respond to the strategies outlined in council's corporate plan, iFuture.

Objective

The Community Events Funding Program supports:

- community events that engage local residents and deliver social, cultural and/or community outcomes for the Ipswich communities
- sporting events that increase physical activity and/or encourage participation in community level sport, recreation or physical activity
- events that activate public spaces and facilities
- events that create partnerships with local, state and national sporting organisations

Available Funding

Funding Amount	Up to \$5,000.00 (excl. GST) is available per application	Applicant contribution of at least 20% required
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Applicant Contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applicants that demonstrate a commitment to the project through either cash or in-kind support are considered favourably. Council cannot be the sole funder of every project. Funds and/or support from other sources are required for Community Events Funding, with a minimum applicant contribution requirement of 20%, and could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

Applications which demonstrate evidence of partnerships or collaborations are highly desirable.

Eligibility

To be eligible for Community Events Funding, applications must:

be committed to providing direct benefits to the residents of the Ipswich local government area demonstrate the expected outcomes for the community in line with council's corporate plan, iFuture.

The following activities are **excluded**:

- Events not being held within the Ipswich Local Government Area
- Ongoing operational or recurrent costs including salaries, rent, fuel, insurance, etc
- Events that have already begun or have been completed prior to council approval
- Events run by or involved with political or religious groups seeking to promote their core beliefs
- Donations or prizes (e.g., money, trophies, vouchers, etc for fundraising or gifts)
- Events that are considered by council to be the funding responsibility of other levels of government
- Events included in another council funding application or program

