



# Ordinary Meeting of Council Agenda

**to be held on Tuesday 11 April 2017 at 7.00pm  
Richmond Town Hall**

## **Disability - Access and Inclusion to Committee and Council Meetings:**

### **Facilities/services provided at the Richmond and Fitzroy Town Halls:**

- Entrance ramps and lifts (off Moor Street at Fitzroy, entry foyer at Richmond)
- Hearing loop (Richmond only), the receiver accessory may be accessed by request to either the Chairperson or the Governance Officer at the commencement of the meeting, proposed resolutions are displayed on large screen and Auslan interpreting (*by arrangement, tel. 9205 5110*)
- Electronic sound system amplifies Councillors' debate
- Interpreting assistance (*by arrangement, tel. 9205 5110*)
- Disability accessible toilet facilities

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## **Order of business**

- 1. Statement of recognition of Wurundjeri Land**
- 2. Attendance, apologies and requests for leave of absence**
- 3. Declarations of conflict of interest (Councillors and staff)**
- 4. Confidential business reports**
- 5. Confirmation of minutes**
- 6. Petitions and joint letters**
- 7. Public question time**
- 8. General business**
- 9. Delegates' reports**
- 10. Questions without notice**
- 11. Council business reports**
- 12. Notices of motion**
- 13. Urgent business**

## 1. Statement of Recognition of Wurundjeri Land

*"Welcome to the City of Yarra."*

*"Yarra City Council acknowledges the Wurundjeri as the Traditional Owners of this country, pays tribute to all Aboriginal and Torres Strait Islander people in Yarra and gives respect to the Elders past and present."*

## 2. Attendance, apologies and requests for leave of absence

Anticipated attendees:

### Councillors

- Cr Amanda Stone (Mayor)
- Cr Danae Bosler
- Cr Mi-Lin Chen Yi Mei
- Cr Misha Coleman
- Cr Jackie Fristacky
- Cr Stephen Jolly
- Cr Mike McEvoy
- Cr Daniel Nguyen
- Cr James Searle

### Council officers

- Vijaya Vaidyanath (Chief Executive Officer)
- Ivan Gilbert (Group Manager - CEO's Office)
- Andrew Day (Director - Corporate, Business and Finance)
- Chris Leivers (Director - Community Wellbeing)
- Joanne Murdoch (Director - Advocacy and Engagement)
- Bruce Phillips (Director - Planning and Place Making)
- Jane Waldo (Assistant Director - Planning and Place making)
- Steve McMurray (Acting Director - City Works and Assets)
- Fred Warner (Group Manager – People, Culture and Community)
- Mel Nikou (Governance Officer)

## 3. Declarations of conflict of interest (Councillors and staff)

## 4. Confidential business reports

### Item

- 4.1 Matters prejudicial to Council and/or any person
- 4.2 Personnel matters; AND Industrial matters; AND Contractual matters

## **Confidential business reports**

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the *Local Government Act* 1989. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

### **RECOMMENDATION**

1. That the meeting be closed to members of the public, in accordance with section 89 (2) of the *Local Government Act* 1989, to allow consideration of:
  - (a) matters prejudicial to Council and/or any person;
  - (b) personnel matters;
  - (c) industrial matters; and
  - (d) contractual matters.
2. That all information contained within the Confidential Business Reports section of this agenda and reproduced as Council Minutes be treated as being and remaining strictly confidential in accordance with the provisions of sections 77 and 89 of the *Local Government Act* 1989 until Council resolves otherwise.

## **5. Confirmation of minutes**

### **RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on Tuesday 4 April 2017 be confirmed.

## **6. Petitions and joint letters**

## **7. Public question time**

Yarra City Council welcomes questions from members of the community.

Public question time is an opportunity to ask questions, not to make statements or engage in debate.

Questions should not relate to items listed on the agenda. (Council will consider submissions on these items separately.)

Members of the public who wish to participate are to:

- (a) state their name clearly for the record;
- (b) direct their questions to the chairperson;
- (c) ask a maximum of two questions;
- (d) speak for a maximum of five minutes;
- (e) refrain from repeating questions that have been asked previously by themselves or others; and
- (f) remain silent following their question unless called upon by the chairperson to make further comment.

**8. General business**

**9. Delegates' reports**

**10. Questions without notice**

## 11. Council business reports

Item		Page	Rec. Page	Report Presenter
11.1	Community Grants 2017/18 Initiation Report	7	13	Aldo Malavisi – Community Partnerships Unit Manager
11.2	Yarra Council Finance Committee	49	50	Andrew Day – Director Corporate Business and Finance
11.3	Proposed Motions for MAV State Council - May 2017	53	54	Ivan Gilbert – Group Manager Chief Executive's Office

### Public submissions procedure

The public submission period is an opportunity to provide information to Council, not to ask questions or engage in debate.

When the chairperson invites verbal submissions from the gallery, members of the public who wish to participate are to:

- (a) state their name clearly for the record;
- (b) direct their submission to the chairperson;
- (c) speak for a maximum of five minutes;
- (d) confine their remarks to the matter under consideration;
- (e) refrain from repeating information already provided by previous submitters; and
- (f) remain silent following their submission unless called upon by the chairperson to make further comment.

## 12. Notices of motion

Item		Page	Rec. Page	Report Presenter
12.1	Notice of Motion No 8 of 2107 Cr Stone re Support for Fitzroy Legal Service Facing Funding Cuts	60	61	Amanda Stone - Councillor

## 13. Urgent business

Nil

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**11.1 Community Grants 2017/18 Initiation Report**

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## **Executive Summary**

### **Purpose**

The purpose of this report is to provide an overview and seek endorsement of the process, objectives, priority areas and assessment procedures for the Annual Grants 2018, Small Project Grants 2017/18 and Room To Create Responsive Grants 2017/18; and outline and seek endorsement of the budget for the Annual Grants 2018, Small Project Grants 2017/18 and Room To Create Responsive Grants 2017/18, pending 2017/18 budget approval.

### **Key Issues**

The Community Grants aim to support community initiatives and projects that address local issues, increase community resilience, build social capital and enhance the wellbeing of City of Yarra residents. Social outcomes such as knowledge and skills development, increased levels of resilience and celebration of cultural diversity are also aims of the grants program. The grants program is one of the key strategies in which Council addresses social cohesion and supports projects which aim to strengthen the community.

### **Financial Implications**

An amount of \$858,500 for Annual Grants 2018, \$65,000 for the Small Project Grants 2017/18 and \$25,000 for the Room To Create Responsive Grants are included for endorsement pending 2017/18 budget approval.

### **PROPOSAL**

That Council endorses the funding allocation to the Annual Grants 2018, Small Project Grants 2017/18 and Room To Create Responsive Grants 2017/18 and the guidelines, assessment, monitoring and evaluation processes for each of the programs.

## 11.1 Community Grants 2017/18 Initiation Report

Trim Record Number: D17/35689

Responsible Officer: Community Partnerships Unit Manager

### Purpose

1. The purpose of this report is to:
  - (a) provide an overview and seek endorsement of the process, objectives, priority areas and assessment procedures for the Annual Grants 2018, Small Project Grants 2017/18, and Room To Create Responsive Grants 2017/18; and
  - (b) outline and seek endorsement of the budget for the Annual Grants 2018, Small Project Grants 2017/18 and Room To Create Responsive Grants 2017/18, pending 2017/18 budget approval.

### Background

2. Yarra City Council's Community Grants Program (the Grants Program) is a significant investment in the community. It is one of Victoria's leading local government grant programs, through which Yarra has established a reputation for its strong support for the community. The Community Grants Program aims are to:
  - (a) develop partnerships between Council and community groups to achieve Council's strategic directions;
  - (b) direct resources to both the emerging and specific needs of disadvantaged groups;
  - (c) develop a positive approach to the resolution of local social issues;
  - (d) support local groups, activities and community connectedness; and
  - (e) support community organisations to develop skills and increase community participation.
3. The Grants Program complies with the Victorian Auditor General's Office guidance and Council's audit requirements.
4. The Grants Program is subject to ongoing evaluation for continuous improvement, making the program more responsive, accessible and innovative.
5. The Grants Program currently includes the following grant rounds:
  - (a) Annual Grants (AG), providing funding annually;
  - (b) Investing in Community Grants (ICG), 2015-2017, providing funding over three years;
  - (c) Community Partnership Grants (CPG), 2017-2021, providing funding over four years;
  - (d) Small Project Grants (SPG), open throughout the year;
  - (e) Creative Yarra Arts Program, 2017-2019, providing funding over three years;
  - (f) Richmond and Collingwood Youth Program Grants, 2017-2020, providing funding over three years; and
  - (g) Room To Create Responsive Grants, open throughout the year.
6. This report seeks endorsement by Council for the opening in 2017 of the following three grant rounds:
  - (a) Annual Grants 2018;
  - (b) Small Project Grants 2017/8; and
  - (c) Room To Create Responsive Grants 2017/18.



7. The Annual Grants 2016 includes the following streams:

- (a) Community Development;
- (b) Arts and Culture;
- (c) Sustainability;
- (d) Sport and Recreation;
- (e) Family, Children & Youth; and
- (f) Community Housing.

Advertising the Grants

8. A variety of methods are used to advertise the grants rounds to ensure as wide an audience as possible. These include email newsletters, posting on the website, Yarra News, information sessions at Town Halls, and posters at: public housing estates, Senior Citizens' Centres, Connie Benn, Yarra Community Youth Centre, Libraries, Recreation Centres, Maternal Child and Health Centres, Neighbourhood Houses and Learning Centres, the Neighbourhood Justice Centre and Yarra's three Community Health Centres.

Proposed Annual Grants 2018

9. The Annual Grants priorities, streams and objectives are similar to those of last year with minor updates. The revised Annual Grants Guidelines are provided in **Attachment One**. Annual Grants Guidelines 2018 are for projects delivered in the calendar year of 2018.
10. The following table shows the proposed time-frame for Annual Grants 2018:

Event	Date
Grants Information Session Fitzroy Library Meeting Room 1	2pm-3pm, Tuesday 13 June, 2017
Grants Information Session Collingwood Library Meeting Room	11am-12pm, Wednesday 14 June, 2017
Grants Information Session Richmond Town Hall (Meeting Room 2)	6pm-7pm, Thursday 15 June, 2017
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 7 June 2017
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 14 June 2017
Grant round opens	9am Monday 12 June 2017
Applications close	11:59pm Monday 24 July 2017
Announcement of grant outcomes	November 2017
Funding agreements to be returned by successful applicants	From December 2017
Grants paid by Electronic Funds Transfer	From end of December 2017
Projects commence	From 1 January 2018

Community Panels – Annual Grants

11. The Community Panels comprise a majority of external community representatives and can also include Council Officers who were not involved in the internal assessment. The Community Panel comprises at least three people, two of whom are not Council staff. Panellists should have expertise in the stream and preferably a familiarity with grants programs.

12. Community Panels will conduct an assessment process based on the Annual Grants guidelines, objectives, criteria and knowledge of stream priorities and community needs. The panel members each receive the full application and a summary of the internal assessor's comments. The Panels then develop and agree on recommendations for approval by Council.
13. Council has established the following selection criteria for community representatives to serve on the Panels:
  - (a) a strong working knowledge of the Yarra community;
  - (b) expertise in, and representative of, a program area relevant to the Annual Grants; and
  - (c) commitment to complying with the ethical requirements of the process e.g. confidentiality and declaration of any conflict of interest.
14. Membership of the Community Panels will be sought from members of the community that demonstrate the appropriate expertise. Individual members will be identified in the confidential recommendations report to Council. The Yarra Arts Advisory Committee (YAARTS) excluding Councillors will make up the Arts and Culture Community Panel. The Yarra Environment Advisory Committee (YEAC) excluding Councillors will make up the Environment Community Panel. A member of the Disability Advisory Committee will be invited to sit on a Community Development Panel. The Yarra Young Citizen of the Year will be invited to sit on the Youth panel.

#### Small Project Grants 2017/18

15. Small Project Grants (SPG) continue to be popular with 125 grant applications in the nine months from July 2016 to March 2017. Sixty-nine grants totalling \$63,500 were awarded in this period.
16. The SPGs allow organisations and individual artists to gain access to small amounts of funding quickly (up to \$1,000 within four weeks). The funding pool is split \$25,000 for Arts and Culture and \$40,000 for all other projects covering, community development, sustainability, sports, family, children and youth. The grants will reopen in July 2017 and close in May 2018 or when the funding pool is spent. The Small Project Grants 2017/18 guidelines are provided in **Attachment Two**.

#### Room To Create Responsive Grants 2017/18

17. The Room To Create Responsive Grants were launched in 2015, initially as a Council response to issues related to noise and patron behaviour complaints experienced by venues. The program was very successful in its first year with \$20,500 allocated to eight recipients.
18. The current program was approved by Council earlier this year. \$25,000 has been allocated to the program for 2017/18, subject to budget approval. The Room To Create Responsive Grants 2017/18 Guidelines are provided in **Attachment Three**.

#### **External Consultation**

19. We sought feedback at both the application stage and through the acquittal process from grant applicants and recipients. This feedback was collated, and where practical, incorporated into the guidelines and application process for 2018.

#### **Internal Consultation (One Yarra)**

20. We surveyed internal (council officers) and external assessors on their views on the grants process. The feedback was overwhelmingly positive about how the grants program is run. The guidelines and application form are subject to annual review and minor changes are made to improve useability and make the grants process as clear as possible for applicants and assessors alike. The grants team works throughout the year to improve the governance, accountability and transparency of the grants program.

21. The Community Grants are a cross-organisational program. The grants team regularly engages and consults with stream managers and internal assessors who are integral to the effective running of the grants program. Stream managers and internal assessors come from the following branches and units: Community Partnerships Branch; Family, Youth and Children Services; Arts, Culture and Venues; Sustainability and Strategic Transport; and Recreation.

### Financial Implications

22. The proposed budget for the Annual Grants 2018, pending 2017/18 budget approval is shown in this table alongside the budgets in 2016 and 2017:

<b>Funding Streams</b>	<b>2016 Allocation</b>	<b>2017 Allocation</b>	<b>Proposed 2018 Allocation</b>
Community Development	\$309,000	\$319,000	\$324,000
Family, Children and Youth	\$148,000	\$157,000	\$157,000
Sustainability	\$53,000	\$53,000	\$53,000
Arts and Culture	\$210,000	\$210,000	\$210,000
Sports	\$56,300	\$56,000	\$56,000
Yarra Housing Grant	\$52,500	\$50,000	\$52,500
Youth-Led Grants	\$15,000	\$6,000	\$6,000
<b>Total</b>	<b>\$843,000</b>	<b>\$851,500</b>	<b>\$858,500</b>

23. The following financial commitments have been referred to the annual budget process for consideration and approval:
- (a) \$858,500 for Annual Grants 2018;
  - (b) \$65,000 in 2017/18 for Small Project Grants; and
  - (c) \$25,000 in 2017/18 for Room To Create Responsive Grants.

### Economic Implications

24. Community Grants strengthen the community sector through providing a flexible and responsive source of funds to community based Not-for-Profit organisations. Funding is used to support projects that deliver the outcomes outlined within the Council Plan, target the areas of highest need within the community, and ultimately aim to improve the long term economic outlook for local individuals, families and businesses through strengthening the capacity of the local Not-for-Profit organisations.
25. Grants redistribute funds to those less advantaged in the community. The festivals and events bring economic benefits and assist with branding Yarra as a destination city. Projects that are funded to support new arrivals, young people and families through skills development or projects that support service coordination also have an indirect economic benefit.

### Sustainability Implications

26. All grant applicants are encouraged to consider the environmental impact of their projects and ways in which to minimise their footprint. All applicants, regardless of which grant round they are applying for, are asked to consider ways of reducing and/or re-using resources. The direct environmental outcomes primarily come from the grants recommended through the Sustainability Stream of Annual Grants.
27. All applicants are encouraged to submit their applications online, reducing the need for printed forms. The Guidelines will also be available online. The assessments (both internal and external) will also take place online.

## **Social Implications**

28. The Annual Grants Program aims to address social needs across various areas: arts and culture, environment, community development, sport and recreation, family, children and youth. Social objectives addressed within the grants program are:
- (a) building a sense of community through:
    - (i) cultural activities (community celebrations, observance of traditional celebration days, cultural festivals and events);
    - (ii) recognition of diversity (projects that strengthen Yarra's diverse community or celebrate and recognise diversity); and
    - (iii) social cohesion (projects which seek to bring people together and support the development of communities with shared aims and aspirations); and
  - (b) promoting and improving community health and wellbeing through:
    - (i) recreation opportunities (sports, social recreation, walking and improving access to recreational activities);
    - (ii) improving health and wellbeing (food security, nutrition, skills development, health information, social engagement and support); and
    - (iii) promoting the participation of people with a disability in cultural, social and civic activities (encouraging organisers to increase the accessibility of their events and programs).

## **Human Rights Implications**

29. The Community Grants Guidelines are in alignment with the Victorian Charter of Human Rights and Responsibilities Act 2006 and actively support people to participate in and contribute to their community.

## **Communications with CALD Communities Implications**

30. The grants are one of the most visible ways in which the Council interacts with local CALD community organisations. These organisations are encouraged and supported to apply. The grants are promoted through ethnic print media and radio and interpreters are available upon request at information sessions and meetings with the grants team. More than 25 CALD organisations were supported through the application process in the 2017 Annual Grants.

## **Council Plan, Strategy and Policy Implications**

31. The 2013 - 2017 Council Plan closely guides the Community Grants objectives. Community Grants are intended to support the delivery of the Council Plan and are a key way in which those objectives can be achieved in partnership with the community.
32. All five strategic objectives of the draft Council Plan relate to the Grants Program:
- (a) *Celebrating Yarra's uniqueness*: The program provides support for community groups to offer inclusive and diverse activities, services, information and cultural celebrations, particularly in the arts and cultural and community development stream;
  - (b) *Supporting Yarra's community*: The Community Grants Program provides a flexible and responsive source of funds to support projects and initiatives within the not for profit community sector. The program supports Council's commitment to social justice and social inclusion principles, and provides support to communities living in Yarra's public housing estates. The program also supports community organisations within the recreational and sporting sector, to encourage greater participation and strengthen their capacity to deliver additional activities for the whole of the Yarra community;

- (c) *Making Yarra more liveable*: The community grants contribute immeasurably to Yarra's liveability. The extra support provided to local community groups, schools, artists to run their projects adds to the diversity of activities available for residents to participate in. Many of the grants address social issues which improve the liveability of Yarra by seeking to resolve some of the urban problems of poverty, drug addiction and family violence;
- (d) *Ensuring a sustainable Yarra*: The provision of a Sustainability Stream which provides support to local community groups through community education and engagement in environmental sustainability. All applicants are asked to consider the environmental impact of their project; and
- (e) *Leading local government*: Yarra City Council's Community Grants Program is a recognised leader among Local Government in Victoria. As well as having a diverse grants program, Yarra's grants have been an innovative means of connecting with and supporting local communities and our administrative processes are highly regarded by other councils.

### **Legal Implications**

- 33. The grants program enables Council to achieve some of the basic tenets of the *Local Government Act 1989*:
  - (a) Section 3C to promote the social, economic and environmental viability and sustainability of the municipal district;
  - (b) Section 3D fostering community cohesion and encouraging active participation in civic life; and
  - (c) Section 3E planning for and providing services and facilities for the local community.
- 34. Council has not sought legal advice in relation to the grants program this year.

### **Other Issues**

- 35. No other issues.

### **Options**

- 36. No other options.

### **Conclusion**

- 37. The Community Grants remains a key way for Council to invest in community through a responsive community-focused program. A significant investment of resources is allocated for this purpose with strong outcomes in the community.

## **RECOMMENDATION**

- 1. That Council endorse the:
  - (a) allocation of \$858,500 to the Annual Grants Program 2018 pending 2017/18 budget approval;
  - (b) allocation of \$65,000 to Small Project Grants 2017/18 pending 2017/18 budget approval;
  - (c) allocation of \$25,000 to Room To Create Responsive Grants 2017/18 pending 2017/18 budget approval;
  - (d) guidelines for Annual Grants 2018;
  - (e) guidelines for Small Project Grants 2017/18; and
  - (a) guidelines for Room To Create Responsive Grants 2017/18.

**CONTACT OFFICER:** Michael Van Vliet  
**TITLE:** Community Grants Team Leader  
**TEL:** 9205 5146

**Attachments**

- 1** 2018 Annual Grant Guidelines
- 2** Yarra Small Project Grants 2017/18 Guidelines
- 3** Room To Create Responsive Grants 2017/18 Guidelines

**Attachment 1 - 2018 Annual Grant Guidelines**

**Annual Grants 2018 - Guidelines**

**Yarra Annual Grants 2018  
Guidelines and Application Information**

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

#### Why does Council provide these grants?

The Community Grants Program is one of the major ways in which Council supports the strategies presented in the Council Plan. The Council Plan provides guidance on how Council will respond to the opportunities and challenges the municipality faces. The Council Plan can be found at: [www.yarracity.vic.gov.au/Your-Council/Council-Plan](http://www.yarracity.vic.gov.au/Your-Council/Council-Plan)

The Community Grants Program aims to:

- a) develop partnerships between Council and community groups to achieve Council's strategic directions;
- b) direct resources to both the emerging and specific needs of disadvantaged groups;
- c) develop a positive approach to the resolution of local social issues;
- d) support local groups, activities and community connectedness; and
- e) support community organisations to develop skills and increase community participation.

The grants provide funding for small to medium sized projects and initiatives that respond to the social, cultural, recreational, economic and sustainability needs of Yarra residents.

#### Key dates for Annual Grants 2018

Grants Information Session Fitzroy Library Meeting Room 1	2pm-3pm, Tuesday 13 June, 2017
Grants Information Session Collingwood Library Meeting Room	11am-12pm, Wednesday 14 June, 2017
Grants Information Session Richmond Town Hall (Meeting Room 2)	6pm-7pm, Thursday 15 June, 2017
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 14 June 2017
Youth-Led Grant Information Session Yarra Youth Services	5pm-7pm, Wednesday 21 June 2017
Grant round opens	<b>9am Monday 12 June 2017</b>
Applications close	<b>11:59pm Monday 24 July 2017</b>
Announcement of grant outcomes	November 2017
Funding agreements to be returned by successful applicants	From December 2017
Grants paid by Electronic Funds Transfer	From end of December 2017
Projects commence	From 1 January 2018

#### Annual Grants Streams and Categories

The Annual Grants program has seven funding streams:

- Community Development;
- Community Housing;
- Arts and Culture;
- Family, Youth and Children;
- Youth-Led Grants;
- Sports and Recreation; and
- Sustainability.



## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

Each stream has its own specific priorities and these are listed in the relevant Fact Sheets at the end of these Guidelines.

### Eligibility Criteria

Applicants for Annual Grants **must** meet the following eligibility requirements. Ineligible applications will not be assessed.

#### Eligible Applicants

- Applicants must have an active ABN\*
  - not-for-profit community groups that meet all other eligibility criteria but do not have an ABN can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House
- Applicants must be a not-for-profit, incorporated community group (that is a group with a voluntary membership who come together to pursue a common goal)† **OR** meet one of the following specific exceptions:
  - be a registered charity, public benevolent institution or have DGR status;
  - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government; unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
  - auspiced individual youths or auspiced youth-led organisations can apply to the Youth-Led stream;
  - individual artists or Arts-related businesses operating under an active sole-trader ABN\* can apply as individuals under the Arts Development, Community Arts or Richmond Theatre categories in the Arts and Culture Stream;
  - Arts-related businesses with active ABNs\* registered as other than sole-trader entities can apply under the Arts Development or Community Arts categories in the Arts and Culture Stream. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis. This will require detailed financial reporting;
  - social enterprise businesses can apply to the Social Enterprise category in the Community Development Stream.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- All applicants must have public liability insurance with a suitable level of coverage, working with children checks, WorkCover and superannuation coverage.
- Applicants must meet any other specific requirements outlined in the individual stream fact sheets.

\*The applicant name must match the ABN Entity Name or a Trading Name formally registered against the ABN provided **and** the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

† For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:

[www.lawhandbook.org.au/06\\_06\\_02\\_what\\_type\\_of\\_community\\_organisation\\_should\\_you\\_form/](http://www.lawhandbook.org.au/06_06_02_what_type_of_community_organisation_should_you_form/)

#### Eligible Projects

- Applicants must be locally based and/or applying for a program, service or activity that is of benefit to the Yarra community;
- All projects in the Arts and Culture stream must have a public outcome in the City of Yarra;
- Applicants can submit multiple applications for **different** projects; however only one application per project will be considered;

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

- Please do not submit applications for the same project to different categories/streams. If you believe your application crosses multiple streams, please contact the grants team for advice;
  - Please do not submit applications for the same project from multiple organisations.
- Groups can apply to the Sport and Recreation stream for the purchase of specialised equipment. In other categories and streams, equipment may only be purchased as part of a broader project;
- Applications to the Sustainability Stream may include funding for the installation of permanent fixtures (e.g. water tanks, wall gardens) only when the fixture directly contributes to a broader program involving community engagement/education around targeted issues;
- Projects must meet any other specific requirements outlined in the individual stream fact sheets.
- All questions marked 'response required' must be completed for the application to be eligible.
- Projects must be completed by 31 December 2018.

#### Applicants that are not eligible

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for Annual Grants.
  - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Businesses or for-profit organisations, unless exempted above;
- Individuals and sole-traders, unless exempted above.

#### Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government;
  - e.g. Core school curriculum activities;
- Activities that take place outside the City of Yarra (including touring costs), unless part of an ongoing project with a proven and direct benefit to the Yarra community;
- Building, capital works\* or facility maintenance works, unless exempted above;
- Ongoing staff salaries or administration costs not specific to the project;
- The purchase of equipment only, unless exempted above;
- Activities that are sponsored by gambling businesses or take place at inappropriate venues;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;
- Individual training, study or academic research in Australia or overseas;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions (other than one-off sporting events);
- Prize-events, award exhibitions or exclusively fundraising events;
- Applications to fund projects retrospectively.

*\* Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.*

### Annual Grants Assessment Criteria

All applications will be assessed against the following criteria:

- capacity of the applicant to deliver on project outcomes;
- clearly defined project aims;
- clearly identified target group;
- alignment with stream funding priorities;
- evidence of community need;

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

- well defined intended outcomes;
- clear evaluation methods;
- community participation and consultation where appropriate; and
- a complete and realistic budget.

### Before Submitting your Application

#### Information Sessions

Council is holding three information sessions (On the 13th, 14th and 15th of June) for applicants seeking further information on this grant program and how to apply online. There is no need to RSVP to these sessions, however please let Council know if you require an interpreter for these sessions.

Council is also offering a training session on grant writing in general through our Skills and Training Program. For details and to register please visit

<http://www.yarracity.vic.gov.au/services/community-planning/2016-2017-city-of-yarra-skills-and-trainingprogram/>.

#### Need assistance to complete an application?

Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Assistance developing your project plan and submitting your application online can be provided in person **by appointment** until 15 July. Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

#### Auspiced Applications

An auspice organisation is an incorporated organisation that applies for a grant on behalf of another group, for example if the group is not incorporated.

The auspice organisation accepts legal and financial responsibility for the application. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Applications can be submitted directly by groups being auspiced. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and Financial Report. All paperwork and funds will be signed by and distributed to the auspice organisation.

#### Speak to a Council Officer

Contact details of the Council Officers responsible for each Funding Stream are detailed in the Fact Sheets. ***It is important that you talk through your project ideas with the officer responsible for the Funding Stream before applying.*** The Council Officer can give you advice on how to shape your application to give it every chance of success.

#### Last year's grants

Applicants are encouraged to view last year's successful grants to see the range of projects funded and realistic grant allocation amounts. A list of successful grants is available here:

<http://www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2016/>

#### Accessibility

All applicants are encouraged to consider how their organisation and project will be accessible and inclusive of people with a disability. For ideas on how to make your program, project, or event more flexible please see the accessibility guide on the Annual Grants website at:

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[www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2016](http://www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2016).

For more information contact Nadia Mattiazzo, Metro Access Officer on 9205 5414.

#### Annual Grant Council Facility Subsidy - Venue Bookings

If your project includes an event which will be held in one of Yarra's Town Hall Facilities, you may be eligible for the Annual Grant Council Facility Subsidy. If you apply for the Subsidy and your Annual Grant application is successful, Council may fully fund the cost of hiring the hall. Please contact Venues and Events on 9205 5220 to make a tentative booking **before** you submit your application. Venues and Events will provide a quote for your budget and a booking number which will need to be recorded in your application for you to be eligible for this Subsidy.

**Please note:** Arts Development and Richmond Theatre stream applications can also apply to receive this subsidy for events at the Richmond Theatre. If you wish to use the Theatre for your event, please ensure you fill out the additional questions in the online application form as the Theatre **cannot** be pre-booked. You will still need to contact Venues and Events to obtain an estimated cost for your budget.

#### Environmental Impact

All applicants are encouraged to incorporate activities that improve the sustainable outcomes of their projects. For more information contact Sally MacAdams, Local Sustainability Facilitator, on 9205 5769.

#### Prepare a Grant Application

When preparing your grant application, please consider the following:

- Begin your application as early as possible. We strongly recommended you submit your application before the due date. The grant round closes strictly at 11:59pm on Monday 24 July, and technical support will not be available after 5pm on the closing date. We are unable to accept late applications for any reason.
- Ensure that you state explicitly what your project is. Describe the event/activity/program, so that it is clear what you want to do, how you want to do it, and why it is worth doing.
- Bear in mind that the assessors change each year and presume that they are not familiar with your organisation or your previous projects. Assessors are not given access to your grant history.
- Be as precise as possible. The assessors are aware that your project may still be in the planning stage, and that definite plans are not always possible until funding is secured. However, you can still clearly state what your intentions are and, if needed, adjust the project plan through a Project Variation if your grant is successful.
- If your project involves partnering with another organisation, it is useful to show some evidence of that partnership, such as a letter of support.

#### Prepare a Project Budget

When preparing a budget for your project please consider the following:

- It is important that all costs are realistic and justified/explained within your application.
- Ensuring that your budget is as detailed as possible helps the assessors understand the amount requested and demonstrates what the impact of reduced funding might be.
- If you have applied for other funding for your project, please note this in your budget and ensure it is clear if the funding is confirmed or unconfirmed.
- If you have applied for the Annual Grant Council Facility Subsidy please make sure you include this as both a budget income and budget expenditure item. Do **not** include this additional subsidy as part of the total cash amount requested for the grant.

#### What to do if your grant is not fully funded

With the Yarra Annual Grants, we strive to fund the grants to the amount requested, but with limited funds available that is not always possible. Sometimes, successful applicants are offered

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a lower amount than requested when the full funding is not available and the assessors believe the project will still be viable and worthwhile. This is why we ask what the minimum funding needs are for the project to run, and what impact a lower funding amount would have on your project. We strongly encourage applicants to make use of these questions when appropriate, so that the assessors can make informed decisions.

If your application is successful but you did not receive the full amount of funding requested, and you would like to proceed with the grant, the Grants Team are happy to discuss any changes you need to make to the project. The Grants Team can also advise you whether you need to submit a project variation form outlining the changes being made.

#### Choosing which stream and category to apply under

Only one application per project will be considered, therefore it is important to consider which stream and category is the best fit for your project. If your project covers a range of issues and you are not sure which category to apply under we suggest speaking to the Council Contacts for each of the different streams that you are considering so that you can make an informed decision.

Things to bear in mind when choosing which stream to apply under are:

- What is the primary outcome of this project – what is the main thing you are trying to do or achieve?
- Who are the primary beneficiaries of the project – which group of people do you want to reach most of all?

The Grants Team reserves the right to move your application from one stream to another. If this occurs, you will be advised by email. Stream changes ensure applications are in the most appropriate category for their project and therefore give applications the best chance at success.

In this competitive grant round, fitting in with the category priorities is essential to success. So choose your stream based on the priorities of your project rather than on the amount of funding available in any given stream.

#### Attachments and Support Material

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their Annual Grant application. For most applicants, this will be the 2015/16 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria. Alternatively, you can upload the organisation's most recent profit and loss statement. Please do **not** send your full Annual Report. If your application is being auspiced, we require a financial statement from the auspicings organisation.

You may also wish to include additional supporting material with your application. Some items that might be appropriate include:

- letters of support from partner organisations, confirming their intention to work with you on this project;
- letters of support from organisations consulted;
- evaluations or assessments of previous programs or projects.

If you are applying under the Arts and Culture Stream, please also see the Arts and Culture fact sheet for a list of specific support materials requested.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic

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on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

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#### Public Liability Insurance

Applicants are not required to include a copy of their public liability insurance with their Annual Grant application. However, if the application is successful, Council requires that all grant recipients provide evidence of public liability insurance, with an adequate coverage level, before payments can be processed. In most cases this will be a copy of your public liability insurance certificate of currency. If you do not have public liability insurance, you will need to provide a copy of the public liability insurance certificate of the venue where your project will take place. Organisations that are being auspiced may be covered by the auspice body's public liability insurance, and so will need to provide a copy of their certificate of currency.

#### Small Project Grants

If you require funding of \$1,000 or less, you may wish to consider applying for a Small Project Grant (SPG) instead of an Annual Grant. SPGs allow grant recipients access to small amounts of funding quickly with the assessment process taking around four weeks. Applicants can apply for one Small Project Grant per financial year. Applications open in July each year and remain open until all funds are distributed. Apply online at: <http://cityofyarra.smartygrants.com.au>

#### Assessment Process

All applications undergo the following assessment process:

- Stage 1: Eligibility check by a Council Officer.
- Stage 2: Internal assessment by a Council Officer.
- Stage 3: External assessment by members of the Community Panel.
- Stage 4: Community Panels of external experts connected to the Yarra Community meet to decide on recommendations.
- Stage 5: Recommendations are submitted to Council for approval.

#### Submitting Your Application Online

Applicants are encouraged to submit their application and supporting materials using the online grants form at [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au).

A preview version of the application form will be available at this address from 6 June, 2016.

Please note that applications are not submitted online until you hit the **submit** button. After submitting your application you will receive an email acknowledging receipt of your application – it will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. *If you do not receive this email your application has not been submitted.* City of Yarra staff cannot view applications that have not been submitted.

Applications and all supporting material are due by **11:59pm on Monday 24 July 2017** and any additional information or materials **will not be accepted after this time.**

If you cannot access the online application form, Council will accept handwritten applications. Please contact the Grants Team on 9205 5170 to request a printed version of the application form. Typed, emailed or faxed applications will not be accepted. Hand written applications must be posted on or before 24 July 2017 to the following address:

Community Grants Program  
City of Yarra  
PO Box 168  
Richmond VIC 3121

For further information please call Community Grants on 9205 5170 or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au)

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#### Acquittal

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant account records to submit as part of the acquittal.

The required acquittal form is attached to each successful application. Links to the acquittal forms are listed under each application in the "My submissions" area of SmartyGrants. To access an acquittal form, please log onto [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au) and follow the links to the specific grant. You will then submit the acquittal in the same way you submitted your grant application. **Please keep receipts for expenditure items over \$200 to upload into your online acquittal.**

To be eligible for a Grant, organisations and/or individuals must have successfully acquitted all completed grants from Yarra City Council. Applications from applicants with outstanding acquittals will **not** be assessed.



## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

#### Community Development Stream (Page 1 of 2)

The Community Development Stream is designed to strengthen the social and cultural diversity of the City of Yarra, and encourage people from all backgrounds to participate in community life.

This stream supports the valuable work undertaken by the diverse range of not-for-profit organisations and community groups in Yarra who run projects building social inclusion, supporting social justice and strengthening our local communities.

This stream primarily focuses on projects that address strategies from the Council Plans listed in the table below. There are three categories to choose from:

##### Community Strengthening

Successful projects will address the following priority areas:

- develop partnerships between Council and community groups to achieve shared strategic outcomes;
- direct resources to the emerging and specific needs of disadvantaged groups;
- develop a positive approach to the resolution of local social issues;
- foster the increased connectedness of people by supporting local groups and activities;
- foster the development of healthy and respectful relationships within communities;
- support and strengthen community organisations, and;
- develop skills and increase participation in the community;
- encourage and support community members to cycle and adopt cycling as a long term transport alternative;
- improve perceptions of cyclists among non-cycling road users

*Maximum grant: \$10,000. 50 projects were funded for 2017 and the average grant was \$4,981.*

##### Community Celebrations

Community Celebrations supports a diverse range of smaller events that showcase, celebrate and support Yarra's diverse communities and build community connectedness. Applications for multicultural celebrations are encouraged to apply here.

*Maximum grant: \$3,000. 9 events were funded for 2017 and the average grant was \$2,644*

##### Social Enterprise

Social Enterprise supports not-for-profit organisations and businesses to build or establish innovative revenue generating approaches while also creating community benefits. Priority will be given to social business with a mission aimed at the creation of employment opportunities for people facing barriers to workforce participation. Funds should be directed towards building employment opportunities and not primarily to wages.

In addition, priority will be given to applications which address one or both of the following criteria:

- Providing a service or product that addresses an identified social, environmental or cultural need that is not being met by the commercial market;
- Developing income streams that allow social businesses to become self-sustaining and independent.

*Maximum grant: \$15,000. 4 projects were funded for 2017 and the average grant was \$10,650.*

## Attachment 1 - 2018 Annual Grant Guidelines

## Annual Grants 2018 - Guidelines

## Community Development Stream (Page 2 of 2)

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer. If you are unsure	
Council Plan or Policy	Council Officer
<a href="#">Aboriginal Partnerships Plan</a>	Colin Hunter (Community Planner - Aboriginal Partnerships) 9205 5014 Or Daniel Ducrou (Special Projects Officer) 9205 5107
<a href="#">Access and Inclusion Plan</a>	Nadia Mattiazzo (Metro Access Project Officer) 9205 5414
<a href="#">Multicultural Partnerships Plan</a>	Kathy Vrettas (Community Planner - Multicultural Affairs & Neighbourhood Houses) 9205 1889 Or Cristina Del Frate (Community Partnerships Team Leader) 9205 5174
<a href="#">Public Health Plan</a> specifically in relation to: - Promoting mental health and wellbeing - Reducing the Harm from Alcohol, Tobacco and Other Drugs	Erika Russell (Senior Planner Community Health and Safety) 9205 5534
- Women's health - Prevention of violence against women and children	Maryanne Clarke (Policy Advisor - Gender Equity) 9205 5240
- GLBTIQ (Gay, Lesbian, Bisexual, Transgender, Intersex and Queer)	Sarah Jaggard (Community Advocacy Team Leader) 9205 5160
<a href="#">Positive Ageing Strategy</a>	Fran Moloney (Community Development Coordinator) 9205 5595
<a href="#">Yarra Gaming Strategy</a>	Belinda Robson (Senior Policy Advisor) 9205 5093
<a href="#">Night Time Economy</a>	Malcolm McCall (Unit Manager Social Policy and Research) 9205 5001
Sustainable transport – cycling	Julian Wearne (Sustainable Transport Officer) 9205 5734
Social Enterprise	Michael van Vliet (Community Grants Team Leader) 9205 5146

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#### Community Housing Stream

The City of Yarra is home to a high proportion of residents living with socio-economic disadvantage, in what is otherwise a relatively affluent municipality. The distribution of household earnings in Yarra shows great disparity between high and low income households. This brings specific challenges for inclusion and participation.

Through the Community Housing Stream, Council is continuing its efforts to promote and advance affordable housing locally, especially those initiatives that help secure housing and sustainable tenancies for those experiencing housing stress and at risk of homelessness.

While the maximum grant available is \$50,000, we would welcome both large and small scale projects being submitted for consideration.

#### Funding Priorities

The program objectives are to:

- maintain community diversity;
- increase or renew community housing;
- support diversification of housing type for people on low incomes; and
- establish best use of Council funds to achieve these intentions.

Eligible initiatives include, but are not limited to those that:

- support suitable and sustainable housing types for low income tenants;
- sustain tenancies of low income households that are at risk of homelessness;
- explore development of innovative housing models for low income households;
- aim to access privately owned/ private rental properties for low income households; and
- explore possibilities within the sharing economy for low income housing

*Funds available: \$50,000. Maximum grant: \$50,000. 1 project was funded in 2017.*

#### Please note

The Community Housing Stream has the following additional eligibility requirements:

To be eligible applicants must:

- be a private or non-government organisation whose operations either directly or indirectly improve the availability, quality and security of affordable rental tenancies for households on income support from Centrelink or for people on low incomes. Affordable rental rates are defined as rents fixed at a rate no greater than 30 per cent of household income. Low income households are defined as at the bottom 40 per cent of the income range.

Applications will also be ineligible if funding is intended for:

- reducing ongoing operating costs;
- paying for standard maintenance of current residential stock; and
- provision of material aid.

<b>To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer</b>	
Policy Advisor - Housing and Homelessness	Anne Barton 9205 5094

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

#### Sport and Recreation Stream (Page 1 of 2)

Council recognises the value of sport, physical activity and recreation participation to the health of the community and the individual. Through the Sport and Recreation Funding Stream it seeks to support a wide range of accessible recreation, sport and physical activity opportunities catering for the diverse and changing needs of the Yarra community.

##### Funding Priorities

- Community focused and partnership initiatives that seek to increase participation and health outcomes through sport and physical activity by sections of the Yarra community that may currently have low participation rates, including:
  - Women & Girls Participation
  - CALD & Refugee communities
  - Youth participation
  - People with disability
  - Social housing residents
  - Indigenous communities
  - Older Adults
- New initiatives that provide opportunities for local sport and physical activity participation and/or increase the diversity and range of sports opportunities that are available within the municipality, such as:
  - One-off establishment funding for new programs that are innovative, new to the club environment and not categorised as core club business\*. (e.g. parent fitness classes during junior training)
  - Community based programs that partner with sports, recreation or physical activity providers to improve the health and physical activity outcomes of a targeted group or community.

##### • Women in Yarra in Sport

In 2018 Yarra Council is seeking to fund programs and initiatives that increase gender inclusion and access to sport, recreation and health opportunities for females within Yarra.

Priority will be given to project proposals that aim to address and increase the following:

- Female coaching opportunities and accreditation of female coaches and officials in Yarra
- New programs that activate women to try new sports or become more active (e.g. mum's sport/fitness class during junior training times, girls focused sports clinics in local education facilities)
- Accredited skill or mentoring training programs for existing or new female committee members
- Other innovative sports focused programs that aim to increase female participation or recognize the important role that females play in Yarra's sport community
- Sport and Recreation Equipment Grants. Priority projects for 2018 include:
  - 75% funding of costs for purchase (including training) of Australian approved Defibrillators per venue (joint club applications encouraged)
  - 50% or maximum of \$1,000 for equipment for the provision of club based disability sport and recreation programs; community not-for profit sports specific equipment used to establish a program (make of equipment must be identified in application)
  - 50% or maximum of \$2,000 for the purchase of portable soccer goals that conform to Australian Standard AS 4866.1-2007 –

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#### Sport and Recreation Stream (Page 2 of 2)

- Coach Training & Education – A maximum of 50% funding for coach development and training that focuses on the training of new coaches and female coaches (grassroots, junior accreditation, female specific coaching programs, athletes with disability, coaching people from culturally and linguistically diverse communities (CALD)).
- 75% funding to a maximum \$300.00 per applicant for Community groups and not-for-profit organisations who seek to train Yarra residents to deliver or support sport or physical activity classes for a targeted group or community\*.

*Maximum grant: \$5,000. 12 projects were funded in 2017 and the average grant was \$3,560.*

#### What will not be funded?

- Ongoing funding for club core-business\*\* and team registrations
- Standard team equipment (balls, bats, first aid kits, coaches boards, stretchers)
- Specialised (not including modified equipment) that is for the sole use of individual athletes (e.g. pole vaults, canoes)
- Massage tables
- Standard playing equipment – (uniforms, hoodies, tracksuits)
- Membership subsidies (concession fees)
- Portable score boards, timers, stop watches
- Coaches Licenses & courses including (FFA/AFC Advanced Coaching Courses, AFL Level 3, Cricket Victoria Level 3, Swimming Silver Licence or equivalent in other sports)

**All funding applications will be assessed on applicants demonstrated as *needs basis*.**

\* Training must be through a registered training body, state sports association or associated provider within the sports and physical activity sector.

\*\* Core club business is classified as player and team registration, coach fees, social events & activities, mandatory equipment, uniforms and travel expenses to matches and club functions, membership drives and promotional activities for the purpose of attracting and retaining members.

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer	
Recreation Planning and Development Planning Officer	Peter Mitten 9205 5756
Sport Development Officer	Kimberley Castiello 9205 5779
Recreation Liaison Officer	Callum Richards 9205 5738

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#### Sustainability Stream Fact Sheet

The Sustainability Stream seeks to support initiatives that engage and empower the community in environmental sustainability at a local level. Council's sustainability priorities, including in the area of Community Empowerment and Local Action, are outlined in the [Yarra Environment Strategy \(2013-2017\)](#). The primary objective in this area, to which these grants contribute, is

***'Supporting an empowered community that acts locally to increase the sustainability of consumption and lifestyles to reduce its ecological footprint.'***

The [Yarra Urban Agriculture Strategy \(2014-2018\)](#) and [Waste and Resource Recovery Strategy \(2014 – 2018\)](#) are also relevant to this stream and applicants are encouraged to discuss how their projects align with these strategies with the relevant council officers (see below).

There are two project categories: *Partnering for Sustainability* and *General Sustainability Grant*.

#### **General Sustainability Grant**

The General Sustainability Grant supports a diverse range of smaller projects to deliver sustainability outcomes. Projects may be broad and holistic or may focus on any particular aspect of environmental sustainability. Project management, promotional, on-ground and capacity building activities are all eligible. Infrastructure and equipment may be funded as long as they are part of a holistic project that benefits and engages the community (see more in **Eligibility Criteria** section of these guidelines). In fact if you have an idea that will contribute to sustainability in your local community, we'd love to discuss it with you – see contact details below.

*Maximum grant: \$4,000. Nine projects were funded in 2017. The average grant was \$3,056.*

#### **Partnering for Sustainability**

This category seeks to support community projects that are larger and more complex in nature. Bearing in mind the assessment criteria listed on page 6 for all grants applications, the priorities for this funding stream are:

- Partnerships – what partnerships will be built or enhanced through this project, and how will that add value to the outcomes and the ongoing work of the partners?
- Legacy – how will the project lead to long-lasting change? What capacity building outcomes will live on after the project? Can it be replicated, scaled up or expanded?
- Reach – will you engage with new audiences or deepen engagement with existing audiences? How will diverse sectors of the community be empowered through the project? How many people will you reach?
- Innovation – will you be trialing an approach that is new to Yarra or to you? How will the learning from this project be shared?

*Maximum grant: \$15,000. Typically one to three Partnering for Sustainability grants will be awarded. Three projects were funded in 2017. The average grant was \$8,500.*

If a scaled-back version of your project could be implemented within the \$4,000 limit of the general Environment Stream grants, **please indicate this in the Project Budget Summary section of the Smart Grants online form**. If your project is scalable, please also indicate what you could do at different levels of funding (e.g. \$4,000/\$10,000/\$15,000).

You can read about projects that were funded in both streams last year at:

<http://www.yarracity.vic.gov.au/services/Community-Planning/Community-grants/annual-grants-2017/>

**It is a requirement for submitting an application that you discuss your proposal with the relevant Council representative prior to submission.**

Please contact: Sally MacAdams (9205 5769) or [Sally.MacAdams@yarracity.vic.gov.au](mailto:Sally.MacAdams@yarracity.vic.gov.au)

## Attachment 1 - 2018 Annual Grant Guidelines

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#### Family, Youth & Children's Stream (Page 1 of 2)

The Family, Youth & Children Stream is designed to enhance the health and wellbeing of families, children and young people from all backgrounds who live, work, study and visit Yarra. There are two categories within the Family, Youth & Children Stream; the Family & Early Years Category, and the Youth & Middle Years Category.

#### Family & Early Years Category

This category is aligned to the Yarra Early Years Strategy 2015-2018, a vision for young children and their families that reflect the voices of children and the community. This grant stream encourages evidence based or innovative programs designed to support happy, healthy and resilient children and their families. Preference will be given to projects that support Council's planning priorities for families and children aged from birth to 8 years, which include:

- Listening to the voice of the child (consulting with and respecting the rights of children)
- Partnerships with Families and Communities
- Building resilience in children and families
- Workforce Support and Development
- Meeting an unmet need for families and children
- Collaborative programs or projects that have a community or social connection focus

#### Family & Early Years Funding Priorities

This category will support innovative programs that enhance the health, social connection and development of children and their families from birth to 8 years in particular targeting:

- Prevention and early intervention programs that respond to identified needs, particularly focused on early learning and attachment (e.g. playgroups, toy libraries, homework clubs)
- Evidence based information and support for parents (e.g. parenting sessions and programs)
- Adventurous play, physical activity and health development (e.g. recreational programs, )
- Specialist services or programs that met a high risk need (e.g. family and domestic violence support, child safety)
- Projects or programs that create opportunities to enhance parental engagement
- Research or evaluation or consultation that investigates barriers and potential innovative options for families or young children experiencing disadvantage and vulnerability regarding active participation, engagement and leadership

*Maximum grant: \$10,000. 6 projects were funded for 2017 and the average grant was \$8,500.*

*To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer*

*Family & Early Years 0 – 8 years*

*Melissa Eastwood - 9205 5411*

**Continued overleaf...**

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#### Family, Youth & Children's Stream (Page 2 of 2)

##### Youth & Middle Years Category

This category will support innovative programs that enhance the health, social connection and development of children aged 8 to 12 years and young people aged 12 to 25 years in particular targeting:

- Vulnerable children and young people;
- Aboriginal and Torres Strait Islanders children and young people;
- Culturally and linguistically diverse children and young people;
- Socioeconomically diverse children and young people; and
- GLBTIQ children and young people.

##### Youth & Middle Years Funding Priorities

###### *Middle Years funding priorities:*

Priority will be given to projects that support Council's Middle Years Strategy and Action Plan 2014 – 2017, in particular:

- to support and enhance the safety, health and wellbeing of middle years children and young people, and their families;
- to form partnerships to support the delivery and enhancement of affordable sports and recreation activities, programs, and access to clubs to meet diverse needs and interests;
- to plan and deliver affordable targeted engagement programs that provide positive role models and enhance connections to peers, families and communities; and
- to strengthen school and community connectedness, increase student aspiration and enhance parent engagement in all aspects of learning.

###### *Youth funding priorities:*

Priority will be given to projects that support Council's Youth Policy and Action Plan 2013 – 2016, in particular:

- to develop targeted prevention and early intervention programs in response to emerging themes for young people such as alcohol and other drugs, sexual health, mental health, safety, bullying, racism and discrimination;
- to provide opportunities for young people to learn new skills, build self-esteem and feel empowered to lead programs and events in their community;
- to support young people to access appropriate education, training and/or employment options and pathways that are culturally relevant and responsive to their needs;
- to work with young people and media outlets to provide proactive and positive media representations that showcase talents, culture and identity of young people; and
- to undertake research and develop tools that enable the measurement and evaluation of service and program outcomes and impacts for young people and their families.

*Maximum grant: \$10,000. 13 projects were funded for 2017 and the average grant was \$7,520.*

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer	
Middle Years 8 - 12 years	Rupert North – 9426 1503
Young People 12 - 25 years	Rupert North – 9426 1503



## Attachment 1 - 2018 Annual Grant Guidelines

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#### Youth-Led Grants

These grants were new in 2015 and provide an opportunity for a young person or group of young people aged 16-25 who live work or play in the City of Yarra, to apply for a grant of up to \$3000 to plan, drive and deliver a project or event by young people for young people within Yarra. Applicants will need to be auspiced and mentored by an incorporated organisation or school.

It is compulsory for interested applicants attend at least one of the workshopping sessions to get planning advice, application support or help finding an auspice organisation.

The sessions will be held at the Yarra Youth Centre (156 Napier Street, Fitzroy) on:

- Wednesday 7 June, 5pm-7pm, and
- Wednesday 14 June, 5pm-7pm.

There are two categories for the Youth-Led Grants, each with their own priority areas. These grants will be assessed by a panel of young people and Council Officers.

#### Youth Services Category:

Priority will be given in particular to projects or events that provide opportunities for young people to:

- connect with or learn from, their peers, family and community;
- showcase their talents, identity, and culture (including artistic skills);
- learn about and enhance environmental awareness and sustainability; and
- support inter-generational activities and opportunities.

*Maximum grant: \$3,000. 2 projects were funded in 2017 and the average grant was \$3,000.*

*There is a total funding pool of \$12,000 in the Youth Services Category grants available for 2018.*

*Applications in the Youth Services Category from young people aged 16-17 years must be for projects based in an education setting; these projects must be driven by young people but supported by an education organisation/school.*

To discuss how your project supports the relevant Council Plan or Policy, and to meet application requirements please contact the relevant Council Officer	
Youth Services Grants	Rupert North or Elinor Porat – 9426 1455

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

#### Arts and Culture Stream Fact Sheet (Page 1 of 2)

This Stream supports the creation and presentation of arts and cultural projects, activities and works. Our vision is for the City of Yarra to be a creative place where dynamic, diverse, vibrant arts activities thrive and our citizens enjoy arts and culture as an everyday experience.

#### Funding Categories

There are four different categories of funding available in the Arts and Culture stream.

It is advised that you discuss your project with the relevant project officer for the category in which you intend to apply before submitting your application.

Funding Categories	Total Funding Pool	Contact Details
Arts Development	\$60,000	Brona Keenan 9205 5212 Emily Jones 9205 5029
Festivals & Events	\$80,000	Kirsty Baird 9205 5038 Brona Keenan 9205 5212
Community Arts	\$40,000	Kirsty Baird 9205 5038
Richmond Theatre	\$20,000	Kirsty Baird 9205 5038

**Arts Development** supports professional artists and art organisations to produce and present new work in any medium.

Funding priorities for this category are:

- high artistic merit;
- innovative and contemporary approaches to the production and presentation of the art form and the project;
- attracting new local audiences;
- the creative use of public spaces and places in the municipality, for example Yarra's town halls, community facilities, streets and open spaces; and
- promoting a shared sense of place and building on the community's social, cultural and built heritage.

*Six projects were funded in 2017 and the average Arts Development grant was \$8,833*

**Festivals & Events** supports activities that showcase, celebrate and promote local cultures, people, places and arts practice.

Funding priorities for this category are:

- festivals and/or events that are of high artistic and/or cultural merit;
- local arts practice within Yarra that showcases local artists and communities;
- celebrating local communities, places, history and/or neighbourhoods;
- promoting partnerships between organisations and communities to deliver innovative arts and cultural programs;
- attracting local audiences by increasing community participation; and
- the creative use of public spaces and places in the municipality, for example Yarra's town halls, community facilities, streets and open spaces.

*Ten events were funded in 2017 and the average Festivals & Events grant was \$8,384*

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

#### Arts and Culture Stream Fact Sheet (Page 2 of 2)

**Community Arts** supports projects that enhance community participation and engagement in arts and culture.

Funding priorities for this category are:

- high artistic merit;
- opportunities to express and celebrate diversity and/or address issues of relevance to any sector of the Yarra community;
- increasing awareness, appreciation and involvement in arts and culture by the Yarra community, and in particular by communities not regularly involved in local cultural activity;
- nurturing creativity and expression through the development of partnerships between the wider community, artists and arts organisations;
- creating and promoting a sense of local community and connectedness; and
- the creative use of public spaces and places in the municipality, for example Yarra's town halls, community facilities, streets and open spaces.

*Six projects were funded in 2017 and the average Community Arts grant was \$8,522*

**Richmond Theatre** is now available for professional, emerging and community engaged theatre, music, dance, comedy and/or other activities that will draw audiences and energy to the space. This may include rehearsals and development, forum style presentations, special programming such as a series of talks or a presentation season (e.g. theatrical, musical or cultural) and/or special events. These works can be developed and/or presented at the Theatre. Council is planning to nurture a culture of excellence at the Theatre that benefits our local community and supports artistic and cultural expression. All applicants must contact Venues and Events on 9205 5577 to obtain a quote when submitting an application. If your Annual Grant application is successful, Council can fully fund the cost of hiring the Theatre.

Funding priorities for this category are:

- high artistic merit;
- work for public presentation (including development showings);
- work of benefit to local community members and/or groups;
- work that brings energy and vitality to the space and develops new audiences;
- creative use of the Theatre, including projects that use the space in traditional and non-traditional ways;
- budgets that include door charge, additional funding sources, and can demonstrate other income, will be viewed favourably;
- contributing to a culture of excellence, generosity, development and presentation in the Theatre; and
- a relationship with or relevance to the Yarra community.

*Three projects were funded in 2017 and the average grant was \$5,390*

*We welcome projects of varying scale and anticipate a range from approx. \$1,000 - \$5,000.*

**All Arts and Culture Stream applicants are encouraged to submit the following materials:**

- resume or short biography of applicant/s (maximum 3 pages);
- examples of previous projects – this could be images (maximum of 10), sound files, DVD presentation or other media. If submitting electronically all files must be Windows compatible.
- letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended (if applicable);
- confirmation of venue booking (if applicable).

## Attachment 1 - 2018 Annual Grant Guidelines

### Annual Grants 2018 - Guidelines

FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

#### ARABIC

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

#### SIMPLIFIED CHINESE

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

#### TRADITIONAL CHINESE

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

#### GREEK

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ **REF** ΠΑΡΑΚΑΤΩ.

#### ITALIAN

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

#### SPANISH

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE **REF** DE MÁS ADELANTE.

#### VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ **REF** DƯỚI ĐÂY.

**REF 17087**

**Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines**

# Yarra Small Project Grants 2017/18 Guidelines and Application Information

## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

### Small Project Grants 2017/18

#### Why does Council provide these grants?

The Small Project Grants (SPG) responds to funding requests throughout the year, providing an opportunity for new applicants to engage with Council and gain an understanding of the grants process. The grants allow organisations and individual artists to access small amounts of funding quickly (usually within four weeks from the time of submission).

**SPG rounds open each year on 1 July.  
Applications for SPG 2017/2018 will be accepted from 1 July 2017  
until 30 May 2018, unless the funding pool is exhausted before this date.**

If this is your first time applying for a grant from Yarra City Council, applying for a SPG is a good place to start. These quick turn-around grants provide a good opportunity for new applicants to gain an understanding of the grants process.

If you have previously had a grant from Yarra City Council for a project which is now complete, this grant must be acquitted before any new applications can be assessed. Acquittals can be submitted via: <https://cityofyarra.smartygrants.com.au>

#### Small Project Grant Categories

There are two categories in the SPG program; Community Projects and Arts & Culture Projects.

**Community Projects** is a broad category encompassing the many programs and events run by not-for-profit community groups within Yarra. Eligible Community Projects include cultural celebrations, sporting events and programs which promote and support, such as social involvement, community connectedness, environmental sustainability, health, well-being and cultural diversity.

Only incorporated not-for-profit community groups are eligible to apply for grants under this category. However, community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation.

**Arts & Culture Projects** allows professional artists, arts organisations and community groups to apply to fund projects and events. Eligible Arts and Culture Projects include the development, production and showing of new art works or performances; the organisation of community arts festivals, events or arts development projects.

A variety of applicants are eligible to apply for grants under the Arts and Culture Projects category. Eligible applicants may be: individual artists with an ABN, incorporated not-for-profit artistic groups and organisations, and commercial galleries running not-for-profit events. Individual artists without an ABN may have their application auspiced by an eligible incorporated organisation.

We strongly recommend applicant for the Arts and Culture Projects category provide additional supporting documentation as part of their application. This can be uploaded through the online application form. Appropriate documents might include:

- resume or short biography of applicant/s (maximum 3 pages);
- examples of previous projects – this could be images (maximum of 10), sound files, DVD presentation or other media. If submitting electronically all files must be Windows compatible.
- letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended (if applicable);
- confirmation of venue booking (if applicable).

## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

### Small Project Grants 2017/18

#### Program Objectives

Each project/activity funded as part of the SPG Program is expected to meet some or all of Council's strategic objectives as stated in the current Council Plan. These are:

- Celebrating Yarra's Uniqueness – respecting the history and identity that matters to people living in or visiting Yarra
- Making Yarra More Liveable – improving services that affect the liveability of Yarra
- Ensuring a Sustainable Yarra – working to address our environmental impacts
- Supporting Yarra's Community – providing human services that meet the needs of a wide range of residents to maintain their health and wellbeing

#### Eligible Applicants

- Applicants must have an active ABN\*;
  - not-for-profit community groups that meet all other eligibility criteria but do not have an ABN can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House
- Applicants must be a not-for-profit, incorporated community groups (that is a group with a voluntary membership who come together to pursue a common goal)† **OR** meet one of the following specific exceptions:
  - be a registered charity, public benevolent institution or have DGR status;
  - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government;
  - unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
  - unincorporated not-for-profit community groups can have their application auspiced by an eligible incorporated organisation or Neighbourhood House;
  - Individual artists or Arts-related businesses operating under an active sole-trader ABN\*can apply for the Arts and Cultural Projects Category;
  - Arts-related businesses can apply to the Arts and Cultural Projects Category. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis. This will require detailed financial reporting;
- Applicants can only receive one SPG per financial year and each grant is limited from \$100 to \$1,000 per application.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- Adequate insurance, working with children checks, WorkCover and superannuation coverage are required to be held by recipients of funding.

\*The applicant name must match the ABN Entity Name or a Trading Name formally registered against the ABN provided **and** the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

† For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:

[www.lawhandbook.org.au/06\\_06\\_02\\_what\\_type\\_of\\_community\\_organisation\\_should\\_you\\_form/](http://www.lawhandbook.org.au/06_06_02_what_type_of_community_organisation_should_you_form/)

#### Eligible Projects

- Council will support a maximum of three exhibitions per year at any one art gallery.
- All applicants must be locally based and/or be applying for a program, service or activity that is of benefit to the Yarra community.
- Projects must have a public outcome within the City of Yarra boundaries.
- Projects and programs will only be eligible for both SPG and Annual Grants if applications are for distinct activities or stages of development.
- All questions marked 'response required' must be completed for the application to be eligible.

## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

### Small Project Grants 2017/18

#### Applicants that are not eligible

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore not eligible for SPGs.
  - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Businesses or for-profit organisations, unless exempted above;
- Individuals and sole traders, unless exempted above.

#### Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government;  
E.g. Core school curriculum activities;
- Activities that take place outside the City of Yarra (including touring costs), unless a component of an ongoing project has a proven and direct benefit to the Yarra community;
- A new building, capital works or facility maintenance works;
- Ongoing staff salaries or administration costs not specific to the project;
- The purchase of equipment only, unless exempted above;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;;
- Training, study or academic research in Australia or overseas;
- A project that will be offered for assessment in the above training courses;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions (excluding one-off sporting events);
- Prizes and award exhibitions or exclusively fundraising events;
- Covering the deposit or bond associated with hiring a Council Town Hall;
- Applications to fund projects retrospectively.

\* Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.

#### Assessment Criteria

All applications will be assessed on the following criteria

- Does the project have clearly defined aims?
- Does the project clearly meet the Program Objectives?
- Does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Is the budget for this project realistic?
- Arts and Cultural Projects – Does the project have high artistic merit?

#### Assessment Process

Small Grants are assessed on a competitive basis. Being successful one year does not automatically mean success in subsequent years. Small Grant applications are checked for eligibility, internally assessed by two Council Officers and then the recommendations are reported to Council on a quarterly basis.

#### Successful applications

If you are successful, a Funding Agreement which outlines the conditions of your grant will be sent to you. You will be required to sign and return the two original copies of a Funding Agreement. You will also be required to provide a copy of your organisation's bank statement showing the account number and name ONLY as all payments will be made by electronic transfer.

#### Acquittal

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be spent in accordance with the



## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

### Small Project Grants 2017/18

budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant account records to submit as part of the acquittal.

The required acquittal form will be linked to your small grant application, when you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application.

Council may also require organisations to fully participate in any audit of the program/activity by making readily available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity. This may include site visits and the collection of documents relating to the funded program/activity.

#### **Need assistance to complete an application?**

Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Assistance developing your project plan and submitting your application online can be provided in person by appointment until 15 July. Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

#### **Auspiced Applications**

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, for example if the group is not incorporated.

The auspice organisation is accepting responsibility for the application. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Applications can be submitted directly by groups being auspiced. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and Financial Report. All paperwork and funds will be signed by and distributed to the auspice organisation.

#### **Attachments and Support Material**

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their Annual Grant application. For most applicants, this will be the 2015/16 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria. Alternatively, you can upload the organisation's most recent profit and loss statement. Please do not send your full Annual Report.

If your application is being auspiced, we require a financial statement from the auspicing organisation.

You may also wish to include additional supporting material with your application. Some items that might be appropriate to include are:

- letters of support from partner organisations, confirming their intention to work with you on this project;
- letters of support from organisations consulted;
- evaluations or assessments of previous programs or projects.

If you are applying under the Arts and Culture Stream, please also see the Arts and Culture fact sheet for a list of specific support materials requested.

## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

### Small Project Grants 2017/18

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

### Public Liability Insurance

If an application is successful, Council requires that all grant recipients provide evidence of public liability insurance, with an adequate coverage level, before payments can be processed. In most cases this will be a copy of your public liability insurance certificate of currency. This can be submitted with the grant application, or when returning your funding agreement.

If you do not have public liability insurance, you will need to provide a copy of the public liability insurance certificate of the venue where your project will take place. Organisations that are being auspiced may be covered by the auspice body's public liability insurance, and so will need to provide a copy of their certificate of currency.

### Submitting Your Application

**SPG applications will continue to be accepted at any time until 31 May 2018 or the funding for each category has been exhausted.** Funding is renewed each financial year on 1 July.

Applicants are encouraged to submit their application and supporting materials using the online grants form at <https://cityofyarra.smartygrants.com.au>

Please note that applications are not submitted online until you hit the submit button. After submitting your application you will receive an email acknowledging receipt of your application – it will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. If you do not receive this email your application has not been submitted. City of Yarra staff cannot view applications that have not been submitted.

Applicants who experience difficulty completing the online form can request a hard copy version by contacting Community Grants on 9205 5170. Typed, emailed or faxed applications will not be accepted.

Handwritten applications can be posted to the following address:

Community Grants Program  
City of Yarra  
PO Box 168  
Richmond VIC 3121

Or, returned in person to the reception desk at Richmond Town Hall, 333 Bridge Rd, Richmond.

For further information please call Community Grants on 9205 5170 or 9205 5146, or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au).

## Attachment 2 - Yarra Small Project Grants 2017/18 Guidelines

Small Project Grants 2017/18

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### ARABIC

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

### SIMPLIFIED CHINESE

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### GREEK

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΉΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ **REF** ΠΑΡΑΚΑΤΩ.

### ITALIAN

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### SPANISH

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### VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ **REF** DƯỚI ĐÂY.

**REF 17086**

## Attachment 3 - Room To Create Responsive Grants 2017/18 Guidelines

### City of Yarra Grant Guidelines Room To Create Responsive Grants Program

#### BACKGROUND

Yarra is often referred to as an 'engine room' for the arts because of the many small to medium sized arts organisations that make up much of our creative footprint. There are over 50 live music venues, more than 60 galleries and artist run spaces, and numerous creative hubs and studios.

The creative sector has been identified as an important, emerging industry which is associated with innovation and facilitating economic growth. The creative sector in Yarra represents 11% of total employment, and 21% of all businesses in the municipality.

The Room to Create Responsive Grant Program is a Council initiative that is intended to help creative spaces and live music venues stay in Yarra. The Program is designed to be quick response and it is incentivized.

The Program pool is \$25,000 per annum and funding is capped at \$2,000 for a standalone grant or at \$5,000 for a matching grant – when the applicant is able to make a matching contribution towards the project.

**The funds may be used for goods and/or services that will assist the creative space to operate in Yarra. For example, funds can be used for:**

- infrastructure works, such as fit out of a studio and purchase of built-in equipment
- acoustic treatment related works, such as installing insulation, air locks, sound absorbing materials, gap seals etc.
- town planning consultants to obtain advice relevant to maintaining a creative space in Yarra, including advocacy where a nearby development is proposed
- consultant fees related to improving accessibility of the space
- acoustic consultant fees and measuring devices/equipment
- building surveyors fees related to assessment of an existing building
- other materials and/or services that may assist with the venue's management of noise and patron behavior related complaints

#### TIMELINES

Applications are open on 1 July 2017, and remain open until 30 May 2018, or until the funding pool is exhausted. Applicants should expect to be notified of the outcome within three weeks.

#### ASSESSMENT CRITERIA

- Does the project have clearly defined aims?
- Does the project help Yarra's creative spaces and live music venues to operate in accordance with best practice standards for noise management, accessibility, maintaining a positive relationship with the surrounding community and/or improve the creative space or venue for users?
- Does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Can the organisation demonstrate an ongoing viability?
- Is the budget for this project realistic?

## Attachment 3 - Room To Create Responsive Grants 2017/18 Guidelines

Room to Create Responsive Grants 2017/18

### ELIGIBILITY

#### **Eligible Applicants**

Room to Create Responsive Grant Applicants must:

- Have an active ABN
- Be an incorporated organisation or business entity managing and/or occupying a creative space (eg. gallery, performance venue, artist studio, live music venue) that is located in the City of Yarra; **OR** meet one of the following specific exceptions:
  - An individual applicant who can demonstrate that the space is a dedicated creative space that contributes to the creative footprint of Yarra;
  - An individual applicant operating as a business entity that occupies or manages a creative space in Yarra;
  - An unincorporated not-for-profit community group managing a space in Yarra, auspiced by an eligible incorporated organisation or Neighbourhood House for this application;
- Have acquitted previous Council grants and have no outstanding debts to Yarra City Council;
- Have adequate public liability insurance, working with children checks, WorkCover and superannuation coverage;
- If the application is a live music venue, the applicant must agree to adopt the Best Practice Guidelines for Live Music Venues developed by the Live Music Roundtable with the Victorian Government. Download the guidelines here: <http://www.musicvictoria.com.au/reports/best-practice-guidelines>

#### **Eligible Projects**

- Applications must be for creative spaces or live music venues in Yarra;
- Applications cannot be submitted for the same project from multiple organisations.

#### **Applicants that are not eligible**

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for the Room to Create Responsive Grant Program.
  - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Individuals and sole-traders who do not meet the requirements listed above.
- Individuals or organisations who have already received a Room to Create Responsive Grant within the annual cycle.

#### **Projects that are not eligible**

- Activities that are part of the creative output of the applicant such as exhibitions, performances, workshops, events or other creative projects;
- Applications to fund projects retrospectively, for works that have already been completed;
- A studio space in a private dwelling/home;
- Expenses that are clearly related to the daily operations of the business including rent, ongoing staff salaries, or administration costs not specific to the project;
- Works that would be the responsibility of the property owner if the space/building is leased;



## Attachment 3 - Room To Create Responsive Grants 2017/18 Guidelines

### Room to Create Responsive Grants 2017/18

- A program that is considered the responsibility of State or Federal Government;
- Activities that are sponsored by gambling businesses or take place at inappropriate venues;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;
- Individual training, study or academic research in Australia or overseas;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions (other than one-off sporting events);
- Prize-events, award exhibitions or exclusively fundraising events.

#### HOW TO APPLY

Applications can be made online through Council's website, at [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au).

Please note that applications are not submitted online until you hit the submit button. After submitting your application you will receive an email acknowledging receipt of your application which will include a PDF copy for your records. This will be sent to the email address you used to register on SmartyGrants. If you do not receive this email your application has not been submitted successfully. City of Yarra staff cannot view applications that have not been submitted, so please make sure you hit the submit button at the end of the application process.

#### ATTACHMENTS AND SUPPORT MATERIAL

Applicants are required to include a quote/s for the proposed works in this application.

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their Room to Create Responsive Grant application. This could be the 2015/16 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria, or the organisation's most recent profit and loss statement. Please do not send your full Annual Report.

Applicants can also include any other support material that may be required. support their project.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

#### PUBLIC LIABILITY INSURANCE

Applicants are not required to include a copy of their public liability insurance with their Room to Create Responsive Grant application. However, if the application is successful, Council requires that all grant recipients provide evidence of Public Liability Insurance, with an adequate coverage level, in order to be eligible to receive payments for successful grants. In most cases this will be a copy of your public liability insurance Certificate of Currency. If you do not have public liability insurance, you will need to provide a copy of the Public Liability Insurance Certificate of the venue where your project will take place. Organisations that are being auspiced may be covered by the auspice body's public liability insurance, and so will need to provide a copy of their Certificate of Currency.

### Attachment 3 - Room To Create Responsive Grants 2017/18 Guidelines

Room to Create Responsive Grants 2017/18

#### ACQUITTAL

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant account records to submit as part of the acquittal.

The required acquittal form will be linked to your Room to Create Responsive Grant application, when you are ready to submit the acquittal form please log onto [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au) and submit it in the same way you submitted your grant application.

**Please keep receipts for expenditure items over \$200 to upload into your online acquittal.**

#### FOR MORE INFORMATION

Contact Arts and Culture on 9205 5038 or 9205 5212 [brona.keenan@yarracity.vic.gov.au](mailto:brona.keenan@yarracity.vic.gov.au)

For issues with the application form, or administrative questions, you can also contact the Grants Team on 9205 5170 and 9205 5146, or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au).

### Attachment 3 - Room To Create Responsive Grants 2017/18 Guidelines

Room to Create Responsive Grants 2017/18

FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

**ARABIC**

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

**SIMPLIFIED CHINESE**

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

**TRADITIONAL CHINESE**

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

**GREEK**

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ **REF** ΠΑΡΑΚΑΤΩ.

**ITALIAN**

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

**SPANISH**

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE **REF** DE MÁS ADELANTE.

**VIETNAMESE**

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ **REF** DƯỚI ĐÂY.

**REF 17088**



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## 11.2 Yarra Council Finance Committee

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Trim Record Number: D17/41111

Responsible Officer: Director Corporate, Business and Finance

### Purpose

1. To provide Council with a draft Terms of Reference for a Finance Committee as requested at the Council meeting on 4 April 2017.

### Background

2. At the Council Meeting on 4 April 2017, Council resolved:

*“That:*

- (a) *Officers prepare a draft Terms of Reference for a Finance Committee comprising of the Mayor and at least one Councillor from each ward, and supported by key Finance Staff, to facilitate a greater insight of Council’s budget and operations; and*
- (b) *a report presenting the draft Terms of Reference be presented to the Council Meeting on 11 April 2017.*

### External Consultation

3. No external consultation has occurred given the time constraints, however Officers did review a number of terms of reference from other Councils with similar committees.

### Internal Consultation (One Yarra)

4. Given the time constraints, only limited internal consultation was possible.

### Financial Implications

5. There are no financial implications, other than Officer time to prepare reports for the Committee meetings.

### Economic Implications

6. There are no economic implications.

### Sustainability Implications

7. There are no sustainability implications.

### Social Implications

8. There are no social implications.

### Human Rights Implications

9. There are no human rights implications.

### Communications with CALD Communities Implications

10. There are no CALD community implications.

### Council Plan, Strategy and Policy Implications

11. This Committee is consistent with Council’s proposed objective seven (7) contained within the draft Council Plan: *“Transparency, performance and community participation drive the way we operate”* and in particular strategy 7.1: *“Ensure Council’s, assets and financial resources are managed responsibly to deliver financial sustainability”*.

### Legal Implications

12. There are no legal implications. The Committee is an information gathering Committee with no delegated decision making authority. It is not a formal Special Committee under s.86 of the Local Government Act.

### **Other Issues**

13. This Committee will differ from the Audit Committee in that the focus of the Committee's work will be to facilitate greater access, transparency and understanding by interested Councillors in the monthly management accounts.

### **Options**

14. To maintain the current structure of Audit Committee, Council briefings and quarterly reporting to monitor Council's finances.

### **Conclusion**

15. Council at the 4 April 2017 meeting resolved to request that a Terms of Reference for a finance committee made up of interested Councillors be presented to Council for consideration.

### **RECOMMENDATION**

1. That Council endorse the Terms of Reference for a Yarra Council Finance Committee.

**CONTACT OFFICER:** Andrew Day  
**TITLE:** Director Corporate, Business and Finance  
**TEL:** 9205 5210

### **Attachments**

- 1 Finance Committee Terms of Reference - Yarra Council Finance Committee 2017

## Attachment 1 - Finance Committee Terms of Reference - Yarra Council Finance Committee 2017



### Terms of Reference Yarra Council Finance Committee

#### 1. Purpose

The Yarra Council Finance Committee (the **Committee**) is an information sharing committee to assist Councillors in carrying out their duties and to gather an understanding of Council's financial position on a monthly basis.

The desired purpose of the Committee is to allow interested Councillors to have a greater understanding of the financial detail that constitutes the monthly accounts.

The Committee will provide a forum to enable Councillors to gain insight into areas of financial operations in a greater depth than is provided in the statutory reporting processes. It will enable Councillors to gain a deeper understanding of:

1. Local government accounting terminology and requirements
2. The financial elements that constitute the monthly accounts of Council.
3. Council's operating position each month.

#### 2. Objectives

To achieve its objectives the Committee will:

1. Be briefed on Local government accounting terminology and requirements.
2. Review monthly management accounts inclusive of:
  - (a) Expenditure
    - Employee costs
    - Contract Payments
    - Materials & Services
    - Bad & Doubtful Debts
    - Depreciation
    - Finance Costs (Interest Repayments)
    - Capital Program expenditure
    - Finance Costs (Principal Repayments)
    - Expenditure projections by branch

## Attachment 1 - Finance Committee Terms of Reference - Yarra Council Finance Committee 2017

(b) Revenue

- Grants income projections
- Rates revenue projections
- Fees and charges projections
- Revenue projections by branch projections

(c) Review key monthly financial indicators and trends.

3. Understand the timetable and process for the development of Council's annual budget and annual reporting process.

### 3. Scope

The Committee is an information gathering Advisory Committee with no delegated decision making authority. It is not a formal Special Committee under s.86 of the Local Government Act.

### 4. Membership

Members of the Committee are:

**Councillors:**

A minimum of the Mayor and one Councillor from each Ward. All Councillors are able to attend.

**Council Management:**

Director, Corporate, Business & Finance (or delegate)  
 Manager Engineering & Asset Management (or delegate)  
 Chief Financial Officer (or delegate)  
 Manager Risk, Audit and Procurement (or delegate)

### 5. Meeting frequency, quorum, agenda and meeting notes

**Frequency**

The Committee will meet monthly from February through to December each year.

**Quorum**

A quorum will be the Mayor and a Councillor from each Ward.

**Agenda and meeting notes**

A standard agenda and indicator reports will inform all meetings.

Meeting notes will be recorded at each meeting. This will be in the form of follow up questions that will be referred to the Executive, Audit Committee or Council for consideration where necessary.

Date approved by Council: 11 April 2017
Review date: Annually in June

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**11.3 Proposed Motions for MAV State Council - May 2017**

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Trim Record Number: D17/39938

Responsible Officer: Group Manager Chief Executive's Office

**Purpose**

1. To adopt and approve motions for submission to the Municipal Association of Victoria State Council to be held on 12 May 2017.

**Background**

2. Council has in recent years successfully submitted a number of motions to MAV State Councils.
3. Council has generally been represented at MAV State Councils by the nominated Council delegate (currently Cr Searle) or the substitute delegate (currently Cr Fristacky), in order to present the Council's motions. The State Council also provides an opportunity to meet with Councillors from across Victoria and exchange information, learn of issues being addressed by other local governments and identify opportunities to learn from others to improve Council's responses.
4. In addition to the submission of motions, the MAV rules provide for a Council to express its support for a motion submitted by another MAV member. Banyule City Council has requested that Council support its proposed motion in relation to funding arrangements for the National Disability insurance Scheme. As their motion is consistent with Council's policy objectives, it is recommended that Council provide this support.

**Consultation**

5. Invitations have been extended to all Councillors and Senior Officers to propose suggested motions for consideration by Council for submission to the peak state body.

**Financial Implications**

6. There are no financial implications associated with this report.

**Economic Implications**

7. There are no economic implications associated with this report.

**Sustainability Implications**

8. There are no sustainability implications associated with this report.

**Social Implications**

9. Attendance at the MAV State Council provides an excellent opportunity for Yarra Councillor/s to meet with other Councillors from around the state and to become acquainted with the range of local government programs, projects and processes.

**Human Rights Implications**

10. There are no Human Rights implications associated with this report.

**Communications with CALD Communities Implications**

11. There are no CALD Community implications associated with this report.

### **Council Plan, Strategy and Policy Implications**

12. The proposed motions are consistent with Council's established policy position on the relevant subjects.

### **Legal Implications**

13. There are no legal issues concerned with attendance by Councillors at the State Council.

### **Other Issues**

14. None applicable.

### **Options**

15. None applicable.

### **Conclusion**

16. It is recommended that Council endorse the attached motions for submission to the MAV State Council on 12 May 2017, and support the motion to be submitted by Banyule City Council.

### **RECOMMENDATION**

1. That Council:
  - (a) endorse the following motions for submission to the Municipal Association of Victoria State Council, 13 May 2016:
    - (i) Fairer federal infrastructure funding to Victorians;
    - (ii) State Land Tax increases; and
    - (iii) Container Deposit Scheme; and
  - (b) support the following motion submitted by Banyule City Council:
    - (i) Influence NDIS funding arrangements to support community building in local government.

**CONTACT OFFICER:** Rhys Thomas  
**TITLE:** Senior Governance Advisor  
**TEL:** 9205 5302

### **Attachments**

- 1 Yarra MAV State Council Motion - Fairer Infrastructure Funding - May 2017
- 2 Yarra MAV State Council Motion - State Land Tax Increases - May 2017
- 3 Yarra MAV State Council Motion - Container Deposit Scheme
- 4 Banyule MAV State Council Motion - NDIS funding arrangements - May 2017

**Attachment 1 - Yarra MAV State Council Motion - Fairer Infrastructure Funding - May 2017**

**MAV State Council Meeting – 12 May 2017**

**FAIRER FEDERAL INFRASTRUCTURE FUNDING TO VICTORIANS**

**Submitted by:** *Yarra City Council*

**MOTION:**

That the MAV pursue including with ALGA, advocacy to the Federal Government on:

- (1) enhanced federal funding of urban rail infrastructure; and
- (2) fairer infrastructure funding to Victoria.

**RATIONALE:**

The State of Victoria has for many years received a disproportionately low share of national infrastructure funding. Despite accounting for 25% of the Australian population, and experiencing Australia's strongest population growth, Victoria has received less than 10% of national infrastructure funding from the Commonwealth. This is substantially below a fair share of Commonwealth infrastructure funding.

Victoria has over the past 5 years, an annual average of \$82 per person in federal funding, contrasting with \$366 per person in Queensland, South Australia \$307, WA \$307, NSW \$253 and Tasmania \$229.

The discrepancy in infrastructure funding to Victoria compared with other States has been highlighted in Victorian State Budget papers, and the Grattan Institute Report: Road to Riches, Better Transport Investment April 2016. The latter has also highlighted how federal governments over the years, have by-passed investment in urban infrastructure.

Resolutions passed at State Council in 2015 and 2016 sought that the MAV make representations on:

- federal funding for urban rail infrastructure and to include this as a key item on the Agenda for ALGA Communiques; and
- restoration of infrastructure funding to Victoria.

ALGA's Local Government Plan for an Innovative and Prosperous Australia, as a plan of advocacy to the Federal Government for 2016-17 made no mention of funding public transport or rail infrastructure or restoration of fairer funding to Victoria - although fairer roads funding was included as an issue for South Australia.

Re-iteration of prior resolutions are sought for the MAV to pursue (1) and (2) above with vigour both to the ALGA and to the Federal Government.

**Attachment 2 - Yarra MAV State Council Motion - State Land Tax Increases - May 2017**

**MAV State Council Meeting – 12 May 2017**

**STATE LAND TAX INCREASES**

**Submitted by:** *Yarra City Council*

**MOTION:**

That the MAV:

1. Examine how land tax relativities with Council rates have changed since the 2005/06 assessment by the State, and are projected to rise following future revaluations with implications for small business viability, rental in activity centres, rental housing availability, and the economy.
2. Pursue with the State government, a review of land tax schedules to remedy the escalation of land tax relative to Council rates and prevent adverse consequences of double and even triple digit land tax increases

**RATIONALE:**

Although Council rate increases are subject to rate capping by the State at 2.5% for 2015/16 and 2% for 2017/18, this level of increase contrasts markedly with 50-100% increases in State land tax in 2017 based on property revaluations by Councils in January 2017.

Advocacy is sought by MAV to the State on the escalation of State land tax from a small percentage of Council rates to now substantially exceeding the level of Council rates, particularly in inner and middle Melbourne. The ongoing level of land tax increases has implications for the viability of business and the mix of land use in activity centres. There are also implications for rental housing stock given relativities of State land tax with rents.



**Attachment 3 - Yarra MAV State Council Motion - Container Deposit Scheme**  
**MAV State Council Meeting – 12 May 2017**

## **CONTAINER DEPOSIT SCHEME**

**Submitted by:** *Yarra City Council*

“That MAV:

- (a) re-iterate its support for the introduction of a Container Deposit Scheme in Victoria, and throughout Australia, because of its financial, social and environmental benefits;
- (b) write to the State Government urging them to support any new Container Deposit Bill presented to the Parliament; and
- (c) promote the benefits of a Container Deposit Scheme to the community.”

### **RATIONALE:**

#### Container Deposit Schemes in Australia

South Australia — introduced 1977

Northern Territory — introduced 2012

New South Wales — to launch 2017

Queensland — expected 2017/18

Western Australia — supports national scheme

Tasmania — ongoing debate

Victoria — ?

South Australia did it first, but this isn't a valid reason to dig our heels in and refuse to adopt a Container Deposit Scheme in Victoria. South Australia was the first to grant women the vote and they're leading on renewable energy too. They also won the first AFLW Premiership. We need to eat some humble pie, give credit where it's due and follow in our neighbour's footsteps.

The concept behind Container Deposit Schemes (“CDS”) is that the consumer pays a deposit on certain beverage containers that is refunded when the container is returned to a collection deposit site.

Container Deposit Schemes have been adopted by a range of jurisdictions across Canada, Europe and the United States and shown to deliver a range of benefits.

In recent years, Northern Territory, NSW and Queensland have moved to join South Australia with the introduction of Container Deposit Schemes.

A 2009 Report, (Turning Rubbish into Community Money: The benefits of a 10c deposit on drink containers in Victoria) outlined benefits throughout Victoria, including:

- (a) increase recycling rates from 49% to 83%;
- (b) reduce the volume of litter in our parks, beaches and roadsides by 12-15%;
- (c) increase recovery of packaging waste (and reduce landfill) by 128,000 tonnes per year;
- (d) reduce Victoria's greenhouse gas emissions by over 350,000 tonnes of CO<sub>2</sub>e per year (equivalent to over 50,000 Victorian homes switching to 100% renewable energy);
- (e) save enough water to permanently supply over 12,500 Victorian homes;

**Attachment 3 - Yarra MAV State Council Motion - Container Deposit Scheme**

- (f) deliver the same level of Victorian air quality improvements as taking 44,000 cars off the road;
- (g) save rate payers \$15.2 million per annum; and
- (h) create 300-400 new jobs.

Currently ratepayers contribute a disproportionate amount to kerbside recycling costs while the packaging industry's contribution is minimal. CDS addresses this imbalance by capturing away from home beverage consumption, while bolstering the economic viability of kerbside recycling.

A stand-alone Victorian scheme could be fully funded from additional funds generated by unredeemed deposits (as it is funded in California).

**Attachment 4 - Banyule MAV State Council Motion - NDIS funding arrangements - May 2017****MAV State Council Meeting – 12 May 2017****INFLUENCE NDIS FUNDING ARRANGEMENTS TO SUPPORT COMMUNITY BUILDING IN LOCAL GOVERNMENT***Submitted by: Banyule City Council***MOTION:**

That the MAV work with the Department of Health and Human Services (DHHS) to influence the Department of Social Services (DSS) and the National Disability Insurance Agency (NDIA) to ensure that funding arrangements for the Information Linkages and Capacity Building (ILC) services of the National Disability Insurance Scheme (NDIS);

- Respond to the objectives currently met through the Building Inclusive Communities program (BIC)
- Are structured in such a way as to support effective community building work (i.e. longer term partnership grants)
- Recognise the central role that Local Government has and should still play in building local communities that are inclusive of people with a disability, and ensure that future ILC funding targets Local Government.

**RATIONALE:**

The State Government has provided funding to local councils over a number of years to implement the Building Inclusive Communities Program. This program has been designed to support community capacity building and access and inclusion across the whole of the community.

Banyule and neighboring councils have made numerous attempts to clarify the future directions of the program with the State Government, and there is real concern that the program may cease when current funding arrangement expire in June 2017. Advice received from the State has indicated that funding that has supported the BIC program has been committed to the NDIS and that the provision of community capacity building programs are proposed to be met within the functions of the Local Area Coordination service and the yet to be rolled out Information, Linkages & Capacity Building (ILC) framework.

The ILC is not scheduled to occur in Victoria till mid-2019, meaning there is likely to be a gap. At this stage it is also unclear what the funding arrangements will look like for ILC in Victoria and whether these will be suitable to support the type of community building work that has been so effective through the BIC program. One of the critical success factors of BIC has been its partnership with Local Government. It is felt that any future funding opportunities for community building work through the ILC should:

- Be structured in such a way that supports effective community building work. Specifically this would include longer term partnership funding that recognizes that community building takes time and is effective only when strong partnerships and trust are built within local communities.
- Recognize the central role that Local Government can play in meeting the NDIA objectives to build communities that are inclusive of people with a disability. Owing to its successful history delivering the BIC program and as the level of government closest to community Local Government is extremely well placed to deliver programs in the community building space.

While Local Government is well placed to apply for any future funding arrangements that may be offered through ILC there is an opportunity to learn from the more than ten years of successful community building work through the BIC program and incorporate those learnings into the design, structure and funding of future ILC services within the NDIS.

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**12.1 Notice of Motion No 8 of 2107 Cr Stone re Support for Fitzroy Legal Service Facing Funding Cuts**

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Trim Record Number: D17/42004

Responsible Officer: Group Manager Chief Executive's Office

I, Councillor Amanda Stone, hereby give notice that it is my intention to move the following motion at the Ordinary Meeting of Council to be held on 11 April 2017:

“That Yarra City Council:

- (a) acknowledge the vital work performed by Fitzroy Legal Service (FLS), its staff and many volunteers in our community;
- (b) note the impending Commonwealth funding cuts to community legal services including FLS and the detrimental impact these will have on the ability of FLS to provide its free evening legal service; and
- (c) write to all Federal Victorian Senators, asking them to raise this matter with the Prime Minister and Attorney General and urge them to support maintenance of funding to these vital services.”

### **Background**

Fitzroy Legal Service, now operating out of Fitzroy Town Hall, will receive a 30% Commonwealth Funding cut, along with other community legal centres across the nation, from 1<sup>st</sup> July 2017.

This Commonwealth funding is used by Fitzroy Legal Service, in conjunction with funding provided by the City of Yarra's Community Partnership Grant, to support the free evening legal advice services offered every weekday.

The Fitzroy Legal Service Board is committed to maintaining current services and is considering a range of options to manage costs to offset the funding shortfall. As a last resort is the option to reduce services.

Any reduction in services provided by the night service would impact on both staff directly involved in the night service, volunteers and ultimately the clients, Yarra residents.

In 2015/2016 this free evening legal advice service assisted 3,651 clients with a range of legal problems including family violence, relationship breakdowns and family law, debt, consumer problems, issues with Centrelink, tenancy disputes and employment issues. This service relies heavily on the volunteer support of hundreds of lawyers and law students. In 2015/2016 FLS estimated this volunteer program provided over \$500,000 in value to the community.

Demand has continued to increase in 2017 placing considerable pressure on already over-stretched resources. Fitzroy Legal Service, like many other community legal centres is unable to meet existing demand let alone the increasing demand for services. Impending funding cuts will exacerbate this situation.

Accessibility to legal support is a hallmark of a progressive and inclusive society and should be defended. Fitzroy Legal Service has embarked on a fundraising programme to try and secure the revenue which will be lost and is required to maintain existing services. However this campaign will inevitably detract from the important work the service provides and will not provide a secure funding base into the future.

Yarra City has been home to Fitzroy Legal Service since its inception and is proud to support its vital work in our community. We have supported the service when facing funding cuts previously and it is incumbent on us to do so again now, through advocacy on behalf of our community.

## **RECOMMENDATION**

1. That Yarra Council:

- (a) acknowledge the vital work performed by Fitzroy Legal Service (FLS), its staff and many volunteers in our community;
- (b) note the impending Commonwealth funding cuts to community legal services including FLS and the detrimental impact these will have on the ability of FLS to provide its free evening legal service; and
- (c) write to all Federal Victorian Senators, asking them to raise this matter with the Prime Minister and Attorney General and urge them to support maintenance of funding to these vital services.