

GENERAL REPORTS

1 2017-18 COMMUNITY CAPITAL WORKS AND MAJOR EQUIPMENT GRANT RECOMMENDATIONS

FILE REFERENCE INT1738498

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RECOMMENDATION

That Council:

1. Considers and approves the Community Capital Works and Major Equipment grant recommendations
2. Support the Community Capital Works Grants Terms and Conditions to be reviewed and updated in line with current policy guidance.

Attachments

1	2017-18 Community Capital Works Program final recommendations, circulated to Councillors only	5 Pages
2	Community Capital Works grants policy	3 Pages
3	Major equipment grant guidelines	2 Pages
4	Community Capital Works Terms and Conditions 2017-18	13 Pages
5	Major Equipment Terms and Conditions 2017-158	6 Pages

EXECUTIVE SUMMARY

The 2017-18 round of the Community Capital Works Grants program received 39 applications from 36 community organisations with a total request of \$338,557.43 in grant funds. Two organisations applied for Major Equipment Grants with a total request of \$8060 in grant funds. The Major Equipment Grants pool is offset by a proportion of income received for the lease of council land for telecommunication towers. Total grant funds applied for is \$346,617.43.

On initial assessment of the 41 applications received the Council staff grant assessment panel found 33 applications required additional information for accurate assessment. Grant applicants were given an extension to provide additional information to support their application. An additional Council staff grant assessment panel meeting was subsequently held to ensure the applications fully met the risk and Council criteria. This information was then presented to the Councillor grant panel to make the final recommendation. Although the additional Council staff assessment step in the process has resulted in a delay and significant increase in workload to the process, it is felt by all involved that in requesting the information upfront there is greater clarity on what is being funded and an understanding gained by applicants on the compliance requirements.

Final recommendations are provided in the *2017-18 Community Capital Works Grant Program final recommendations spreadsheet*. Both assessment panels support 29 applications, the final recommendation for 1 application is held over awaiting further information, 2 applications were

ineligible under the grant eligibility criteria, 9 grants were not supported due to insufficient information provided during the application process. Grants supported include 10 projects in Central Ward, 11 projects in Port Ward and 8 projects in Ranges ward.

BACKGROUND

The annual Community Capital Works and Major Equipment grant programs are administered by the Child and Community Places team. The portfolio moved across from Community Strengthening to the new Child and Community Places team in October 2016 and sits with the newly created part time position of Community Places Officer.

The grants information and assessment process to date is as follows:

Date	Task
October 2016	Information sent out to community groups through existing Community Strengthening, Recreation, Aging Well, Child and Community Places networks. Information provided through website, social media and Councillor Bulletin.
9 November 2016	<p>Daytime and evening information sessions held with 21 attendees. Key liaison officers from Recreation, Child and Community Places, Buildings and Facilities and Environment attended information sessions to discuss projects with community groups.</p> <p>Information was provided to community groups to support their project planning including contact details for key Council staff, project planners, insurance requirements etc.</p> <p>2017/18 Grants Application form is available to view online</p>
30 January - 10 March 2017	Applications were opened with a total of 41 applications received.
14 March - 29 March 2017	<p>Over a two-week period, Council staff assessment took place where the assessment panel independently completed an assessment of each project. This culminated in an assessment panel where the outcome and requests for further information was recorded.</p> <p>The following staff were involved in the grants assessment process;</p> <p>Mark Hewish - OHS Officer - OHS and volunteer labour assessment and grants panel Hayley Cork - Risk Officer - insurance assessment Fiona Christopher - Coordinator Recreation Development - individual recreation grants assessment Greg Polson - Recreation Project officer - participated in grants panel Ben Fenton - recreation Liaison Officer - participated in grants panel Sharon Lenehan - Coordinator Child and Community Places - individual and grants panel assessment of Community places and kindergartens Gordon Campbell - Building and Facilities Maintenance Officer- building assessment of projects valued at less than \$25,000 John Davey - Coordinator Buildings and Facilities Contracts - building assessment of projects valued greater than \$25,000</p>

Date	Task
	Walter Carmignani - Manager Buildings and Facilities - participated in grants panel Jo-Anne Torpy - Buildings and Facilities Project Officer Ben Essing - Municipal Building Surveyor - assessment of permit requirements and grants panel Brett Monkton - Environment Officer - assessment of environmental aspects and grants panel
30 March - 13 April 2017	Of the 41 applications received 33 applications required further information to ensure an accurate assessment could be considered. Detailed requests for further information were sent to groups. The volume of additional information required delayed the assessment process.
19 April 2017	Final Council Staff assessment was held to consider further information provided and establish a recommendation for each grant. The staff assessment panel supported 28 projects and did not support 11 projects due to lack of information provided in the grant application plus failure to provide further information when requested. Two grants were ineligible for funding.
8 May 2017	Council Staff recommendations presented to the Councillor Grants Panel
9 May	Council staff and Councillor Grants panel recommendations presented to SLT
15 May	Recommendations presented at Councillor Briefing

The Child and Community Places team is committed to the ongoing evaluation of the grant process to strengthen and improve it and reduce internal risk - while continuing to provide excellent customer service, and positive community outcomes.

The team plan to review:

- feedback from the information sessions and follow up groups that attended a session but did not apply for a grant to identify barriers to accessing the grants,
- feedback from grant recipients and project managers to identify how best to support projects ensure successful outcomes and
- an internal evaluation by grant assessors to identify improvements to the application process and information required.

POLICY IMPLICATIONS

Projects funded under the Community Capital Works and Major Equipment Grants are subject to arrangements under the following Council and Government Policies:

- Community Capital Works Grants Policy
- Major Equipment Grants Guidelines
- Access and Inclusion Policy
- Recreation Reserve Facility Standards Policy
- Recreation Reserve Management and Usage Policy
- Buildings and Facilities Maintenance Policy
- Asset Management Policy

- Children's Services Regulations
- Playground safe standards
- Department of Education and Training Early Years Policy Guidelines
- OHS Policy
- Risk Management Policy

RELEVANCE TO COUNCIL PLAN

Our People

Variety of recreation and leisure opportunities

Our Community

Our diverse community requirements met
Increased levels of community participation

Our Environment

Provision and maintenance of assets on a life-cycle basis
Enhanced natural environment

CONSULTATION/COMMUNICATION

An extensive internal and external communication process has occurred in relation to the Community Capital Works and Major Equipment grants program including:

- Promotion of the grants to the community in accordance with a well-developed Community Grants Communication Plan - both during, and in the lead-up to the grant rounds opening, promotion of the grants was undertaken through broad reaching e-newsletters and targeted emails to eligible groups sent by Children's Services, Community Strengthening and Recreation; as well as Council's website.
- Workshops designed to support prospective applicants to appropriately plan for and scope their projects were undertaken prior to the grants round opening.
- The provision of support with the application process by relevant Council staff (i.e. staff from Child and Community Places, Environment, Buildings and Facilities, Recreation, Engineering, the Municipal Building Surveyor and Community Strengthening). This involved staff encouraging and supporting eligible groups to apply in their usual interaction with these organisations and groups.
- Extensive internal dialogue between relevant Council staff as part of the assessment process.
- Liaison with applicants to confirm application details during the assessment process.

FINANCIAL AND RESOURCE IMPLICATIONS

- 30 grants to a value of \$276,719.89 have been supported through the assessment process.
- A final recommendation for the Pakenham Tennis Club application valued at \$35,000 has been held over pending further information
- The final figure is subject to change as it is recognised that some conditions placed on successful grants may result in increased costs associated with the project. The assessment panel recommends to increase grant funding dollar for dollar for those grants to meet additional costs due to conditions placed on the grant
- The balance of funds in the Community Capital Works Grant and Major Equipment grant budget of \$238,280.11 will be maintained for emergency capital works projects that address safety or compliance issues within community facilities.

CONCLUSION

Through a successful grants information and application process 39 Community Capital Works grants and two Major Equipment grant applications were submitted. Of the 41 grant submissions 33 grants required additional information for staff to assess project viability, delaying the grants assessment process. Final recommendations for 29 grants have been achieved through a rigorous assessment process, one grant is held over awaiting further information. Final recommendations are outlined in the 2017-18 Community Capital Works Grant Program final recommendations. Based on the information provided Council is asked to endorse the recommendations presented by Council staff and Councillor panel.



Community capital works grant policy

The community capital works grants program aims to assist community groups to improve community and recreational facilities that support local community networks and enhance community wellbeing.

Objectives

The community capital works grants aim to upgrade community and recreation facilities through supporting groups to undertake:

- building extensions and improvements
- capital improvements at recreation reserves and sporting facilities
- built in or fixed equipment installations
- portable items where they meet best practice standards (e.g. playground equipment in kindergartens).

Eligibility

Groups and organisations eligible for the Community Capital Works grants must:

- manage a public facility on Council-owned or Crown land (this included facilities/land owned by the Department of Environment and Primary Industries)
- be not-for-profit organisations based within municipal boundaries with membership open to residents of the Shire of Cardinia
- be incorporated or be auspiced by an incorporated organisation (this includes section 86 committees of Council).

Groups that use facilities managed by a separate committee of management must provide evidence of endorsement for the application by the committee of management (e.g. recreation reserve committee approval for projects undertaken by a user group).

Groups that use facilities that are on Department of Environment and Primary Industries (DEPI) owned land must provide evidence of consent for the proposed works from the DEPI.

All projects are to be completed within the allocated financial year.

Projects may be staged over several years but a separate application must be made to Council for each stage each annual funding round. Council cannot guarantee that future stages and grant applications will be funded.

The following will not be funded:

- sporting surface and surrounds maintenance that is funded through maintenance grants provided to recreation reserve committees of management



- requests for retrospective funding
- consultancy fees
- groups and organisations with an outstanding debt to Council

Funding formula

All projects will be funded on a matched funding basis: \$1 from Council and \$1 from the applicant, to a maximum grant of \$35,000.00

The applicant's contribution may include:

- funds sourced from other organisations or non-Cardinia Shire Council grant programs.
- reimbursement for volunteer labour contributing to the project.

Volunteer labour contributions can include any work that is not trades work or classed as "high risk work" (including all work that requires a licensed tradesperson, e.g. plumbing, electrical). Volunteer labour will be reimbursed by Council at the rate of \$33.00 per hour.

If a commercial builder or qualified contractor is engaged to undertake work related to the project in an in-kind capacity, the quoted value of this will not be considered within the total project cost for the purposes of calculating the value of the grant.

Criteria

Council may receive applications for more funding than what is available. To assist Council to assess the competing projects, eligible applications will be assessed against the following priorities:

Priority 1

- projects that enhance access and inclusion
- projects that address occupational health and safety
- projects that address regulatory compliance issues.

Priority 2

- projects that improve facilities that are not fit for current use.

Priority 3

- projects that maintain a facility at an acceptable level for its current use

Priority 4

- projects that provide an environmental benefit (i.e. a reduction in resource consumption or use of efficient technologies), where possible.



Applications must also:

- demonstrate how the local and wider community will benefit from the project
- be consistent with Council plans and priorities
- be consistent with other relevant regulations
- be consistent with strategic plans for the organisation/group
- be consistent with strategic plans for the facility/location
- be able to demonstrate the capacity to deliver the project both from a financial and project management perspective.

Assessment process

All grant applications are reviewed by:

- an assessment panel comprising a multidisciplinary team of relevant Council staff
- Senior Managers within Council
- a panel of Councillors.

Once agreement is reached in these forums, grants are referred to Council for endorsement and formal approval.

Dispute resolution

If an applicant wishes to query a grants assessment, a written request may be made for clarification of the assessment. Such requests will receive due consideration and a formal, written response will be provided.



Major equipment grant guidelines

The Major Equipment Grants Program is a component of the Community Capital Works Grants Program and aims to support Recreation Reserve Committees of Management to purchase major equipment items that are required for maintenance of their playing surfaces.

Objectives

The objectives of this program are to:

- Enable eligible Recreation Reserve Committees of Management an opportunity to purchase major maintenance equipment that will be used to maintain playing surfaces on their own accord, without the need to engage contractors
- Create opportunities for reserve committees to work together in obtaining funding for new equipment and collaborate in the usage of this equipment.

Eligibility

Only Recreation Reserve Committees of Management are eligible for the Major Equipment Grant.

Recreation Reserve Committees of Management will need to provide detail of the equipment they are seeking and demonstrate how it will be used to maintain playing surfaces and surrounds at the reserve.

Parts required to maintain existing equipment cannot be purchased, for example tractor tyres and tools.

Other maintenance equipment items that are not eligible, for safety reasons include chain saws.

Criteria

Council may receive applications for more funding than what is available. To assist Council to assess the competing projects, eligible applications will be assessed against the following priorities:

Priority 1

Demonstrated need for major equipment

Priority 2

Demonstrated need for funding assistance.

**Priority 3**

Ability to maintain equipment

Applications must also:

- be consistent with agreed reserve maintenance schedules
- demonstrate financial capacity to purchase the equipment.

Funding formula

All major equipment will be funded on a matched funding basis: \$1 from Council and \$1 from the applicant to a maximum grant of \$20,000.00

The applicant's contribution may include funds sourced from other organisations or non-Cardinia Shire Council grant programs.

Assessment process

All grant applications are reviewed by:

- an assessment panel comprising a multidisciplinary team of relevant Council staff
- Senior Managers within Council
- a panel of Councillors

Once agreement is reached in these forums, grants are referred to Council for endorsement and formal approval.

Dispute resolution

If an applicant wishes to query a grants assessment, a written request may be made for clarification of the assessment. Such requests will receive due consideration and a formal, written response will be provided.



Community Capital Works Grants 2017-18

Terms and Conditions

The terms and conditions of Community Capital Works Grants are outlined in this document. These terms and conditions should be read in conjunction with the [Community Capital Works Grants Policy](#).

Grants may be subject to additional conditions specific to your project, which will be outlined in a letter of offer from Council.

Council reserves the right to cancel a grant agreement if a grant recipient does not adhere to the terms and conditions outlined in this document and or letter of offer.

If at any stage you require further information or wish to discuss your grant, please contact Council's Community Places Officer on 1300 787 624 or email communityplaces@cardinia.vic.gov.au

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Terms and conditions

1 Application

- 1.1 Applications must be made using the SmartyGrants online platform.
- 1.2 Late applications will not be accepted.
- 1.3 Applications must be supported with relevant requested documentation.

- ✓ Ensure you have discussed your project with the relevant Council officers.
- ✓ Collect the required documentation for your application.
- ✓ Enter and submit your application on SmartyGrants before 10 March 2017 at <https://cardinia.smartygrants.com.au/applicant>

2 Grant offer

- 2.1 Council will notify grant applicants in writing of successful and unsuccessful grant applications.
- 2.2 Grant offers will outline conditions specific to the applicant's project.
- 2.3 The grant offer is made to the legal entity as identified in the grant application.
- 2.4 If any changes occur affecting the legal entity of the grant recipient throughout the life of the grant the grant administrator must be notified and the grant agreement may be forfeit.
- 2.5 Successful grant recipients cannot transfer their grant to any other legal entity without written approval from Council.

- ✓ Ensure you have read and understand the terms and conditions for your grant listed in this document and outlined on your letter of offer.

3 Acceptance of grant offer

- 3.1 The grant recipient must submit their acceptance of grant offer via SmartyGrants a minimum of two weeks prior to the scheduled commencement of works, and no later than the last Friday of October.
- 3.2 If Council has not received the acceptance of offer by the deadline, then the grant is deemed to be forfeited by the grant recipient.
- 3.3 By submitting the acceptance of offer the grant recipient agrees to:
 - complete the project as outlined in their application
 - adhere to the conditions outlined in the grant offer
 - adhere to the Community Capital Works Grants terms and conditions.

- ✓ Complete and submit the *Acceptance of offer* form in SmartyGrants two weeks prior to works commencing and no later than 27 October 2017.

4 Project management

- 4.1 The grant recipient must nominate a representative as the project manager, to act as liaison between contractors and Council, coordinate any approved volunteer labour, and to oversee Occupational Health and Safety (OHS) issues. Refer also [Section 6.6](#).
- 4.2 The project manager must be nominated and Council's grant administrator advised of their contact details, when the grant is accepted.
- 4.3 A nominated project manager must be available throughout the duration of the project.
- 4.4 If the project manager changes throughout the duration of the project Council's grants administrator must be notified in writing.
- 4.5 The project manager is required to oversee the administrative requirements of the grant through SmartyGrants.
- 4.6 Where volunteer labour is approved as part of the grant (and documented within Council's letter of offer), the project manager will be required to make contact with a member of Council's Occupational Health and Safety team to discuss how OHS requirements will be managed and monitored for the project. This will include developing an appropriate *Safe work methods statement*.
Refer also [Sections 8](#) and [10](#)

- ✓ Nominate a project manager to oversee your project. Enter the project manager contact details on the *Acceptance of offer* form in SmartyGrants.

5 Project and/or project stage commencement

- 5.1 Grant recipients are to advise Council of an expected project start date in the application process.
- 5.2 Prior to entering into any contract or arrangement with a supplier/contractor and a minimum of two weeks prior to the scheduled commencement of any works, the grant recipient must provide the following to Council:
- verification of project scope or estimated project expenditure (if this has varied since the grant application)
 - any plans and/or required permits (e.g. building permit and stamped plans etc.)
 - insurances and OHS documentation as outlined in [Section 7](#) for all contractors engaged in the project.
- 5.3 Written approval for the works to commence must be received from Council's grant administrator prior to the project/project stage commencing.

- ✓ Two weeks prior to works commencing, complete the *Project commencement request* form in SmartyGrants.
- ✓ Written notification from Council must be received before works can commence.

6 Permits

- 6.1 All lawful permits must be obtained by the grant recipient and provided to Council prior to works commencing.
- 6.2 Building permits must be obtained from a qualified registered building surveyor prior to the commencement of work.
- 6.3 Where building or planning permits for a granted project are unable to be issued, the project manager must contact the grant administrator to discuss the options for the granted project.
- 6.4 Council cannot support illegal building work or building work that is not carried out strictly in accordance with a building permit, issued in accordance with the Building Act 1993 (the Act). Where an offence in accordance with the Act has occurred, the grant recipient shall remain responsible to remove the building or achieve compliance with the Building Regulations 2006 within a period of time agreed to with the landowner and to the satisfaction of Council's Building Unit on behalf of the Municipal Building Surveyor.
- 6.5 As Cardinia Shire Council does not offer a building permit service, the grant recipient shall obtain and pay for any required building permit and any necessary documentation to demonstrate compliance.

✓ Attach required permits to the *Project commencement* form in SmartyGrants and submit at least two weeks prior to works commencing.

7 Contractors

- 7.1 Only qualified registered builders can be engaged to carry out building works, unless the grant recipient has received written permission from a Council Building Surveyor to use a building practitioner of a different category.
- 7.2 All contractors and sub-contractors (including those providing work in-kind) are required to provide the grant recipient with"
 - a *Certificate of currency* for the following:
 - Public Liability Insurance (minimum of \$20 million cover)
 - WorkCover or Personal Injury Insurance
 - Professional Indemnity Insurance (minimum of \$2 million cover) may be required. Grant applicants will be notified of this requirement in their *Letter of offer*.
 - evidence of a Safety Management System
 - copy of Construction Induction Cards (also known as 'white card' or 'red card') for all personnel on site
 - a project specific *Safe work methods statement*.

This information must be provided to the grant administrator two weeks in advance of the proposed commencement of works.
- 7.3 Written approval for the nominated contractor(s) to commence works must be received from Council's grant administrator prior to the contractor commencing works.

- ✓ Attach required contractor documents to the 'Project commencement request' form on SmartyGrants and submit at least two weeks prior to works commencing.

8 Occupational health and safety and risk management

8.1 Under the Occupational Health and Safety Act 2004 and OHS Regulations 2007, Cardinia Shire Council has a legal responsibility to, as far as reasonably practicable, provide and maintain for its employees, contractors and volunteers, a working environment that is safe and without risk to health.

8.2 OHS and risk management requirements of grant recipients include the completion and submission of a range of documentation throughout the granted project, and as identified throughout this document.

8.3 Only holders of a Construction Induction Card are entitled to work on a construction site. Visitors to a site must at all times be in the company of a holder of a Construction Induction Card.

As such, where volunteer labour is a component of a granted project, volunteers are not permitted to enter a construction site (as defined under the OHS Regulations 2007), unless they hold a Construction Induction Card or undertake a site induction and are accompanied on site at all times by a person who holds a Construction Induction Card.

8.4 In the event of an incident occurring at a worksite, injured persons must receive appropriate medical attention and the area must be made safe. The incident report form must be completed by the end of the working shift in which it occurs.

If a serious incident occurs, Council must be notified as soon as practicable by calling 1300 787 624.

8.5 The project manager must ensure the following.

- A documented emergency procedure that is project specific is developed for the worksite.
- Any building permit is made available for inspection by the Municipal Building Surveyor (and any other appropriate Council officer) during the carrying out of building work.
- All building sites shall be appropriately fenced to restrict unauthorised access to the satisfaction of the relevant building surveyor and in accordance with Council's local laws.
- Where building work involves only part of a building, alterations to emergency evacuation, plans shall be approved by the relevant building surveyor to ensure occupiers of the building are safe from any dangers or conditions of the building site, and that building occupiers have the ability to safely evacuate the building and land to the street.

When the works are being performed by a contractor, the project manager should ensure that the contractor complies with these requirements.

- ✓ The project manager oversees the OHS components of the project.
- ✓ Seek support from Council if you are unsure of what is required.
- ✓ Contact Council if there are any incidences during your project.

9 Funding and payments

- 9.1 The funding provided is for the project as described in the grant recipient's corresponding grant application and finalised within Council's letter of offer.
- 9.2 Council will pay 50% of the project expenditure up to the grant amount identified in the letter of offer.
- 9.3 Where expenditure on a granted project exceeds the total estimated and that agreed to be funded by Council, the excess will be the responsibility of the grant recipient.
- 9.4 The project should be completed in the financial year in which the grant is allocated.
- 9.5 In exceptional circumstances projects may request funding to be carried over beyond the financial year in which the grant is allocated.
- 9.6 To apply to carry over grant funds beyond the allocated financial year the grant recipient must contact Council's grant administrator and complete and return the *Carry forward/cancellation request* form by **no later** than the last Friday of April 2018.
- 9.7 Approval to carry over a project will be at the discretion of Council. Notification of unsuccessful or successful carry over requests will be made in writing to the grant recipient.
- 9.8 Grants will only be extended by one financial year. Remaining grant money carried over for projects granted an extension will be forfeited at the end of the second financial year.
- 9.9 Should a grant recipient wish to cancel the granted project and relinquish the corresponding Council grant offer, the grant recipient must contact the grant administrator and complete and return the *Carry forward/cancellation request* form by **no later** than the last Friday of May 2018.
- 9.10 Payments are made upon receipt of a *Payment request* form, which must be supported with sufficient evidence of all claimed expenses incurred (i.e. paid supplier invoices, completed volunteer register, etc.)
- 9.11 The grant recipient can submit a payment request part-way through the project so long as they can provide sufficient evidence of all claimed expenses incurred.
- 9.12 The grant recipient must complete a *Payment request* form and contact the grant administrator to arrange an inspection of the completed project/project stage.
- 9.13 Final requests for payment must be submitted to Council by **no later** than the last Friday of May 2018.
- 9.14 Council will not make payment directly to suppliers.
- 9.15 Requests for payment must be supported with the following documentation (where required):
- Certificate of electrical safety
 - Compliance certificate - plumbing
 - Occupancy permit
 - Certificate of final inspection.

- ✓ Attach paid invoices and other required documentation outlined in your grant conditions to the *Request for payment/completion* form to receive grants payment.
- ✓ An inspection of your project will be arranged before final payment.
- ✓ Complete a *Carry forward/cancellation request* form in SmartyGrants by 27 April 2018 to apply for additional time to complete your project.
- ✓ Complete a *Carry forward/cancellation request* form in SmartyGrants by 25 May 2018 if you are unable to commence your project and wish to cancel your grant.

10 Volunteers

- 10.1 Volunteer labour can include any work that is not trades work or classed as 'high risk' work. Approved volunteer labour will be deemed to have the value of \$33.00 per hour.
- 10.2 Volunteers are not permitted to enter a construction site unless they hold a Construction Induction Card or have undertaken a site induction and are accompanied at all times onsite by a person who holds a Construction Induction Card, as outlined in [section 8](#).
- 10.3 Prior to commencing any volunteer activities on this site, volunteers must have received a site-specific induction from the project manager.
- 10.4 All volunteers undertaking activities on this project should be supervised by the nominated project manager at all times.
- 10.5 Council will not permit volunteers to undertake 'high risk' work at any time. Refer to [definition 9](#).
- 10.6 All volunteer workers must complete the *Volunteer registration* form before undertaking work on the project and sign the *Volunteer register* on each occasion they enter and exit the worksite.
- 10.7 Grant recipients that have been approved by Council to provide volunteer labour as a component of their contribution to the project must ensure that all volunteer hours are recorded in the *Volunteer register*, and that this is kept onsite at all times. Council may request to see this register throughout the project.

- ✓ Where volunteer labour has been approved by Council for your project (refer to Council's letter of offer), see also the *Volunteer labour kit*.
- ✓ To claim approved volunteer hours complete and submit the *Request for payment/project completion* form with supporting documentation.

11 Reporting

- 11.1 The grant administrator may request a progress report at any stage during the project.
- 11.2 Progress reports will be requested in writing to the project manager.
- 11.3 Project reports are submitted through the SmartyGrants online grants platform.

✓ Complete a *Project progress report* in SmartyGrants and submit if requested.

12 Changes in project scope

- 12.1 Changes in project scope must be supported by the organisation's committee of management and land owners.
- 12.2 Relevant Council officers must be consulted regarding any change in scope.
- 12.3 An outline of the changes must be made in writing to the project administrator with evidence of committee support and consultation with Council officers.
- 12.4 Granted projects may be subject to additional or changed grant conditions if the project scope changes. These will be outlined in writing by the grant administrator to the grant recipient.
- 12.5 Council reserves the right to approve or decline any change in scope.
- 12.6 Any changes in scope will not attract additional funding.

- ✓ Complete the *Change in project scope* form on SmartyGrants if your project changes.
- ✓ Council will notify the grant recipient in writing if the change in scope is approved and outlining any changed grant conditions.

13 Communication and publicity

Council encourages positive publicity to promote the granted project.

- 13.1 Council will provide the grant recipient with signage, which is to be displayed throughout the duration of the project and returned to the grant administrator following the completion of the granted project. Signage must be appropriately and safely fastened in a suitable and prominent area.
- 13.2 Grant recipients are expected to cooperate with Council in publicising the project and Council's support must be appropriately acknowledged during the course of the project and in any publicity arising from it. Please contact the grant administrator for guidance and advice in publicising your project and/or liaising with the media.
- 13.3 If an official launch or opening is held Grant recipients are required to forward an invitation to Councillors or Council representatives to attend in support of the project completion.
- 13.4 If Council publicises or otherwise promotes the granted project, or responds to a media enquiry concerning the granted project, Council may publish the name and contact details of the person who applied for the grant on behalf of the grant recipient group/organisation, the person nominated as the project manager, or any other person nominated.

13.5 Council may use and reproduce for its own purposes any photograph or other image of any event or thing relating to the granted project.

- ✓ Display the sign provided by Council in a prominent area throughout the duration of the project.
- ✓ Contact the grant administrator if you require guidance or advice in publicising your project and/or liaising with the media.

Grant forms

The terms and conditions require grant recipients to complete and return a range of documents prior to and throughout a granted project.

The forms and return deadlines are listed below and forms are available in SmartyGrants against your grant application submission.

To access the forms, log in to your SmartyGrants account by going to: <https://cardinia.smartygrants.com.au/applicant> and click the 'My submissions' link at the top of the page.

Here you will see all your grant submissions. Select the relevant grant submission ID and the associated forms will appear ready for you to complete and submit.

If you are unable to use SmartyGrants to submit these forms, please contact the grant administrator.

Form	Due date
Application for grant funding Includes project details and contractor quotes.	Applications are open 9am EST 30 January 2017 and close 5pm EST 10 March 2017.
Acceptance of offer Includes project manager contact details.	A minimum of 2 weeks prior to scheduled project commencement, and no later than Friday 27 October 2017.
Project commencement request Includes start date, building documentation and contractor documents.	A minimum of 2 weeks prior to scheduled project commencement.
Request for payment/project completion Includes project progress details and paid contractor expenses.	Required when claiming project costs. Final request no later than Friday 25 May 2018.
Carry forward/cancellation request If requesting an extension to the one year project timeframe or if cancelling project after accepting offer.	If an extension to the project time is required submit no later than 27 April 2018. If requesting a cancellation submit no later than Friday 25 May 2018.
Change of project scope If project scope changes after application is submitted. Evidence of support for change must be provided.	Prior to works commencing.
Project update report May be requested if a project is not seen to be progressing as expected.	As requested by Council.

Definitions

1. **Grant recipient** refers to the legal entity awarded a Community Capital Works Grant.
2. **Grant administrator** is Council's Community Places Officer overseeing the administration of the Community Capital Works Grants program.
3. **SmartyGrants** is an online grants administration system. To register go to:
<https://cardinia.smartygrants.com.au/applicant>
 A link to SmartyGrants is also located on Council's website.
4. **Contractor** tradesperson or business engaged to provide materials/works/services for your project.
5. **Construction/building work** refers to work being undertaken on a building or a structure including:
 - construction, altering or converting
 - fitting out or commissioning
 - renovating or refurbishing
 - decommissioning or demolishing
 - relocation or placement of a building or structure on land
 - work that is similar in nature to the above listed.
6. **Construction Induction Card** entitles a cardholder to perform construction work after having completed general OHS induction training for the construction industry. It is also known as a 'white card' or 'red card'.
7. **Safety Management System** refers to a collection of documents that may include, but are not limited to the following:
 - OHS policy
 - staff induction process and records
 - skills and competency matrix
 - Incident reporting system
 - first aid requirements
 - Safe work operating procedures
 - Safe Work Method Statement (SWMS) process
 - prevention of falls
 - storage and handling of substances and dangerous goods
 - plant checklist
 - testing and tagging of portable electrical equipment
 - Personal Protective Equipment (PPE).
8. **Safe Work Method Statement (SWMS)**, formerly known as a Job Safety Analysis, is a risk assessment of a worksite. An SWMS must be project-specific and should:
 - list types of high-risk construction work being done
 - state the health and safety hazards and risks arising from that work
 - describe how the risks will be controlled
 - describe how the risk control measures will be put in place
 - detail who is responsible for compliance with the SWMS.
9. **High-risk work** includes but is not limited to the following types of work:
 - works where there is a risk of a person falling more than two metres
 - construction work involving demolition
 - work involving the removal or likely disturbance of asbestos
 - construction work involving structural alterations where some sort of temporary support will be used to prevent the structure from collapsing
 - work involving a confined space (see definition of confined space).

- work involving a trench or tunnel
- construction work on or near:
 - pressurised gas distribution mains or piping
 - chemical, fuel or refrigerant lines, or
 - electrical installations or services.

Note: 'Near' means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service.

- work in an area that may have a contaminated or flammable atmosphere
- work involving tilt-up or precast concrete
- work on or next to roads or railways that are in use
- work at a workplace where there is any movement of powered mobile plant
- work in an area where there are artificial extremes of temperature
- work in, over or near water or other liquids if there is a risk that someone may drown.

10. Confined space is any space in an enclosed or partially enclosed structure that:

- may be entered, and
- is difficult to get into or out of, and
- is (or should be) at normal atmospheric pressure while someone is in it, and
- contains (or could contain) a contaminated atmosphere, an unsafe level of oxygen or a substance that could engulf a person.



Major Equipment Grants 2017-18

Terms and Conditions

The terms and conditions of for major equipment grants are outlined in this document. These terms and conditions should be read in conjunction with the [Major equipment grant guidelines](#).

Grants may be subject to additional conditions. These will be outlined in a letter of offer from Council.

Council reserves the right to cancel a grant agreement if a grant recipient does not adhere to the terms and conditions outlined in this document and or letter of offer.

If at any stage you require further information or wish to discuss your grant, please contact Council's Community Places Officer on 1300 787 624 or email communityplaces@cardinia.vic.gov.au

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Terms and conditions

1 Application

- 1.1 Applications must be made using the [SmartyGrants online platform](#).
- 1.2 Late applications will not be accepted.
- 1.3 Applications must be supported with relevant requested documentation.

- ✓ Ensure you have discussed your project with the relevant Council Officers.
- ✓ Collect the required documentation for your application.
- ✓ Enter and submit your application on SmartyGrants before 10 March 2017 at <https://cardinia.smartygrants.com.au/applicant>

2 Grant offer

- 2.1 Council will notify grant applicants in writing of successful and unsuccessful grant applications.
- 2.2 Grant offers will outline any conditions specific to the applicant's grant.
- 2.3 The grant offer is made to the legal entity as identified in the grant application.
- 2.4 If any changes occur affecting the legal entity of the grant recipient throughout the life of the grant the grant administrator must be notified and the grant agreement may be forfeit.
- 2.5 Successful grant recipients cannot transfer their grant to any other legal entity without written approval from Council.

- ✓ Ensure you have read and understand the terms and conditions for your grant listed in this document and outlined on your letter of offer.

3 Acceptance of grant offer

- 3.1 The grant recipient must submit their acceptance of grant offer via SmartyGrants a minimum of two weeks prior to purchasing equipment and no later than the last Friday of October.
- 3.2 If Council has not received the acceptance of offer by the deadline, then the grant is deemed to be forfeited by the grant recipient group.
- 3.3 By submitting the acceptance of offer the grant recipient agrees to:
 - purchase the equipment identified in their application
 - adhere to the conditions outlined in the grant offer
 - adhere to the Major equipment grant terms and conditions.

- ✓ Complete and submit the *Acceptance of offer* form in SmartyGrants prior to purchasing equipment and no later than 27 October 2017.

4 Occupational health and safety and risk management

- 4.1 Cardinia Shire Council has a legal responsibility under the *Occupational Health and Safety Act 2004* and OHS Regulations 2007, so as far as reasonably practicable, to provide and maintain for its employees, contractors and volunteers, a working environment that is safe and without risk to health.
- 4.2 OHS and risk management requirements of grant recipients include the completion and submission of a range of documentation relating to training/induction for the safe use of equipment and ongoing maintenance of equipment purchased.

✓ Seek support from Council if you are unsure of what OHS requirements are required

5 Funding and payments

- 5.1 The funding provided is for the equipment as described in the grant recipient's corresponding grant application and finalised within Council's letter of grant offer.
- 5.2 Council will reimburse the grant recipient 50% of the equipment cost up to the grant amount identified in the letter of offer.
- 5.3 Where expenditure exceeds the total estimated and that agreed to be funded by Council, the excess will be the responsibility of the grant recipient.
- 5.4 The equipment must be purchased in the financial year in which the grant is allocated.
- 5.5 Should a grant recipient wish to relinquish the Council grant offer, the grant recipient group must contact the grant administrator NO LATER than the last Friday of May.
- 5.6 Payments are made upon receipt of a grant payment request form which must be supported with sufficient evidence of all claimed expenses incurred (i.e. receipts for equipment purchased)
- 5.7 Council will not make payment directly to suppliers.

✓ Attach purchase receipts and other required documentation outlined in your grant conditions to the grant payment request form to receive grants payment

6 Reporting

- 6.1 The grant administrator may request a progress report at any stage during the project.

7 Changes in Project Scope

- 7.1 Changes in project scope must be supported by the organisations committee of management.
- 7.2 Relevant Council officers must be consulted regarding any change in scope.
- 7.3 An outline of the changes must be made in writing to the project administrator with evidence of committee support and consultation with Council officers
- 7.4 Grants may be subject to additional or changed grant conditions if the project scope changes. These will be outlined in writing by the grant administrator to the grant recipient.
- 7.5 Council reserves the right to approve or decline any change in scope.
- 7.6 Any changes in scope will not attract additional funding.

- ✓ Request to change the scope of the project must be made in writing and have support from recipient's Committee of Management and Council
- ✓ Council will notify the grant recipient in writing if the change in scope is approved outlining any changed grant conditions

8 Communication and publicity

Council encourages positive publicity to promote the granted project.

- 8.1 Council's support must be appropriately acknowledged in any publicity arising from the project.

Please contact the grant administrator for guidance and advice in publicising your project and/or liaising with the media.

- 8.2 If Council publicises or otherwise promotes the granted project, or responds to a media enquiry concerning the granted project, Council may publish the name and contact details of the person who applied for the grant on behalf of the grant recipient group/organisation, or the person nominated as the project manager (or any other person nominated).
- 8.3 Council may use and reproduce for its own purposes any photograph or other image it has of any event or thing relating to the granted project.

Grant forms

The terms and conditions require grant recipients to complete and return a range of documents in relation to your grant.

The forms and return deadlines are listed below and forms are available in SmartyGrants against your grant application submission.

To access the forms, log in to your SmartyGrants account by going to:

<https://cardinia.smartygrants.com.au/applicant> and then click the 'My submissions' link at the top of the page.

Here you will see all your grant submissions. Select the relevant grant submission ID and the associated forms are there open and waiting for you to complete and then submit.

If you are unable to use SmartyGrants to submit these forms, please contact the grant administrator.

Form	Due date
Application form Includes project details and contractor quotes.	Applications are open 9.00am EST 30 January 2017 and close 5.00pm EST 10 March 2017
Acceptance of offer Includes project manager contact details	Prior to equipment purchase and no later than Friday 27 October 2017.
Grant payment request Includes copies of paid tax receipts	Required when claiming equipment costs Final request no later than Friday 25 May 2018.

Definitions

1. **Grant recipient** refers to the legal entity awarded a Community Capital Works grant.
2. **Grant administrator** Councils Community Places Officer overseeing the administration of the Community Capital Works grants program
3. **SmartyGrants** is an online grants administration system. To register go to <https://cardinia.smartygrants.com.au/applicant>
A link to SmartyGrants is also located on Councils website.