



Coolah District Development Group Inc

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Feedback to Council on the Memorandum of Understanding for the Community Development Coordinator Program – January 2022

In the previous period (2017 to 2020) the Warrumbungle Council funded Community Development Coordinators in 6 towns (Mendooran, Dunedoo, Baradine, Binnaway, Coolah and Coonabarabran). The cost of funding these positions over the 4-year period was \$600,000 (\$25,000 per year per Co-ordinator). The grant income that was generated by these 6 positions totalled \$5,548,372 over this 4-year period.

There are few points we would like to bring to your attention regarding the MoU for Community Co-ordinator (CDC) program:

1. The proposed council funding of \$25000 per year (per CDC position) and the expectation this covers the expected hours worked (10 hrs/week at 50 weeks per year) plus the oncosts (workers compensation, superannuation, petrol, office expenses, and professional training and development, plus insurances) means that this person is working for less that the Award suggested by Council themselves (refer to correspondence sent 2021 from Manager of Community Services where the suggested rate for an employee is \$48.46 to \$52.92 per hour)
2. The proposed key performance indicator is that each co-ordinator achieves \$70,000 of external funding per year. We believe that this is an inappropriate key performance indicator (KPI) because this is not sales rep position, the role of the Community Development Co-ordinator is to source the resources for community projects and initiatives, the success or otherwise of the grant applications written is totally dependant on the amount of grants available and the interpretation of the department responsible for awarding the grant.

We propose that the MoU for the Community Development Co-ordinator program be increased to \$30,000 per annum for each CDC position.

We propose the key performance indicators for the role be:

- Success in securing with, or on behalf of local community groups, organisations, services and agencies, external funding for the local community. This will involve consulting with groups to determine funding program eligibility, ensuring groups collaborate to contribute in kind or financially to a project to ensure funding eligibility.
- Demonstrate successful communication, collaboration, coordination, motivation and education of local community groups to ensure planning, development, budgeting and completion of community projects.
- Provision of consultation to locally based community organisations to coordinate and promote local events.
- Provision of consultation to Council for locally based community events as well as tourism and economic development activities and regional initiatives that are identified by the Tourist and Economic Development and the WSC Town Coordinator Convenor and approved by the Group each operating year.
- Provision of reports to council
- Attend at least one of the WSC community consultations
- Attend Warrumbungle Shire Council's Economic Development and Tourism Advisory Committee (as least four per year)

Note that the KPIs for Community Development Coordinator are not the same KPI's that a sale rep would have. The Community Development Co Ordinator does not have products or services to sell, they facilitate the community growth and development by assisting community groups source the resources they need to bring their project to completion.

We believe that given the cost of the pandemic to the nation there will be higher demand for grant funds and less availability of funding.

When Council reviews it's budget and this MoU, please consider the return on investment that this program has already achieved. For the \$600,000 cost over the 4-year period 2017 to 2020 these communities returned over \$5.5 million. This is over \$5.5 million that the Council has not had to spend on improvements in townships within the LGA.

These positions on average have achieved an annual income of \$230,000 each for a cost of \$25,000 each.

MEMORANDUM OF UNDERSTANDING
Community Development Coordinator Program
Warrumbungle Shire Council
2021 – 2025

This *Memorandum of Understanding* is made on the between **Coolah District Development Group** (hereinafter named 'the Group') and **Warrumbungle Shire Council**, (hereinafter called 'Council'), for a **four (4) year** period commencing **1 July 2021** and terminating **30 June 2025**.

The *Memorandum of Understanding* relates to the provision of funding, by Council, to be used by the Group to engage a part-time *Community Development Coordinator* to meet the terms and conditions of this *Memorandum of Understanding*.

The Group undertakes to meet the following *terms and conditions* as part of this agreement:

1. The Group are to use Council's financial contribution of \$30,000 plus GST per annum for the employment and / or engagement of a *Community Development Coordinator* for a minimum of ten (10) hours per week. The method of engagement, for example employee or contractor, is to be determined by the Group.
 - 1.1. Further to this, the Group are to use Council's financial contribution of \$30,000 plus GST for relevant engagement related expenses including:
 - o payment of respective workers compensation, tax and superannuation benefits, and any other employee related obligations, for the *Community Development Coordinator*
 - o office related expenses for the *Community Development Coordinator* such as rent and equipment (including all mobile phone and internet access expenses)
 - o relevant training and professional development opportunities for the *Community Development Coordinator*
 - o Reimbursement for petrol to attend local/community/shire-based meetings.
 - o If contracted not employed the above expenses are covered by the contractual agreement with the *Community Development Coordinator*.
 - 1.2. There is no expectation by Council that the entire amount of funding will be spent on wages/ salaries/contract fees for the *Community Development Coordinator*. It is at the discretion of the Group to determine how much is spent on salaries/wages/contract fees for the *Community Development Coordinator*, beyond the minimum requirement of ten (10) hours per week as outlined above for a period up to 50 weeks. The suggested Grade range for the position (if an employee) is at Grade 16 (step 1 (\$48.46/hour) - step 3 (\$52.92/hour). Staff/Contractors can further be engaged by their auspice body to provide the paid administrative functions for successful grant implementation.
2. The auspice Group is to be incorporated and maintain public liability insurance coverage of \$20 million at all times during the course of the Agreement. A copy of the Group's *Incorporation Number* and *Certificate of Currency* should be affixed to this agreement and provided on an

annual basis to Council.

3. The Group is to adhere to all employer responsibilities for Equal Employment Opportunities, Workplace Health and Safety, and any other relevant legislative requirements.
4. The Group is responsible for ensuring that the *Community Development Coordinator* achieves the following outcomes:
 - 4.1. Is successful in securing with, or on behalf of local community groups, organisations, services and agencies, external funding for the local community. This will involve consulting with groups to determine funding program eligibility, ensuring groups collaborate to contribute in-kind or financially to a project to ensure funding eligibility.
 - 4.2. Demonstrate successful communication, collaboration, coordination, motivation and education of local community groups to ensure planning, development, budgeting and completion of community projects.
 - 4.3. Provision of consultation to locally based community organisations to coordinate and promote local events.
 - 4.4. Provision of consultation to Council for locally based community events as well as tourism and economic development activities and regional initiatives that are identified by the Tourism and Economic Development and the WSC Town Coordinator Convenor and approved by the Group in each operating year.
 - 4.5. Provision of the following reports to Council:
 - Monthly Reports – as per Monthly Reports provided to the Group (Template 1 example)
 - Annual Report – as per the Annual Report provided to the Group (Template to be developed at a Community Development Officers meeting for review by Executive Leadership Team)
 - Annual Financial Statements for the Group
 - 4.6. Attend the WSC Community Consultations (2 per year).
 - 4.7. Attend *Warrumbungle Shire Council's Economic Development and Tourism Advisory Committee* (at least four per year).
5. In the event of the *Community Development Coordinator* position becoming vacant, the Group is responsible for conducting a full and proper recruitment process, including advertising. Once applications are received, the *Group* is to invite a relevant representative from *Warrumbungle Shire Council* on the *Selection Panel*. The *Group* may also choose to include a *Councillor* from *Warrumbungle Shire Council* on the *Selection Panel*. The *Councillor* is to be in addition to, not instead of, the representative from *Warrumbungle Shire Council*.
6. As part of the terms and conditions of this **Memorandum of Understanding**, the *Community Development Coordinator* is not to hold a position on the *Executive* of the Group. For the

purposes of this **Memorandum of Understanding**, the *Executive* will include the President, Vice President, Secretary, Public Officer and Treasurer positions, or any other position considered to be an *Executive* position by the Group.

7. As per the terms of this **Memorandum of Understanding**, Council undertakes to provide the Group with a grant for the amount of \$30,000 per annum upon the receipt of a tax invoice. (Template 2 example).
 - 7.1. Payments will be made on the following basis, for each year of the agreement:
 - July \$10,000 plus GST
 - November \$10,000 plus GST
 - March \$10,000 plus GST
 - 7.2. Council's direct financial contribution to the Group is limited to that stated above.
 - 7.3. Payments will only be made by Council if all terms and conditions of the Memorandum of Understanding are being met at the time the payment falls due. This includes, but is not limited to, Council having a copy of a current *Certificate of Currency* and all reporting being up to date.
 - 7.4. Further to this, the November payment will only be made after the Group has provided a copy of their annual financial statements to Council. If the Group does not expend the entire amount of annual funding, the unspent funding can be rolled over into the next financial year.
 - 7.5. If Council engages the Community Development Coordinator for their own requirements as opposed to the requirements of the Group, then this is outside of the funding agreement with the Group.
8. The Council convenor for the Coordinator program for the term of the Memorandum of Understanding is the Director of Corporate and Community Services.

Coolah District Development Group

Warrumbungle Shire Council

President

Mayor

Secretary

General Manager

Date

Date