



CONFIRMED MINUTES

GOVERNANCE COMMITTEE MEETING

17 FEBRUARY 2025

I certify that the minutes of the meeting of the Governance Committee held on Monday, 17 February 2025 were confirmed on Monday, 14 April 2025.

Presiding Person

**CONFIRMED MINUTES
GOVERNANCE COMMITTEE MEETING
17 FEBRUARY 2025**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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GOVERNANCE COMMITTEE
COMMITTEE ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 5:30PM

1.0 OPENING PROCEDURES

The Presiding Member declared the meeting open at 5.30pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr Prapti Mehta (Presiding Member)	West Ward
	Pres Paige McNeil (Deputy Presiding Member)	Shire President
	Cr Neridah Zlatnik	East Ward
Staff	Garry Bird	Director Corporate Services
	Megan Griffiths	Director Strategic and Community Services
	Shannon Foster	Manager Libraries, Communications and Engagement
	Karen White	Coordinator Community Engagement
Guests	Nil	
Apologies	Cr Luke Ellery	South Ward
	Jason Whiteaker	Chief Executive Officer

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

CR ZLATNIK DISCLOSED AN INTEREST AFFECTING IMPARTIALITY IN ITEM 6.1 (POLICY REVIEW – COMMUNITY FUNDING AND YOUTH GRANTS) AS PRESIDENT OF PANTHERS BASKETBALL CLUB WHO IS A RECIPIENT OF COUNCIL FUNDING.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION			GC1.02.25
Moved by	Pres McNeil	Seconded by	Cr Zlatnik
That the Minutes of the Governance Committee Meeting held 21 October 2024 be confirmed.			CARRIED 3/0
For:	Pres McNeil, Cr Mehta and Cr Zlatnik		
Against:	Nil		

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Policy Review - Community Funding and Youth Grants

File Code	GV.OPP
Author	Karen White, Co-ordinator Community Engagement
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Attachment 1 - Draft Community Funding Policy ↓2. Attachment 2 - Community Funding Program - Consultation key findings ↓3. Attachment 3 - Revised Outline - Community Funding Program ↓4. Attachment 4 - Draft Community Funding Program Grant Guidelines ↓5. Attachment 5 - Draft Community Funding Policy - track changes ↓

PURPOSE

The draft “Community Funding Policy” (**Attachment 1**) is presented to the Committee for its consideration and recommendation to Council for adoption.

BACKGROUND

The draft “Community Funding Policy” combines the following current policies:

- Community Funding Policy (CD-02)
- Youth Grants Policy (CD-01)

The Shire’s “Community Funding Policy” (CD-02) was last reviewed on 12 July 2022 (C4.07.22).

The Shire’s “Youth Grants Policy” (CD-01) was last reviewed on 12 December 2017 (C4.12.17).

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 (2)(b) of the Act provides that the role of Council is to “*determine the local government’s policies*”.

POLICY IMPLICATIONS

The draft “Community Funding Policy” will be adopted if resolved by Council.

The current “Youth Grants Policy” (CD-01) will be deleted if the draft “Community Funding Policy” is adopted by Council.

The “Policy Development and Review Policy” (2.2) relates.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Shire of Mundaring Council Plan 2024 - 2034

Objective 5 - Sustainable Communities

Outcome 5.1 - Advance opportunities, community participation and quality of life for people of all ages and abilities.

SUSTAINABILITY IMPLICATIONS

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: Reputation – Council faces reputational risk if the Shire does not provide financial support to eligible community groups and individuals through the Community Funding Program.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The draft “Community Funding Policy” is adopted.		

CORPORATE COMMUNICATIONS

The Council's decision will be communicated during the rollout of the new community grant program, following the adoption of the Community Funding Policy, in the following way/s.

Direct to stakeholder/s	✓
Website article/ post	✓
Social media post	✓
Print article/ media release	✓
E-newsletter/ Community update	✓
Advertisement	✓
Nil	

EXTERNAL CONSULTATION

The Shire regularly consults with:

- applicants of the Community Funding Program, and
- participants related workshops, such as grant writing workshops.

Potential applicants are required to contact the Shire before submitting a grant application. During these pre-application discussions, anecdotal evidence is gathered.

The Shire has also considered feedback received through a customer comment form submitted on 31 August 2024.

Key findings from the 2021/22, 2022/23 and 2023/24 financial years are outlined in **Attachment 2**.

This ongoing collection of feedback has shaped review of the Community Funding Program to ensure it meets the diverse needs of applicants.

COMMENT

At the Governance Workshop held 15 July 2024, a policy review cover note was presented to seek feedback and inform the next iteration of the policies.

Subsequently, a Grant Selection Committee meeting was held on 4 October 2024, during which the following Motion (GSC4.10.24) was carried: “The Grants Selection Committee recommends that the Shire’s community grants policy review includes clarification of school P&C’s eligibility to make grant applications”.

In response to this Motion and subsequent Councillor questions, a revised policy review cover note was presented to the Governance Workshop on 18 November 2024 to seek further feedback and clarification of elements of the funding program.

A revised Community Funding Program was also presented at the workshops that addresses challenges experienced by applicants, feedback received, and aims to streamline the administrative process therefore, enhancing staff efficiency and community outcomes. An outline of the revised funding program is detailed in **Attachment 3**.

The corresponding “Community Funding Program Grant Guidelines”, which provide guidance for applicants, are outlined in **Attachment 4**.

Changes suggested to be made to the draft “Community Funding Policy” have shown in track changes (**Attachment 5**).

The following changes have been included in the draft “Community Funding Policy”:

- The currently “Youth Grants Policy” detail has been incorporated, and
- A revised Community Funding Program comprising of two grant types has been detailed.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION
<p>That Council:</p> <ol style="list-style-type: none">1. Adopts the “Community Funding Policy” (Attachment 1).2. Deletes the “Youth Grants Policy (CD-01)”

COMMITTEE RECOMMENDATION MOTION			GC2.02.25
Moved by	Cr Zlatnik	Seconded by	Pres McNeil
<p>That Council:</p> <ol style="list-style-type: none"> Adopts the “Community Funding Policy” (Attachment 1), subject to the following amendments: <ul style="list-style-type: none"> Add to Part 4 of the Policy an additional dot point “to enhance collaboration and linkages between the community and the Shire”; Amend the Community Funding Guidelines Table 1 Community Event Grants as follows and amend other relevant parts of the Guidelines to reflect these changes: <ol style="list-style-type: none"> Increase the funding for milestone event grants from \$2500 to \$3000. A significant milestone is considered to be ten years or more. Other group events to be capped at \$1000 per event. Parent and Citizen’s Associations will only be eligible for funding for community wide events. Delete from the Community Funding Guidelines on page 14, the paragraph that references consideration will be given to the equitable distributions of funds across the Shire’s three connected communities (Foothills, Hills and rural communities). Deletes the “Youth Grants Policy (CD-01)” <p style="text-align: right;">CARRIED 3/0</p> <p>For: Pres McNeil, Cr Mehta and Cr Zlatnik</p> <p>Against: Nil</p>			

Council Policy

**2.X COMMUNITY FUNDING**

Responsible Directorate	Strategic and Community Services
Responsible Service Area	<Delete row if not applicable>
Resolution	<month/ year> <Council resolution>
Procedure Ref	N/A

1. PURPOSE

To outline the financial support provided to eligible community groups and individuals through the Community Funding Program whilst ensuring Shire funds are distributed in an equitable and transparent manner.

2. SCOPE

This policy applies to community groups and individuals seeking funding support from the Shire.

3. DEFINITIONS**agreement**

a binding document that sets out the conditions under which Shire of Mundaring is to provide funding to a funding recipient.

CEO

the Chief Executive Officer, who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.

Council

the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.

Shire

the local government of Shire of Mundaring. Includes the Council and the Administration.

community group

characteristics include but not limited to:

- a. incorporated not for profit group or association of persons with the primary aim of conducting activities and providing services for community benefit; and
- b. relies predominantly on volunteer labour, community fundraising, membership fees and donations.

4. POLICY

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au



Council receives a range of requests for funding from local community groups and individual for a variety of sports, arts, recreation, environmental and community projects each year.

The aims of the Shire's Community Funding program are:

- To encourage the development of services, facilities and events that meet identified community needs.
- To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities.
- Encourage community connection, foster health and wellbeing and enhance community spirit.
- To provide assistance to the community to develop and deliver initiatives and services that support the Shire's Council Plan.
- To support development of individuals in their chosen area of interest (including sport and recreation, science, technology, arts, community service, culture and the environment).
- To enable individuals to contribute positively to their engagement in the broader community and development of citizenship attributes.
- To provide a level of funding that takes into account the budgetary constraints of the Shire.
- To enable community organisations to attract other funding and in-kind support.
- To acknowledge community organisations and volunteers for the positive contribution they make to the local community and Council's vision for the future.

4.1. Multi-Year Funding Agreements

4.1.1. Four Year Service Agreements

Four year service agreements may be offered to community groups who provide an ongoing service to the community and maintain a continual community presence.

To be eligible to receive funding, the services provided by the community group are to closely align to the Shire's strategic goals. Four year service agreements are reserved for groups who bring a high level return on investment. It is generally expected that four year service agreements will be offered recurrently, provided all conditions of funding are met.

Eligible community group seeking a four year service agreement are to submit a detailed business case.

An item regarding the request for the four year service agreement will be presented to Council via its annual corporate business planning process.

Successful funding recipients are required to provide six monthly reports against key performance indicators as agreed with the Shire.

4.1.2. Three Year Event Funding Agreements

Three year event funding agreements may be offered to community groups who are delivering events that are regional in nature, are unique in their offering and have capacity to attract external visitors.

To be eligible to receive funding, the community group is to have a proven track record in the delivery of their community based event. The initiatives funded by a three year event funding agreement are to closely align to the Shire's strategic goals and have the ability to attract significant external funding. It is generally expected that three year event funding agreements will be offered recurrently, provided all conditions of funding are met.

Eligible community groups seeking a three year event funding agreement are to submit a detailed business case including details of administration processes in place and evidence of robust business planning.

An item regarding the request for the three year funding agreement will be presented to Council via its annual corporate business planning process.

Successful funding recipients are required to provide annual reports against key performance indicators as agreed with the Shire.

4.1.3. Two Year Event Funding Agreements

Two year event funding agreements may be offered to community groups who have a history of consistently and successfully delivering the event to be funded on five or more occasions. Funding at this level is developmental in nature with the intent of supporting groups to become further established and broaden their reach, whilst providing security of longer term funding.

To be eligible to receive funding, the community group is to have a proven track record in the delivery of their community based event. The initiatives funded by a two year event funding agreement are to closely align to the Shire's strategic goals and have the ability to attract significant external funding. It is generally expected that two year event funding agreements will be offered recurrently, provided all conditions of funding are met.

Eligible community groups seeking a two year event funding agreement are to submit:

- a detailed business case including details of administration processes in place and robust business planning; and
- an evaluation of the event that will utilise the funding, with evidence of achieving the events intended outcomes provided.

An item regarding the request for the two year event funding agreement will be presented to Council via its annual corporate business planning process.

Successful funding recipients are required to provide annual reports against key performance indicators as agreed with the Shire.

4.2. Community Funding Program

The Shire provides Community Events Grants and Community Impact Grants through the Community Funding Program.

“Community Funding Program Guidelines” (Appendix 1) pertaining to each of the following individual grants, are available via the Shire’s website and in paper copy on request.

4.2.1. Community Event Grants

Community Event Grants provide funding to community groups wishing to run fetes, festivals, markets, sporting/recreational carnivals, exhibitions, small performances and milestone and volunteer recognition events.

Eligibility criteria, promotion requirements and acquittal obligations are available in the “Community Funding Program Guidelines” (Appendix 1).

Grants under \$3000 will be determined by the CEO. Grants \$3001 or greater (to a maximum of \$5000), will be presented to the Grants Selection Committee for assessment. The Grants Selection Committee is authorised to approve funding pursuant to this policy.

Council members will be notified of approved funding.

4.2.2. Community Impact Grants

Community Impact Grants provide funding to community groups to achieve positive impact outcomes for community through delivery of wellbeing programs or:

- purchase of small equipment,
- undertaking minor capital upgrades,
- creation of promotional material,
- provision of training,
- delivery of community activities.

Community Impact Grants also support the wellbeing of young residents of the Shire, aged eight-18 years, in their pursuit of activities that:

- support their development in their chosen area of interest including sport and recreation, science, technology, arts, community service, culture and the environment; and
- contribute positively to their engagement in the broader community and development of citizenship attributes.

Eligibility criteria, promotion requirements and acquittal obligations are available in the “Community Funding Program Guidelines” (Appendix 1).

Grants under \$3000 will be determined by the CEO.

Council members will be notified of approved funding.

4.2.3. Funding Allocation

Funding allocations for the Community Funding Program will be determined as part of the annual budgeting process. Unspent funds allocated to the Community Funding Program will not be carried forward to the next financial year.

5. APPENDICES

Appendix 1 Community Funding Program Guidelines

6. RELATED LEGISLATION

7. RELATED DOCUMENTS

Not Applicable

Community Funding Program – Consultation key findings

The Shire's Community Funding Program is regularly evaluated through consultation with:

- applicants of the program, and
- participants of related workshops, such as grant writing sessions.

Prospective applicants are required to contact the Shire before submitting their grant application. During these pre-application discussions, anecdotal evidence is gathered.

The Shire has also considered feedback received through a customer comment form submitted on 31 August 2024.

Key findings from the 2021/22, 2022/23 and 2023/24 financial years are outlined below. The findings have informed the proposed changes to the Community Funding Program.

Applicants of the Community Funding Program

Applicants were asked 'Do you have any comments or feedback to share with us about the application process?'
Comments:
Making contact with staff was critical and the level of attention and service was excellent.
We think the Shire should Match Community Events by 3:1 rather than 2:1. It is hard for a community group to raise and spend money for an event, when there are other infrastructure / equipment requirements demanding priority. Yet, community events are so important, especially in Bushfire areas. Community groups that run community events are really doing the Shire a favour, in that the Shire don't have to run them e.g. Skatepark activity for youth.
Very simple process and great communication from the Shire and particularly [name anonymous]. Much appreciated.
It was rather confusing establishing whether or not [name anonymous] could auspice our grant as well as submit their own grant for the full amount. we received some mixed messages, however are grateful for the time taken in resolution and communication regarding this.
We also found it very challenging that our initial application in Round 2 2020-21 was not successful as it 'lapsed due to lack of a seconder' - this language does not make sense to a community group and it was not clear whether the reason it was rejected had anything to do with the quality of our application, or reflected some procedural issue, or was tied up with the Wine Tent issues (the other [name anonymous] event). In future using simpler language to explain the reason would be helpful.

Many thanks for the opportunity to apply again, and also for this opportunity to share feedback.
Thank you so much for your understanding and helping us clarify what we needed to include in the submission!
<p>[name anonymous] was extremely helpful with explaining what was required when questions arose. The accessibility section of the grant is difficult to understand and in some cases like ours it fails to meet the criteria in the Shires own buildings. Unsure how this outcome can be improved.</p> <p>It was unclear if I needed approval from [name anonymous] to have the event or the organise event link.</p>
Good grant process as long as the author remembers to save as you go.
The online application process was quite smooth. I appreciated the Shire's phone support to in completing the grant application.
It was easy to input words as long as I saved as I went. I found it annoying to be "locked out" of the document a number of times and needed help to re-enter. At times the Save Progress key did not work and was frustrating.
All information was readily available and links to additional information and forms made the process very easy.
Thank you for considering our application.
<p>This grant is well laid out and a great opportunity for groups. [name anonymous] was very helpful and patient with our questions as always.</p> <p>Figuring out the budgeting to ensure we are meeting the matching requirements and what classified as in-kind in relation to donations caused some confusion. It may be useful to include separate tables in the budgeting to show different amounts in each category.</p>
The process and support has been really great so far. Thank you!
I would have found it difficult to complete the application without help.

Workshop participants

Participants suggested additional training on the following:

- Shire funding process in general;
- how to write funding applications;
- how to write supporting letters; and
- how to develop budgets.

This feedback will be used to inform future community based workshops.

Customer feedback form

The Shire received one customer feedback form submitted on 31 August 2024, see details below:

Proposal for Community Insurance Grant Program for Not-for-Profits

I am writing to propose the consideration of a Community Insurance Grant program within the Shire of Mundaring, similar to the one currently offered by the City of Perth. This program could provide valuable support to our local not-for-profit organisations by reimbursing insurance policy premiums, offering much-needed peace of mind for group members, volunteers, and participants.

The Community Insurance Grant program in The City of Perth accepts applications for the following types of insurance policies:

- Public and Product Liability
- Volunteer Personal Accident
- Association Liability

Such a program would be greatly beneficial to our community, as it would alleviate the financial burden of essential insurance costs for not-for-profits, allowing them to focus more on their vital community work.

I believe that introducing a similar grant program in the Shire of Mundaring could make a significant positive impact on our local organisations. I kindly ask the Shire Council to consider this proposal and explore the possibility of implementing a Community Insurance Grant program that aligns with our budget and strategic priorities.

Thank you for your time and consideration. I look forward to the possibility of this initiative being taken forward.

Pre-application discussions, anecdotal evidence

Pre-application discussions highlighted the following challenges faced by applicants:

- Several applicants mistakenly applied for the wrong grant type and required guidance from Shire staff. Common issues included:
 - Applicants for one-off events should apply for a Community Event Grant not an InspireArts Grant
 - Matching Grants do not fund one-off events
 - Unsuccessful applicants of the Milestone Grant felt they should have chosen to apply for a Community Event Grant instead;
- Applicants were impacted by the timing of funding rounds, limiting their ability to apply;
- Applicants unable to meet the matching fund (50%) requirement,
- Difficulty sourcing or understanding the need for an auspice was a barrier for some applicants; and
- The budget process, particularly understanding in-kind contributions, posed challenges for many applicants.

Grant Selection Committee feedback – 15 October 2024

In addition to community feedback, the Shire has considered Grant Selection Committee decision GSC4.10.24 that 'The Grants Selection Committee recommends that the Shire's community grants policy review includes clarification of school P&C's eligibility to make grant applications'.

Attachment 3 to Report 6.1

Shire of Mundaring Proposed New Community Funding Program Outline

Grant Type 1	Community Event Grant Open 1 August through to 31 May the following year subject to the availability of funds		Community Impact Grant Open 1 August through to 31 May the following year subject to the availability of funds		
Grant Type 2	Community-wide Events	Group Events	Community Program (range of activities to achieve long-term impact outcomes)	Community Group Resourcing	Travel costs to enable young people aged between eight and 18 years to represent their club or institution at State or National level
Value of Grant	Maximum \$5000 In-kind contribution	Maximum \$2500 In-kind contribution	Maximum \$3000 In-kind contribution	Maximum \$2500 In-kind contribution	\$200 Regional and Remote \$400 Interstate \$600 International
What is funded Category One	Fetes Festivals Markets Sporting/recreational carnivals Exhibitions Small performances	Presentations Volunteer member recognition Significant milestone, achievement or anniversary Fundraisers	Arts and culture Health and wellbeing Conservation and environmental sustainability Sports and recreation Community activities	Equipment Minor Capital Upgrade Promotion Material Training 50% of total cost of Public Liability Insurance to establish an incorporated group	Sport and recreation Science Technology Arts Community Service Culture Environment
What is funded Category Two	Event insurance costs Training costs related to the event		Arts and culture: Incorporated group maximum \$3000 in-kind contribution Individual maximum \$1500 in-kind contribution		
Lead Time	6 weeks up to \$3000 Refer to Key Date table for over \$3001	6 weeks up to \$2500	6 weeks up to \$3000	6 weeks up to \$2500	1 month prior to event
Determined By	Over \$3001 presented to the Grant Selection Committee Under \$3000 determined by CEO	Up to \$2500 determined by CEO	Up to \$3000 determined by CEO	Up to \$2500 determined by CEO	Up to \$600 determined by CEO
Funding Agreement	Required for funding over \$1000		Required for funding over \$1000	No	No
Acquittal	Within three months following completion of the event		Within three months following completion of the program	Within three months following completion of the project	Event summary form and photo within three months following the event, for potential showcasing
Criteria	•The aim of the event meets an identified need of the group and the purpose and requirements of the grants program. •Identifies benefits the event will bring to the local community. •Identifies a significant group milestone achievement or anniversary. •The event aims to recognise the volunteer contribution to a group. •The level of community consultation and support demonstrated for the event. •The capacity of the community to contribute to the event. •The extent to which the event is accessible and inclusive to all people regardless of age, sexual and/or gender diversity, culture and ability. •Budget including in-kind contribution if required. •Evaluation of outcomes of the event. •Acknowledged Shire support.		•The aim of the project meets an identified need of the group and purpose and requirements of the grant program. •Demonstrated benefits the project will bring to the local community. •The level of community consultation and support demonstrated for the project. •The capacity of the community to contribute to the project. •The capacity of the applicant to deliver the project. •The extent to which the event is accessible and inclusive to all people regardless of age, sexual and/or gender diversity, culture and ability. •Budget including in-kind contribution if required. •Evaluation of outcomes of the project. •Acknowledged Shire support.		•Individual applicants aged between eight and 18 years only •Individual resides in the Shire •Documentation from relevant body to confirm selection
Outcomes	The aims of the Shire's Community Funding program are: •To encourage the development of services, facilities and events that meet identified community needs. •To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities. •Encourage community connection, foster health and wellbeing and enhance community spirit. •To provide assistance to the community to develop and deliver initiatives and services that support the Shire's Council Plan. •To support development of individuals in their chosen area of interest (including sport and recreation, science, technology, arts, community service, culture and the environment). •To enable individuals to contribute positively to their engagement in the broader community and development of citizenship attributes. •To provide a level of funding that takes into account the budgetary constraints of the Shire. •To enable community organisations to attract other funding and in-kind support. •To acknowledge community organisations and volunteers for the positive contribution they make to the local community and Council's vision for the future.				

Shire of Mundaring Existing Community Grant Funding Program Outline

Grant Type	Value of Grant	Group Contribution	What is Funded	Availability
General Purpose Quick Grant	\$500 maximum	In-kind	Small projects: <ul style="list-style-type: none"> Equipment Promotional material Training 	Twice per year
Matching Grant	\$2000 maximum	Under \$1000 – in-kind \$1001 to \$2000 – dollar for dollar (matching)	Projects: <ul style="list-style-type: none"> Equipment Minor capital upgrades Promotional material Training 	Twice per year
InspireArts Community Creativity and Cultural Fund	Individuals - up to \$1000 (over \$1000 to maximum of \$2000 needs to be auspiced) Incorporated groups = up to \$3000	In-kind	Arts and culture projects and initiatives which: <ul style="list-style-type: none"> Encourage new partnerships Improve access to arts and culture within the shire Achieve long term artistic and cultural benefits Engage local residents 	Open all year
Community Event Grant	\$5000 maximum	Under \$1000 – in-kind \$1001 to \$5000 – 50% cash and in-kind (matching)	Events: <ul style="list-style-type: none"> Fetes, festivals, markets, sporting/recreational carnivals, exhibitions, small performances Training costs related to the event Event insurance costs 	Twice per year
Milestone Event Grant	\$2,500	In-kind	One annual grant awarded to a group celebrating a significant milestone achievement	Annually
Volunteer Recognition Event Grant	\$300	In-kind	Celebration and recognition of volunteer contributions	Open all year
Youth Grant	Travel to regional and remote WA - \$200 Interstate travel - \$400 International travel - \$600	Individual applicants only	Assists young people aged between eight and 18 to represent their club or institution at events or activities in a range of fields.	Open all year

COMMUNITY FUNDING PROGRAM

DRAFT

Grant Guidelines

Shire of
MUNDARING

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USING LINKS IN THIS DOCUMENT

This document contains active links as a digital PDF. If you have printed these guidelines, we recommend you visit mundaring.wa.gov.au/grants-and-funding

ABOUT THE COMMUNITY FUNDING PROGRAM

Background

Shire of Mundaring’s Community Funding Program is designed to build community capacity through effective, strategic and equitable provision of funds to the local community.

The program aims to support projects and activities that enhance community wellbeing and strengthen, empower and celebrate our local community.

This funding is offered via grant opportunities and is governed by the Community Funding Policy, which can be downloaded from the Shire of Mundaring website - search ‘Policies’.

The program aims to support projects and activities that align with the Shire’s Council Plan 2024 to 2034 and applications that address key priority areas within the Plan will be highly regarded

These guidelines are designed to be read before you apply. They will help with understanding how the program works, the types of grants available, eligibility, and outline the responsibilities of successful applicants.

Council Plan Key Priority Areas



[DOWNLOAD COUNCIL PLAN 2024 TO 2034](https://mundaring.wa.gov.au/council/planning-reporting-and-governance/plans-and-strategies)
mundaring.wa.gov.au/council/planning-reporting-and-governance/plans-and-strategies



Sustainable Environments

Sustainable Environments covers all aspects of natural resource management, from the tree canopy, nature reserves, waterways and wildlife, to the management of waste, energy, water, environmental health and natural disasters.



Sustainable Communities

Sustainable Communities covers all aspects of community health and wellbeing, from youth, family and seniors’ services to access and inclusion, sport and recreation, culture and the arts, community safety, responsible animal ownership, and volunteering.



Sustainable Places

Sustainable Places covers the built form, from urban planning and building services, to housing, built heritage, streetscapes and verges, roads, footpaths, trails and cycleways, parks and playgrounds, community buildings, toilets, transport and parking.



Sustainable Economies

Sustainable Economies covers all aspects of economic development, including the development of town centres and village hubs, tourism, events and place activation, business support services, life-long learning, and library services.



Sustainable Governance

Sustainable Governance covers all aspects of delivering effective local government from Council’s leadership, financial, risk and asset management, and human resources through to community engagement, communications and customer service.

OVERVIEW OF GRANTS

Introduction to grants

Grant applications open annually from 1 August through to 31 May the following year.

Funding is provided under the Community Funding Program through grants.

Grants are designed to support activities that meet identified community needs, promote active participation of local residents and build community strength.

The program is organised on a financial year basis and is a competitive process. The Shire recommends applicants plan ahead for their application, ensuring they leave enough time for assessment processes.

Grant applications open annually from 1 August through to 31 May the following year.

The outcome of each funding stream will reflect the number and value of requests received. Groups are not guaranteed funding in consecutive years.

Groups can apply for more than one grant type at a time.



1 COMMUNITY FUNDING PROGRAM GRANT GUIDELINES

OVERVIEW OF GRANTS

Grant funding streams and types

The Shire provides two grant funding streams including:

Community Event Grants

Community wide or group events e.g. festivals, markets or fundraising events.

Community Impact Grants

Community programs, resourcing and individual activities that have a lasting community impact in key focus areas.



TABLE 1: COMMUNITY EVENT GRANTS			
Grant type	Types of activity funded	Grant value	Examples of eligible costs
Community-wide events	Fetes Festivals Markets Sporting / recreational carnivals Exhibitions Small performances	Up to \$5,000	Entertainment Hire of equipment Catering Event marketing and promotion Security and crowd control
Group events	Presentations Volunteer member recognition Significant milestone, achievement or anniversary Fundraisers	Up to \$2,500	Event insurance costs Training costs related to the event Presenters / speakers



OVERVIEW OF GRANTS

TABLE 2: COMMUNITY IMPACT GRANTS

Grant type	Types of activity funded	Grant value	Examples of eligible costs
Community program	Arts and culture	Group up to \$3,000	Venue hire
	Health and wellbeing	Arts and culture individual artist up to \$1,500	Presenters / speakers
Community group resourcing	Conservation and environmental sustainability		Activity resources
	Sports and recreation		Catering
	Community activities		Marketing and promotion
	Equipment	Up to \$2,500	Musical instruments
	Minor capital upgrades	Up to \$2,500	First aid kits
Youth travel	Promotional material	Up to \$2,500	Barbecues
	Training	Up to \$2,500	Toys and books
	Public liability insurance to establish an incorporated group	Up to \$2,500	Storage cupboard
	Sport and recreation	Regional and remote \$200	Laptop computer
	Science	Interstate \$400	Replacement of club room carpet
	Technology	International \$600	Installation of shade sails
	Arts		Fencing and raised garden beds
	Community service		Outdoor lighting and security
	Culture		Development of websites
	Environment		Production of brochures
			Volunteer training that supports the group or individual's activities
			50% of total cost of Public Liability Insurance
			Travel for young people representing their club / institution at state, national or international level



COMMUNITY FUNDING PROGRAM: GRANT GUIDELINES

OVERVIEW OF GRANTS

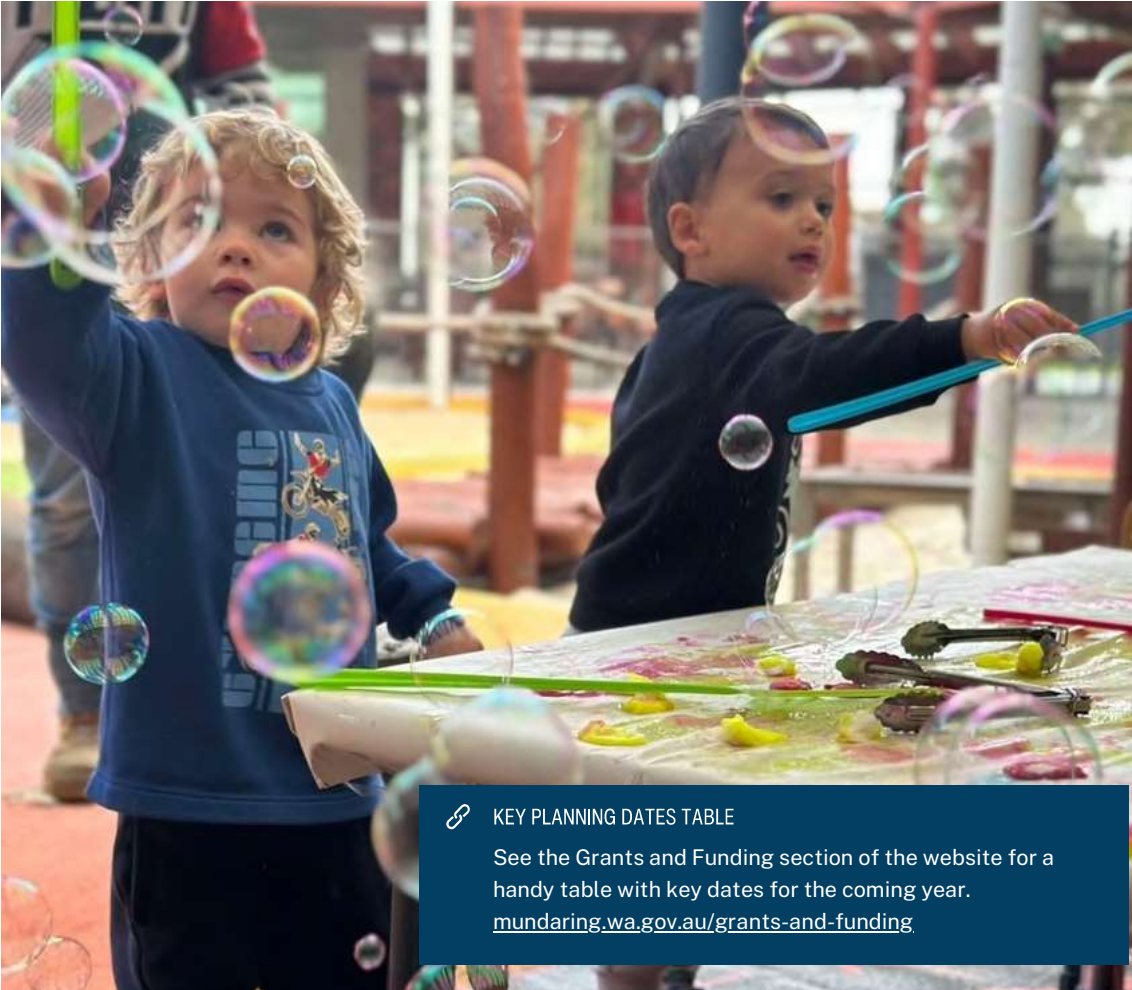
Recommended application timing

To help you plan ahead, it is important to note that assessment processes vary depending on the type of grant and the amount you intend to apply for.

For amounts over \$3,000 a specially formed grants committee will need to review the application.

As a general guide note:

- For grants under \$3,000, allow a six week lead time to your activity for planning.
- For the youth travel grants, apply at least one month prior to your activity.
- For a community-wide event grant (Community Event Grant) over \$3,000, factor in a minimum 12 week process.



KEY PLANNING DATES TABLE

See the Grants and Funding section of the website for a handy table with key dates for the coming year.
mundaring.wa.gov.au/grants-and-funding

ELIGIBILITY

Who can apply

Community groups and individuals are encouraged to apply for any activities that can demonstrate wider community value.

You or your group must meet at least one of the following criteria to apply:

- an incorporated not-for-profit organisation based in Shire of Mundaring
- an unincorporated community group under the auspices of an incorporated association
- a Shire Volunteer Bush Fire Brigade (for items not available through Shire of Mundaring managed ESL/LGGS funding or Shire of Mundaring direct funding)
- Shire registered Environmental Friends Groups can only seek grants for “celebratory activities/events” and training
- a young person aged between eight and 18 years and have been chosen to attend state, national or international events representing their institution, club or organisation
- an individual emerging local artist



Non eligible groups

- a profit making, or represents a profit making enterprise
- educational institutions including Parents and Citizen's Associations

Groups will also be ineligible in the following circumstances:

- currently in receipt of a multi-year funding agreement with the Shire
- has not acquitted a previous Shire grant of the same grant type
- have already received two grants within the financial year in which they are applying

SHIRE OF MUNDARING COMMUNITY FUNDING PROGRAM - GRANT GUIDELINES

ELIGIBILITY

Partnerships where two or more community groups will benefit directly from the activity will be highly regarded. As such, applications from district committees and sporting associations are encouraged.

Incorporated groups can submit an application on their own behalf, and act as auspice for an unincorporated group in the same grant round and for any grant type. Incorporated groups may act as auspice for no more than four applications in a financial year.



Auspicings

An unincorporated community group can only apply for funding if they do so under the auspices of another incorporated organisation.

The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation.

It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspicings arrangement.



INCORPORATION RESOURCE

For information on how to become incorporated visit commerce.wa.gov.au/consumer-protection/how-incorporate-association

ELIGIBILITY



Young people eligibility

To be eligible for funding to support travel for young people representing their club / institution at state, national or international level, applicants need to:

- reside in the Shire of Mundaring
- be aged between 8 and 18 years

Applicants must also:

- provide documentation from the relevant body that confirms participation
- submit only one application per person per 12 month period
- demonstrate participation at the activity through completion of an event summary form

APPLICATION AND ASSESSMENT PROCESS

The following outlines the application and assessment process and responsibilities of the applicant. Please read carefully before applying.

All applicants are required to discuss their ideas and options with the Community Engagement team

Planning your application

We recommend planning ahead as far as you can to your activity to allow discussion with the engagement team and the assessment process.



Applying for a grant



All applicants are required to discuss their ideas and options with the Community Engagement team prior to starting your online application.

When you have read these guidelines and gathered the documents you will need, applications can be made online via

mundaring.smartygrants.com.au



GRANT WRITER'S GUIDE

For help with writing your application, you can download the Shire's Grant Writers Guide.

mundaring.wa.gov.au/guide

APPLICATION AND ASSESSMENT PROCESS

Assessment criteria

Each application will be assessed in the context of the purpose and requirements of the grant program and against the following grant program criteria.



Community Event Grant

Applicants will need to demonstrate:

- the event meets an identified need of the group and the purpose and requirements of the grants program
- the benefits the event will bring to the local community
- how the event aims to recognise the volunteer contribution to your group
- a level of community consultation and support for the event
- capacity of the community to contribute to the event
- consideration for accessibility and inclusion for all people regardless of age, sexual and/or gender diversity, culture and ability
- a detailed budget including in-kind contribution
- an evaluation approach demonstrating outcomes of the project
- acknowledgment of Shire support



Community Impact Grant

Applications will need to demonstrate (excluding youth travel grants):

- the project meets an identified need of the group and purpose and requirements of the grant program
- benefits the project will bring to the local community
- a level of community consultation and support for the project
- capacity for the community to contribute to the project
- capacity of the applicant to deliver the project
- consideration for accessibility and inclusion for all people regardless of age, sexual and/or gender diversity, culture and ability
- a detailed budget including in-kind contribution if applicable
- an evaluation approach demonstrating outcomes of the project
- acknowledgment of Shire support

APPLICATION AND ASSESSMENT PROCESS

Activities and projects that will not be funded

Note the following activities / costs will not be eligible for funding:

- retrospective costs
- capital works being undertaken by the community group or the Shire of Mundaring through other budget processes / major capital infrastructure projects
- corporate events or projects
- recurrent operational and staffing costs e.g. wages (insurance costs for single events may be covered)
- deficit funding
- sponsorship
- the purchase of alcohol
- the purchase of prizes and gifts
- activities that are the core funding responsibility of other government agencies e.g. the Department of Education
- equipment costs that are not an element of the event or the activity/purpose of the group
- commercial projects for the personal or financial benefit of the applicant
- faith-based activities of religious organisations (the welfare and community service activities of faith-based groups may be supported where these activities are open to the broader community)
- projects with a political purpose or lobbying activities
- activities that duplicate an existing service



Application tips - financial status and referees

- If a group does not have an ABN, an Australian Taxation Office 'Statement by Supplier' form must be completed.
- If you are registered for GST, provide your expenses without GST. If you are not registered for GST, GST will not be added to your total budget.
- Referees provided should be people who are familiar with the applicant group and its activities, but not a member of the organisation. Council members and employees cannot act as referees.
- Where an in-kind contribution is detailed, applicants are required to outline what this contribution is made up of e.g. venue hire, volunteer hours, donation of goods or services.

3 | COMMUNITY FUNDING PROGRAM: GRANT GUIDELINES

APPLICATION AND ASSESSMENT PROCESS

Use of funds

- Funds must be spent in accordance with the details and timeline described in the application.
- Funds will not be available for projects prior to approval being given in writing.
- Unexpended funds must be returned to the Shire on completion of the event/project.



Grant decision making process

All applications are assessed by Shire employees and a report and recommendations are provided to:

- the Chief Executive Officer for those applications \$3,000 or under; and
- the Grants Selection Committee, which is comprised of five Councillors who make decisions to fund grants over the value of \$3,000.

Consideration will be given to the equitable distribution of funds across the Shire's three connected communities (Foothills, Hills and Rural communities).

The priority of the needs identified by the applicant being addressed in the applications will be taken into account when funding decisions are made.

Grant Selection Committee

Members of the community are able to attend and observe the committee meetings. The meeting is also an opportunity for you or a group representative to present a three minute deputation about your application. Contact the Shire for the date, time and location of these meetings.

Notification of application outcome

Applicants will be informed of the outcome of their application as soon as possible.

Applicants in receipt of a Community Event or Community Impact grant over \$1,000 will be required to sign a service agreement. The agreement will be provided at the time that they are informed of the outcome of their application.

Funding will be provided to groups through electronic funds transfer to the group's nominated bank account.

RESPONSIBILITIES OF GRANT APPLICANTS

Applicant responsibilities

Please note it is the responsibility of the applicant to:

- Obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building, health and/or recreation departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition.
- Groups seeking a Community Event Grant must complete the event questionnaire on the Shire's website and submit for approval. Once approved, groups must also notify the Shire's Health Service of the event.
- If the grant is for an event, the group will provide proof of public liability insurance through the Shire's event application process. For a Community Impact Grant the applicant will provide a copy to the Shire's Community Engagement team prior to any funds being released.
- Appropriately acquit the funds via the acquittal process (see Acquittal process page 17)

Variations or changes to your funded activity

The grant recipient must inform the Shire in writing of any circumstances which may result in the event or project not being completed as described in the application.

If an event / project is disrupted as a result of an incident outside of the applicant's control, for example severe or unexpected weather, emergencies such as bushfire, where a catastrophic bushfire rating has been imposed or State government regulatory advice, the Shire will work with the recipient to explore options.

This may include grant variations, changes to reporting timeframes, cancelling or postponing events. The Shire may also support decisions made by grant recipients to delay or amend funded projects



5.1 COMMUNITY FUNDING PROGRAM: GRANT GUIDELINES

RESPONSIBILITIES OF GRANT APPLICANTS

Acknowledgement of Shire funding

Successful applicants are required to acknowledge the funding support they receive from the Shire.

As part of acceptance of funding through this program, applicants are required to:

- Submit all promotional material to the Shire for review prior to being distributed.
- Provide a written invitation to the Shire President to attend community events.
- Acknowledge the Shire's Community Funding Program as per funding awarded as follows:
 - logo inclusion on all print media not limited to programs, tickets, brochures and advertising
 - acknowledgement on social media posts
 - where space permits include the following statement alongside the appropriate Shire logo 'This event is proudly supported by the Shire of Mundaring'
 - display Shire signage during the event (photo evidence to be included in the grant acquittal)
 - verbally acknowledge the Shire's support during speech activities
 - complete event details form for inclusion on the Shire website event calendar

Note the Shire's Communications team must approve intended acknowledgements and will provide appropriate logos. Please leave a minimum of five working days for review.



Note the Shire's Communications team must approve intended acknowledgements and will provide appropriate logos. Please leave a minimum of **five working days** for review.



RESPONSIBILITIES OF GRANT APPLICANTS

Acquittal process

All grants require an acquittal with the exception of Community Impact Grants with travel funding for young people.

The acquittal report is to be provided to Shire within three months of the completion of the project. An acquittal form will be made available via SmartyGrants at the time you receive grant funding.

Please make sure to document your event and activity for your acquittal. You will need to produce documentation to show how the grant has been expended for example invoices and receipts.

You are also required to provide a written evaluation along with photos of the project / event highlighting the benefits to community and how the Shire's contribution was recognised.

Young people in receipt of funds to enable them to travel to represent their club or institution at state or national level will be required to provide the Shire with an event summary and photo within three months following completion of their activity.



More information

For further information about the Community Funding Program, please contact the Shire's Community Engagement team.

Call 9290 6682

Email shire@mundaring.wa.gov.au

Please remember all applications need to be discussed with the Community Engagement Team.

mundaring.wa.gov.au/grants-and-funding

Council Policy

**2.X COMMUNITY FUNDING**

Responsible Directorate	Strategic and Community Services
Responsible Service Area	<Delete row if not applicable>
Resolution	<month/ year> <Council resolution>
Procedure Ref	N/A

1. PURPOSE

To outline the financial support provided to eligible ~~local not-for-profit~~ community groups and individuals through the Community Funding Program- ~~whilst To ensure~~ Shire funds are distributed in an equitable and transparent manner that ensures good governance.

~~To outline the support provided to eligible young people through the Youth Grants Program.~~

2. SCOPE

This policy applies to community groups and individuals seeking funding support from the Shire.

3. DEFINITIONS**agreement**

a binding document that sets out the conditions under which Shire of Mundaring is to provide funding to a funding recipient.

CEO

the Chief Executive Officer, who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.

Council

the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.

Shire

the local government of Shire of Mundaring. Includes the Council and the Administration.

community group

characteristics include but not limited to:

- incorporated not for profit group or association of persons with the primary aim of conducting activities and providing services for community benefit; and
- relies predominantly on volunteer labour, community fundraising, membership fees and donations.

4. POLICY

BACKGROUND

Council receives a range of requests for funding from local [community](#) groups and [individual](#) for a variety of sports, arts, recreation, environmental and community projects each year.

~~This policy ensures that Shire funding resources are allocated in a way that is transparent, legal and equitable and that funded projects further the strategic aims and objectives of the Shire and represent responsible use of public monies.~~

The aims of the Shire's Community Funding program are:

- To encourage the development of services, facilities and events that meet identified community needs.
- To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities.
- Encourage community connection, foster health and wellbeing and enhance community spirit.
- To provide assistance to the community to develop and deliver initiatives and services that support the Shire's [Strategic Community Council Plan](#).
- [To support development of individuals in their chosen area of interest \(including sport and recreation, science, technology, arts, community service, culture and the environment\).](#)
- [To enable individuals to contribute positively to their engagement in the broader community and development of citizenship attributes.](#)
- To provide a level of funding that takes into account the budgetary constraints of the Shire.
- To enable community organisations to attract other funding and in-kind support.
- To acknowledge community organisations and volunteers for the positive contribution they make to the local community and Council's vision for the future.
- ~~To ensure Shire funds are distributed in an equitable and transparent manner that ensures good governance.~~

4.1. Multi-Year Funding Agreements

~~For community groups in receipt of multi-year funding from the Shire, support will be delivered in the following ways:~~

4.1.1. Four Year Service Agreements:

~~Four year s~~Service agreements may be offered to [community](#) groups who provide an ongoing service to the community and maintain a continual community presence.

~~To be eligible to receive funding, These agreements will support groups in their operations and staffing levels with the services provided by the community group are to they provide~~ closely aligned to the Shire's strategic goals. ~~Those groups are required to report six monthly against key performance indicators as agreed with the Shire.~~ Four year service agreements ~~will be are~~

reserved for groups who bring a high level return on investment. It is generally expected that ~~four year these~~ service agreements will be offered recurrently, provided all conditions of funding are met.

~~Eligible community G~~groups seeking a ~~four year~~ service agreement are ~~able to do so via~~ submit~~ting~~ a detailed business case~~[EN1]~~.

~~An item regarding the request for the four year service agreement will be presented to Council for assessment and consideration through via~~ its annual corporate business planning processes.

~~Successful funding recipients These groups are required to report provide six monthly reports against key performance indicators as agreed with the Shire.~~

~~Event Grant Agreements:~~

~~Multi-year event grant agreements may be offered to groups who have a proven track record in the delivery of their community based event. The initiatives funded at this level will be closely aligned to the Shire's strategic goals and have the ability to attract significant external funding. These groups are required to report annually against key performance indicators as agreed with the Shire. Clear administration processes must be in place, with robust business planning demonstrated. It is generally expected that multi-year event grant agreements will be offered recurrently, provided all conditions of funding are met.~~

~~There are three tiers of event grant agreements—~~

- ~~• One off annual community events grants
These grants are offered through the annual open, competitive, Community Grants Program (refer under Community Grants section). Event funding at this level is generally for those events that are local in nature and reinforce community connectedness and pride.
Two year agreements~~

4.1.2. Three ~~Y~~year ~~Event Funding A~~greements

~~Three year event funding agreements may be offered Provided to these community groups who are delivering events that are regional in nature, are unique in their offering and have capacity to attract external visitors.~~

~~To be eligible to receive funding, the community group is to have a proven track record in the delivery of their community based event. The initiatives funded by a three year event funding agreement are to closely align to the Shire's strategic goals and have the ability to attract significant external funding. It is generally expected that three year event funding agreements will be offered recurrently, provided all conditions of funding are met.~~

Eligible community groups seeking a three year event funding agreement are to be considered for this level of funding following submission of a detailed business case including details of administration processes in place and evidence of robust business planning.

An item regarding the request for the three year funding agreement will be presented to that [KW2] has been considered by Council via through its annual corporate business planning processes.

Successful funding recipients are required to provide annual reports against key performance indicators as agreed with the Shire.

4.1.3. Two Year Event Funding Agreements

Two year event funding agreements may be offered to those community groups who have a history of consistently and successfully delivering the event to be funded on five or more occasions. Funding at this level is developmental in nature with the intent of supporting groups to become further established and broaden their reach, whilst providing security of longer term funding [EN3].

To be eligible to receive funding, the community group is to have a proven track record in the delivery of their community based event. The initiatives funded by a two year event funding agreement are to closely align to the Shire's strategic goals and have the ability to attract significant external funding. It is generally expected that two year event funding agreements will be offered recurrently, provided all conditions of funding are met.

An evaluation of the events must have been undertaken with evidence of achieving the events intended outcomes provided. Funding at this level is developmental in nature with the intent of supporting groups to become further established and broaden their reach whilst providing security of longer term funding.

Eligible community groups seeking a two year event funding agreement will be considered for this level of funding following are to submission of:

- a detailed business case including details of administration processes in place and robust business planning; and
- An evaluation of the event that will utilise the fundings must have been undertaken, with evidence of achieving the events intended outcomes provided [EN4].

An item regarding the request for the two year event funding agreement will be presented that has been considered by to Council through via its annual corporate business planning processes.

Successful funding recipients are required to provide annual reports against key performance indicators as agreed with the Shire.

4.2. Community Grants-Funding Program

The Shire provides ~~a variety of one-off~~ Community ~~Events~~ Grants and Community Impact Grants through the ~~open, competitive,~~ Community Grants-Funding Program.

"Community Funding Program Guidelines" (Appendix 1) pertaining to each of the following individual grants, ~~including eligibility criteria and promotional and acquittal obligations~~, are ~~made~~ available ~~to all prospective applicants~~ via the Shire's website and in paper copy on request.

4.2.1. Community Event Grants

Community Event Grants ~~This grant~~ provides funding to community groups wishing to run fetes, festivals, markets, sporting/recreational carnivals, exhibitions, ~~and~~ small performances and milestone and volunteer recognition events.

Eligibility criteria, promotion requirements and acquittal obligations are available in the "Community Funding Program Guidelines" (Appendix 1).

Grants under \$~~43000~~ will be ~~assessed-determined~~ by the ~~Chief Executive Officer~~ CEO.

Grants \$~~430010~~ or greater (to a maximum of \$5000), will be ~~presented to assessed by~~ the Grants Selection Committee for assessment. The Grants Selection Committee is authorised to approve funding pursuant to this policy.

Council members will be notified of approved funding.

4.2.2. Matching Fund Grants

~~This grant provides funding for projects meeting the needs of the local community. Groups must be able to match the Shire funding dollar for dollar. Funding can be used towards equipment, minor capital upgrades, promotional material and training.~~

~~Grants under \$1000 will be assessed by the Chief Executive Officer.~~

~~Grants \$1000 or greater (to a maximum of \$2000), will be assessed by the Grants Selection Committee.~~

4.2.3. Quick Grants

~~This grant provides funding to groups for the purchase of small equipment, promotional material, training and any other small projects that benefit the community.~~

~~Assessment and allocation of funding through Community Quick Grants (to a maximum of \$500) will be undertaken by the Chief Executive Officer.~~

~~4.2.4. Giving Back Volunteer Recognition Grants—Milestone Event and Volunteer Recognition Event Grants~~

~~The Milestone Event grant provides funding to community groups to help them celebrate a significant milestone achievement.~~

~~Assessment of the Giving Back Milestone Grant will be undertaken by the Grants Selection Committee. One grant to a maximum value of \$2500 will be awarded annually.~~

~~The Volunteer Recognition Event Grant provides funding to volunteer based organisations within the shire to support groups wishing to undertake activities and celebrations for the benefit of their members with the purpose of recognising their contribution to the group.~~

~~Assessment of Volunteer Recognition Event Grants will be undertaken by the Chief Executive Officer (maximum of \$300 awarded to each group).~~

~~4.2.5. Youth Engagement Partnership Fund~~

~~The Shire works in partnership with community groups to deliver a range of programs and initiatives to local young people. The Fund provides a funding pool to community groups delivering initiatives that are aligned to the objectives of the Shire's youth services model.~~

~~Grants under \$1000 will be assessed by the Chief Executive Officer.~~

~~Grants \$1000 or greater (to a maximum of \$25,000), will be assessed by the Grants Selection Committee.~~

~~4.2.6. InspireArts—Community Creativity and Cultural Fund~~

~~The InspireArts Fund aims to support eligible applicants to carry out arts and culture initiatives which encourage new partnerships, improve access to arts and culture activity within the Shire, achieve long term artistic and cultural benefits and engage local residents.~~

~~Grants under \$1000 will be assessed by the Chief Executive Officer.~~

~~Grants \$1000 or greater (to a maximum of \$2000), will be assessed by the Grants Selection Committee.~~

~~Subheadings may be used in this section to separate information. Subheadings must be numbered and formatted as demonstrated below.~~

~~4.2.7. Youth Grants~~

~~The Youth Grants program is open to requests for financial support at any time of the year and is subject to availability of funds and Council adoption of the annual budget. Funds are distributed in a transparent and equitable manner.~~

~~The broad aim of the Youth Grants program is to encourage, recognise and provide financial assistance to young residents of the Shire in their pursuit of activities that:~~

- ~~• Support their development in their chosen area of interest (including sport and recreation, science, technology, arts, community service, culture and the environment); and~~
- ~~• Contribute positively to their engagement in the broader community and development of citizenship attributes.~~

~~Funding to support individuals will be determined through a Youth Grants application process and funds will be paid directly to the individual applicant.~~

~~Applicants must:~~

- ~~• be a resident of Shire of Mundaring;~~
- ~~• be aged between 8 and 18 years; and~~
- ~~• provide documentation from the relevant organising body confirming selection and/or a letter of support from the relevant school or club.~~

4.2.2. Community Impact Grants

Community Impact Grants provide funding to community groups to achieve positive impact outcomes for community through delivery of wellbeing programs or ~~purchase of:~~

- ~~purchase of~~ small equipment,
- ~~undertaking~~ minor capital upgrades,
- ~~creation of~~ promotional material,
- ~~provision of~~ training
- ~~delivery of~~ community activities.

Community Impact Grants also support the wellbeing of young residents of the Shire, aged ~~eight~~8-18 years, in their pursuit of activities that:

- support their development in their chosen area of interest including sport and recreation, science, technology, arts, community service, culture and the environment; and
- contribute positively to their engagement in the broader community and development of citizenship attributes.

Eligibility criteria, promotion requirements and acquittal obligations are available in the "Community Funding Program Guidelines" (Appendix 1).

Grants under \$3000 will be determined by the CEO.

Council members will be notified of approved funding.

4.2.3. Funding Allocation

Funding allocations for the Community Event Grant and Community Impact Grant will be determined as part of the

annual budgeting process. Unspent funds allocated to the Community Funding Program will not be carried forward to the next financial year.

5. APPENDICES

Appendix 1 [Community Funding Program Guidelines](#)

6. RELATED LEGISLATION

7. RELATED DOCUMENTS

Not Applicable

6.2 Policy Review - Ordinary Council Meeting Schedule Policy

File Code	GV.OPP 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Draft - Ordinary Council Meeting Schedule Policy ↓2. Draft - Ordinary Council Meeting Schedule Policy - with track changes ↓

PURPOSE

The draft “Ordinary Council Meeting Schedule Policy” (**Attachment 1**) is presented to the Committee for its consideration and recommendation to Council for adoption.

BACKGROUND

The draft “Ordinary Council Meeting Schedule Policy” has been prepared to replace the current “Ordinary Council Meetings and Forums Schedule Policy” (OR-15) which was last reviewed in March 2021.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 (2)(b) of the Act provides that the role of Council is to “*determine the local government’s policies*”.

Section 5.3 of the *Local Government Act 1995* (the Act), requires the Shire hold ordinary council meetings.

Section 5.25 of the Act provides that regulations may make provisions in regards to council meetings.

Regulation 12 of the *Local Government (Administration) Regulations 1996* (the Regulations) provides that publication of meeting details is to be provided at the beginning of the year in which the meetings are to be held. Adoption of a policy scheduling when Ordinary Council Meetings are held replaces the previous practice of a report being presented to Council each year to meet the requirements of regulation 12.

POLICY IMPLICATIONS

The draft “Ordinary Council Meeting Schedule Policy” will be adopted if resolved by Council.

The current “Ordinary Council Meetings and Forums Schedule Policy” (OR-15) will be superseded if the draft “Ordinary Council Meeting Schedule Policy” is adopted by Council.

The “Policy Development and Review Policy” (2.2) relates.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Mundaring Council Plan 2024 - 2034

Objective 10 - Sustainable Governance

Outcome 10.1 - Strengthen organisational culture, governance, financial management and asset management.

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: Compliance: Failure to meet legislative obligations to publish meeting details at the beginning of the year in which the meetings are to be held.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The draft "Ordinary Council Meeting Schedule Policy" is adopted.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder/s	
Website article/ post	
Social media post	
Print article/ media release	
E-newsletter/ Community update	
Advertisement	
Nil	✓

EXTERNAL CONSULTATION

Nil

COMMENT

At the Governance Workshop held 16 September 2024, a policy review cover note was presented to seek feedback and inform the next iteration of the policy. Changes suggested to be made have shown in track changes (**Attachment 2**).

The following changes have been included in the draft "Ordinary Council Meeting Schedule Policy":

- Title of policy changed to reflect policy content
- Inclusion of a scope
- As Council Forums are not Council meetings as defined by the Act and not open to the public, reference to Council Forums has been removed.

Note: The "Governance Framework 2023-2028" provides information on Council Forums and scheduling (items 8.4.2 and 8.4.3) and can amended if determined by Council.

- Special Council Meetings and committee meetings open to the public are to be convened consistent with the provisions of the Act and Regulations. As such, the information regarding the scheduling of meetings following local government elections has been removed.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION		GC3.02.25	
Moved by	Cr Mehta	Seconded by	Cr Zlatnik
That the Committee adopts the draft “Ordinary Council Meeting Schedule Policy” (Attachment 1).			
			CARRIED 3/0
For:	Pres McNeil, Cr Mehta and Cr Zlatnik		
Against:	Nil		

Council Policy

**2.X ORDINARY COUNCIL MEETING SCHEDULE**

Responsible Directorate	Corporate Services
Resolution	<month/ year> <Council resolution>
Local Law Ref	<i>Meeting Procedures Local Law 2015</i>
Procedure Ref	Convening Meetings and Documents for Public Inspection Procedure

1. PURPOSE

To determine the meeting schedule for Ordinary Council Meetings.

2. SCOPE

This policy applies to the publication of meeting details, consistent with regulation 12 of the *Local Government (Administration) Regulations 1996* (the Regulations).

3. POLICY

Ordinary Council Meetings shall be held on the second Tuesday of each month, with the exception of January each year. Instead, the Ordinary Council Meeting shall be held on the fourth Tuesday of January each year.

Ordinary Council Meetings shall commence at 6.30 pm.

Meetings to be advertised and convened in accordance with the *Local Government Act 1995* (the Act), the Regulations and the *Meeting Procedures Local Law 2015* include:

- Ordinary Council Meetings
- Special Council Meetings (as required)
- committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

4. RELATED LEGISLATION

Local Government Act 1995, section 5.2, section 5.3 and section 5.25

Local Government (Administration) Regulations 1996, regulation 12

5. RELATED DOCUMENTS

Governance Framework 2023-2028

Committees, Advisory Groups, Representatives Meetings and Working Groups Policy (2.8)

Advertising - Statutory Requirements for Local and Statewide Public Notice Procedure

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

Council Policy

**2.X ORDINARY COUNCIL MEETING ~~AND FORUMS~~ SCHEDULE**

Responsible Directorate	Corporate Services
Resolution	<month/ year> <Council resolution>
Local Law Ref	Meeting Procedures Local Law 2015
Procedure Ref	Convening Meetings and Documents for Public Inspection Procedure

1. PURPOSE

To determine the meeting schedule for Ordinary Council Meetings ~~and forums~~.

2. SCOPE

This policy applies to the publication of meeting details, consistent with regulation 12 of the *Local Government (Administration) Regulations 1996* (the Regulations).

3. POLICY

Ordinary ~~Council M~~meetings of Council shall be held on the ~~second~~2nd Tuesday of each month, with the exception of January each year. Instead, the Ordinary ~~meeting of~~ Council Meeting shall be held on the ~~fourth~~4th Tuesday of January each year.

~~In a local government election year the timing of special meetings to elect the Shire President and Deputy President and to appoint committee members will be determined by the date of the election.~~

~~Council forums shall be held on the 4th Tuesday of each month except for December and January each year and October in an election year.~~

~~Ordinary Council m~~All mMeetings and forums shall commence at 6.30 pm.

~~Special forums of Council shall be arranged as required.~~

~~Special meetings of Council Meetings to~~shall be arranged advertised and convened in accordance with the *Local Government Act 1995*as required and in accordance with (the Act), the Regulations and the *Meeting Procedures Local Law 2015* include:-

- Ordinary Council Meetings
- Special Council Meetings (as required)
- committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

4. RELATED LEGISLATION

Local Government Act 1995, section 5.2, section 5.3 and section 5.25

Local Government (Administration) Regulations 1996, regulation 12

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5. RELATED DOCUMENTS

Governance Framework 2023-2028

Committees, Advisory Groups, Representatives Meetings and Working Groups
Policy (2.8)

Advertising - Statutory Requirements for Local and Statewide Public Notice
Procedure

DRAFT

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6.3 2025 Governance Committee Workplan

File Code	GV.MTG 6.9
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. 2025 Workplan - Policy Status and Schedule ↓

PURPOSE

For the Governance Committee to endorse the Governance Committee Work Plan (Work Plan) listing policies for development and review in the 2025 calendar year (**Attachment 1**).

BACKGROUND

The Work Plan provides a high level schedule of work to be undertaken.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* (the Act), which outlines the role of Council was recently amended. Section 2.7 (2)(b) relates to Council’s role in determining policies.

- (1) *The council governs the local government’s affairs and, as the local government’s governing body, is responsible for the performance of the local government’s functions.*
- (2) *The council’s governing role includes the following —*
 - (a) *overseeing the allocation of the local government’s finances and resources;*
 - (b) *determining the local government’s policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO’s performance;*
 - (f) *providing strategic direction to the CEO.*

POLICY IMPLICATIONS

The “Policy Development and Review Policy” (2.2) provides “the process for the development and review of the Shire’s policies...”

The “Community Engagement Policy” provides “principles that guide the Shire’s approach to community engagement”.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Mundaring Council Plan 2024 - 2034

Objective 10 - Sustainable Governance

Outcome 10.1 - Strengthen organisational culture, governance, financial management and asset management.

SUSTAINABILITY IMPLICATIONS

Governance

- Comply with relevant policy, legislation, regulation, criteria and guidelines.
- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire.

RISK IMPLICATIONS

Risk: Reputation: Failure to review policies on a regular basis, especially ones of interest to the community, may lead the community to believe that the Shire does not have consistency and accountability when dealing with matters directed by policies and the credibility of the policy may be undermined.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
A review of the Shire's policies is undertaken as scheduled by the Work Plan with consultation to be undertaken in accordance with the Shire's "Community Engagement Policy".		

Risk: Compliance: The Work Plan fails to consider the implications of the Work Plan on committee/ council member capacity, staff and financial resources and the review of associated procedures resulting in a back log of documents.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The Work Plan is endorsed and any amendments made by the Committee are mindful of staff and committee capacity.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder/s	✓
Website article/ post	
Social media post	
Print article/ media release	
E-newsletter/ Community update	
Advertisement	
Nil	

EXTERNAL CONSULTATION

The Governance Committee determines which policies require community consultation and is incorporated into the Work Plan. Consultation to be undertaken in accordance with the Shire's "Community Engagement Policy".

COMMENT

The Work Plan has been developed based on:

- the previous version of the Work Plan for the 2024 calendar year endorsed 18 December 2023
- information previously received from council members, including policies resolved for creation by Council
- feedback from officers on policies relevant to their directorate or service area that require development or review due to community need or expectation, industry/organisational standards or legislated requirements .

It should be noted that the proposed reforms announced by the Department of Local Government may impact the scheduled Work Plan should there be a requirement to adopt Legislative Policies within a prescribed period of time.

Consideration has been given to:

- Provision of items to scheduled Governance Committee Meetings for review and endorsement and subsequent Council Meetings. Where there is not sufficient time at meetings, there may be a requirement for additional meetings or for items to be deferred.
- The Shire's "Community Engagement Policy". Scheduling considers engagement fatigue. Undertaking engagement provides the community opportunity to comment, with feedback considered for inclusion in the draft or reviewed policies as appropriate.
- Officer capacity to review or draft the policy.

The Governance service area is not responsible for drafting or reviewing policies for the entire organisation. Instead, Governance officers liaise with the subject matter experts from the relevant service area to facilitate the process and provide advice on good governance.

Council adopted policies may also have procedures and guidelines which also require review to ensure consistency with the relevant policy. Where possible, officers will concurrently review CEO approved policies, procedures and guidelines associated with Council adopted policies.

Some policies are not under the purview of the Governance Committee and as such are not included in the Work Plan. These include:

- Planning policies. Presented directly to Council. Developed and advertised in accordance with the *Planning and Development Act 2005*.
- Accounting and finance policies and practices. Presented to the Audit and Risk Committee in accordance with the Terms of Reference.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION
That Council endorses the Governance Committee Work Plan listing policies for development and review in the 2025 calendar year (Attachment 1).

COMMITTEE RECOMMENDATION MOTION		GC4.02.25	
Moved by	Pres McNeil	Seconded by	Cr Zlatnik
<p>That Council endorses the Governance Committee Work Plan listing policies for development and review in the 2025 calendar year (Attachment 1), subject to the following amendment:</p> <ol style="list-style-type: none"> 1. Amend the Workplan to schedule the development of the Artificial Intelligence Policy, currently on hold, to recommence at the March 2025 Committee Workshop. 2. Delete the Youth Grants Policy review (as per Item 6.3 on this agenda) <p style="text-align: right;">CARRIED 3/0</p> <p>For: Pres McNeil, Cr Mehta and Cr Zlatnik</p> <p>Against: Nil</p>			

2025 Workplan - Policy Status and Schedule

	Primary	Task health	Commence	Scheduled Governance Workshop	Scheduled Governance Committee	Scheduled Council Meeting
1	Community Funding	<div><div></div></div>	Q3 2024	15 July 2024 18 November	17 February 2025	11 March 2025
2	Election Signage	<div><div></div></div>	Q4 2024			28 January 2025
3	Council Member and Independent Committee Members Fees, Expenses and Allowances	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
4	Youth Grants	<div><div></div></div>	Q1 2025		17 February 2025	11 March 2025
5	Use of AI	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
6	Community Gardens	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
7	Support for Volunteerism	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
8	Local Law Review	<div><div></div></div>	Q1 2025	17 March 2025 21 July 2025 19 May 2025 15 September		
9	Bush Fire Service - Long Service and Outstanding Service Awards	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
10	Roadside Conservation	<div><div></div></div>	Q1 2025	17 March 2025	21 April 2025	13 May 2025
11	Temporary Accommodation	<div><div></div></div>	Q2 2025	19 May 2025	16 June 2025	8 July 2025
12	Mobile Vendors on Shire Owned or Managed Land	<div><div></div></div>	Q2 2025	19 May 2025	16 June 2025	8 July 2025
13	Complaint Management	<div><div></div></div>	Q2 2025	19 May 2025	16 June 2025	8 July 2025
14	Disposal of Minor Surplus Assets	<div><div></div></div>	Q3 2025	21 July 2025	18 August 2025	9 September 2025
15	Fraud and Corruption Control	<div><div></div></div>	Q3 2025	21 July 2025	18 August 2025	9 September 2025
16	Art Collection	<div><div></div></div>	Q3 2025	21 July 2025	18 August 2025	9 September 2025
17	Recreation Needs	<div><div></div></div>	Q3 2025	21 July 2025	18 August 2025	9 September 2025
18	Council Member Continuing Prof. Dev, Training and Prof. Membership	<div><div></div></div>	Q4 2025	15 September 2025	15 December 2025	2026
19	Code of Conduct for Council Members, Committee Members and Candidates	<div><div></div></div>	Q4 2025	15 September 2025	15 December 2025	2026
20	Conducting Electronic Meetings and Attendance by Electronic Means	<div><div></div></div>	Q4 2025	15 September 2025	15 December 2025	2026
21	Committees, Advisory Groups, Representatives Meetings and Working Groups	<div><div></div></div>	Q4 2025	17 November 2025	2026	2026
22	Live Streaming and Recording of Meetings	<div><div></div></div>	Q4 2025	17 November 2025	2026	2026

7.0 URGENT BUSINESS (LATE REPORTS)

Nil

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Governance Committee will be held on Monday, 14 April 2025 at 5:30pm in the Committee Room, Shire of Mundaring Administration Centre.

8.2 Closure of the Meeting

The Presiding Member declared the meeting closed at 6.15pm.