



CONFIRMED MINUTES

GRANTS SELECTION COMMITTEE MEETING

29 NOVEMBER 2022

I certify that the minutes of the meeting of the Grants Selection Committee held on Tuesday, 29 November 2022 were confirmed on 18 April 2023.


Residing Person



**CONFIRMED MINUTES
GRANTS SELECTION COMMITTEE MEETING
29 NOVEMBER 2022**

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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**GRANTS SELECTION COMMITTEE
COUNCIL CHAMBER, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.15PM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 5.23pm.

Acknowledgement of Country

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

Record of Meeting

Members of this Committee and members of the public are advised that this meeting will be audio-recorded.

1.1 Election of Deputy Presiding Person

The Presiding Person called for nominations for the position of Deputy Presiding Person of the Grants Selection Committee.

Cr Jeans self nominated and was seconded by Cr Corica.

As there were no further nominations, Cr Jeans was elected as Deputy Presiding Person of the Grants Selection Committee.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr James Martin (President) – via electronic means	South Ward
	Cr Neridah Zlatnik (Presiding Person)	East Ward
	Cr Doug Jeans	Central Ward
	Cr Matthew Corica	West Ward

Staff	Shannon Foster	A/Director Strategic & Community Services
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Minute Secretary

Apologies

Absent	Cr Luke Ellery	South Ward
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Guests	Nil
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Members of the Public	Catriona Were-Spice	Chidlow Community Garden
	Linda Hedley	Chidlow Community Garden
	Greg Hedley	Chidlow Community Garden
	Sonja Smart	Glen Forrest Community Garden
	Sarah Barley	Glen Forrest Community Garden
	Jenny Currell	Glen Forrest Community Garden
	Catherine McMaster	Glen Forrest Community Garden

Members of the Press Nil

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected 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

An Elected 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*).

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	GSC1.11.22		
Moved by	Cr Jeans	Seconded by	Cr Corica

That the Minutes of the Grants Selection Committee Meeting held 2 August 2022 be confirmed.

CARRIED 4/0

For: Cr Jeans, Cr Martin, Cr Corica and Cr Zlatnik

Against: Nil

7.0 PRESENTATIONS

7.1 Deputations

Jenny Currell Item 8.1 Request for Grant Variation – Recover Together COVID-19 Relief and Recovery Fund – Rebuild Grant – Glen Forrest Community Garden

7.2 Petitions

Nil

7.3 Presentations

Nil

8.0 REPORTS OF EMPLOYEES

8.1 Request for Grant Variation - Recover Together COVID-19 Relief and Recovery Fund - Rebuild Grant - Glen Forrest Community Garden

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Shannon Foster, Acting Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

A variation request has been received from Glen Forrest Community Garden for a Recover Together COVID-19 Relief and Recovery Fund – Rebuild Grant of \$9529. This grant was awarded to the group in April 2021 (C4.04.21) for strategic planning, wages to employ a community development officer and garden assistant, and for the purchase of software to assist with virtual communication. The request is for the Grants Selection Committee to approve an extension of 12 months, to allow the group time to complete the project and submit a full acquittal of the funds.

BACKGROUND

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the shire. The aim of the Fund was to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which addressed the impacts of COVID-19.

The grants were funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting';
- Reconnect Grants to the value of \$501 to \$2500 for initiatives that benefit community groups and their members and local business and industry. Business applications at this level must demonstrate a collective benefit to their sector and the broader community;
- Rebuild Grants to the value of \$2501 to \$10,000 that support initiatives that are of wider community or economic benefit; and
- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

In April 2021, with the Rebuild Grant funding pool exhausted, Council approved a reallocation of funds to allow continued approval of grants at this level, including a grant to the Glen Forrest Community Garden (C4.04.21).

The grant was awarded in the amount of \$9529 for the group to engage a consultant to facilitate a planning session and develop a priority implementation report, for wages to employ a community development officer and garden assistant and to purchase software to assist with virtual communication.

The aim of this project was to assist the group to increase community engagement and interest in the garden, recruit new volunteers, enhance garden productivity and amenity, and to form partnerships with other local groups.

Long-term sustainability of the group would have positive outcomes for the wider community and create community resilience. Purchase of software would enable the group to continue communication in the event of future COVID restrictions on face-to-face meetings.

Acquittal of the grant was due in August 2022. On follow up of the acquittal, Shire staff were advised that the project had not progressed and the group requested a further 12 months to enable completion of the project.

The group have secured a number of external grants in the past 12 to 18 months and have been progressing with the various funded projects, using a significant amount of time and volunteer resources. All grants except the Rebuild Grant have now been acquitted. The group has two people engaged to undertake different tasks under the 'Garden Assistant' portion of the project, which is running very successfully and is expected to continue for the next three to six months. \$800 of the funds allocated to this part of the overall project have so far been expended.

The group has advised that the initial intention to purchase software Office 365 is no longer a priority and they request that this portion of the allocated funding (\$129) be reallocated to further support the employment of the Garden Assistant.

The proposed projects to be funded by the Rebuild Grant have each required an appropriately skilled and interested consultant. Finding appropriate people to fill these roles has proven difficult and with the other projects now complete, the group has indicated they have the time and resources to proceed with securing a suitable consultant to lead this project.

The Glen Forrest Community Garden is very keen to progress this project with the hope of engaging some younger, more energetic and enthusiastic volunteers to help with continuing to develop and maintain the garden into the future and require additional time to find an appropriate consultant to assist with this goal.

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants, Matching Grants, InspireArts Community Creativity & Cultural Fund Grants.

POLICY IMPLICATIONS

The grant is in line with the Shire's Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

\$264,181 was allocated to the Recover Together COVID-19 Relief & Recovery Fund in the 2020-2021 financial year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

SUSTAINABILITY IMPLICATIONS

Social

Shire of Mundaring has developed this financial assistance program in order to effectively and as far as possible equitably, provide funds to local community groups to undertake projects in the shire. Such projects meet identified community needs, promote active participation of local residents, build community strength and enhance the image of the Shire.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk in not awarding the extension and allowing the group to complete the project.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is mitigated by allowing the variation request.		
Risk: <u>Financial</u> – The risk of funds mismanagement by grant recipients.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event.		

EXTERNAL CONSULTATION

Consultation was undertaken with representatives of Glen Forrest Community Garden as required.

COMMENT

The Recover Together COVID-19 Relief & Recovery Fund Grant Guidelines do not specify a limit on acquittal timeframes eg. maximum of three months. The guidelines state an acquittal must be submitted “on completion of the funded project, and within the timeframe specified”, which in this case was 12 months.

As the Recover Together COVID-19 Relief & Recovery Fund is no longer in operation, a requirement for the group to return the unspent funds would result in these being absorbed into the general Shire financial budget. The funds would not be available for distribution to another group through the community grants program.

The Committee may decide that it is preferable for the group to keep the funds and continue with the project, with the hope of realising the original intended outcomes and expected benefits to the community. This outcome remains the aim of the group.

There is a risk that the project will remain incomplete at the end of the 12 month period of extension. It is therefore recommended to award the extension, with the condition that any unspent funds remaining at the end of 12 months be returned to the Shire.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION RECOMMENDATION

GSC2.11.22

Moved by Cr Jeans Seconded by Cr Corica

That the Committee approve the variation request, extending the acquittal due date for the Rebuild Grant awarded to Glen Forrest Community Garden to 30 November 2023, with the condition that any unspent funds remaining at 30 November 2023 be returned to the Shire.

CARRIED 4/0

For: Cr Jeans, Cr Martin, Cr Corica and Cr Zlatnik

Against: Nil

8.2 Request for grant variation - Recover Together COVID-19 Relief and Recovery Fund - Rebuild Grant - Chidlow Community Garden

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Shannon Foster, Acting Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

A variation request has been received from Chidlow Community Garden for a Recover Together COVID-19 Relief and Recovery Fund – Rebuild Grant of \$9009. This grant was awarded to the group in April 2021 (C4.04.21) for development of the garden including the purchase of recycled bricks, reticulation, ramps and Aboriginal artwork. The request is for the Grants Selection Committee to approve an extension of six months, to allow the group time to complete the project and submit a full acquittal of the funds.

BACKGROUND

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the shire. The aim of the Fund was to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which addressed the impacts of COVID-19.

The grants were funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting';
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- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

In April 2021, with the Rebuild Grant funding pool exhausted, Council approved a reallocation of funds to allow continued approval of grants at this level, including a grant to the Chidlow Community Garden (C4.04.21).

The grant was awarded in the amount of \$9009 for the group to build membership, address community health and wellbeing, in particular concerning social connection and bring the community back together in a safe outdoor venue. The project was an avenue for people who have lost their jobs to develop skills, to involve disadvantaged populations and provide opportunities for local businesses, stimulating the local economy.

The project had a focus on sustainability. Knowing that COVID-19 had the potential to affect the community for some time, the garden provided access to healthy food as well as increased knowledge and skills for people to grow their own produce.

The group has had difficulty sourcing quotes for some elements of the project including the accessible ramps and pathways. There are unspent funds of \$3256, with \$2640 to be spent on the drawings, assessments, approvals and permits associated with the access ramps for the rail carriages. The required ferricrete has been purchased in anticipation of securing appropriate trades to complete the work. Panels have been installed on the carriages in preparation for murals to be painted by the artist.

The group is requesting an additional six months to allow time to secure trades and complete these elements of the project.

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants, Matching Grants and InspireArts Community Creativity & Cultural Fund Grants.

POLICY IMPLICATIONS

The grant is in line with the Shire's Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

\$264,181 was allocated to the Recover Together COVID-19 Relief & Recovery Fund in the 2020-2021 financial year.

STRATEGIC IMPLICATIONS

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RISK IMPLICATIONS

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EXTERNAL CONSULTATION

Consultation was undertaken with representatives of Chidlow Community Garden as required.

COMMENT

The Recover Together COVID-19 Relief & Recovery Fund Grant Guidelines do not specify a limit on acquittal timeframes eg. maximum of three months. The guidelines state an acquittal must be submitted “on completion of the funded project, and within the timeframe specified”, which in this case was 12 months.

As the Recover Together COVID-19 Relief & Recovery Fund is no longer in operation, a requirement for the group to return the unspent funds would result in these being absorbed into the general Shire financial budget. The funds would not be available for distribution to another group through the community grants program.

The Committee may decide that it is preferable for the group to keep the funds and continue with the project, with the hope of realising the original intended outcomes and expected benefits to the community. This outcome remains the aim of the group.

There is a risk that the project will remain incomplete at the end of the six month period of extension. It is therefore recommended to award the extension, with the condition that any unspent funds remaining at the end of six months be returned to the Shire.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee approve the variation request, extending the acquittal due date for the Rebuild Grant awarded to Chidlow Community Garden to 31 May 2023, with the condition that any unspent funds remaining at 31 May 2023 be returned to the Shire.

COMMITTEE DECISION ALTERNATE MOTION

GSC3.11.22

Moved by Cr Jeans Seconded by Cr Corica

That the Committee approve the variation request, extending the acquittal due date for the Rebuild Grant awarded to Chidlow Community Garden to **30 November 2023**, with the condition that any unspent funds remaining at **30 November 2023** be returned to the Shire.

CARRIED 4/0

For: Cr Jeans, Cr Martin, Cr Corica and Cr Zlatnik

Against: Nil

Rationale

To allow Chidlow Community Garden group more time to complete the project.

9.0 URGENT BUSINESS (LATE REPORTS)

Nil

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The next Grants Selection Committee meeting will be advised.

10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.39pm.