



CONFIRMED MINUTES

GRANTS SELECTION COMMITTEE MEETING

24 AUGUST 2021

I certify that the minutes of the meeting of the Grants Selection Committee held on Tuesday 24 August 2021 were confirmed on 26 April 2022.

A handwritten signature in blue ink, appearing to read "N. Zlat", is written over a horizontal line.

Presiding Person



**CONFIRMED MINUTES
GRANTS SELECTION COMMITTEE MEETING
24 AUGUST 2021**

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 5.15pm.

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 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr James Martin (Presiding Person)	South Ward
	Cr John Daw (President)	East Ward
	Cr Doug Jeans	Central Ward
	Cr Simon Cuthbert	East Ward
Staff	Shannon Foster	Manager Libraries & Community Engagement
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Minute Secretary
Apologies	Cr Matthew Corica	West Ward
Absent	Nil	
Guests	Nil	
Members of the Public	Nil	
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*).

- Tracey Peacock declared an interest affecting impartiality in Item 8.1 (Matching Grant Application – Chidlow Volunteer Bush Fire Brigade) as the applicant is a former employee of the Shire and therefore is an ex-colleague of the grant assessor.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Procedures for asking and responding to questions are determined by the Presiding Person and in accordance with the Shire's Meeting Procedures Local Law 2015. Questions must relate to a function of the Committee.

Nil

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	GSC4.08.21
Moved by Cr Daw Seconded by Cr Cuthbert	

That the Minutes of the Grants Selection Committee Meeting held 3 August 2021 be confirmed.

CARRIED 4/0

For: Cr Daw, Cr Jeans, Cr Martin and Cr Cuthbert

Against: Nil

7.0 PRESENTATIONS

7.1 Deputations

Nil

7.2 Petitions

Nil

7.3 Presentations

Nil

8.0 REPORTS OF EMPLOYEES

8.1 Matching Grant Application - Chidlow Volunteer Bush Fire Brigade

File Code	GS.COM 2.01
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Impartiality - Tracey Peacock. The applicant is a former employee of the Shire and therefore, is an ex-colleague of the grant assessor.
Attachments	1. Matching Grant Application - Chidlow Volunteer Bush Fire Brigade

SUMMARY

In August 2021, the Grants Selection Committee approved a Matching Grant application from Chidlow Volunteer Bush Fire Brigade in the amount of \$1385 (**GSC 3.08.21**) for the purchase and installation of a new oven and range hood at the Chidlow Fire Station.

It was subsequently found that the application was made in retrospect and that the project has already been finalised. Under the Community Grant Program Guidelines, retrospective requests will not be funded.

It is recommended that the Committee's decision to award the grant is upheld for reasons outlined in **Comments and Attachment 1**.

BACKGROUND

At its August 2021 meeting, the Grants Selection Committee approved a Matching Grant application from Chidlow Volunteer Bush Fire Brigade in the amount of \$1385 (GSC 3.08.21) for the purchase and installation of a new oven and range hood at the Chidlow Fire Station.

Upon receipt of the grant agreement, the group realised they were unable to sign as the purchases had already been made and the request was therefore retrospective. Under the Community Grant Program Guidelines, retrospective requests will not be funded.

Matching Grants provide up to a maximum of \$2000 or 50% of the total project cash cost, whichever is the lesser amount. For grants over \$500, while in-kind contribution to the project is encouraged, this cannot be used as a matching component to Shire funding. Matching funding may be sourced through the group's own fundraising activities, other grant applications or sponsorship for that project.

STATUTORY / LEGAL IMPLICATIONS

Council has provided the Grants Selection Committee, through its Terms of Reference, with authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

POLICY IMPLICATIONS

While the grant is in line with the Shire's Community Funding Policy CD-02, it does not comply with the Community Grant Program Guidelines.

FINANCIAL IMPLICATIONS

The application can be met within the allocated budget, with \$21,985 remaining for allocation in round two of the 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

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Strategy 1.1.7 – Provide emergency management planning, disaster management and disaster recovery, and associated community liaison and education

Priority 3 – Built environment

Objective 3.1 – Shire assets and facilities that support services and meet community need

Community Health & Wellbeing Informing Strategy 2020/25

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2 – Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Goal: Building and maintaining safe places to live, work and play

Objective 2: Enhance bush fire preparedness

Commitment 2.4 – Establish and maintain volunteer bush fire brigades in accordance with the requirements of the *Bush Fires Act 1954*.

SUSTAINABILITY IMPLICATIONS

Social

Shire of Mundaring has developed this financial assistance program in order to effectively and 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 if the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through ongoing and periodic review of the program.		
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.		
Risk: <u>Reputation</u> – Council faces a reputational risk relating to approving a retrospective grant outside of the Community Grant Program guidelines.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The risk is mitigated through clear communication outlining the reasons why the decision was made.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

The application has been reviewed and a report compiled (Attachment 1).

The group applied for the Matching Grant believing they met the eligibility criteria. The application meets all other assessment criteria, however as the project has already been completed, it is a retrospective request.

Should the Committee determine not to award the grant, the group has advised that they will be impacted with few funds available to direct to other projects. The group is about to commence construction of a new locker/change room in the fire station. This project is a necessary capital improvement that meets the guidelines for funding under the Local Government Grant Scheme (LGGS) administered by the Department of Fire and Emergency Services. The group has been advised that funds through the LGGS will not be available for the project in the near future. The construction is estimated to cost approximately \$8000. The group has applied to the Western Power Bushfire Volunteers Grants Program for assistance with the locker/change room project, however this program is always over-subscribed and very competitive. If unsuccessful, the group will fund this project entirely as it needs to be undertaken prior to next fire season. Undertaking the project will take a substantial portion of the group's financial reserves. Receipt of the

Matching funds to undertake the kitchen upgrades will assist to reduce the diminution of these reserves.

Chidlow Volunteer Bush Fire Brigade receives income from donations, community fundraising and payment for hazard reduction burns on private and public property and occasional grant funding. The major source of income is hazard reduction burns. The group's ability to undertake these burns is constrained by the weather and the availability of volunteers, particularly due to COVID-19 restrictions. It is difficult to plan burns in advance because of the unpredictability of the weather and burning conditions. The group has undertaken very few burns this year because it has been too wet, and anticipates that this will extend into spring, leading to extremely constrained income this year.

The group has prudently managed their finances, with their financial position gradually improving over the last ten years. During this time, the group has funded many items of equipment, fire station amenities, community activities and volunteer recognition services and events and hopes to be able to continue to do so. The group has had mixed success in attracting grant funding.

The Committee may consider that the application, having not met the grant eligibility criteria in terms of retrospectivity, not be approved to ensure the fair and equitable distribution of funds through the Community Grants Program.

However, approval of this request will allow the group to proceed with the proposed upgrades to the fire station without depleting their financial reserves, allowing them to continue to provide other valued community activities and projects in the East Ward.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION	GSC5.08.21
RECOMMENDATION	
Moved by	Cr Cuthbert
Seconded by	Cr Daw

That the Committee resolves to confirm the previous decision (**GSC3.08.21**) to award a Matching Grant to the total value of \$1385 to Chidlow Volunteer Bush Fire Brigade, noting that doing so is outside of the Community Grant guidelines.

CARRIED 4/0

For: Cr Daw, Cr Jeans, Cr Martin and Cr Cuthbert

Against: Nil

Matching Grant Assessment against Selection Criteria

Applicant Group: Chidlow Volunteer Bushfire Brigade (CVBFB)
Project: Purchase and install new oven and range hood

1. Meets eligibility requirements?

No. The application meets all other eligibility criteria, however is a retrospective request with the project already being finalised.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Matching Grant	Built in storage	\$2000	Yes
2018	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300	N/A

**3. Meets Shire Strategic Community Plan objectives
Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

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

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Strategy 1.1.7 – Provide emergency management planning, disaster management and disaster recovery, and associated community liaison and education

Strategy 1.1.8 – Ensure safety and amenity standards are upheld

Priority 3 – Built environment

Objective 3.1 – Shire assets and facilities that support services and meet community need

Community Health & Wellbeing Informing Strategy 2020/25

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2 – Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Goal: Building and maintaining safe places to live, work and play

Objective 2: Enhance bush fire preparedness

Commitment 2.4 – Establish and maintain volunteer bush fire brigades in accordance with the requirements of the *Bush Fires Act 1954*.

4. Brief Description of Project

The group seeks funds to purchase and install a new oven and range hood in the Chidlow Fire Station. The existing electric oven and cooktop is too small, with Brigade member numbers growing steadily. The oven is required for catering for volunteer training, catering for firefighters at extended response to bushfires, and brigade meetings and social events.

5. Project Rationale

The inadequacy of the previous small electric stove has been discussed by members for some years. Various options have been debated. Increasing numbers of volunteers have increased the demand on station infrastructure. A decision to proceed with a larger electric oven with gas cook-top was arrived by resolution at the general meeting.

6. Project Plan

- Research options to enhance capacity of station kitchen facilities.
- Seek approval from Shire to install larger stove.
- Reach member agreement on preferred oven and cooktop option and configuration.
- Bring quotes for stove and range hood to general meeting.
- Obtain member resolution to proceed.
- Purchase and install oven and range hood.

7. Acknowledgement of the Shire's support

Shire contribution will be acknowledged verbally and on social media.

8. Demonstrated Success of the Project

Improved capacity of fire station kitchen facilities will assist in enabling the Brigade to provide adequate catering for Brigade members at various functions including:

- Catering for members at Brigade meetings and in-house training events
- Catering for members of other Brigades at occasional Mundaring Fire School training courses held at Chidlow Fire Station, eg. Pump Operations courses are regularly held at Chidlow Station
- Catering for members at extended fire emergency responses. For example at the recent Wooroloo Fire, members turned out to crew appliances around the clock for four shifts daily for seven consecutive days, and then on day shifts for several more days. Catering at the Incident Control Point was not always available. Food and drink for tired and hungry volunteers was supplied at Chidlow station by other members, family members and community members and the kitchen was constantly in use.
- Catering for Brigade members at regular social events.

Catering for Brigade members will be able to be served safely and in a timely manner in adequate quantities for the number of volunteers requiring it. Previously observed bottlenecks and delays in preparing and serving food will no longer occur. Members providing catering services will have more options on the nature and variety of catering provided. The Brigade will be better

equipped to provide more options for members with particular dietary requirements.

9. Project Budget

The total budget is \$3370. The applicant is seeking \$1385 from Shire of Mundaring, being 41% of the budget. Matching funding will be sourced from the Brigade's existing funds.

10. Referee

Blue Inder - Smith, Owner, Chidlow Growers Mart

11. Comments

The applicant has canvassed input from members over a period of time with regard to the needs of the group; with increasing membership the need for a suitable oven to accommodate required catering needs for volunteer training, during bushfire response and for brigade meetings and social events has become a priority.

The work has been undertaken with approval from the Shire.

The Committee may consider that the application, having not met the grant eligibility criteria in terms of retrospectivity, not be approved to ensure the fair and equitable distribution of funds through the Community Grants Program.

However, approval of this request will allow the group to proceed with the proposed upgrades to the fire station without depleting their financial reserves, allowing them to continue to provide other valued community activities and projects in the East Ward.

12. Recommendation

That a Matching Grant to the value of \$1385 be awarded to the applicant.

9.0 URGENT BUSINESS (LATE REPORTS)

Nil

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The date of the next Grants Selection Committee meeting to be advised.

10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.20pm.