



25 September 2018

## NOTICE OF MEETING

Dear Committee Member,

The next Grants Selection Committee meeting will be held at 5.15 pm on Tuesday, 9 October 2018 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Mark Luzi", written over a blue circular stamp or seal.

**Mark Luzi**  
**ACTING CHIEF EXECUTIVE OFFICER**

### **Please Note**

If an Elected Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



**AGENDA**  
**GRANTS SELECTION COMMITTEE MEETING**  
**9 OCTOBER 2018**

**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 MEETING  
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.15 PM**

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**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

**Staff** Paula Heath

Minute Secretary

**Apologies**

**Guests**

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**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*).

**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*).

**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.

**6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

|                       |
|-----------------------|
| <b>RECOMMENDATION</b> |
|-----------------------|

That the Minutes of the Grants Selection Committee Meeting held 10 April 2018 be confirmed.

## **7.0 PRESENTATIONS**

### **7.1 Deputations**

- (1) Members of the public may, during the deputations segment of the order of business and with the consent of the Presiding Member, make a public statement on any matter that appears on the agenda for that meeting provided that –
  - a) the deputation is limited to a maximum of 3 minutes, unless otherwise determined by the Presiding member;
  - b) the deputation is not offensive or defamatory in nature, providing that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement in a manner that is not offensive or defamatory; and
  - c) no discussion or questions relating to the deputation are permitted, unless otherwise determined by the Presiding Member.
- (2) Fifteen minutes is to be allocated for deputations.
- (3) Once all statements have been made, nothing prevents the unused part of the deputation time period from being used for other matters.
- (4) If the 15 minute period set aside for deputations is reached, Council may resolve by resolution that statement time be extended for no more than two 15 minute extensions.

### **7.2 Petitions**

- (1) A petition is to –
  - a) be addressed to the President;
  - b) be made by electors of the district;
  - c) state the request on each page of the petition;
  - d) contain the legible names, addresses and signatures of the electors making the request;
  - e) contain a summary of the reasons for the request;
  - f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
  - g) not contain offensive or insulting language.
- (2) On the presentation of a petition –
  - a) the member presenting it or the CEO is confined to reading the petition; and
  - b) the only motion that is in order is that the petition be received and that it be referred to the CEO for action.
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
  - a) The matter is the subject of a report included in the agenda; and
  - b) The Council has considered the issues raised in the petition.

### **7.3 Presentations**

## 8.0 REPORTS OF EMPLOYEES

### 8.1 Matching Grant Applications

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|                                   |  |
|-----------------------------------|--|
| <b>File Code</b>                  | GS.COM 2.01  |
| <b>Author</b>                     | Tracey Peacock, Grants and Volunteers Advisor            |
| <b>Senior Employee</b>            | Megan Griffiths, Director Strategic & Community Services |
| <b>Disclosure of Any Interest</b> | Nil  |
| <b>Attachments</b>                | 1. Matching Grant Assessment <a href="#">↓</a>           |

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#### SUMMARY

The 2018/19 Matching Grant Program budget is \$25,000. This is the first round of grants for this financial year, with an allocated budget of \$12,500. Applications for this round closed on 3 September 2018. Six eligible applications were received, with requests totalling \$6427.

Three applications requesting amounts under \$500 have been considered by the Chief Executive Officer who has authority to approve these grants. It is recommended that the remaining three applications to the value of \$5104, be approved by the Grants Selection Committee.

#### BACKGROUND

The Matching Grant provides up to a maximum of \$2000 or 50% of the total project cash cost, whichever is the lesser amount. 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.

The grant was promoted in the community through advertisements in two local newspapers, posts on Shire of Mundaring Community Grant webpage and Facebook page, through the community group email contact list and on community noticeboards.

In addition to meeting the selection criteria, the Grants Selection Committee, as outlined in the program guidelines, will also take into consideration:

- Partnerships where two or more community groups will benefit directly from the project.
- The equitable distribution of funds across the geographic communities of the Shire of Mundaring.

The Matching Grant provides the Shire with opportunities for positive promotion. The Grant Guidelines and Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps the broader community understand one of the ways Shire revenue is spent. It may also

encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. Examples of Shire acknowledgement activities include:

- A Council representative being invited to attend the launch of a completed project;
- Verbal acknowledgement of the Shire’s support during speeches;
- Media articles about Shire support of the project;
- Use of Shire logo on promotional material;
- Display of Shire signage at the site of the project.

The three applications to be considered by the Committee are as follows:

- Chidlow Progress Association.....\$2000
- Mundaring Tennis Club .....\$1864
- Mundaring Camera Club (Swan Hills Photographic Society) .....\$1240

The applicants are seeking funds to purchase equipment and undertake minor capital upgrades of facilities. All of these activities fall within the grant guidelines.

The request for funds can be met within the allocated budget. If approval is granted to initiatives as recommended, an amount of \$18,573 will remain in the budget for 2018/19. This includes the abovementioned applications and the further three applications approved by the Chief Executive Officer.

### **STATUTORY / LEGAL IMPLICATIONS**

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

### **POLICY IMPLICATIONS**

This grant is in line with the Shire’s Community Funding Policy CD-02.

### **FINANCIAL IMPLICATIONS**

The funding applications recommended for approval can be met within the allocated budget.

### **STRATEGIC IMPLICATIONS**

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.2 – Residents of all ages, needs and backgrounds are engaged and supported by their community

Strategy 2.2.3 – Encourage and promote volunteer and support services

## 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

|  |                    |               |
|--|--------------------|---------------|
| <b>Risk: <u>Reputation</u></b> - Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner. |                    |               |
| <b>Likelihood</b>  | <b>Consequence</b> | <b>Rating</b> |
| Unlikely   | Moderate           | Medium        |
| <b>Action / Strategy</b>   |                    |               |
| The risk is mitigated through ongoing and periodic review of the program.  |                    |               |
| <b>Risk: <u>Financial</u></b> - The risk of funds mismanagement by grant recipients  |                    |               |
| <b>Likelihood</b>  | <b>Consequence</b> | <b>Rating</b> |
| Unlikely   | Minor              | Low           |
| <b>Action / Strategy</b>   |                    |               |
| 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 applicant groups and referees as required.

## COMMENT

All applications have been reviewed and a report compiled (Attachment 1).

All applications meet the eligibility and limitation requirements as outlined in the guidelines.

- Chidlow Progress Association seeks funds to repair the stage area in the Old Chidlow Hall.
- Mundaring Tennis Club seeks funds to install acoustic panelling in their clubrooms.
- Mundaring Camera Club seeks funds for professional framing of photographs for the "What a Tool" exhibition.

In this round, 67% of eligible applications received were from groups located in Central Ward and 33% from East Ward. No applications were received from South or West Wards.

## VOTING REQUIREMENT

Simple Majority

**RECOMMENDATION**

That the Committee resolves to award Matching Grants to the total value of \$5104 to:

- Chidlow Progress Association.....\$2000
- Mundaring Tennis Club .....\$1864
- Mundaring Camera Club (Swan Hills Photographic Society) .....\$1240

### Matching Grant Assessment against Selection Criteria

There are six applicants for the first grant round for the financial year 2018/19, seeking funds to the total of \$6,427. These requests can be met within the allocated budget of \$12,500. Three applications with requests under \$500 have been considered by the Chief Executive Officer who has authority to approve these grants.

The remaining three applications are summarised below:

**Applicant Group 1:** Chidlow Progress Association (CPA)  
**Project:** Old Chidlow Hall Stage Repair

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**1. Meets eligibility requirements?**

Yes. All members are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant          | Purpose                                     | Amount |
|------|----------------|---|--------|
| 2018 | Matching Grant | Old Chidlow Hall Window Restoration Project | \$2000 |
| 2017 | Quick Grant    | Lake Leschenaultia Carols                   | \$500  |
| 2016 | Quick Grant    | Old Chidlow Hall Painting                   | \$500  |
| 2014 | Quick Grant    | Lake Leschenaultia Carols                   | \$500  |
| 2011 | Quick Grant    | Signage                                     | \$200  |
| 2006 | Quick Grant    | Volunteer Recognition                       | \$200  |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community and Built Environment.

**4. Brief Description of Project**

The Old Chidlow Hall stage was recently damaged by white ants and is not safe for public use. The white ants have been treated and an engineer has inspected the stage and provided a report of the works required. A quantity surveyor has reviewed the engineer's report and has provided a quote for repairs. A registered builder has also inspected the stage and has provided a second quote.

**5. Project Rationale**

The stage works are required to allow the stage to be utilised by the community again. The stage has currently been closed off to public use as it is unsafe due to the white ant damage.

The CPA Committee commissioned an assessment of the structural integrity of the stage and have prioritised the stage repair works as part of the broader

scope to conserve the Old Chidlow Hall. The Shire has been notified of the white ant damage to the stage and has been advised that it is a priority project to keep the Hall in good repair.

The white ant damage to the stage is mainly confined to the floor boards and Masonite sheet lining which was placed on top of the floor boards some time ago, ostensibly to level and possibly cover holes in the boards.

From the engineer's initial observation there appeared to be little damage to stumps, bearers or joists although it was obvious that some joists were missing. The registered builder has also identified that additional bearers are required to support the joints and meet code.

Bookings for the Hall are currently being limited due to the stage being unusable, which limits the CPA's income earning potential from the building.

**6. In Kind Contribution by Members**

Members have contributed significant time to manage the repair of the stage including sourcing the necessary reports and quotes regarding the work required. Members will continue to manage the project until works are complete and the stage can once again be hired to users.

**7. Project Plan**

The works required to repair the stage are as follows:

- Remove Masonite sheeting and floor boards;
- All new work to be completed in accordance with the recommendations of Australian Standard 1684 Timber framed construction code;
- Replace damaged or missing stumps aiming for a maximum of 1.5 metre centres in both directions. Stumps to have ant caps;
- Replace damaged or missing floor joists aiming for a maximum of 600mm centres;
- Replace damaged or missing bearers;
- Replace floor boards with "Structafloor" or similar 22mm thick flooring to manufacturer's specifications.

If the grant application is successful, the project will commence immediately and completed by mid-November 2018.

**8. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged in the Chidlow Chatter, the group's Facebook page 'Chidlow Matters' and at the Chidlow Markets event on 20 October 2018.

**9. Demonstrated Success of the Project**

Success of the project will be evident through renewed use of the stage for performances and other activities. The 2018 Chidlow Christmas Carols will be

held at the Chidlow Hall and neighbouring green space. An operational stage is critical to the success of this event and to maximise the number of people that can be accommodated in the building. Once the works are complete the stage will once again open for community use and the group will publicise this outcome in the Chidlow Chatter and the 'Chidlow Matters' Facebook page. Activities at the Hall will return to normal once the stage is functional.

The overall outcome of the repair work will be a safe and functioning building which can continue to be enjoyed by the Chidlow and wider Shire of Mundaring community.

**10. Project Budget**

The total budget is \$4500. The applicant is seeking \$2000 from Shire of Mundaring, being 44% of the budget. Matching funding will be sourced from the group's own funds.

**11. Referee**

Danika Friesema, St John Ambulance, Paramedic.

**12. Comments**

As part of the ongoing restoration works at the Chidlow Hall, the stage repairs are necessary to ensure the building can continue to be used by the community for a wide range of purposes. The group have been proactive and dedicated in their approach to ensuring work on the Hall is completed to the benefit of the Chidlow community and its surrounds.

**13. Recommendation**

That a Matching Grant to the value of \$2000 be awarded to the applicant.

**Applicant Group 2:** Mundaring Tennis Club  
**Project:** Clubrooms Acoustic Panelling

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**1. Meets eligibility requirements?**

Yes. 96% of members are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant          | Purpose                       | Amount |
|------|----------------|-------------------------------|--------|
| 2017 | Matching Grant | Club Room Ceiling Replacement | \$2000 |
| 2016 | Quick Grant    | Microwave Oven                | \$470  |
| 2014 | Quick Grant    | Equipment Sheds               | \$500  |
| 2013 | Quick Grant    | Garden Upgrade                | \$500  |
| 2012 | Quick Grant    | Garden Upgrade                | \$500  |
| 2011 | Quick Grant    | Cleaning Equipment            | \$500  |
| 2010 | Quick Grant    | Security Door and Panels      | \$500  |
| 2009 | Quick Grant    | Chairs                        | \$500  |
| 2008 | Quick Grant    | Seating and BBQ               | \$400  |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community, Built Environment.

**4. Brief Description of Project**

The tennis club clubroom was built in the 1980's by club members. In 2017 extensive renovations were undertaken, including replacement of the ceiling which was old, stained and of inferior quality materials. The walls were also relined, kitchen wall tiling replaced and the entire structure was repainted internally.

Whilst the club has been rejuvenated by the major works undertaken, a new problem has been identified in that the whole clubroom now echoes to the extent that members, particularly older members, find it impossible to hear conversations.

Earlier this year, the club surveyed all members seeking feedback on how funds could be best spent on further improvements. The majority of members identified noise reduction in the clubrooms as a priority issue. The result of discussion has concluded that the installation of 14 Quite Space acoustic panels in the ceiling will resolve the noise issue.

**5. Project Rationale**

The clubroom upgrade undertaken last year and earlier this year has significantly increased club membership, by almost 35% on last year. The

increase in membership has resulted in increased noise levels in the clubroom, both before and after play as well as at frequent social events. Many members, particularly the older members, are finding it more difficult to take part in conversation because of the acoustic issues.

It is anticipated that this work will significantly improve the enjoyment of members and therefore increase their desire to play more often and to attend more social events held at the club.

**6. In Kind Contribution by Members**

Members will continue with management of the project, arranging supply and installation of the acoustic panelling, measuring the success of the project and acquitting grant funds.

**7. Project Plan**

The club plans to engage the services of Quiet Solutions Specialists to supply and install fourteen 25mm Quiet Space panels direct to the ceiling of the clubrooms. It is anticipated that this project will commence as soon as possible following notification of the grant outcome.

**8. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged in the monthly newsletter and Facebook page. It is hoped that the project will be completed in time for the official opening of the new court lights in November, at which the support provided will also be acknowledged.

**9. Demonstrated Success of the Project**

The committee will observe the improvements and its impact on members. It is expected that attendance at social functions will increase and this will be measured through verbal feedback and attendance registers.

**10. Project Budget**

The total budget is \$3726.80. The applicant is seeking \$1863.40 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced from the group's own funds.

**11. Referee**

Karen Winterburn, Primary School Teacher, Education Department WA.

**12. Comments**

Consultation has been undertaken with members of the group to identify needs which has highlighted an issue which they are now working to resolve. It is a condition of the grant that the work is carried out by a licensed contractor as with the previous work undertaken on the ceiling.

**13. Recommendation**

That a Matching Grant to the value of \$1864 be awarded to the applicant.

**Applicant Group 3:** Mundaring Camera Club (formerly Swan Hills Photographic Society)  
**Project:** Exhibition Framing

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**1. Meets eligibility requirements?**

Yes. 88% of the group's members are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant       | Purpose              | Amount |
|------|-------------|----------------------|--------|
| 2015 | Quick Grant | Photography Workshop | \$500  |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

Forty photographs taken by the Mundaring Camera Club will be exhibited at the Boya Community Centre as part of the "What a Tool" project, coordinated by the Mundaring Arts Centre. The photographs will be selected for their artistic merit, with all participating members guaranteed of at least one photograph for display. The group seeks funds to assist with the cost of suitable and uniform framing of the photographs for exhibition.

**5. Project Rationale**

The exhibition of framed photographic works will depict tools and their importance to the economic and cultural development of society. This project is being undertaken in collaboration with Mundaring Arts Centre, Mundaring Community Men's Shed, Mundaring & Hills Historical Society, Mundaring Chamber of Commerce, Katharine Susannah Prichard Writer's Centre as well as other community groups and businesses. Group members have been active on the organising committee of "What a Tool" and have agreed that the purchase of uniform frames for each photograph will add to the professional presentation of the exhibition. This was a learning from a previous exhibition at the same venue, for the "Habits of Horses" project.

**6. In Kind Contribution by Members**

Members will be involved in organising and preparing artwork to be framed and hung at the exhibition as well as assisting with promotion of the overall "What a Tool" project.

**7. Project Plan**

The exhibition will take place at the Boya Community Centre from 16 October 2018 to 16 November 2018. The group will work with Mundaring Arts Centre to select, frame and hang the photographs as a part of the overall "What a Tool" program of events.

**8. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged with the placement of banners at the exhibition and in the exhibition catalogue.

**9. Demonstrated Success of the Project**

Success will be measured by the number of people attending the exhibition as well as through survey responses from attendees and other feedback received. Members of the Mundaring Arts Centre and the coordinating groups will also provide feedback. The number of sales of the framed photographs will also be a guide to the success of the exhibition.

**10. Project Budget**

The total budget is \$2480. The applicant is seeking \$1240 from Shire of Mundaring. Matching funding will be sourced from the group's own funds.

**11. Referee**

Jenny Haynes, Mundaring Arts Centre, Director.

**12. Comments**

This exhibition is part of a larger project which is a collaboration between many local groups and businesses as well as the Shire of Mundaring. This grant will assist one of the smaller organisation involved in the project to present a professional exhibition for the enjoyment of the community and to the benefit of the group and its photographers.

**13. Recommendation**

That a Matching Grant to the value of \$1240 be awarded to the applicant.

## 8.2 Grant Selection Report - Community Event Grant

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|                                   |  |
|-----------------------------------|--|
| <b>File Code</b>                  | GS.COM 2.03  |
| <b>Author</b>                     | Tracey Peacock, Grants and Volunteers Advisor            |
| <b>Senior Employee</b>            | Megan Griffiths, Director Strategic & Community Services |
| <b>Disclosure of Any Interest</b> | Nil  |
| <b>Attachments</b>                | 1. Community Event Grant Assessment <a href="#">↓</a>    |

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### SUMMARY

The 2018/2019 Community Event Grant Program was allocated a budget of \$30,000. This is the first round of this grant, with a closing date of 3 September 2018. Six applications were received, with requests totalling \$21,500. One application requesting an amount of \$500 or under, has been considered by the Chief Executive Officer who has authority to approve these grants.

The applicants are seeking funds to run a variety of community events including festivals, sporting events, school fetes, markets and Christmas themed events. All activities fall within the grant guidelines.

It is recommended that the remaining five applications are approved by the Grants Selection Committee, to the value of \$16,606.

### BACKGROUND

The Community Event Grant was developed to financially assist local community groups which deliver a range of events that meet identified community need, promote active participation of local residents, build community strength and enhance the image of the Shire. The grants are funded at two levels:

- Event Grants to the value of \$500 for small community events.
- Event Grants to the maximum value of \$5,000 (plus GST where applicable) for annual community events where the group is able to match or exceed the grant amount, from fundraising, sponsorship or other grants.

In addition to meeting the selection criteria, the Grants Selection Committee, as outlined in the program guidelines, will also take into consideration:

- Partnerships, where two or more community groups will benefit directly from the project.
- The equitable distribution of funds across the geographic communities of the Shire of Mundaring.

The Community Event Grant provides the Shire with opportunities for positive promotion. The grant Guidelines and Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps

people understand one of the ways Shire revenue is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch. Invitations should be received at least two weeks prior to the launch.
- Publicise the Shire’s financial support for the project through:
  - At least one media article.
  - Including the Shire’s name or logo on any promotional or program material produced for the event.
  - Displaying Shire of Mundaring signage during the event.
  - Verbally acknowledging the Shire’s support during speeches.

The Community Event Grant round was promoted in the community through advertisements in two local newspapers, on Shire of Mundaring Community Grant webpage, through the community group email network, via social media and through posters on community noticeboards.

The five applications to be considered by the Committee are as follows:

- Mount Helena Residents and Ratepayers Progress Association.....\$5000
- Maida Vale Masters Swimming Club.....\$4500
- Parkerville Primary School Parents & Citizen’s Association.....\$5000
- Glen Forrest Primary School Parents & Citizen’s Association.....\$5000
- Glen Forrest Christmas Gathering (under the auspices of Glen Forrest Volunteer Bush Fire Brigade).....\$1500

If approval is granted to initiatives as recommended an amount of \$12,894 will remain in the budget for 2018/19. This includes the abovementioned applications and the further application approved by the Chief Executive Officer. It is anticipated that the remaining funds will be expended in a second round of Community Event Grants to open in February 2019.

#### **STATUTORY / LEGAL IMPLICATIONS**

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

#### **POLICY IMPLICATIONS**

This grant is in line with the Shire’s Community Funding Policy CD-02.

## FINANCIAL IMPLICATIONS

The funding applications recommended for approval can be met within the allocated budget.

## STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.4 – A place of vibrant culture and arts

Strategy 2.4.1 – Encourage, promote and support existing and new community events

Strategy 2.4.2 – Support not-for-profit arts and cultural groups

## 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

|  |                    |               |
|--|--------------------|---------------|
| <b>Risk: <u>Reputation</u></b> - Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner. |                    |               |
| <b>Likelihood</b>  | <b>Consequence</b> | <b>Rating</b> |
| Unlikely   | Moderate           | Medium        |
| <b>Action / Strategy</b>   |                    |               |
| The risk is mitigated through ongoing and periodic review of the program.  |                    |               |
| <b>Risk: <u>Financial</u></b> - The risk of funds mismanagement by grant recipients  |                    |               |
| <b>Likelihood</b>  | <b>Consequence</b> | <b>Rating</b> |
| Unlikely   | Minor              | Low           |
| <b>Action / Strategy</b>   |                    |               |
| 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 applicant groups and referees as required.

## COMMENT

All applications have been reviewed and a report compiled (**Attachment 1**). Where a different amount is recommended to the amount sought by the group, this is outlined in the

attachment under Comment and Recommendation. A summary of all applications is noted below:

- Mount Helena Residents and Ratepayers Progress Association seeks funds to hold the Act-Belong-Commit Hills Billy Cart Festival.
- Maida Vale Masters Swimming Club seeks funds to hold the 2018 Lake Leschenaultia Open Water Swim.
- Parkerville Primary School Parents & Citizen’s Association seeks funds to hold a Twilight Christmas Fete.
- Glen Forrest Primary School Parents & Citizen’s Association seeks funds to hold a Community Fete and Art Auction.
- Glen Forrest Christmas Gathering seeks funds to hold the 2018 Glen Forrest Christmas Gathering at Burkinshaw Park, Glen Forrest.

In the current round 50% of applications were received from groups located in Central Ward, 33% from East Ward and 17% from South Ward. No applications were received from groups in the West Ward.

#### **VOTING REQUIREMENT**

Simple Majority

|                       |
|-----------------------|
| <b>RECOMMENDATION</b> |
|-----------------------|

That the Committee resolves to award Community Event Grants to the total value of \$16,606 to:

- Mount Helena Residents and Ratepayers Progress Association.....\$5000
- Maida Vale Masters Swimming Club.....\$2606
- Parkerville Primary School Parents & Citizen’s Association.....\$2500
- Glen Forrest Primary School Parents & Citizen’s Association.....\$5000
- Glen Forrest Christmas Gathering (under the auspices of Glen Forrest Volunteer Bush Fire Brigade).....\$1500

### Community Event Grant Assessment against Selection Criteria

There are six applicants for the first grant round for the financial year 2018/19, seeking funds to the total of \$21,500. These requests can be met within the allocated budget of \$30,000. One application from Darlington Family Playgroup has been assessed by the Chief Executive Officer who has authority to approve grant applications under \$500.

The remaining five applications are summarised below:

**Applicant Group 1:** Mount Helena Residents and Ratepayers Progress Association (Inc.)

**Event:** Act-Belong-Commit Hills Billy Cart Festival

**1. Meets eligibility requirements?**

Yes.

90% of the group's members are Shire residents.

**2. Applicant Grant History**

| Year | Grant                             | Purpose                           | Amount |
|------|-----------------------------------|-----------------------------------|--------|
| 2018 | Matching Grant                    | Skateboard/scooter workshop       | \$600  |
| 2017 | Community Event Grant             | Whim Festival                     | \$4580 |
| 2016 | Matching Grant                    | Promotional event                 | \$500  |
| 2015 | Community Event Grant             | Whim Festival                     | \$3915 |
| 2014 | Matching Grant                    | Promotional material              | \$1108 |
| 2013 | Community Event Grant             | Whim Festival                     | \$5122 |
| 2013 | Matching Grant                    | Promotion of Whim Festival        | \$525  |
| 2012 | Volunteer Recognition Event Grant | Volunteer Recognition Event Grant | \$300  |
| 2012 | Quick Grant                       | Website upgrade                   | \$500  |
| 2011 | Quick Grant                       | Thank you volunteers              | \$500  |
| 2011 | Community Event Grant             | Whim Festival                     | \$3053 |
| 2010 | Quick Grant                       | Website upgrade                   | \$500  |
| 2009 | Quick Grant                       | Whim Security                     | \$480  |
| 2008 | Seed Funding                      | Whim Festival                     | \$3000 |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

The group seeks funds to assist with the costs of the inaugural Act-Belong-Commit Hills Billy Cart Festival. The Festival will comprise a billy cart race and vintage fair and will be held on 28 October 2018 in Mount Helena.

The race, to be held on Evans Street, is for people of all ages and is open to individuals, organisations and corporations. Carts are being made that can be hired by those who don't have the facility or capability to make their own. The group is partnering with Vintage Collective Markets to present the fair component of the event at Pioneer Park.

**5. Activities to be funded by this grant**

Shire of Mundaring funds will be used to assist with the cost of sound engineers and sound equipment, hire of chairs and printing of promotional posters.

It is anticipated that approximately 4000 people will attend the event, based on a conservative estimate supplied by Vintage Collective Markets. The fair will consist of food stalls, licensed bar, competitions, parades, entertainment including local bands, games and activities for children. There will also be a display of vintage cars.

The race will be held four cars at a time from a starting ramp, in various weight categories, including tandem races (mainly for younger children and an adult). Heats will be timed to decide the winners. Marshals from local organisations will control the activities on course and a professional traffic management team will control traffic for the closed roads.

**6. Priority of Project/Community Consultation/Benefit**

The group have consulted widely with the community and other local community groups. The Mundaring Men's Shed are engaged in manufacturing billy carts for use. The Mount Helena Volunteer Bush Fire Brigade will be assisting on the day and entering the race with their own cart. Eastern Hills Senior High School have been supportive of the Festival and are assisting with promotion to local schools. The Mundaring Rotary Club have also been involved in the event and will be in attendance on the day. The group have received much positive feedback from the community when consulting residents regarding road closures.

The group has been successful in obtaining in-kind support and some financial contributions from local businesses who are keen to support the event.

The objective of the event is for wide community participation with many race entries and spectators in attendance. The event will be a free fun day out, building a sense of community and fostering community spirit, as well as bringing visitors to the eastern region of the Shire. It is hoped that this will become an annual event.

- 7. Access and Inclusion**  
Pioneer Park has two accessible toilets and two parking spaces will be reserved for accessible parking. Entry will be free to all visitors to allow access for the whole community. Billy carts will be made available to race at a low fee, for those unable to provide their own.
- 8. Project Plan and Timeline**  
Event plan, scoping document and race run sheet have been provided, outlining key tasks and milestones in planning of the event.
- 9. Risks Identified and Managed**  
Risk management plans for both the fair and race components have been provided and at the time of writing, are undergoing assessment by Shire staff.
- 10. Acknowledgement of the Shire's support**  
Shire of Mundaring contribution will be acknowledged on social media, website, banners and print promotional material. The Shire President will be invited to officially open the event.
- 11. Demonstrated success of the project**  
Success of the event will be evident through good attendance, successful market stalls and competition entries. Success will be measured through the number of race entries, overall attendance numbers, stallholder/vendor and community feedback received.
- 12. Event Budget**  
The total budget is \$28,204. The applicant is seeking \$5,000 from Shire of Mundaring, being 18% of the budget. Additional funds will be sourced from the group's own funds \$2050, other grants (Lotterywest \$10,862 not confirmed, Healthway \$4900 confirmed, Mundaring Community Financial Services \$2800 not confirmed) and from business sponsorships (\$2592 confirmed).
- 13. Referees**  
Jennifer Johnson, Mundaring and Hills Historical Society, Vice President.  
Sally Roberts, Wheels Inc., President.
- 14. Comment**  
The group has worked with Shire staff to ensure all necessary approvals, permits and plans are in place for the event. The event is of great benefit to the Mount Helena community, offering a day of free entertainment and competition not only to local residents but to the wider community. The group has a good history of managing community events, sourcing and acquitting grant funds.
- 15. Recommendation**  
That a grant to the value of \$5000 be awarded to the applicant.

**Applicant Group 2:** Maida Vale Masters Swimming Club Inc.  
**Event:** 2018 Lake Leschenaultia Open Water Swim

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**1. Meets eligibility requirements?**

The group operates outside of the Shire of Mundaring. 14% of the group's members are Shire of Mundaring residents. The group must demonstrate that the project has significant benefit to Shire of Mundaring residents, to meet grant eligibility criteria.

**2. Applicant Grant History**

| Year | Grant                 | Purpose                            | Amount |
|------|-----------------------|------------------------------------|--------|
| 2016 | Community Event Grant | Lake Leschenaultia Open Water Swim | \$2157 |
| 2015 | Community Event Grant | Lake Leschenaultia Open Water Swim | \$2966 |
| 2014 | Community Event Grant | Lake Leschenaultia Open Water Swim | \$715  |
| 2012 | Community Event Grant | Stop Watch                         | \$1000 |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

The 32<sup>nd</sup> Lake Leschenaultia Open Water Swim (OWS) will be held on 11 November 2018. The Lake swim is part of the Masters Swimming WA (MSWA) OWS series which is now being revitalized to become the WOW (WA Open Water) series of swims. An initiative of MSWA, the WOW branding will offer Masters clubs with a platform on which they can promote their individual OWS events to all members of the community and at the same time, display a more vibrant and exciting series of swims.

At this year's event two additional races will be introduced (800m and 3200m), which it is hoped will attract more swimmers, particularly those that enjoy a longer distance event.

Also included will be the 400m "Go Jump in the Lake" swim, specifically targeting swimmers who have not previously competed in an Open Water Swim or those who would like to swim but are not confident or able to swim a longer distance.

This will be followed by an 800m swim and the signature event of 1600m. Following the completion of the main events, the mini OWS (Taddies & Minnows swim) for the children of competitors, friends and visitors will take place. The Lake Swim is the only OWS event on the whole of the WA Open Water Series, which offers this type of event for children.

This year the swim will be held on the 11 November 2018, Remembrance Day, the 100th Anniversary of the end of WWI and to recognise this special occasion, one minute silence will be observed at the end of the event briefing.

**5. Activities to be funded by this grant**

The group seeks funds to cover the administrative costs associated with the event including on-line registration fees, event sanction fee, venue hire, insurance levy, St John Ambulance cover and Blue Chip Timing hire.

Blue Chip Timing will be used to manage the four swims being offered for the event, in anticipation of an increased number of swimmers competing as a consequence of the additional distances. In addition, the use of Swimmer Number Tattoos will be introduced, bringing another level of professionalism to the event and reducing the risk of swimmers reacting to the use of permanent markers for numbering swimmers.

**6. Priority of Project/Community Consultation/Benefit**

It is anticipated that 600 people will attend including competitors, officials and spectators. In 2017, the Lake Swim saw an increase in the number of swimmers and a second wave of swimmers for the 1600m event was introduced. The use of electronic timing to manage the larger numbers and to prevent a more professional and competitive event, was also introduced.

There are many competitors who travel from both the inner and outer metropolitan area to attend this swim. A number of Triathlon clubs used last year's event as a training event. Local and public awareness of the Open Water at the Lake via advertising on a number of swimming websites, encouraged members in the Shire to participate. These members bring their families to the Lake for a picnic following the swim and take advantage of what the Lake has to offer, including the Reflections Café.

**7. Access and Inclusion**

Sufficient officials and volunteers will be available to assist swimmers with disabilities or swimmers who need support, to access and exit the water. The finish is an in-water finish and this contributes to the safety of swimmers by not requiring them to race up the "Finishing Chute" to register their time.

Paddlers are situated along the course to ensure anyone experiencing difficulties during the event is supported and if necessary, removed from the water. A motorized vessel is provided by the Shire which is available to facilitate the removal of any swimmer from the Lake who may require transportation back to shore.

St. John Ambulance First Aid Volunteers will be present at the Lake prior to and following both events.

The Patron of Masters Swimming WA is Priya Cooper, a Paralympian with close ties to the hills and Maida Vale Masters, and it is hoped that she will accept an invitation to attend the event.

**8. Project Plan and Timeline**

Comprehensive event plan has been provided.

**9. Risks Identified and Managed**

Risk management plan has been provided and is being assessed by Shire staff.

**10. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged on the Maida Vale Masters Swimming (MVMS) OWS registration website and on promotional material.

**11. Demonstrated success of the project**

Success of the project will be demonstrated by presentation of a well-attended and enjoyable event.

- The profile of the Shire will be increased for its focus in promoting community involvement by supporting events such as the Lake OWS.
- Maida Vale Masters Swimming will generate sufficient income from the event to enable it to cover anticipated costs for the swim.
- An increase in the awareness of the event and acknowledgment of sponsors will be achieved.
- More people will be encouraged to take up swimming for their health and wellbeing.
- New visitors will be encouraged to the Lake and will return with family and friends in the future. This has already occurred with swimmers training for ultra-long distance swims (English Channel) training in the Lake during the colder months in order to acclimatize to the colder waters when attempting these marathon events.

Success of the event will be measured by:

- The number of entrants received for the swim;
- Feedback from the Chief Referee;
- The number of family and friends that accompany the competitors to the Lake;
- The number of visitors who stay after the swim for a BBQ & picnic lunch;
- Positive feedback from both competitors and visitors about the event, the course, the organisation, the venue and the facilities;
- The increased number of swimmers that compete not only in the existing distance swim but also those registering to swim in the newly introduced events;

- Positive feedback from the Shire with respect to the manner in which the event was run.

**12. Event Budget**

The total budget is \$9,609. The applicant is seeking \$4,500 from Shire of Mundaring, being 47% of the budget. Additional funds will be sourced through race entry fees and business sponsorships.

**13. Referees**

Ken Sanderson, WA Police Service, Retired Police Detective.  
Les Smith, Partner, ACG Earthmoving & Surveying.

**14. Comment**

A number of items listed for funding are considered operational including fees associated with on-line registrations, event sanction fees and insurance levy. Although the Maida Vale Masters Swimming Club operates outside of the Shire, it is evident that this event is of benefit to the local community and local business and is an avenue to promote Lake Leschenaultia to the wider community. It is recommended that a reduced level of funding be offered to cover the hire of the Blue Chip Timing system, hire of the venue and the provision of St John Ambulance first aid services.

**15. Recommendation**

That a grant to the value of \$2606 be awarded to the applicant.

**Applicant Group 3:** Parkerville Primary School Parents & Citizen's Association  
**Event:** Twilight Christmas Fete

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**1. Meets eligibility requirements?**

Yes.

All members of the group are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant                             | Purpose                     | Amount |
|------|-----------------------------------|-----------------------------|--------|
| 2016 | Volunteer Recognition Event Grant | Volunteer Recognition Event | \$300  |
| 2013 | Matching Grant                    | Canteen Equipment           | \$1644 |
| 2012 | Community Event Grant             | 50th Anniversary Open Day   | \$500  |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

The group seeks funds to hold a twilight Christmas fete on Saturday 24 November 2018 at Parkerville Primary School.

**5. Activities to be funded by this grant**

Funds will be used to purchase items for raffles and auctions, along with the purchase of food for the school stall. The funds will also be used towards promotion of the event.

Approximately 50 stall holders will attend the event with buskers, raffles, silent auctions, food vans, chocolate wheel, activities for children including animals, face painting, jumpy castles all being available.

**6. Priority of Project/Community Consultation/Benefit**

Parkerville Primary School has a great community network. The group have advertised the event on Facebook and received much interest from stall holders, the community and parents. It is expected that approximately 2000 people will attend the event.

The group have also received support from local businesses who have donated raffle prizes. The event will raise funds for an overdue outdoor sports court upgrade. This overhaul will not only benefit the children who attend the school, but also the wider community who use the courts for seasonal sports training.

- 7. Access and Inclusion**  
Parkerville Primary School is accessible with wheelchair access throughout. Accessible toilets will also be made available at the event. Large signage will be used to direct people clearly to find activities.
- 8. Project Plan and Timeline**  
Project plan and timeline for management of the event have been provided.
- 9. Risks Identified and Managed**  
Risk management plan suitable for the event has been provided.
- 10. Acknowledgement of the Shire's support**  
Shire of Mundaring contribution will be acknowledged on Facebook, in the group's newsletter and in promotional material.
- 11. Demonstrated success of the project**  
Success of the event will be measured by the level of funds raised towards the court resurfacing project and feedback from stall holders, parents and attendees.
- 12. Event Budget**  
The total budget is \$5000. The applicant is seeking \$5000 from Shire of Mundaring. Discussion has taken place with the applicant regarding the matching component of the grant and it has been confirmed that the event will still be viable with a reduced grant amount of \$2500, being 50% of the budget. As purchases to be used as prizes are not eligible items, it is a condition of the grant that funds be used towards promotion, hire of equipment and entertainment.
- 13. Referees**  
Lisa Turner, Parkerville Primary School, Fete Coordinator.  
Carolyn Nunn, Principal, Parkerville Primary School.
- 14. Comment**  
Events of this nature are a good way for school communities to come together to build a sense of community and raise funds for school projects that benefit both students and in this case, the wider community.
- 15. Recommendation**  
That a Community Event Grant to the value of \$2500 be awarded to the applicant.

**Applicant Group 4:** Glen Forrest Primary School Parents & Citizen's Association  
**Event:** Community Fete & Art Auction

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**1. Meets eligibility requirements?**

Yes.

All members of the group are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant                 | Purpose                | Amount |
|------|-----------------------|------------------------|--------|
| 2017 | Matching Grant        | Replacement Oven       | \$2000 |
| 2015 | Community Event Grant | Fete and Art Auction   | \$6500 |
| 2015 | Quick Grant           | Gardening and Landcare | \$500  |
| 2012 | Community Event Grant | Fete and Art Auction   | \$4982 |
| 2012 | Quick Grant           | Promotional Material   | \$500  |
| 2010 | Quick Grant           | Gazebo                 | \$498  |
| 2007 | Quick Grant           | Pedometers             | \$500  |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

The Glen Forrest Primary Community School Fete & Art Auction has become a popular community event. Held every three years, it is the group's main source of fundraising and sets the budget for the provision of major resources within the school. It is also a fantastic platform to showcase the works of local artists, community organisations and businesses, to the community. The event provides a fun day out for families and community members with various free activities, crafts, food stalls and entertainment for all ages. The event will be held on 30 March 2019.

**5. Activities to be funded by this grant**

Funds will be used to hire a large marquee, stage, sound equipment and entertainment, including local bands. In addition, funds will be used towards the provision of first aid and the hire of lighting and a cool room. The grant will also support the free activities that will be run throughout the event including a toddler play area, kids craft stall and other entertainment specifically for children.

**6. Priority of Project/Community Consultation/Benefit**

It is expected that 3000 people will attend the event, based on the previous attendance numbers and an expected increase due to the provision of increased entertainment, activities and amusements.

The event will include activities such as bouncy castles, rides, face painting, games, raffles and competitions. 'Make and take' stalls will allow adults and children to create craft items to take home with them. Free live shows and community workshops will be held with local artists, bands and local community groups showcasing their skills.

Visual art created by local artists and students will be displayed for the Art Auction. Stalls will be run by local businesses and organisations will sell and advertise their products. A number of local service organisations promoting health and well-being will also be invited to attend, including the Shire of Mundaring. Stalls run by the school community will sell hand crafted items made by parents and students, as well as second-hand items such as books and clothes.

A variety of foods and beverages will be available throughout the event including a number of mobile food vans. A Sundowner is also planned for the latter part of the Community Fete. The availability of food and beverages coupled with live entertainment will increase the social atmosphere and allow community members to meet each other in a relaxed and comfortable environment.

**7. Access and Inclusion**

The Glen Forrest Primary School is already equipped with designated accessible parking bays and has continuous accessible pathways from the Tillbrook and Smith Street car parks for wheelchair access to the event. Many of the stalls and activities will be located in the large paved courtyard, undercover area and on the school oval which are all accessible. There is also ramp access throughout the school. Viewing of the artworks will be conducted in the schools media room which provides ramp access and will be displayed to allow comfortable viewing heights and a wheelchair friendly layout.

Accessible toilets are available at the school and will be clearly sign posted for easy access. All promotional material and newsletters for the event will include notification that it is an accessible event.

At times, during performances an Auslan interpreter will sign for those who are hearing impaired. A large print of the program will be available on request. While dogs and other animals are not permitted on the school site, Guide Dogs will be permitted and water and shade provided.

**8. Project Plan and Timeline**

Project plan with appropriate timeline of major milestones provided.

**9. Risks Identified and Managed**

Risk management plan provided.

**10. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged in all promotional material, the Community Fete website and on social media. Signage will also be displayed. Local Councillors will be invited to attend and the Shire will be verbally acknowledged on the day.

**11. Demonstrated success of the project**

Success of the event will be determined through fundraising outcomes. The group expects to raise approximately \$30,000. A collaborative approach between the group, the school administration, school council, staff, students and families will determine how the funds are expended. Financial success of the event will be benchmarked against the profits raised from previous events.

It is envisaged that the Community Fete will increase the positive sense of community in the local area by providing a free event and opportunities for residents to come together and connect. Opportunities for volunteering will be provided to the school and wider community. Artists participating in the auction will experience increased profile. The profile of local support services will also be increased.

Fete participants will be counted to determine the number of local attendees. A post Community Fete survey will be sent to stall holders to gauge their views on the day as well as canvassing attendees via an online feedback link attached to the Community Fete web page.

**12. Event Budget**

The total budget is \$26,000. The applicant is seeking \$5000 from Shire of Mundaring, being 19% of the budget. Additional funds will be sourced from the group's own funds and sponsorships.

**13. Referees**

Lindsay Earnshaw, Earnshaws Real Estate, Director.  
Jan Jost, Community Member.

**14. Comment**

The 2016 event was very successful, raising over \$32,000 for the school. An estimated 3000 people attended. Shire of Mundaring contribution was comprehensively acknowledged and the grant of \$6500 successfully acquitted.

**15. Recommendation**

That a Community Event Grant to the value of \$5000 be awarded to the applicant.

**Applicant Group 5:** Glen Forrest Christmas Gathering (under the auspices of  
Glen Forrest Volunteer Bush Fire Brigade)  
**Event:** Glen Forrest Christmas Gathering

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**1. Meets eligibility requirements?**

Yes.

All of the group's members are Shire of Mundaring residents.

**2. Applicant Grant History**

| Year | Grant                 | Purpose                          | Amount |
|------|-----------------------|----------------------------------|--------|
| 2017 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2016 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2015 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2014 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2013 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2012 | Community Event Grant | Glen Forrest Christmas Gathering | \$1500 |
| 2011 | Community Event Grant | Glen Forrest Christmas Gathering | \$1000 |

**3. Meets Shire Strategic Community Plan objectives**

Yes, Community.

**4. Brief Description of Project**

The Glen Forrest Christmas Gathering is held annually at Burkinshaw Park in Glen Forrest. The event is led by the Hills Youth Choir, made up of local volunteers aged eight to 18. This is now a traditional family event in Glen Forrest and takes place on 23 December each year.

**5. Activities to be funded by this grant**

The group seeks funds to cover the cost of sound, lighting and stage setup. This equipment is provided at cost price by a local company and has remained unchanged for some years.

The park is set up with facilities including sausage sizzle, coffee truck, ice-cream truck and sales in glow ware used for the carols.

There are games organised and Santa arrives on a fire truck with treats for the children. The annual "east vs west" tug-of-war takes place just before sunset when the carols begin.

**6. Priority of Project/Community Consultation/Benefit**

It is expected that approximately 1500 to 1800 people will attend based on previous year's attendance. This event has been held for over 25 years and has grown steadily each year, gaining support from the community as the 'go to' place for many families every year on 23 December as part of their Christmas celebrations. The event facilitates a great sense of community spirit and cohesion.

Each year the programme is changed to maintain interest, support and growth. The event will not expand in duration, however in terms of content and presentation, changes are made every year.

**7. Access and Inclusion**

Burkinshaw Park is an accessible venue. Volunteers will be on-hand to assist if required.

**8. Project Plan and Timeline**

Event plan with major project timelines outlined, has been provided.

**9. Risks Identified and Managed**

Risk management plan has been provided and is being assessed by Shire staff.

**10. Acknowledgement of the Shire's support**

Shire of Mundaring contribution will be acknowledged on promotional material, stage signage and through verbal announcements at the event.

**11. Demonstrated success of the project**

Successful provision of a free family Christmas event will be measured through attendance numbers, growing involvement of local businesses and feedback from attendees and participants (choir members/musicians and volunteers).

**12. Event Budget**

The total budget is \$4,530. The applicant is seeking \$1,500 from Shire of Mundaring, being 33% of the budget. Additional funds will be sourced through the sale of Glow-ware on the night, business sponsorships, donations and a grant from Mundaring Community Financial Services (un-confirmed).

**13. Referees**

Graeme Bissett, Glen Forrest Volunteer Fire Brigade, President.  
Ann Slaven, Secretary, Glen Forrest Volunteer Fire Brigade.

**14. Comment**

This event is one of several Christmas events held in the Shire annually. It is very well attended as people from the local and wider community come to hear the fantastic choir and to sing along, taking advantage of the free activities and enjoying the family friendly atmosphere. The group has a good history of successfully acquitting grant funds.

**15. Recommendation**

That a Community Event Grant to the value of \$1500 be awarded to the applicant.

**9.0 URGENT BUSINESS (LATE REPORTS)**

**10.0 CLOSING PROCEDURES**

**10.1 Date, Time and Place of the Next Meeting**

**10.2 Closure of the Meeting**