



## **MINUTES**

# **SPECIAL GRANTS SELECTION COMMITTEE MEETING**

**9 MAY 2017**

I certify that the minutes of the Special meeting of the Grants Selection Committee held 9 May 2017 SGSC1 to SGSC10 were confirmed on 10 October 2017.

\_\_\_\_\_  
Presiding Person



## **MINUTES**

### **SPECIAL GRANTS SELECTION COMMITTEE MEETING**

**9 May 2017**

#### **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.

## LEGEND

To assist the reader, the following explains the method of referencing used in this document:

<b>Item</b>	<b>Example</b>	<b>Description</b>
Page Numbers	SGSC1.MAY 2017 (SGSC2, SGSC3 etc)	Sequential page numbering of Special GSC Agenda or Minutes for May 2017
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Decision Reference	DSGSC3.05.17	Committee Decision number 3 from Special GSC meeting May 2017

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**SPECIAL GRANTS SELECTION COMMITTEE MEETING  
COMMITTEE MEETING ROOM – 5.45PM**

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**1.0 OPENING PROCEDURES**

*The Deputy Presiding Person declared the meeting open at 5.45pm.*

At the Grants Selection Committee meeting held on Tuesday 11 April 2017 the Committee resolved in part (DGSC2.04.17):

***to consider the application from Eastern Hills Horse and Pony Club separately at a Special Grants Selection Committee meeting once additional information has been received on the applicant group.***

A special Grants Selection Committee meeting was scheduled to be held on Tuesday 18 April 2017 to consider the above application. However, no quorum was established at the special meeting, therefore the meeting was adjourned and reconvened today.

**1.1 Announcement of Visitors**

*Nil.*

**1.2 Record of Attendance/Apologies/Approved Leave of Absence**

<b>Members</b>	Cr Daw (Deputy Presiding) Cr Lavell Cr Martin Cr Cuccaro	East Ward South Ward South Ward West Ward
<b>Staff</b>	Kaye Abel Paula Heath	Manager Libraries & Community Engagement Minute Taker
<b>Leave of Absence</b>	<i>Nil</i>	
<b>Apologies</b>	<i>Nil</i>	
<b>Absent</b>	<i>Cr Jeans (Presiding Person)</i>	<i>Central Ward</i>
<b>Guests</b>	<i>Nil</i>	
<b>Members of the Public</b>	<i>Nil</i>	
<b>Members of the Press</b>	<i>Nil</i>	

## **2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

*Nil.*

## **3.0 DECLARATION OF INTEREST**

### **3.1 Disclosure of Financial Interest and Proximity Interests**

Members must disclose the nature of their interest in matters to be discussed at the meeting (Sections 5.60B and 5.65 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 Disclosure of Interest Affecting Impartiality**

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice (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**

(LIMIT OF 15 MINUTES)

15 minutes (with a possible extension of 2 extra 15 minute periods) are set aside at the beginning of each Council meeting to allow members of the public to ask questions of Council.

Public Question Time is to be conducted in accordance with Shire of Mundaring Meeting Procedures Local Law 2015.

*Nil.*

## 6.0 CONFIRMATION OF MINUTES

That the minutes of the meeting of the Special Grants Selection Committee held 18 April 2017 be confirmed.

<b>COMMITTEE DECISION RECOMMENDATION</b>		<b>DSGSC1.05.17</b>	
<i>Moved by:</i>	<i>Cr Daw</i>	<i>Seconded by:</i>	<i>Cr Lavell</i>

**CARRIED 4/0**

**For:** *Cr Daw, Cr Lavell, Cr Martin, Cr Cuccaro*

**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

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<b>Date of Report</b>	12 April 2017
<b>Author</b>	Tracey Peacock, Grants & Volunteers Advisor
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Nil

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At the Grants Selection Committee meeting held on 11 April 2017, the following application was deferred in order for Committee members to receive additional information on the applicant:

- Eastern Hills Horse and Pony Club..... \$2000

#### **BACKGROUND:**

The Matching Fund Grant will provide 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, on Shire of Mundaring Community Grant website and Facebook page, through the community group email network and paper advertisements posted on noticeboards as well as via volunteer group email network.

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 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:



- A Council representative to attend and participate in the launch of a completed project.
- Verbal acknowledgement of the Shire's support during speech activities.
- Articles in the media about Shire support of the project.
- Shire's name or logo on any promotional material.
- Displaying Shire signage at the site of the project.

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

Council has delegated authority to the Grants Selection Committee to grant Milestone Event Grants, Community Event Grants and Matching Grants (Delegation COM-48).

#### **POLICY IMPLICATIONS:**

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

#### **FINANCIAL IMPLICATIONS:**

The funding application can be met within the allocated budget.

#### **STRATEGIC IMPLICATIONS:**

Supports Strategic Community Plan 2026:

- Objective 2.2- Residents of all ages, needs and backgrounds are engaged and supported by their community; and
- Objective 2.3 A strong and localised community spirit; and
- Objective 2.4 A place of vibrant culture and arts.

#### **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:**

Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner. The risk is mitigated through ongoing and periodic review of the program.

The risk of funds mismanagement by grant recipients is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event.

**CONSULTATION:**

Further consultation was undertaken with the applicant group as required.

**COMMENT:**

Further information has been obtained from the applicant and a report compiled (**Attachment 1**).

The application meets the eligibility and limitation requirements as outlined in the guidelines.

- Eastern Hills Horse and Pony Club seeks funds to purchase two laser pistols and targets for use in training for tetrathlon events.

**VOTING REQUIREMENT:**

Simple Majority.

<b>COMMITTEE DECISION RECOMMENDATION</b>		<b>DSGSC2.05.17</b>	
<i>Moved by:</i>	<i>Cr Lavell</i>	<i>Seconded by:</i>	<i>Cr Daw</i>

That the Committee resolves to award a Matching Grant to:

- Eastern Hills Horse and Pony Club..... \$2000

**CARRIED 4/0**

**For:** *Cr Daw, Cr Lavell, Cr Martin, Cr Cuccaro*

**Against:** *Nil*

**9.0 URGENT BUSINESS (LATE REPORTS)**

*Nil.*

**10.0 CONFIDENTIAL REPORTS**

*Nil.*

## **11.0 CLOSING PROCEDURES**

### **11.1 Date, Time and Place of the Next Meeting**

The next Grants Selection Committee meeting will be held on Tuesday 10 October 2017.

### **11.2 Closure of the Meeting**

*The Deputy Presiding Person declared the meeting closed at 5.47pm.*

## **12.0 ATTACHMENTS**

<b>ATTACHMENT NO.</b>	<b>ITEM NO.</b>	<b>SUBJECT</b>
1	8.1	Matching Grant Application



**ATTACHMENT**

**SPECIAL GRANTS SELECTION COMMITTEE**

**9 May 2017**

<b>ATTACHMENT NO.</b>	<b>ITEM NO.</b>	<b>SUBJECT</b>
1	8.1	Matching Grant Application

**Attachment No. 1**

**4 Pages**

**Refer to Item 8.1**

## Matching Grant Assessment against Selection Criteria

This request can be met within the allocated budget. The application is summarised below:

**Applicant Group:** Eastern Hills Horse and Pony Club  
**Project:** Laser Pistol Sports Equipment

1. **Meets eligibility requirements?** Yes

2. **Acquitted previous Shire funding?** Yes

3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2016	Quick Grant	Public Address System	\$500
2014	Matching Grant	Jump Wings and Breakaway Cups	\$1000
2012	Quick Grant	Fence	\$500

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

Community

5. **Brief Description of Project**

The group seeks funds to purchase two laser pistols and targets for members to use in shooting training for Tetrathlon events.

6. **Project Rationale**

Members of Pony Club throughout the world take part in Tetrathlon events which involve participants running, riding, swimming and shooting.

In International Tetrathlons and in all Australian Tetrathlons, except in Western Australia, the shooting phase involves the use of laser pistols. This year will be the last year that Western Australia uses .22 rifles and Clubs throughout the State will need to transition to the use of pistols. It is anticipated that the pistols will be purchased in November 2017 following the Club's final fundraiser, a show jumping event to be held in September.

The use of laser pistols is being sanctioned by The Pony Club Association of Western Australia (PCAWA). This has many advantages:

- Moving into line with the global Tetrathlon community means improved continuity for WA competitors and levels the playing field;
- Competitor safety is enhanced with no live rounds being fired;
- Clubs will no longer require the attendance of emergency services at shooting events, reducing their costs;
- Expenses on consumables will be greatly reduced (no live ammunition or single use paper targets required and no rifle maintenance necessary);

- Ease of training, with a WA Police approved shooting venue no longer required for training;
- Ease of transport of the pistols with no restrictions as is the case with the .22 rifles;
- Increased inclusion for people with a disability as laser pistols are much lighter than the current rifles and can be fired from standing or sitting positions (rather than lying prone as is the case with .22 rifles).

## **7. Addresses Access and Inclusion**

The current .22 rifle system involves lying prone and holding the rifle butt against the cheek with two hands to steady the weapon. The chamber is opened with a bolt action and a single round loaded into the chamber which is then closed using the bolt. The weapon is fired, the breach opened and the spent shell removed before repeating the process six more times. Following this, the participant must move to the target and retrieve the target for scoring purposes. There are issues with access and inclusion at many levels here as the shooter must be able to lie prone. They must possess a certain level of dexterity to hold the heavy weapon, load and unload the weapon and handle the small bullets used in the process. The shooter must then be able to move to the target area to retrieve the paper target that has been shot.

The laser pistol system being adopted means that;

- A participant is no longer faced with a long and heavy rifle, but instead a lightweight laser pistol. This can be fired from a seated position meaning participants with leg weakness or using wheelchairs can still fire the weapon;
- The absence of bullets means participants with reduced manual dexterity are able to use the system;
- The absolute safety of the system means children at a younger age can be encouraged to participate, safe in the knowledge that there is no risk again as no live bullets are fired.

## **8. In Kind Contribution by Members**

Members have undertaken significant fundraising towards the purchase of the equipment. Members will continue to be involved in the project by sourcing and purchasing the equipment, maintaining and storing the equipment and acquitting grant funds.

## **9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged through an invitation to the Shire President to present the equipment to the Club. Acknowledgement will also be made on the Club noticeboard, newsletter and in a thank you letter.

## **10. Demonstrated Success of the Project**

Eastern Hills Horse and Pony Club will acquire two new laser pistols with electronic target systems. Club members will no longer have to travel to Walliston for rifle shooting practice.

Club members will be able to train in safety in the Club rooms during a rally with no requirements to have a safety officer or medical cover on site.

The pistols are expensive and not all Clubs will raise funds to acquire them. In line with the Club's constitution which states the aim to "promote the very highest ideals of sportsmanship, citizenship and loyalty, cultivating strength of character and self-discipline", other Club's will be offered the opportunity to use the new equipment.

**11. Project Budget**

The total budget is \$4000. The applicant is seeking \$2000 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced through the Club's own funds.

**12. Referee**

Liz Johns, Former Committee Member, Eastern Hills Horse and Pony Club

**13. Comments**

The group has demonstrated the many benefits the purchase of the equipment will bring to the Club and its members and shows a willingness to share these benefits with other Clubs, widening the impact of the project.

**14. Additional Information**

The Club operates from the Parkerville Equestrian Centre and has 72 active members. 40 of these are young riders and 32 are adult members of the Club. It is estimated that 90-95% of members are Shire of Mundaring residents. All of the children at the Club will have access to the equipment and will be coached in using the laser pistol, regardless of whether they intend to compete in the Tetrathlon events. The beauty of the laser pistol is that there are no safety issues with younger children using the equipment and the Club plans to use the equipment every month at the clubhouse.

The Club has provided the annual Pony Club Association of WA (PCAWA) Tetrathlon report, which explains that the events allow for children and adults to compete as either individuals or teams. The laser pistol training will be made available to adult members as they can also compete in Tetrathlon events.

On 10 April, the Committee tabled a motion that the Club pay for two committee members to undergo training in the coaching of, use of and calibration of the laser equipment. This training is to be carried out by Murray Bowman who attended the WA State Tetrathlon in Serpentine recently to introduce riders to the new equipment.

The committee approved the motion and once the selected committee members have been trained to coach using the laser pistol, the Club will run training events for members of other pony clubs in the area (known as the PCAWA Hills Zone), meaning that the laser pistol will benefit a very large number of children.

It is anticipated that initially training will be offered to Clubs in the Hills Zone including Eastern Hills Pony Club, Darlington Pony Club, Gidgegannup Pony Club, Walliston Pony Club, Woorloo Pony Club and Balkuling Pony Club. The Hills Zone is the fourth largest PCAWA Zone by membership in WA and has over 400 members. Currently, these children travel to Walliston Shooting Club to receive their shooting training and it is anticipated that these children



could now be trained at Parkerville, since the shooting coordinator at Walliston has retired. Alternatively, the Club is considering that training days could be arranged for other Clubs at a location convenient to them.

The Club will be participating later this year in the Habits of Horses Project, putting on a display in the Mundaring Arts Centre to promote the Club and recruit new members.

**15. Recommendation**

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