



29 March 2018

## NOTICE OF MEETING

Dear Committee Member,

The next Grants Selection Committee meeting will be held at 5.30pm on Tuesday, 10 April 2018 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jonathan Throssell", written over a light grey horizontal line.

**Jonathan Throssell**  
**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**  
**10 APRIL 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.

## CONTENTS

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<b>1.0</b>	<b>OPENING PROCEDURES</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS	4
1.2	ATTENDANCE/APOLOGIES	4
<b>2.0</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>4</b>
<b>3.0</b>	<b>DECLARATION OF INTEREST</b>	<b>4</b>
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	4
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY	4
<b>4.0</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	<b>4</b>
<b>5.0</b>	<b>PUBLIC QUESTION TIME</b>	<b>4</b>
<b>6.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>5</b>
<b>7.0</b>	<b>PRESENTATIONS</b>	<b>5</b>
7.1	DEPUTATIONS	5
7.2	PETITIONS	5
7.3	PRESENTATIONS	6
<b>8.0</b>	<b>REPORTS OF EMPLOYEES</b>	<b>7</b>
8.1	MATCHING GRANT APPLICATIONS	7
8.2	GIVING BACK MILESTONE EVENT GRANT APPLICATIONS	45
<b>9.0</b>	<b>URGENT BUSINESS (LATE REPORTS)</b>	<b>55</b>
<b>10.0</b>	<b>CLOSING PROCEDURES</b>	<b>55</b>
10.1	DATE, TIME AND PLACE OF THE NEXT MEETING	55
10.2	CLOSURE OF THE MEETING	55

**GRANTS SELECTION COMMITTEE MEETING  
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.30PM**

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**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

<b>Staff</b>	Megan Griffiths Tracey Peacock Paula Heath	Director Strategic & Community Services Grants & Volunteers Advisor Minute Secretary
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**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>
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That the Minutes of the Grants Selection Committee Meeting held 10 October 2017 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**

Nil.

## 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>	Grants & Volunteers Advisor has three children who attend Eastern Hills Senior High School
<b>Attachments</b>	1. Matching Grant Applications Summary <a href="#">↓</a>

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#### SUMMARY

The 2017/18 Matching Grant Program budget is \$29,045. A balance of \$19,976 is available for allocation in this round, following approvals of grants totalling \$9069 in the first round of grants.

Applications for this round closed on 6 March 2018. 12 eligible applications were received, with requests totalling \$16,635. One further application received from Mundaring Chamber of Commerce was deemed ineligible as it was a retrospective request. It is recommended that 11 of the 12 eligible applications be accepted. It is not recommended to fund the application from Perth Hills and Wheatbelt Band for reasons outlined in Attachment 1.

#### 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 12 applications to be considered by the Committee are as follows:

- Wheels Inc. ....\$1320
- Perth Hills and Wheatbelt Band .....\$1977
- Mt Helena Residents and Ratepayers Progress Association .....\$600
- Eastern Hills Senior High School Parents and Citizens Association .....\$2000
- Mustard Seed – Discovering Computers.....\$1000
- Darlington Family Playgroup .....\$550
- Hills Outside School Care Association .....\$603
- Parkerville Junior Football Club.....\$1018
- Chidlow Volunteer Bush Fire Brigade .....\$2000
- Swan View Junior/Senior Football Club .....\$1567
- Chidlow Progress Association.....\$2000
- Eastern Hills Guide and Scout Group .....\$2000

The applicants are seeking funds to purchase equipment, undertake minor capital upgrades of facilities, provide training to members and for promotional activities. 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 \$5318 will remain in the budget for 2017/18.

### **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 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:</b> Reputation - 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:</b> Financial - 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.

- Wheels Inc. seeks funds to upgrade their financial and bookings systems.
- Perth Hills and Wheatbelt Band seek funds to attend the New York International Music Festival and Study Tour.
- Mt Helena Residents and Ratepayers Progress Association seeks funds to hold a Skateboard/Scooter workshop for young people in the community.
- Eastern Hills Senior High School Parents and Citizens Association seeks funds to upgrade equipment for their Virtual Baby program.
- Mustard Seed – Discovering Computers seeks funds to purchase a defibrillator.
- Darlington Family Playgroup seeks funds to upgrade their baby play area.
- Hills Outside School Care Association seeks funds to attend child protection training.
- Parkerville Junior Football Club seeks funds for the replacement of portable goal posts and other equipment.
- Chidlow Volunteer Bush Fire Brigade seek funds to construct built-in storage for records, training material, resources and other items.
- Swan View Junior/Senior Football Club seeks funds to purchase new match footballs and water bottles.
- Chidlow Progress Association seeks funds for their Chidlow Hall Window Restoration Project.
- Eastern Hills Guides and Scout Group seeks funds to purchase new canoes for use in group activities.

In this round, 58% of eligible applications received were from groups located in East Ward, 17% from Central Ward, 17% from South Ward and 8% from West Ward.

### **VOTING REQUIREMENT**

Simple Majority

<b>RECOMMENDATION</b>
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That the Committee resolves to award Matching Grants to the total value of \$14,658 to:

- Wheels Inc. .... \$1320
- Mt Helena Residents and Ratepayers Progress Association ..... \$600

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- Eastern Hills Senior High School Parents and Citizens Association ..... \$2000
  - Mustard Seed – Discovering Computers..... \$1000
  - Darlington Family Playgroup ..... \$550
  - Hills Outside School Care Association ..... \$603
  - Parkerville Junior Football Club..... \$1018
  - Chidlow Volunteer Bush Fire Brigade ..... \$2000
  - Swan View Junior/Senior Football Club ..... \$1567
  - Chidlow Progress Association..... \$2000
  - Eastern Hills Guide and Scout Group ..... \$2000

### Matching Grant Assessment against Selection Criteria

There are 12 eligible applicants for the second grant round for the financial year 2017/18, seeking funds to the total of \$16,635. These requests can be met within the allocated budget of \$19,976.

The applications are summarised below:

**Applicant Group 1:** Wheels Inc.  
**Project:** Upgrade to Financial and Bookings Systems

**1. Meets eligibility requirements?**  
 Yes. The group has 38 members, 35 of whom are Shire of Mundaring residents.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2014	Quick Grant	Trailer and Signage	\$500
2013	Matching Grant	Bus Upgrade	\$1195
2011	Quick Grant	Promotion	\$500

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

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

Objective 2.3 A strong and localised community spirit

**5. Brief Description of Project**

The group seeks funds to assist with the creation of new financial and bookings systems. The work will be done by a contractor and will result in a fully automated system capturing members' activity, from cash receipts and payments to monthly statements. The new system will generate a monthly statement for the committee, and an annual and bi-annual financial report for the general meeting of members.

**6. Project Rationale**

The aim of Wheels Inc. is to provide recreational, social and cultural activities for any person who is over the age of 50 years, promoting health and wellbeing and encouraging members to lead an active life.

At the group's Annual General Meeting held in December 2017, it was agreed that the Activity Officer, who receives and records all income, would become responsible for the overall financial management of the group. This necessitated the merging of several existing financial systems. The group received advice that an upgrade to Microsoft Excel 2016 was necessary to provide the level of automation required.

The new system will enable simpler, more accurate and more accountable financial and activity data collection. The project will allow the group to produce an ongoing record of member bookings, financial exchanges, produce monthly committee finance reports and an annual record for the members and the auditor.

**7. Addresses Access and Inclusion**

Training will be provided to the Committee and interested members in the use of the new system.

**8. In Kind Contribution by Members**

Members will arrange the purchase of the new software and the consultant to produce the new financial and bookings system.

**9. Project Plan**

April 2018 – purchase Microsoft Excel 2016

April 2018 – consultant to create fully automated Excel based system in time for monthly accounting by end of April

May 2018 – trial of new system, workshop for Committee and interested members on the use of the new system

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

Shire support will be acknowledged through use of the logo on group publications, in the monthly newsletter and on the group's website.

**11. Demonstrated Success of the Project**

Outcomes of the project will include a streamlined record keeping system, a reduction in errors when transferring information across several documents and an increase in efficiency with more ease in extracting data. The new system will make the Auditor's job simpler, having to review one set of 'books' instead of three.

Knowledge gained by workshop participants will encourage future nominations for Committee positions. Members attending the proposed workshop will be surveyed afterwards to gauge the benefit and whether their expectations were met.

**12. Project Budget**

The total budget is \$2799. The applicant is seeking \$1320 from Shire of Mundaring, being 47% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Jill Christiansen, Book-keeper, Self Employed.

**14. Comments**

Consolidation and automation of the group's financial and bookings systems will assist in improving efficiency and quality of necessary reporting. This reduces the work load of volunteers, who can concentrate on providing worthwhile program to local seniors.

**15. Recommendation**

That a Matching Grant to the value of \$1320 be awarded to the applicant.

**Applicant Group 2:** Perth Hills and Wheatbelt Band  
**Project:** New York International Music Festival and Study Tour

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**1. Meets eligibility requirements?**

Yes. The group has 100 members, 20% of which are Shire of Mundaring residents.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Matching Grant	Trailer	\$1590
2011	Matching Grant	Registration to Music Festival	\$1975

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

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

Objective 2.4 A place of vibrant culture and arts

**5. Brief Description of Project**

The band consists of young musicians from many different suburbs in Perth and Wheatbelt towns. It draws together young people from many different regions of Western Australia and performs at a variety of functions in different ensemble sizes.

Along with performances in Western Australia, the band tours regularly to provide enrichment opportunities for WA youth. It contains both high school and primary school students as well as those who have graduated from high school and has the following core objective:

- The provision of inspirational musical experiences for young people through a community based arts organisation that challenges school age musicians and provides opportunities for young musicians who have left high school to continue playing music.

The band also provides musical support for corporate functions and public events within Australia, particularly the Perth Hills and Wheatbelt Regions.

The Band has met the audition requirements to participate in the New York International Music Festival at Carnegie Hall in April 2018. This includes a series of workshops and masterclasses with leading American University music academics and professional wind ensembles which is invaluable professional learning for the band and its directors. The group seeks funds to assist one of the directors, who resides in Shire of Mundaring, to attend.

**6. Project Rationale**

The band consulted other music organisations within Australia and from overseas to determine the suitability of this festival and the ongoing educational/training benefits. All band members were also consulted about attendance at the event and positive feedback was received. The incentive of performing at a prestigious international event raises the playing standard and commitment of each band member which results in an overall better band sound.

Band members will attend workshops providing high quality instruction and pointers for improvement, which will not only improve the standard of the current players but will facilitate better instruction of all future players. This will improve the self-confidence of the players, having a flow on effect in their communities when they return.

Attendance at this event could lead to more international touring opportunities in subsequent years for future band members. This will also impact the school band programs they are involved in.

Having more capable and confident musicians in a local community helps provide musicians for more local events.

Funds will be used to assist with meals, coaching, tour manager, sightseeing and admissions.

**7. Addresses Access and Inclusion**

The airlines, venues and accommodation the band is using in America will be compliant with access requirements. The tour organisers have a disability access policy.

**8. In Kind Contribution by Members**

Members have been involved in fundraising activities for the tour and will be involved in planning and executing the trip and evaluating its outcomes.

**9. Project Plan**

17 April - Glenn Price (CalTech)  
19 April - Mark Camphouse (George Martin University)  
20 April - Workshop with US Air Force or US Marine Corps Band  
22 April - Lawrence Sutherland California State University  
23 April - Public performance - Central Park  
24 April - Adjudicated performance in Carnegie hall with detailed feedback from three international adjudicators.

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

Shire support will be acknowledged on the group's Facebook Page, Website, Concert program, compere mention, inclusion in Friends of the Band section of the band's website.

**11. Demonstrated Success of the Project**



The expected outcomes of this project will include development of the playing standard of the band and personal development of the individual band members.

This will be measured by the adjudicator's report and comments at Carnegie Hall and by observation and consultation with the individual members. The band will be provided with written comments, a professional recording and spoken comments of their performance in New York.

**12. Project Budget**

The total budget is \$6649. The applicant is seeking \$1977 from Shire of Mundaring, being 30% of the budget. Matching funding will be sourced from fundraising efforts (\$672) and a personal contribution (\$4000).

**13. Referee**

Bruce Herriman, Instrumental Music School Services, Principal.

**14. Comments**

Out of the 34 band members who will be performing, six are Shire residents. Three of these have been awarded a Youth Grant to the value of \$200 each to attend this event. The bulk of payments made towards this event including flights and accommodation have already been made, meaning it is at least in part, a retrospective request. Further information sought from the group indicates that funds will primarily go toward meals.

The Community Grant Program does not provide funding to individuals, except through the Youth Grant. Although it is recognised that supporting the Director to attend the event is of benefit to the entire Band, including the members who reside in Shire of Mundaring, given that three of the six Shire participants have already received grant funds to attend this event, it is recommended that this grant not be awarded.

**15. Recommendation**

That a Matching Grant to the value of \$1977 not be awarded to the applicant.

**Applicant Group 3:** Mount Helena Residents and Ratepayers Progress Association  
**Project:** Skateboard/Scooter Workshop for Youth in Mount Helena and Surrounding Communities

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**1. Meets eligibility requirements?**

Yes. The group has 45 members all of whom reside in the Shire of Mundaring.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Community Event Grant	Whim Festival	\$4580
2016	Matching Grant	Promotional event	\$500
2015	Community Event Grant	Whim Festival	\$3915
2014	Matching Grant	Promotions/training	\$1108
2013	Community Event Grant	Whim Festival	\$5122
2013	Matching Grant	Whim Festival Promotion	\$525
2012	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2012	Quick Grant	Website development	\$500
2011	Quick Grant	Thank you volunteer event	\$500
2011	Community Event Grant	Whim Festival	\$3053
2010	Quick Grant	Website Upgrade	\$500
2009	Quick Grant	Whim Festival	\$480
2008	Seed Funding	Whim Festival	\$3000
2005	Quick Grant	30th Anniversary event	\$200

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

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

Objective 2.3 A strong and localised community spirit

**5. Brief Description of Project**

The group have been awarded a grant of \$100,000 by the State Government to revitalize the Mount Helena Skate Park. The group seeks funds to engage Skateboard WA to run a number of workshops with the aim of raising awareness of the Skate Park and to engage local young people to determine how best to use the grant money. The first workshop is scheduled for Saturday 5 May 2018.

**6. Project Rationale**

Skateboard WA will provide helmets, skateboards, and other equipment. They will instruct young people on the need for safety equipment and show them ways to skate safely. Skateboard WA will also advertise the event.

The group will run a BBQ at each workshop, raising funds to allow them to run additional skating workshops.

The goal of the events is to find out what young people would like in a local skate park and what is possible with the funds available. This may include an upgrade of existing facilities or a new addition in a differing location within Mount Helena. It is important to gauge the interest of young people and obtain feedback from them to ensure the resulting park will be well utilised and an asset to the community into the future.

**7. Addresses Access and Inclusion**

The group will ensure all Mount Helena residents are able to attend the planned event. The Skate Park is accessible to people with a disability, with accessible toilets available. Any issues that arise during event planning will be further discussed with the Access Advisor at the Shire.

**8. In Kind Contribution by Members**

Members will organise Skateboard WA to run the events and will plan engagement initiatives with local young people. Information gathered at the events will be used to inform future plans for the new/upgraded park. The group will also pursue further sponsorship and engage in fundraising activities to fund further workshops.

**9. Project Plan**

5 May 2018 – workshop

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

Shire support will be acknowledged through an invitation to East Ward Councillors, on promotional material and verbally at the event.

**11. Demonstrated Success of the Project**

Expected outcomes include:

- Successful engagement of local young people
- Raising of ideas on how to best spend the grant
- Promote a sense of ownership of the Skate Park among local young people
- Promote the use of safety equipment whilst using the Skate Park
- Improved skateboarding skills resulting in a reduction in injuries
- Enhance the image of the Skate Park, increase the patronage of families and children of all ages

**12. Project Budget**

The total budget is \$1200. The applicant is seeking \$600 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced through the group's own funds.

**13. Referee**

Jolene Wallington, Jane Brook Catchment Group, Treasurer.

**14. Comments**

Shire Recreation and Leisure Services staff have been in consultation with the group regarding the potential new or upgraded skate park and are supportive of the group undertaking these workshops with a view to developing some scope around the project using feedback from local young people.

**15. Recommendation**

That a Matching Grant to the value of \$600 be awarded to the applicant.

**Applicant Group 4:** Eastern Hills Senior High School Parents and Citizens Association  
**Project:** Virtual Baby Program – Upgrade of Equipment

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1. **Meets eligibility requirements?**  
 Yes. The group has 15 members, all of whom are Shire of Mundaring residents.

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

3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2016	Matching Grant	Sustainable Horticulture Program	\$2000

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

5. **Brief Description of Project**  
 The group seeks funds to purchase two virtual babies for use in the school’s popular Childcare and Children, Family and the Community program. In accordance with the School Curriculum and Standards Authority, Years 10 to 12 students develop an understanding of the wide and varied stages of human development. The virtual baby simulates a new born and the students must provide for all of the baby’s needs for up to 48 hours, depending on the age of the students and course requirements.

6. **Project Rationale**  
 Having technology that compliments the program is of a greater benefit than using just textbooks and research. It allows students to learn by authentic hands-on experiences and developing a greater understanding that having a child and raising a family is harder than it appears.

There is monitoring software inside the virtual baby that can be downloaded to provide feedback to staff and students. Current equipment is in much need of upgrading as it is no longer compatible with technology used for assessment and student feedback purposes. The new equipment comes with the latest monitoring systems that will be fully compatible with the school’s information technology systems (computers, tablets and software applications). The updated equipment is also much more lifelike, which will allow for more realistic interactions between the students and the virtual baby.

**7. Addresses Access and Inclusion**

All students, including students with a disability have access to the early childhood courses in which the virtual babies' project is a part of.

**8. In Kind Contribution by Members**

Members will arrange purchase and delivery of equipment and monitor outcomes associated with use of the babies in school programs.

**9. Project Plan**

The new equipment will be ordered as soon as possible following the grant decision. Once the school receives the equipment, students and staff will have immediate access.

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

Shire contribution will be acknowledged on the school website and Facebook page.

**11. Demonstrated Success of the Project**

The virtual baby program allows the students to experience what it is like to be the sole carer of a child, and also learn and understand how a child's basic needs are of importance in being met. Students learn about the nature of growth and development such as physical, cognitive, emotional, social and spiritual wellbeing and how each of these factors can affect a child's health and development.

As part of the program, students learn to self-manage and use strategies to fulfil tasks and reflect on their own learning. They learn about the influences and impact of social structures on individuals. Through the program students look at the social issues such as poverty, homelessness and substance abuse and how that impacts on the family and the wider community.

The group will receive regular feedback from the school on the progress and outcomes of the program, in line with the group's funding policy which will enable them to evaluate the impact of the equipment upgrade on the student's learning outcomes.

**12. Project Budget**

The total budget is \$4719. The applicant is seeking \$2000 from Shire of Mundaring, being 42% of the budget. Matching funding will be sourced through the group's own funds.

**13. Referee**

John Dunning, Eastern Hills Senior High School, Principal.

**14. Comments**

The group have had few prior grants awarded by the Shire. This is an excellent opportunity to support local students undertaking an interesting and worthwhile program with learning outcomes that support and develop them to the benefit of their community.

**15. Recommendation**

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

**Applicant Group 5:** Mustard Seed – Discovering Computers  
**Project:** Save Lives with a Defibrillator

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**1. Meets eligibility requirements?**

Yes. The group has 75 members, 77% of whom are Shire of Mundaring residents.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2016	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2015	Matching Grant	Laptop Computers	\$2000
2015	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2014	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2014	Matching Grant	Tablets	\$1990
2013	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2013	Matching Grant	Data Projector	\$1400
2012	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2012	Matching Grant	iPads	\$2000
2011	Matching Grant	Laser Printer	\$840

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

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

Objective 2.3 A strong and localised community spirit

**5. Brief Description of Project**

The group's purpose is to teach technology skills at minimal cost to anyone wishing to learn. A number of sessions are run daily, teaching across a range of devices from desktop computers to smart phones using Windows and Apple systems. The group seeks funds to purchase a defibrillator to be kept on site at the Glen Forrest Uniting Church, where Mustard Seed classes are held.



**6. Project Rationale**

Consultation was carried out with the church congregation who were very supportive of the proposal. Mustard Seed members were also consulted and were in full agreement with the purchase of the equipment. Two members have had life-saving experiences with a defibrillator and the support from both groups was enthusiastic and unanimous.

In the event of a health trauma, time is of the essence and many of the members of the group have health issues. An onsite defibrillator would ensure a safer environment for all who attend.

Presently there is a defibrillator at the Glen Forrest Sporting Club, about 500 metres from Mustard Seed. There is also equipment at the Glen Forrest Primary School and Helena College Senior School. Both the schools are about 15 minutes from the Mustard Seed rooms.

The Sporting Club is not always open during Mustard Seed hours and it would take more than 30 minutes to borrow a unit from either of the schools. It is for this reason, the group believes having their own unit would increase their capacity to provide quick medical assistance in the event of an emergency.

All volunteers and at least two students from each of the five training sessions will be trained in the use of defibrillator.

**7. Addresses Access and Inclusion**

The unit will be installed in the main teaching room where anyone present will have access. Accessible parking and toilets are provided for all members who require it. The group is all-inclusive and no one is denied enrolment under any circumstances.

Mustard Seed has an extensive website for its members and this site contains a large range of teaching videos as well as reading material so that people can work at home as well as in class. Projection equipment, intensive lighting and air conditioning makes for comfort and ease of access.

The unit to be purchased has built in audio and video instructions and is easily used by anyone.

**8. In Kind Contribution by Members**

Members will source and install the defibrillator in an accessible location and train members in its use.

**9. Project Plan**

April 2018 – purchase and install Defibrillator

May 2018 – training for members on use of the Defibrillator

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

Shire support will be acknowledged in the weekly bulletin sent to all members, the website and verbally at teaching sessions.

**11. Demonstrated Success of the Project**

The groups aim is to provide every essential piece of equipment that guarantees members the best of care while engaging in learning activities at Mustard Seed. Purchasing and installing a defibrillator will assist the group to achieve the goal of keeping members safe.

Given that defibrillator audio instructions are available and many members have medical training, there are at least seven possible operators.

Training will be provided for as many members as possible and feedback will be sought from participants once they have developed skills in operating the unit.

**12. Project Budget**

The total budget is \$2000. The applicant is seeking \$1000 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Nick Stuurstraat, Uniting Church in Australia, Minister of Religion (Retired)

**14. Comments**

Mustard Seed classes are very well attended by local residents, with participation growing each year. The Shire has previously supported the group with equipment necessary to the success of their programs and each grant has been successfully acquitted. The item of equipment being requested will provide peace of mind to the group, and the ability to react quickly in an emergency situation.

**15. Recommendation**

That a Matching Grant to the value of \$1000 be awarded to the applicant.

**Applicant Group 6:** Darlington Family Playgroup  
**Project:** Upgrade of Babies Play Area

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1. **Meets eligibility requirements?**  
Yes. The group has 91 members, all of whom are Shire of Mundaring residents.
2. **Acquitted previous Shire funding?** Yes
3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2017/18	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2016	Quick Grant	Security Door	\$500
2015/16	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2015	Quick Grant	Air conditioning	\$500
2014/15	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2010	Quick Grant	Wall Cupboards	\$500
2005	Seed Funding	Outdoor Sheltered Play Area	\$1500

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

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
- Objective 2.3 A strong and localised community spirit

5. **Brief Description of Project**

The group seeks funds to upgrade their babies play area through the purchase of soft play equipment. The equipment will provide babies with a safe and stimulating play environment to explore indoors. The Hide and Climb Foam Play Set allows a number of children to play in the various tunnels and pads, developing various motor skills. Vinyl mirrors are built into the floor in places to provide interest and a reward to the children as they move through the play set.

6. **Project Rationale**

Playgroup provides an excellent social, play and learning environment for pre-school aged children, whilst also encouraging friendships amongst parents and carers within the community. The new equipment will encourage the development of gross motor skills, along with early socialisation in the children.

The upgrade of the designated "babies area" inside the Playgroup building will significantly improve the play experience of the youngest members of playgroup, as well as their families. The new play set will encourage babies to crawl, roll, climb and explore a new environment. It is expected that the new equipment will also encourage parents/carers to engage in play based learning with their child, thus strengthening the parent/child bond.

It is also expected that the upgrade of the baby's area will encourage new families with young babies to attend Playgroup sessions, thus building a support network for new parents in the Shire.

**7. Addresses Access and Inclusion**

The equipment is suitable for babies of varying abilities. The Playgroup is welcoming of all local families, including those with disabilities and from diverse cultural backgrounds.

**8. In Kind Contribution by Members**

Members will source and install equipment, seek feedback and evaluate the project.

**9. Project Plan**

April 2018 – equipment will be ordered from Modern Teaching Aids - [www.teaching.com.au](http://www.teaching.com.au) for the Hide and Climb Foam Play Set.

May 2018 – delivery of the Play Set to the Playgroup building, committee members will install the play set in the playroom. After the play set is safely installed, the Enrolments Officer will undertake promotion (including an article in the Darlington Review, and updating Facebook) to encourage new parents to visit.

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

Shire support will be acknowledged in the Darlington Review, newsletter and Facebook page.

**11. Demonstrated Success of the Project**

Expected outcomes of the project include the development of a dedicated "babies session" for new parents/carers which will establish a support network for local families. Purchase of the new equipment will assist the group to resource this new session and attract new families to attend.

It is expected that new families will then become members of Darlington Family Playgroup. This will be measured as an increase in enrolments by families with young children and these figures will be collected by the Enrolments Office.

Committee members will evaluate the upgrade through observation and a survey of members.

**12. Project Budget**

The total budget is \$1319.95. The applicant is seeking \$550 from Shire of Mundaring, being 42% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Louise Thompson, previous President of the Darlington Family Playgroup.

**14. Comments**

The group has demonstrated significant positive outcomes that are expected to be achieved with the development of a "babies' session" for new parents/carers. The soft play equipment will adequately resource the group to make this a successful initiative to the ongoing benefit of the community.

**15. Recommendation**

That a Matching Grant to the value of \$550 be awarded to the applicant.

**Applicant Group 7:** Hills Outside School Care Association (HOSCA)  
**Project:** Child Protection Training Workshop

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**1. Meets eligibility requirements?**

Yes. The group has 350 members, 94% of whom are Shire of Mundaring residents.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Quick Grant	Painting	\$500
2016	Matching Grant	IT Technology Upgrade	\$1703
2016	Matching Grant	Lounge Suites	\$1535
2015	Quick Grant	Document Storage and Digital Camera	\$399
2015	Matching Grant	Storage and Decking Upgrade	\$1650
2012	Matching Grant	Upgrade Air Conditioner	\$1685
2011	Community Event Grant	Launch	\$500
2010	Quick Grant	Storage Cupboards	\$500

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

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

**5. Brief Description of Project**

The group seeks funds to provide child protection training to all staff and up to ten parents/carers. The training will be provided by In Safe Hands - Educators In Safety.

Learning outcomes will include:

- Definition of child abuse;
- Types of child abuse;
- Indicators of child abuse;
- Early Intervention and Prevention tools;
- Federal, State and Civil laws pertaining to child protection and civil liability;
- Child Protection requirements under relevant National Quality Frameworks;
- Reporting of child abuse;
- Managing disclosures;
- Recording and documenting.

**6. Project Rationale**

This training is important as it ensures staff and families are kept up to date with child protection standards, law and practice and that HOSCA is compliant with legislation within the national quality frameworks. The HOSCA committee feels it is important that all staff are supported, kept up to date and compliant with current child protection law and best practice, to ensure children and staff are well managed and protected in a safe environment.

HOSCA families were emailed in November 2017 to gauge interest in this kind of workshop. Many families responded to say that they would value the opportunity to develop the skills and correct language to have these conversations with their children. This will be a community event tailored to give staff, parents and carers the skills to support protective behaviours and good communication at home.

By involving all members of the organisation in the child protection workshop, practical child protection strategies will be embed into daily lives and a strong protection system will be developed to respond to the children's needs at all times.

**7. Addresses Access and Inclusion**

This child protection workshop is inclusive in that it is not only for (or even primarily) for staff. It is tailored to give parents and carers the skills to support protective behaviour and good communication at home.

**8. In Kind Contribution by Members**

Members will engage the training company to deliver the workshop to staff and parents/carers and evaluate the outcomes of the project.

**9. Project Plan**

July 2018 – two hour workshop to be provided at HOSCA for up to 25 attendees.

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

Shire support will be acknowledged on social media and at the HOSCA committee meeting.

**11. Demonstrated Success of the Project**

It is expected that the training will increase the awareness of staff, families and the community on child protection issues. Attendees will have an increased capacity to pass on knowledge and have conversations with children, which will assist in ensuring their safety as they grow, play and interact with others.

It is expected that training participants will be satisfied with training outcomes and learn new skills to promote child safety in the community.

In addition, provision of this training will enable HOSCA to meet its duty of care obligations regarding child protection within the community.

Staff and parents/carers will see ongoing protective behaviour practices within the service and the community.

A feedback survey will measure participants satisfaction with the training provided.

**12. Project Budget**

The total budget is \$1,205. The applicant is seeking \$602.50 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Rena Mahara, Attwell Partners

**14. Comments**

The group has recognised the necessity of compliance and best practice in relation to child protection for their staff and have gone a step further to involve parents/carers in the intended training. This initiative offers a great opportunity to parents/carers to obtain useful knowledge and skills required to teach protective behaviours to their children.

**15. Recommendation**

That a Matching Grant to the value of \$603 be awarded to the applicant.



**Applicant Group 8:** Parkerville Junior Football Club  
**Project:** Portable Goal Posts and Equipment

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**1. Meets eligibility requirements?**

Yes. The group has 120 members all of whom are Shire of Mundaring residents.

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

**3. Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Quick Grant	Club signage	\$500
2015/16	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2014/15	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2014	Matching Grant	Football Equipment	\$700
2013/14	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2013	Quick Grant	Training Equipment	\$500
2007	Quick Grant	Teaching Aids	\$400

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

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

Objective 2.3 A strong and localised community spirit

**5. Brief Description of Project**

The group seeks funds to replace their portable goal posts and damaged/ageing equipment including goal umpire coats, whistles, hand pumps, footballs, perimeter cones and club bags.

**6. Project Rationale**

The current goal posts utilised by the club are heavy and dangerous to use. They not only pose a safety risk to the volunteers installing them into the ground, but have caused property damage to the submerged reticulation systems at Parkerville Oval in the past. The damage and risk exist due to the fastening system which is a 300mm metal spike.

The project is supported by Club committee members and coaches, who anticipate having the new equipment in place for the commencement of the 2018 football season. The footballs and associated items required will contribute to improved training and game outcomes for members. The

purchase of new mobile goal posts will ensure safety requirements are met for the volunteer members who install the mobile goal posts at games. The replacement of the sporting equipment is due to usual annual wear and tear. Replacement ensures all children are able to fully participate in training opportunities.

The group also seeks to purchase first aid vests to be worn by nominated first aid providers at games, in order for clear and prompt identification of trained first aid staff, in the event of player injury.

**7. Addresses Access and Inclusion**

The Club has a strong commitment to the mental and physical wellbeing of all members of the football community, who will benefit from participation in a genuinely inclusive and accessible team environment.

**8. In Kind Contribution by Members**

Members will source and purchase all new equipment and evaluate success of its use over the season.

**9. Project Plan**

The group will source potential suppliers and purchase new goal umpire coats, hand pumps, footballs, whistles, cones, club bags, first aid vests and mobile goal posts prior to the commencement of the football season in April 2018. Equipment will be reused in 2019 will be stored securely for future use.

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

Shire support will be acknowledged in the Club newsletter, at the AGM and in the minutes of committee meetings.

**11. Demonstrated Success of the Project**

The expected outcomes of the project will include:

- Replacement of the current dangerous and heavy mobile goal posts will reduce safety concerns for the volunteer club members who set up the goals at games. Further to this, the new goal posts will eliminate the potential for damage to the existing Parkerville Oval underground reticulation system.
- Replacement of football training and game equipment will ensure all children are able to maximise training opportunities and coaches will have the equipment at hand to support and teach players.
- Purchase of first aid vests will ensure clear designation of role during games and faster response times to player injuries.
- The financial support provided by the Shire of Mundaring for this project will enable the Club to purchase other training aids such as agility equipment to improve training outcomes for players.

The outcomes of the project will have been achieved if:

- Volunteer members who set up for games will notice ease of use of mobile goal posts. The risk of damage to the reticulation systems at Parkerville Oval by mobile goal posts will be eliminated.
- All children will be able to participate fully in training activities with the purchase of new footballs.
- Coaches will be able to maximise training opportunities for children with appropriate aids.
- Players who incur injuries during games will receive first aid assistance in a timely manner with clear identification of first aid providers through use of first aid vests.

**12. Project Budget**

The total budget is \$2,035.82. The applicant is seeking \$1,017.91 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Lyndal Peetoom, Previous Club Treasurer

**14. Comments**

Purchase of the new and replacement equipment enables the Club to continue providing optimal training and playing opportunities for their members.

**15. Recommendation**

That a Matching Grant to the value of \$1018 be awarded to the applicant.

**Applicant Group 9:** Chidlow Volunteer Bush Fire Brigade  
**Project:** Built-in Storage Facilities

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1. **Meets eligibility requirements?**  
 Yes. The group 45 members all of whom are Shire of Mundaring residents.

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

3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2017/18	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2010	Milestone Event Grant	60th Anniversary	\$2500

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

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2.1 A community that is prepared for bush fire and other natural disasters

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

5. **Brief Description of Project**

The group seeks funds to construct a purpose built, custom storage unit which will provide adequate and secure storage of all brigade records, training material, community engagement resources and historical records and items.

6. **Project Rationale**

The storage unit will allow for future expansion of the group's record keeping. The current storage units lack security, organisational space and insect/vermin protection. Records have been lost due to water damage and the group wishes to prevent this happening in the future.

The project was discussed by the Committee and presented to members at the February meeting. The benefits of having adequate storage were discussed and members voted unanimously for the work to proceed.

Members believe that a safe and secure form of storage will provide much needed record keeping and storage ability. It will prevent documents from being damaged and will maintain a vermin and insect proof area. It will also provide an aesthetically pleasing and tidy appearance.

Important training materials, Shire materials, Department of Fire and Emergency Services materials and brigade member's records will be kept at

the station and better control can be provided over who can access the stored items.

**7. Addresses Access and Inclusion**

There will be no change to current access and inclusion capability.

**8. In Kind Contribution by Members**

Members will manage the construction project, carry out re-stocking of the unit once complete and evaluate the benefits the new storage has delivered.

**9. Project Plan**

April – members will remove current free standing storage

May – construction and installation of storage unit

May – all stored materials to be transferred into new unit

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

Shire support will be acknowledged on the group's Facebook page, with a thank you letter, at the AGM and in the Chidlow Chatter.

**11. Demonstrated Success of the Project**

The Brigade will be supported to maintain and develop its Fire Station facilities.

Adequate and suitable storage for historical documents, current required document storage, historical fire brigade pieces, community engagement and training materials will be achieved, leading to a reduction in damage and loss.

The brigade members will observe a clean, systematic and secure storage facility that will provide an easy archiving system.

The lockable cupboards will provide increased security for storage of training materials, confidential documentation and member information.

**12. Project Budget**

The total budget is \$4,400. The applicant is seeking \$2,000 from Shire of Mundaring, being 45% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Jamie O'Neill, DFES, Mundaring Chief

**14. Comments**

The requested grant will support the group to carry out their valuable work in the community, in an effective and efficient manner.

**15. Recommendation**

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

**Applicant Group 10:** Swan View Junior/Senior Football Club  
**Project:** Replacement of Play Equipment

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1. **Meets eligibility requirements?**  
 Yes. The group has 300 members, 66% of whom are Shire of Mundaring residents.

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

3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2009	Quick Grant	Purchase of Crockery	\$500

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

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

Objective 2.3 A strong and localised community spirit

5. **Brief Description of Project**

The group seeks funds to purchase new match balls and drink bottles. The match balls require replacement at the beginning of each football season for all Youth and Junior teams, according to the rules of the Western Australian Amateur Football League (WAAFL). In addition, to maintain proper hygiene, all drinking bottles require replacement for all Junior and Youth Teams.

6. **Project Rationale**

To comply with WAAFL rules and regulations, all current match balls require replacement. In the 2018 season, balls are required to be yellow, which does not allow the club to use any existing match balls in stock as they are currently red. As the Club plays games throughout the Perth Metropolitan area, it is important that the Club portrays a positive image as being fully compliant with the WAAFL requirements.

All of the existing drink bottles will be replaced with chin rest water bottles which are hygienic and minimise the transmission of bacteria between players.

It is becoming increasingly difficult for the Club to pay for these replacements due to the increasing cost of sport and the inability of parents to pay for all of the increased costs of items such as this.

7. **Addresses Access and Inclusion**

The Swan View Football Club encourages all children to participate in AFL at all levels and at varying participation depending on their ability to participate.

**8. In Kind Contribution by Members**

Members will source and purchase the new equipment, evaluate and report on the benefits delivered to the Club.

**9. Project Plan**

April 2018 – purchase of new balls and drink bottles in preparation for the start of the 2018 football season.

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

Shire support will be acknowledged on the Club's sponsorship board, at all Club functions held during the season, and on the Club's Facebook page.

**11. Demonstrated Success of the Project**

Outcomes of the project include:

- Successful purchase of the items in time for the 2018 football season;
- Increase in professional image of the Club;
- Compliance with WAAFL requirements;
- Decrease in sharing of water bottles and a subsequent increase in safe hygiene practices.

**12. Project Budget**

The total budget is \$3,134.20. The applicant is seeking \$1,567.10 from Shire of Mundaring, being 50% of the budget. The Club is currently seeking sponsors for the balance of the funding, however if this is not successful the balance of the funds will be paid by the Club.

**13. Referee**

Colin Wilton, Past Club Junior Vice President

**14. Comments**

As the group has not been awarded grant funds since 2009, this application offer the opportunity to support the Club to upgrade much needed equipment to the benefit of players, Club officials and parents. Few applications are received from groups located in the West Ward and as such, this application also offers the opportunity to support equitable distribution of funds across Wards.

**15. Recommendation**

That a Matching Grant to the value of \$1567 be awarded to the applicant.

**Applicant Group 11:** Chidlow Progress Association  
**Project:** Old Chidlow Hall Window Restoration Project

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1. **Meets eligibility requirements?**  
Yes. The group has 80 members, all of whom are Shire of Mundaring residents.
2. **Acquitted previous Shire funding?** Yes
3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2017	Quick Grant	Carols at Lake Leschenaultia	\$500
2016	Quick Grant	Chidlow Hall Painting	\$500
2014	Quick Grant	Carols at Lake Leschenaultia	\$500
2011	Quick Grant	Signage	\$200
2006	Giving Back Grant	Volunteer Acknowledgement	\$200

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

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2.3 A strong and localised community spirit

5. **Brief Description of Project**

The group seeks funds to assist with the replacement of one of the existing sash windows at the Old Chidlow Hall, which have deteriorated due to age and weather. The group has already replaced three windows and have four remaining that require replacement. The scope of works for each window includes removal of the existing sash window, installation of fixed panel laminated glass window for safety and security, replacement window frame inside and out and painting/varnishing.

Restoration of the Old Chidlow Hall windows will ensure that the historic hall remains safe, secure and weather proof for the benefit of the community who use it regularly and the preservation of a historic asset in the Shire of Mundaring. The contractor is building the bespoke windows on site, to ensure they complement the historic 113 year old community asset.

6. **Project Rationale**

The Old Chidlow Hall, built in 1905 is a historic asset in the Shire of Mundaring. The window restoration project is part of a larger project to restore and conserve this important building for the community. The primary focus of the group is to conserve and restore the Old Chidlow Hall so it can continue to be utilised by the community for regular activities including yoga classes, meetings and functions, markets, ANZAC Day displays, town hall meetings and other events.



To ensure the Old Hall remains weatherproof before winter commences this project is a high priority to prevent further potential damage to the asset. New fixed laminated glass windows have been selected for the project to ensure safety in case a window is broken and security for the Hall to reduce the risk of windows being left open.

- 7. Addresses Access and Inclusion**  
This project does not impact Access and Inclusion to the Old Chidlow Hall.
- 8. In Kind Contribution by Members**  
The group has undertaken fundraising to assist with completion of the window restorations. They will manage the project and report on the achievement of the aims of the restoration work.
- 9. Project Plan**  
The group aim to have the remaining four windows completed by June 2018 prior to winter, to ensure the Old Hall remains weather proof.
- 10. Acknowledgement of the Shire's support**  
Shire support will be acknowledged in the Chidlow Chatter, the group's Facebook page, Annual Report and at the markets event to which a Shire representative will be invited.
- 11. Demonstrated Success of the Project**  
The group has members with specialist trade qualifications who are working with the contractor to ensure the outcomes are met. Regular assessment of the work will be undertaken and feedback provided as the job progresses.
- 12. Project Budget**  
The total budget is \$10,000 (\$2500 per window). The applicant is seeking \$2,000 from Shire of Mundaring, being 20% of the budget. Matching funding will be sourced from the group's own funds.
- 13. Referee**  
Adam Davis, Lanskey Construction, Project Manager
- 14. Comments**  
It is recommended that the Shire support the preservation and restoration of the historic Old Chidlow Hall to the benefit of the local community who continue to utilise the space for many and varied community activities. Support of the project also provides acknowledgement and recognition of the significant contribution the group is making to retain this community asset.
- 15. Recommendation**  
That a Matching Grant to the value of \$2000 be awarded to the applicant.

**Applicant Group 12:** Eastern Hills Guide and Scout Group  
**Project:** Replace Faulty Canoes

1. **Meets eligibility requirements?**  
Yes. The group has 37 members, all of whom are Shire of Mundaring residents.
2. **Acquitted previous Shire funding?** Yes
3. **Applicant Grant History**

Year	Grant	Purpose	Amount
2016	Matching Grant	Camping Equipment	\$2000
2013/14	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2011	Quick Grant	BBQ and Cooler	\$400

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

Priority 3 – Natural Environment

Objective 3.1 A community that manages water sustainably

Objective 3.2 A place where the environment is well managed

5. **Brief Description of Project**  
The group seeks funds to replace existing canoes that are used in a variety of activities. It is intended that six new canoes will be purchased to replace existing damaged equipment. The canoes give the children much enjoyment and provide them with responsibilities as they work towards earning Scout badges.
6. **Project Rationale**  
The canoes will be used in a number of activities including canoeing, cleaning up waterways, teaching water safety, team work, and problem solving. This is also a great way for children to get active and helps both mentally and physically.  
  
The support from the wider community including parents have shown how beneficial it would be to have a full complement of canoes for activities for the children. All members and their families are supportive of the project and have all contributed to help raise funds.  
  
Both the Guides and Scouts will use the canoes in their activities, to teach the children water safety and to encourage teamwork. Using the canoes also

helps to improve fitness and develop motor skills. The children learn knot-tying when securing the canoes to the trailer. They also take responsibility in checking all personal floatation devices are in working order prior to using the canoes.

The canoes will also be used in Clean Up Australia Day to access waterways not accessible by foot, including Lake Leschenaultia. This gives the children the opportunity to engage in a community service, promoting a sense of civic leadership.

Replacement of damaged canoes will ensure water activities can be undertaken safely.

**7. Addresses Access and Inclusion**

The group has a current Access and Inclusion Policy followed by Guides and Scouts. The group has three children with a disability who participate in activities including canoeing with support of carers and leaders.

Depending on the needs of children, modifications take place to ensure participation is maximised.

**8. In Kind Contribution by Members**

Members will source and purchase the canoes, plan activities around the use of the new equipment and evaluate the success of those activities.

**9. Project Plan**

The new canoes will be sourced and purchased as soon as possible to enable them to be used in activities planned for the remainder of the year and into the future.

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

Shire support will be acknowledged through communication with all group members and with signage on the canoe trailer.

**11. Demonstrated Success of the Project**

Expected outcomes will include:

- Increased confidence in children through achieving badges by participating in canoeing activities
- Learning outcomes for children including team work, problem solving, environmental issues, safety and practical skills
- Improvement in the cleanliness of local waterways including Lake Leschenaultia

Outcomes will be measured through observation by group Leaders.

**12. Project Budget**

The total budget is \$6,200. The applicant is seeking \$2,000 from Shire of Mundaring, being 32% of the budget. Matching funding will be sourced from the group's own funds.

**13. Referee**

Pam Madlener, Resident

**14. Comments**

The upgrade of the group's canoes will provide benefits to members and the wider community through their use in group activities, with a range of outcomes including the development of local young people and positive impacts on the environment.

**15. Recommendation**

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

## 8.2 Giving Back Milestone Event Grant Applications

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<b>File Code</b>	GS.COM 2.06
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<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Milestone Event Grant Applications Summary <a href="#">↓</a>

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### SUMMARY

The 2017/18 Annual Milestone Event Grant program budget is \$2500. Applications closed on 6 March 2018.

Four applications were received with requests totalling \$10,000. One application, received from Eastern Hills Netball Association was ineligible as the proposed project did not meet eligibility criteria for this grant.

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

- Friends of the Black Cockatoo Reserves ..... \$2500
- 1st Mundaring Scout Group ..... \$2500
- Hills Night Hockey Association..... \$2500

The applicants are seeking funds to assist with acknowledgement and celebration of significant milestone anniversaries. The activities fall within the grant guidelines.

It is recommended that only one grant be awarded to maintain the value of the grant and ensure the successful group can deliver the intended event as outlined in their application.

It is recommended that the application from 1st Mundaring Scout Group be approved. The event is to celebrate a very significant milestone, 100 years of Scouting in Mundaring.

It is not recommended to fund the applications from Friends of the Black Cockatoo Reserves and Hills Night Hockey Association for this and other reasons, as outlined in Attachment 2.

### BACKGROUND

As part of its commitment to volunteering in the local community, Shire of Mundaring adopted a Volunteer Support Policy in 2004. In response to this policy, the Giving Back Program was developed and originally launched in March 2005. The Grants Selection Committee (GSC) was delegated the authority to determine the recipient/s of the Milestone Event Grant in April 2010 (COM-48).

This program recognises volunteer contributions to the community by providing Shire funding to support the following initiatives.

### **Volunteer Recognition Events**

Council has in this current financial year expended \$2100 of the \$3000 allocated for Volunteer Recognition Event Grants. Seven community organisations have received this grant to the value of \$300 each, to assist them to hold an event that highlights the contribution their work has made to the local community. The Chief Executive Officer approved these grants under delegated authority (CE-144).

### **Milestone Events**

To assist in hosting a major recognition event for its members, local organisations that have achieved a significant milestone or developmental stage will be funded to the value of \$2500. This funding can be used to cover the cost of a larger scale event, which might include catering, advertising, entertainment or venue hire.

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.

### **Judging Process**

When judging the awards, GSC is to give consideration to the following criteria:

1. The contribution the host organisation is making to the event;
2. The benefit the event will bring to volunteers;
3. The consultation that took place with volunteers to determine that the proposed event is supported;
4. How the Shire of Mundaring contribution is going to be recognised; and
5. How the success of the event will be determined.

GSC may decide not to approve any applications.

### **STATUTORY / LEGAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

This grant is in line with the Shire's Support for Volunteerism Policy LR-02. The aim of the Policy is to:

- Recognise and value the substantial and ongoing contribution made by volunteers and voluntary groups to the quality of life of the community;
- Work in partnership with community groups and relevant stakeholders to develop volunteering opportunities, promote volunteering, improve volunteer skills, raise the profile of volunteerism, and facilitate access to information about volunteering opportunities;
- Identify and implement initiatives to financially support volunteerism in the Shire of Mundaring.

This grant is in line with Organisational Practice – Support for Community Based Volunteers OP-53 and the Shire's Community Funding Policy CD-02.

## FINANCIAL IMPLICATIONS

The funding applications 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

- Council support of community groups accessing grants assists those groups to undertake their activities and contribute to the provision of cultural, leisure and recreation facilities and services within the community.
- Support community networks, volunteers and non-for-profit organisations.
- Active acknowledgement of the valuable contributions volunteers make to the community.

### Economic

- Council support of community projects facilitates consumer spending and business investment in the local economy.

## RISK IMPLICATIONS

<b>Risk:</b> Reputation - 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:</b> Financial - 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. A summary of all applications is outlined below:

- Friends of the Black Cockatoo Reserves seek funds to install six small wooden signs below the existing Shire Reserve signs, to commemorate 20 years of volunteer involvement.
- 1<sup>st</sup> Mundaring Scout Group seek funds to hold a community event celebrating 100 years of scouting in Mundaring.
- Hills Night Hockey Association seeks funds to hold a gala event celebrating 40 years of community participation.

## **VOTING REQUIREMENT**

Simple Majority

<b>RECOMMENDATION</b>
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That the Committee awards the Milestone Event Grant to the value of \$2500 to 1<sup>st</sup> Mundaring Scout Group.



**Giving Back Milestone Event 2018**  
**SUMMARY OF APPLICATION AGAINST SELECTION CRITERIA**

There are four applicants for this grant round for the financial year 2017/18, the details of which are summarised below. Only one Milestone Event Grant to the value of \$2500 can be awarded annually.

**Applicant Group 1:** Friends of the Black Cockatoo Reserves  
**Project Title:** Celebrating 20 Years of Volunteering in Black Cockatoo Reserves

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**1. Applicant Grant History**

Year	Grant	Purpose	Amount
2014/15	Volunteer Recognition Event Grant	Volunteer Recognition Event	\$300
2011	Giving Back Grant	Volunteer Recognition Event	\$200

**2. Brief description of event**

The group seeks funds to celebrate 20 years of volunteer involvement in the management of Black Cockatoo Reserves.

**3. Other financial contributions**

Nil.

**4. What will the funds be used for?**

Funds will be used to install six small wooden signs below the existing Shire Reserve signs to commemorate 20 years of volunteer involvement in the management of Black Cockatoo Reserves. The signs will be suspended by chain and routed with a celebratory message, "Twenty Years of Friends Group Care". Members of the Mundaring Men's Shed will make the signs.

**5. How will members of the organisation benefit from the event?**

Members of the group will benefit from the recognition and appreciation of their commitment to restore and maintain the integrity of the Black Cockatoo Reserves.

The signs will raise awareness of the need for community involvement in caring for local bushland.

A healthy environment contributes to a healthy community. It is hoped that this initiative will attract future volunteers to safeguard the work already achieved over the past twenty years.

**6. What consultation took place with members regarding their support for the event?**

The group has discussed the milestone at meetings and working bees and it was resolved to organise an initiative to recognise the 20 year commitment in a way that would be noticed by the community.

**7. How have issues of Access & Inclusion been addressed?**

The plan has no restrictions to any members of the public.

**8. How will the Shire's contribution be recognised?**

Shire support will be recognised through a media release to local papers.

**9. How will the organisation measure the success of the event?**

It is anticipated that the signs may generate inquiries from the residential and school communities who use the bushland for their health, wellbeing and environmental studies. The proposed signs may lead to new volunteers joining the Friends group and becoming more active in maintaining the group's current commitment to caring for the environment.

Success of the project will be measured by documenting any increase in the number of enquiries made to the Friends Group Coordinator and the Horticultural and Environment Coordinator at the Shire.

**10. Comment**

Although a significant milestone of volunteer involvement, the planned project is not a major celebratory event and does not have a large budget. It is recommended that the group be advised to seek funds through the Volunteer Recognition Event Grant to the value of \$300, to assist with this project.

**11. Recommendation**

That a Milestone Event Grant to the value of \$2500 not be awarded to the applicant.

**Applicant Group 2:** 1<sup>st</sup> Mundaring Scout Group  
**Project Title:** 100 Years of Scouting in Mundaring

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### 1. Applicant Grant History

Year	Grant	Purpose	Amount
2017	Quick Grant	Upgrade entry door locks	\$193
2016	Matching Grant	Kitchen appliance upgrade	\$2000
2014	Community Event Grant	Queens Scout Award Presentation	\$500
2005	Seed Funding Grant	Scout Hall Repairs	\$1500

### 2. Brief description of event

The group seeks funds to hold a 100<sup>th</sup> anniversary celebration, in August 2018. The group plans to celebrate this milestone with a community event, to be held at the Mundaring Scout Hall and incorporating the nearby amphitheatre and grassed area. The event will include displays of historical significance and of current Scouting groups from within the Bilgoman District.

Various food stalls will operate outside and craft activities will be provided for young visitors as well as face painting of Jungle Book characters. An information display will be set up to promote Scouting and attract potential new adult and youth members.

### 3. Other financial contributions

The group will contribute \$500 from their own funds towards the event.

### 4. What will the funds be used for?

Funds will be used to purchase craft materials, hire of a climbing wall, printing of promotional material, hire of sound equipment and musicians, hire of marquees and popcorn/fairy floss machines.

### 5. How will members of the organisation benefit from the event?

The event will be a celebration of 100 years of Scouting in Mundaring, promoting a sense of ownership and achievement in past and present members and leaders. It offers a sense of achievement and motivation for youth members, leaders and parent helpers to continue their involvement and support of this very important youth movement.

The group will have a commemorative badge made which will be given to all existing members and leaders as a memento of the occasion.

### 6. What consultation took place with members regarding their support for the event?

A Group Committee meeting has already been undertaken to discuss the initial plans for this important event, brain storming some initial ideas. Subsequent meetings will include the Group Committee members, leaders from each of the Scout Groups in the Bilgoman District and interested parent helpers, plus past leaders and Rover members (the Rovers are the most senior scouting members aged 18 to 25 years).

**7. How have issues of Access & Inclusion been addressed?**

The group have addressed accessibility issues including the provision of accessible toilets and entry to the Scout Hall. The group have been provided with the Shire's Event Questionnaire that captures all event related information and are aware that they should discuss access and inclusion issues with the Shire's Access Advisor as part of their event planning process.

**8. How will the Shire's contribution be recognised?**

Shire contribution will be recognised on promotional material, in the group's newsletter, through display of signage at the event and in local newspapers.

**9. How will the organisation measure the success of the event?**

Success of the event will be measured through attendance numbers including public attendance, past/present Scout members, leaders and volunteers.

The Scouting movement will be promoted, highlighting the benefits Scouting has for children who participate, which subsequently benefits the community in which they live.

The group also anticipates attracting new members, allowing the growth of Scouting groups in the Bilgoman District and a reduction in pressure on existing leaders. Success will be measured by the number of new membership and leader enquiries received on the day of, and following the event.

**10. Comment**

Based on the assessment criteria including contribution to the event, benefit to members, consultation, Shire recognition and evaluation of the success of the event, it is recommended that the grant be awarded to this group. The group will make their own financial and in-kind contribution to the event, which is potentially large scale and of benefit to both members and volunteers heavily involved in the running of not only the 1<sup>st</sup> Mundaring Scout Group, but other Scout groups in the Bilgoman District.

One hundred years is a significant milestone which should be celebrated and recognised. The grant funds will assist the group to bring together past and present leaders, members and other Scout groups to remember their history and encourage future participation for sustainability and growth.

**11. Recommendation**

That a Milestone Event Grant to the value of \$2500 be awarded to the applicant.

**Applicant Group 3:** Hills Night Hockey Association  
**Project Title:** 40<sup>th</sup> Anniversary Celebration

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### 1. Applicant Grant History

Year	Grant	Purpose	Amount
2008	Giving Back Grant	30 <sup>th</sup> Anniversary Celebration	\$2000
2005	Seed Funding Grant	Coaching Clinic	\$750

### 2. Brief description of event

The Hills Night Hockey Association is proposing to host a gala event to celebrate forty years of community participation in the Shire of Mundaring. The event will be held at the Mundaring Arena in October 2018. The event will not only celebrate the milestone of the Association but also promote night hockey and the excellent new facility available to the community. It is expected approximately 120 invited dignitaries, life members, past and current committee members will attend.

### 3. Other financial contributions

Nil.

### 4. What will the funds be used for?

Funds will be used towards the hire of Mundaring Arena, invitations, entertainment, catering, decorations and a celebratory cake.

### 5. How will members of the organisation benefit from the event?

Current members will benefit through the promotion of Night Hockey in the Shire of Mundaring enhancing the image of the sport within the Shire. Past members will have acknowledgement of their contribution to the success of the Night Hockey Association.

The event will give past and current members the opportunity to view the new Mundaring Arena and the facilities available prior to the commencement of the new season.

### 6. What consultation took place with members regarding their support for the event?

The proposed celebration was discussed at the group's Annual General Meeting and a sub-committee was formed to plan the event. A request was also put forwarded to all those in attendance for ideas on how to celebrate the anniversary. Ideas have been discussed by the current committee and continue to develop.

The event will be promoted in a number of ways to include all past and current members of the association, such as Facebook, email, website and local papers.

### 7. How have issues of Access & Inclusion been addressed?

Holding the event in the new indoor centre allows access to all as the Mundaring Arena has a lift to the function room and ramps from the carpark to the front doors.

**8. How will the Shire's contribution be recognised?**

Shire contribution will be recognised on the website, newspaper article, letters to members, and an invitation to a Council representative to attend the event.

**9. How will the organisation measure the success of the event?**

It is anticipated that following the event, the community will have an increased awareness of the group and what they offer.

Past volunteers will be acknowledged and current and future volunteers will be encouraged to continue their involvement.

Members will have an increased awareness of the new indoor facility and what it has to offer them and the association.

Success will be measured by an increase in members following the event.

**10. Comment**

The group was awarded this grant in 2008 for the celebration of their 30<sup>th</sup> Anniversary. Whilst the 40<sup>th</sup> anniversary is another significant milestone for the group, in the competitive grant process the recommended application has met the grant criteria to a greater extent, as outlined in the assessment details of Applicant Group 2. Hills Night Hockey Association will be advised to apply for a Volunteer Recognition Event Grant to the value of \$300 to assist with this event.

**11. Recommendation**

That a Milestone Event Grant to the value of \$2500 not 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**