



## **MINUTES**

# **MORAWA SINOSTEEL FUTURE FUND COMMITTEE**

held on

**Thursday, 14 November 2019**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

*DISCLAIMER*

*No responsibility whatsoever is implied or accepted by the Morawa Sinosteel Future Fund Committee for any act, omission, statement or intimation occurring during Committee Meetings. The Morawa Sinosteel Future Fund Committee disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Committee Meetings.*

*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Committee Meeting does so at their own risk. The Morawa Sinosteel Future Fund Committee advises that any person or legal entity should only rely on formal confirmation or notification of Committee resolutions.*

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**Item 1 Opening of Meeting**

The Presiding Member declared the meeting open at 3.57pm.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The President acknowledged the traditional custodians, the Yamatji people, and recognised the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.

**Item 3 Recording of Attendance****3.1 Attendance****Committee**

President	Karen Chappel
Chief Executive Officer	Chris Linnell
Community Member	Jamie Appleton

**Staff**

Economic Development Manager	Ellie Cuthbert
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**3.2 Attendance by Telephone / Instantaneous Communications**

Nil

**3.3 Apologies**

Deputy President Dean Carslake

**3.4 Disclosure of Interests**

Nil

**Item 4 Confirmation of Minutes of Previous Meeting****OFFICER RECOMMENDATION/RESOLUTION**

191101 Moved: J Appleton Seconded: C Linnell

That the Committee confirm that the Minutes of the Morawa Sinosteel Future Fund Committee Meeting held on Thursday, 17 October 2019 are a true and correct record.

***CARRIED BY SIMPLE MAJORITY 3/0***

**Item 5 Reports of Committee****5.1 Morawa Sinosteel Future Fund Grant 2018-2019 Dart Acquittal**

**Author:** Economic Development Manager

**Authorising Officer:** Chief Executive Officer

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION**

**191102 Moved: C Linnell Seconded: J Appleton**

**That the Morawa Sinosteel Future Fund Committee advise Council that:**

- (1) The Morawa Darts Association have returned unspent funds.**
- (2) Have provided the final acquittal paperwork.**

***CARRIED BY SIMPLE MAJORITY 3/0***

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**PURPOSE**

The purpose of this report is to provide an update to the Morawa Sinosteel Future Fund Committee (the Committee) regarding the awarded Morawa Darts Association grant application from the 2018-2019 grant round.

**DETAIL**

During the 2018-2019 Grant funding round the Morawa Darts Association was awarded \$3,100 to cover the costs associated with the hiring of (1) a band and (2) security for the event. Unfortunately, the event was cancelled. A request from the Morawa Darts Association was made to the Shire of Morawa to have the band costs reallocated to the Royal Flying Doctors Service event that occurred over the weekend of 28/29 of September 2019.

At the Ordinary Council Meeting held on 19 September 2019 Council resolved to support the Morawa Darts Association request to repurpose part of the Morawa Sinosteel Future Fund Grant (\$2,000) to the RFDS Speedway Event (Resolution 190914). Furthermore, a letter was written to the Morawa Darts Association informing them of their responsibility to:

- (1) Return the \$1,100 balance of unspent funds – the security cost component
- (2) Complete and submit the acquittal form to the Shire in order to finalise the grant Acquittal Process

The Morawa Darts Association returned the \$1,100 unspent funds to the Shire of Morawa on 23 October 2019 and the Acquittal has been received.

### **LEVEL OF SIGNIFICANCE**

Low

### **CONSULTATION**

Consultation with grant recipients has occurred as a part of the acquittal process

### **LEGISLATION AND POLICY CONSIDERATIONS**

- Morawa Sinosteel Future Fund Deed of Agreement
- Shire of Morawa Purchasing Policy

### **FINANCIAL AND RESOURCES IMPLICATIONS**

No financial impact is evident since the outstanding \$1,100 has been paid to the Shire for allocation to the Morawa Sinosteel Future Fund Account – *Attachment 1*.

### **RISK MANAGEMENT CONSIDERATIONS**

Nil

### **CONCLUSION**

That the Committee acknowledge that the outstanding funds have been returned to the Shire and that the final acquittal paperwork has been received.

### **ATTACHMENTS**

*Attachment 1 - 5.1a Morawa Darts Association acquittal*

**5.2 Morawa Sinosteel Future Fund Grant Applicant R1 2019/2020  
- Revised Application**

**Author:** Economic Development Manager

**Authorising Officer:** Chief Executive Officer

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION**

191103 Moved: J Appleton Seconded Cr Chappel

That the Morawa Sinosteel Future Fund Committee approve the WA College of Agriculture - Morawa application and refer to Council for their endorsement and actioning the grant request of \$15,950.

*CARRIED BY SIMPLE MAJORITY 3/0*

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**PURPOSE**

To provide the Morawa Sinosteel Future Fund Committee (the Committee) revised information regarding the WA College of Agriculture application. This application was initially presented to the Committee at its October 2019 meeting, however, further information was requested therefore requiring it to be reassessed by the Committee.

**DETAIL****Funds Available for 2019/2020 Allocation**

In adherence with the Morawa Sinosteel Future Fund Deed of Grant, 85% of the interest accrued during the 2018/2019 financial year was allocated to the grant fund. This meant that there was \$272,716.06 available for administration from the Future Fund Interest Reserve Account at the first round in October 2019.

At the Special Council Meeting held on 21 October 2019 Council endorsed the Morawa Sinosteel Committees recommendations to award the following:

- Golf Club - \$6,667 (Resolution 191022)
- Edith Cowan Teach Learn Grow - \$7,000 (Resolution 191023)
- Morawa Amateur Swimming Club - \$10,100 (Resolution 191024)

Therefore, a total of \$23,767 was allocated at the first round. This means that currently there is \$248,949.06 available for administration from the Future Fund Interest Reserve Account.

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## Grant Applications - Round 1 2019/2020

At the 17 October 2019 meeting the Committee decided that further information and clarification was required on the WA College of Agriculture – Morawa's (WACoA-M) application to enable the Committee to make an informed decision. A revised application has now been submitted for assessment – *Attachment 1* and a general overview of the project is outlined below.

### **WA College of Agriculture – Morawa**

The WACOA-M is seeking support from the Committee to assist in the purchase and installation of a veterinary equine crush. The crush facility will be located at the WACOA-M property. Use of the equine crush will increase safety and productivity for those who use it. Community members from across the region will be able to access and make use of this new piece of infrastructure.

The proposed total cost of the project is \$25,353. The WACoA-M have provided alternative quotes for the purchase of the crush and shelter in line with the Shire of Morawa purchasing policy.

The Committee requested further details regarding the WACOA-M contribution to the delivery of the project. WACOA-M proposes that they contribute \$9403 in value to the project. The revised income details are outlined below:

- \$3,518 payment of the electrical works as per attached quote
- \$5885 000 in voluntary labour – itemised break down below
  - Hire grader to grade site @ \$80 p/hour x 2 hrs = \$240
  - Hire skid steer loader @ \$60p/hour x 6 = \$480
  - Hire Truck transport equipment \$240
  - Fuel for Transport/equipment 200 litres @ \$1.60p/litre = \$320
  - Staff Ag Technical Officer 7.5 hours p/day @ \$307 x 6 days = \$1842
  - Vet Equine VET Assessor 7.5 hours p/day @ \$307 x 3 days = \$921
  - Additional Ag Farm Staff support 1 x 6 days # \$307 p/day = \$1842

As such the WACoA-M is requesting \$15,950 from the Morawa Sinosteel Future Fund – *Attachment 1*.

## **LEVEL OF SIGNIFICANCE**

Low impact - Funds are available in the Morawa Sinosteel Future Fund Account

## **CONSULTATION**

Has occurred with grant applicants

## **LEGISLATION AND POLICY CONSIDERATIONS**

- Morawa Sinosteel Future Fund Deed of Agreement
- Shire of Morawa Purchasing Policy



## **FINANCIAL AND RESOURCES IMPLICATIONS**

There are minimal implications as there are sufficient funds available.

## **RISK MANAGEMENT CONSIDERATIONS**

Nil

## **CONCLUSION**

This application requests a total of \$15,950. The proposed project also complies with the purpose of the Morawa Sinosteel Future Fund Deed of Agreement. Adequate funds are available in the Future Fund Interest Reserve to cover this request. As such, it is suggested that the Committee approve the application and recommend that a report be sent to the Shire of Morawa Council for endorsement and actioning.

## **ATTACHMENTS**

*Attachment 1 – 5.2a WACOA-M Morawa Equine Crush Project Application*

*Attachment 2 - 5.2b Morawa Sinosteel Future Fund Deed of Agreement*

*Attachment 3 – 5.2c Addendum to Application*

**5.3 Review of Grant Documentation**

<b>Author:</b>	Economic Development Manager
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION**

191104      Moved: C Linnell      Seconded: J Appleton

That the Morawa Sinosteel Future Fund Committee approve the changes made to the key documents provided.

***CARRIED BY SIMPLE MAJORITY 3/0***

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**PURPOSE**

Provide information to the Morawa Sinosteel Future Fund Committee about changes to the Morawa Sinosteel Future Fund Grant documentation.

**DETAIL**

Over the past year it appears that applicants may have, at times, experienced some challenges in completing both the Morawa Sinosteel Future Fund Grant application and acquittal forms. In response, the administration has undertaken a brief review of these documents. Some minor changes have been made that may assist in making these documents easier for applicants to complete and report against. In addition, further clarification was made to the guidelines around inability to complete a project and all three documents are attached:

- Guidelines Morawa Sinosteel Future Fund Grant - *Attachment 1*
- Application Form Morawa Sinosteel Future Fund Grant - *Attachment 2*
- Acquittal Form Morawa Sinosteel Future Fund Grant - *Attachment 3*

**LEVEL OF SIGNIFICANCE**

High impact – Simplifying these documents will make it easier for applicants to complete and may subsequently reduce administration time associated with clarifying finer details.

**CONSULTATION**

Consultation has occurred with applicants over the course of the year. In addition, discussion with the CEO has taken place to discuss some challenges with the documents.

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**LEGISLATION AND POLICY CONSIDERATIONS**

- Morawa Sinosteel Future Fund Deed of Agreement
- Shire of Morawa Purchasing Policy

**FINANCIAL AND RESOURCES IMPLICATIONS**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Simplification of documentation will reduce compliance risks

**CONCLUSION**

It is recommended that that the Morawa Sinosteel Future Fund Committee approve the suggested changes to the key documentation to try to increase applicant compliance and staff administration times.

**ATTACHMENTS**

*Attachment 1 - 5.3.a Guidelines Morawa Sinosteel Future Fund Grant*

*Attachment 2 - 5.3.b Application Form Morawa Sinosteel Future Fund Grant*

*Attachment 3 - 5.3.c Acquittal Form Morawa Sinosteel Future Fund Grant*

<b>Item 6    Closure</b>
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There being no further business the Presiding Member declared the meeting closed at 4.02pm.



..... Presiding Member



## **ATTACHMENTS**

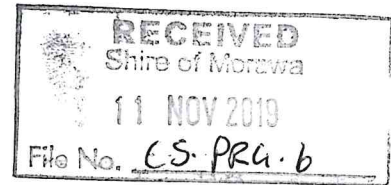
### **MORAWA SINOSTEEL FUTURE FUND COMMITTEE MEETING**

held on

**Thursday, 14 November 2019**



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### Morawa Sinosteel Future Fund - Acquittal Form

**You need to return this completed form within 6 weeks following the completion of the project / activity. If you fail to do so, you may be ineligible to apply for future grants.**

#### **Section 1: Summary of Grant Received**

<b>Grant ID Number</b>	MSFF62	<b>Grant Amount</b>	\$3,100
<b>Title of Project</b>	MORAWA DARTS CARNIVAL		

#### **Section 2: Grant Recipient Details**

Name of Organisation: MORAWA DARTS.

Contact Person: CLIFTON BEAUCHAMP

Position of Contact Person: SECRETARY

Business Hours Phone:

Mobile: 0437540276

Email: beachy.77@hotmail.com.

#### **Section 3: Certification**

To be signed by the Chair, President or Chief Executive of the funds recipient organisation.

I certify that the attached project summary and project budget provides a true and fair record of the undertaking and outcomes of this project.

<b>Signature:</b>		<b>Date:</b>	10/11/19
<b>Name:</b>	RICHARD LYNCH.		
<b>Position in Organisation:</b>	PRESIDENT.		

**Section 4: Project Summary**

Briefly describe the project, its achievements, and benefits to the community. Include how many people participated if relevant. This blurb, or part thereof, may be used to promote the Morawa Sinosteel Future Fund.

The project was cancelled due to some issues elsewhere. As such the band component was requested to be reallocated to the RFDS event which was supported by Council. This means that \$1,100 needs to be returned to the Morawa Sinosteel Future Fund Committee. Please see attached receipts. and photos.

**Section 5: Financials**

**Income including in-Kind Support**

Description	\$ Value
<b>Total</b>	

**Expenditure**

Description	\$ Value
Band - reallocated to RFDS event	\$ 2,000
Security refunded to Committee/Shire	\$ 1,100
<b>Total</b>	\$ 3,100



**Section 6: Acknowledgement.**

Share with us, how you acknowledged the Morawa Sinosteel Future Fund? For example, publicity in the media, speeches, newsletters etc. Attach any photos, videos, or other supporting material. The Shire of Morawa may also use this material in the promotion of the Morawa Sinosteel Future Fund Grants Program, so please ensure you have permission from people in the photographs before submitting back to the Morawa Sinosteel Future Fund. You can use the Image Consent and Release Form that is included in the application pack.

The band funding was recognised through the facebook posts, posters and speeches. Morawa Sinosteel future fund was identified as a sponsor.

**Section 7: Checklist**

Have you included....

Receipts for all expenses		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Documentation as highlighted in Section 6		Yes	/ No
Photographs for Promotional purposes	still seeking	Yes	/ No
Completed Image Consent & Release Forms		Yes	/ No



# SHIRE OF MORAWA



ABN: 95 047 014 897

Winfield Street, MORAWA WA 6623  
 Telephone: (08) 9971 1204  
 Facsimile: (08) 9971 1284  
 Office Hours: Mon - Fri 8.30am - 4.30pm  
 Email: admin@morawa.wa.gov.au

## RECEIPT

Payer: Morawa Darts Association

Receipt Number: 29334

Receipt Date : 23.10.19

## TAX INVOICE

Receipt Type	Detail	Amount
Miscellaneous	Morawa Darts Association Return of unspent Grant Account: 1137060	\$1,100.00

* GST Exclusive Charge	\$1,000.00	<b>Total</b>	<b>\$1,100.00</b>
* GST	\$100.00	Tendered	\$1,100.00
Cash	Cheque	Other	Change Given
\$0.00	\$1,100.00	\$0.00	\$0.00
		Round Amount	\$0.00

	Office Copy Only			
* GST Exclusive Charge	\$1,000.00	<b>Total</b>	<b>\$1,100.00</b>	
* GST	\$100.00	Tendered	\$1,100.00	
Cash	Cheque	Other	Change Given	
\$0.00	\$1,100.00	\$0.00	\$0.00	
		Round Amount	\$0.00	

Receipt No: 29334 23.10.19

Payer Name: Morawa Darts Association

Cashier: CASHIER 1  
 Branch: 306-024 MORAWA

Morawa Darts Association \$1,100.00



## Morawa Sinosteel Future Fund Grant: Application Form

- Only applications where all questions are answered in full will be accepted as valid
- Please provide as much information as possible. Attachments should be added as required.
- This application and attachments will become the property of the Morawa Sinosteel Future Fund and will not be returned to applicants so please make a copy for your reference.

### Section 1: Organisation Details

Name of Organisation: WA COLLEGE OF AGRICULTURE - MORAWA

Postal Address: PO BOX 15, MORAWA WA 6623

Street Address: .... 19 WADDILOVE ROAD, MORAWA WA 6623

Contact Person: .... Dominique Webb

Position of Contact Person: Equine VET Trainer Assessor

Business Hours Phone: 0899711158

Mobile: 0438 986 875

Email: Dominique.webb@education.wa.edu.au

### Section 2: Contact Details

Does your organisation/ Group  
have an ABN?

Yes  
If Yes, provide your ABN below

ABN : 46 421 109 117

Is your organisation / Group  
Registered for GST?

Yes

Is your organisation / Group  
Incorporated?

No

If Yes please attach a copy of the certificate to this application

What are the Aims &  
Objectives of the Organisation  
/ Group?

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Education

Has your organisation/group received any funding before from the Morawa Sinosteel Future Fund, or from the previously known Morawa Community Trust? No  
If Yes, please complete details below.

Year	Amount \$	Purpose
N/A		

**Section 3: Project / Event Details**

Project / Event Title	
<p><b>Summary of project:</b> <i>Please clearly state the objective and the target audience of the project? (Maximum of 50 words)</i></p>	<p>This project is aimed at installing a veterinary equine crush, for the use of the whole community, at the WA College of Agriculture Morawa.</p>
<p><b>What is the community need that this project is addressing:</b> <i>(Where possible please provide evidence of this need – For example, statistics, letters of request, media stories etc demonstrating the need)</i></p>	<p>The project is addressing the community and school needs by reducing the OHS risks/hazards to the community, their horses, vets and other public officers needing a crush for the safe handling of a horse in any predicament (the nearest equine crush to Morawa and surrounds is approx. 110kms away, in the coastal area of the Mid-West) when their horse is sick, injured or needing other professional and daily treatment. Loading and travelling horses at the best of times is dangerous but an already injured, sick or in need horse in a float requires the people involved freedom of stress and possible further injuries or situations occurring, making this event especially high risk, where long distances are involved, as they are in the Mid-West. If a horse drops in the float the risk to both the people and the horse(s) involved are severely increased due to handling in small spaces or being stuck on a road at such a time. Reducing travel to a facility at the WACOA Morawa with sick and injured horses can limit this and provide a better safety net for all, dealing or coming into contact and having to help where such an event may have occurred.</p>
<p><b>Who is the project targeted at?</b> Please provide details regarding groups within the community to whom the project is targeted at – for example, youth, elderly, people with a disability – and provide an explanation as to why they are a priority?</p>	<p>Every horse owner and others in the Morawa and surrounding districts would benefit from this project. Not only would it mean less stress and further injury to horses and those involved but would also provide veterinary staff, college staff, students, Rangers, RSPCA officers a valuable facility to inspect and treat horses on the spot, and also provide students and others with educational growth and without the necessity of floating long distances, which would also fit Animal Welfare. The facility would also provide horse owners the opportunity to book appointments on mass for treatments such as dentistry, health checks, reproductive treatments and any other requirements as well as emergency situations any time of the day or night, providing a local service and reducing travel time, stress and reducing possible OHS issues, and the expense of floating the distance already in place.</p>

<p>Why should this project be a funding priority for the Morawa Sinosteel Future Fund Trustee?</p>	<p>Any such project would benefit the whole community of Morawa, providing a valuable resource, opening up education to both students and others, reducing road risk and those attending such incidences. This proposed project would not only provide a humane and financial beneficial bebenefit to the horse owners in Morawa district and surrounds, it would also attract owners from more remote areas, north, east and south of the Morawa Shire area to Morawa, rather than having to travel to the coast for treatment and veterinariary services, bringing to the town benefits for other local businesses such as food outlets, accommodation, and give visitors a greater insight into what Morawa has to offer, including educationally. A win.win for everyone.</p>
<p>Amount of funding requested?</p>	<p><b>\$15,950.00</b></p>
<p>Is the amount requested above GST inclusive?</p>	<p><b>Yes</b></p>

#### Section 4: Financial Details

Please provide details regarding the cost of the project and also attach supporting evidence such as copies of quotes obtained for goods and services Please note that in line with the Shire of Morawa's purchasing policy at least two (2) written quotes are required for items up to the value of \$49,999, however, three (3) written quotes are required for items in value greater than \$50,000. These quotes must be specific for the current grant application.

<b>Details</b> <i>Eg: consultancy fees, printing, catering, equipment hire, insurance etc.</i>	<b>Estimated \$</b>	<b>Quotes Supporting / Evidence Attached?</b>
(Including Form work and concrete for pad)		
Quote 4 – materials for Overhead Shelter	\$13,750.00	Yes
Quote 1 – materials for crush (Yara Hanlon)	\$ 2200.00	Yes
Install electrical power supply to crush and shelter area	\$ 3518.00	Yes
Value of voluntary labour and resources required to complete project	\$ 5885.00	Yes
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
<b>Total:</b>	<b>\$ 25,353.00</b>	

Please provide details of all confirmed and anticipated sources of funds for the project?

<b>Source</b>	<b>Confirmed \$</b>	<b>Anticipated \$</b>	<b>N / A</b>	<b>Total \$</b>
<b>Cash Contribution</b> Please Specify organisations Cash Funds Allocated		\$3518.00		\$3518.00
<b>Value of voluntary labour</b> Please specify in terms of no. hours x no. volunteers		<ol style="list-style-type: none"> <li>1. Hire grader to grade site 2 hours @ \$80 p/hour <b>\$240.00</b></li> <li>2. Skid steer loader – 6 hours @460 p/hour <b>\$480.00</b></li> <li>3. Truck / transport of equipment <b>\$240.00</b></li> <li>4. Fuel for transport / equipment 200 li @ \$1.60 p/li <b>\$320.00</b></li> <li>5. Staff – Ag Technical Officer 7.5 hours p/day @</li> </ol>		\$5885.00

		\$307 x 6 days <u>\$1842.00</u> 6. Vet Equine VET Assessor 7.5 hours p/day @ \$307 x 3 days <u>\$921.00</u> 7. Additional Ag Farm Staff support 1 x 6 days @ \$307 p/day <u>\$1842.00</u> <b>\$5885.00</b>		
State Government Please provide details of department providing funds.				
Australian Government Please provide details of department providing funds				
Other Please specify				
<b>Total Income</b>	<b>\$</b>	<b>\$9403</b>		<b>\$9403.00</b>

**Section 5: Acknowledgement of the Morawa Sinosteel Future Fund**

Being a grant recipient of the Morawa Sinosteel Future Fund provides your organisation / group, as well as the Morawa Sinosteel Future Fund, an opportunity to obtain positive publicity.

- A. Do you agree to recognise Morawa Sinosteel Future Fund as a project sponsor? Yes
- B. Do you agree that Morawa Sinosteel Future Fund will be formally recognised and promoted in all publications, promotional materials, media releases and newsletters, as well as at program launches and / or the event itself (i.e., via speeches and signs)? Yes

C. Do you agree to provide Morawa Sinosteel Future Fund with a Project Completion Report within 6 weeks of the completion of the funded project? Yes / No

**Section 6: Supporting Documents**

Have you included...

- Certificate of Incorporation (if incorporated) Yes / No
- Letters of support for the project Yes
- Documentation demonstrating community need/benefit Yes
- Correct number of quotations in support of requested funding Yes
- Latest Financial Statements of your organisation Yes / No

**Please note:** If your group is registered for GST a tax invoice for the funding amount will be required prior to funds being provided.

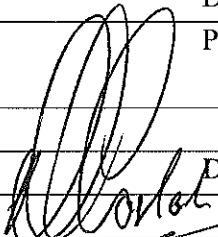
**Section 7: Application Declaration**

Please have two (2) members of your organisation/group complete the details below – one member must be the President (or equivalent) of the organisation.

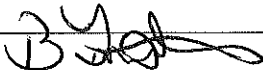
We declare that we have been authorised by the applicant organisation/ group to prepare and submit these documents as our application to the Morawa Sinosteel Future Fund Grants Program.

We declare that the information included in this application is true and correct and that we will abide by the conditions set out in the Morawa Sinosteel Future Fund Grants Guidelines which we have read and understood.

**Member 1**

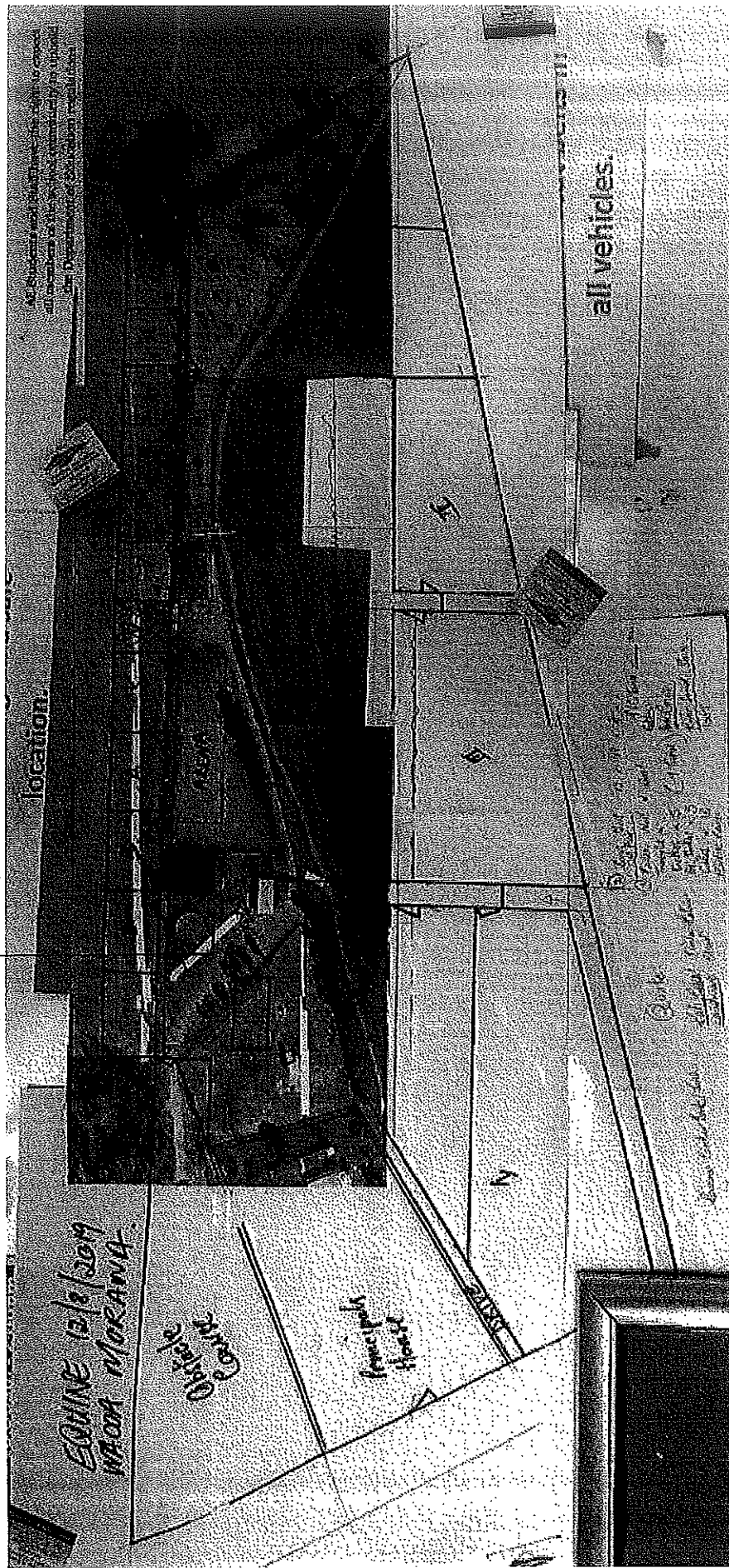
**Name:** DEAN CARSLAKE  
**Position in Organisation:** PRINCIPAL  
**Phone:** 0899711158 **Mobile:** 0428 722 053  
**Email:** Dean.carslake@education.wa.edu.au  
**Signature:**  **Date:** 29/10/2019

**Member 2**

**Name:** BRONWYN THORNTON  
**Position in Organisation:** Manager Corporate Services  
**Phone:** 0899711158 **Mobile:** 0417 983 427  
**Email:** Bronwyn.thornton@education.wa.edu.au  
**Signature:**  **Date:** 29/10/19

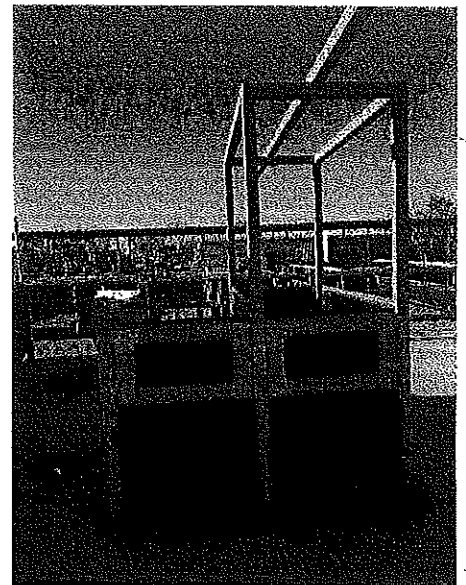
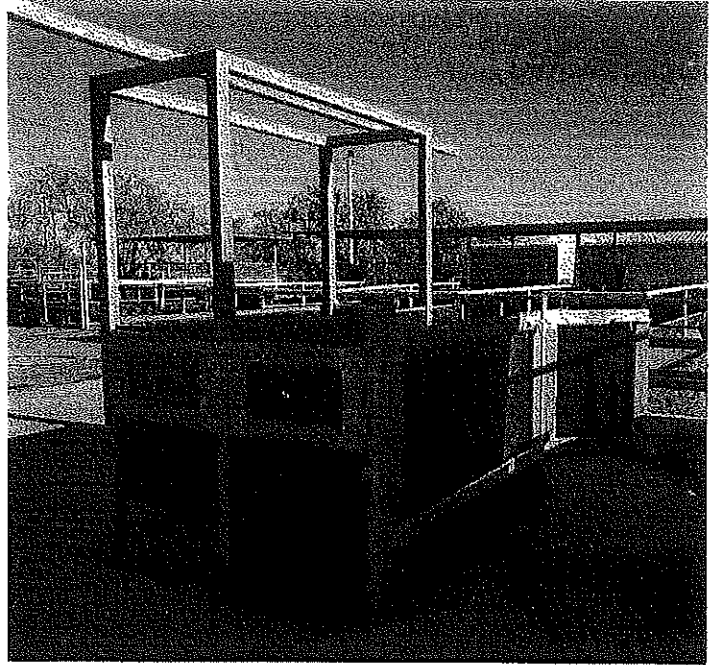
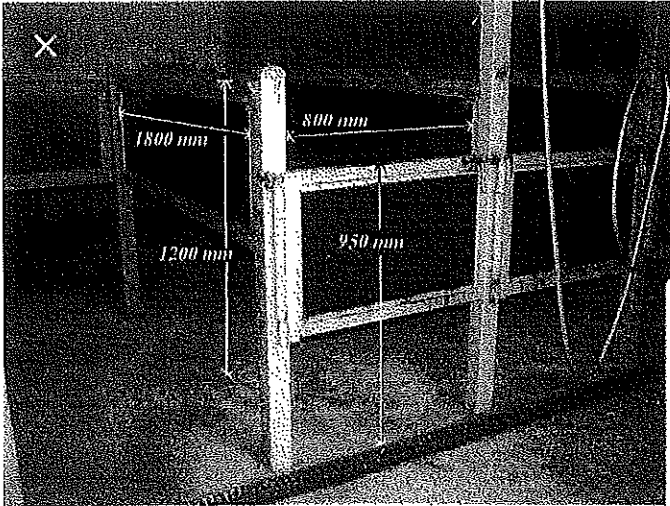
CRUSH/DET  
AREA

CT



DRAFT Aug 2019.





QUOTE 1

**From:** Yara Hanlon-Smith <yara@hanlon.com.au>  
**Sent:** Friday, August 23, 2019 2:18:27 PM  
**To:** Dominique Webb <domowebb@hotmail.com>  
**Subject:** Re: Greg Smith Horse Crushes Website Enquiry

Hi Dominique,  
The overhead bar isn't an issue ... we just had to modify the way we make our crush to make it work for freight/flat packing. So at this stage the quote looks like this:

Standard crush \$990 inc GST

Overhead bar (which involves extending the 4 posts and an overhead bar with u bolt or similar to sling from to be bolted to top complete length of crush plus head = 2.4m long) \$440 inc GST

Freight \$770 inc GST  
Total \$2,200.00 inc GST

(Please feel free to get your own freight quote if you have access to a freight account-pickup North Richmond NSW 2756  
Dimensions are: pallet: 2.4 long x 1.1 wide x .3m high approx 100kgs)

We are located close to Windsor/Richmond NSW in a place called Colo.

Hope that's all helpful and let me know if we can help. If you'd like to go ahead let me know and I'll get an official quote through to you. We allow 2 weeks for manufacturing after receiving 50% deposit.

Don't hesitate to call if you have any questions.  
Kind Regards

Yara Hanlon-Smith  
0414745836

Sent from my iPhone

Plus	
• Concrete pad	\$4000
• Shelter	\$2000
• Labour	\$6000
	<hr/>
	\$14,200.

\* QUOTE 2

Crush quote for WACOA Morawa to build

Form work and concrete for pad	\$ 4000
Materials for overhead shelter	\$2000
Materials for crush	\$1200
Labour	\$6000
<b>TOTAL</b>	<b>\$13,200</b>

**W.A. COLLEGE of AGRICULTURE  
MORAWA**

PO Box 15, Morawa 6623  
Ph: 08 9971 1158 Fax: 08 9971 1334  
ABN 46 421 109 117

QUOTE 3

**Stable Crashes** - 5' x 10' x 10' (2.5m x 3m x 3m)

All stable crashes come with adjustable overhead bar and supporting beam for left and right side walls.

Single pony crush 1.5m and under	\$1500
Single mare crush with open sides	\$1650
Single standard mare crush	\$2400
Single mare with side adjustable bar on the left side	\$2900
Single mare with 50mm foam padding walls and doors	\$4000
Single crush with overhead beams and side opening door	\$4000
Single crush with overhead beams and support bar for dentistry split back door	\$4500
Standard mare & foal crush	\$4800
Mare & foal with foal side extra wide	\$5000
Mare & foal with mare side adjustable side rail	\$5200
Mare & foal with foal closed in pen	\$5200
Mare & foal with 50mm foam padding on all doors	\$5700
Mare & foal with foal side 2000mm wide for pen/biding pen	\$6200

**SPECIALTY CRUSHES**

Various other options available for all crushes including:

- Overhead beams
- Support bars
- Adjustable side rails
- Adjustable back doors
- Adjustable front doors
- Adjustable side doors
- Adjustable top rails
- Adjustable bottom rails
- Adjustable side rails
- Adjustable back doors
- Adjustable front doors
- Adjustable side doors
- Adjustable top rails
- Adjustable bottom rails

QUOTE 4.

### TP & MB SHIELDS

ABN 40 620 109 415  
Lot 4 Mullewa-Wubin Road  
PO Box 141  
MORAWA WA 6623

Tel: 08 99711 029 Mob: 0427 711 263  
Email:tpmb@westnet.com.au Fax: 08 99711 474

### Quote

Bill To:  
WA COLLEGE OF AGRICULTURE  
PO BOX 15  
MORAWA WA 6623

Invoice #: 00002007

DATE 09-09-19

YOUR NO. QUOTE

TERMS: 7 DAYS FROM INVOICE

QTY.	DESCRIPTION	PRICE	UNIT	TOTAL EX
	QUOTE TO SUPPLY AND ERECT 5M X 3M X 3M NOMINAL HEIGHT COVERED HORSE CRUSH AREA. COMPRISING OF RHS GAL FRAME AND PURLINS AS PER SUPPLIED DRAWINGS. SHEETING TO ROOF ONLY. SET UP, SUPPLY AND LAY 5M X 3M X 100MM CONCRETE SLAB INCLUDING 300 X 300 FOOTING TO 4 EDGES. INSTALL CRUSH SUPPLIED BY OTHERS.  NOTE NO ALLOWANCE HAS BEEN MADE FOR ENGINEER DRAWINGS OR PERMITS IF REQUIRED. QUOTE VALID FOR 30 DAYS		QUOT	
			QUOT	\$12,500.00
			QUOT	
Thank you. We appreciate your business.		EX GST AMOUNT		\$12,500.00
				\$1,250.00
		TOTAL INC GST		\$13,750.00
Please pay on invoice as no statement will be issued		<b>BALANCE DUE</b>		<b>\$13,750.00</b>

### How to pay

#### by mail

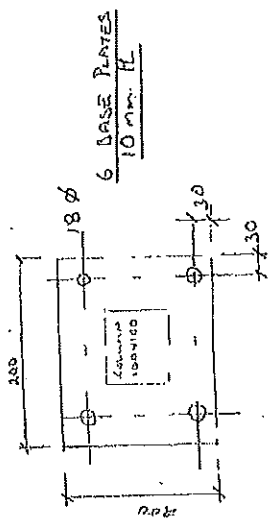
Detach this section and mail your cheque to...  
TP & MB Shields, PO Box 141 Morawa WA 6623

#### EFT

BSB: 036-160  
Acct No: 830462  
Acct Name: TP & MB Shields

Payment From: WA COLLEGE OF AGRICULTURE  
PO BOX 15  
MORAWA WA 6623

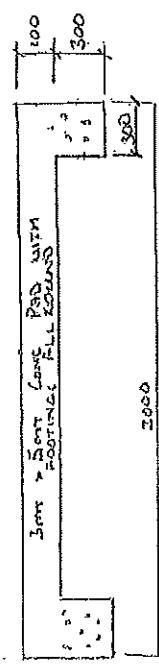
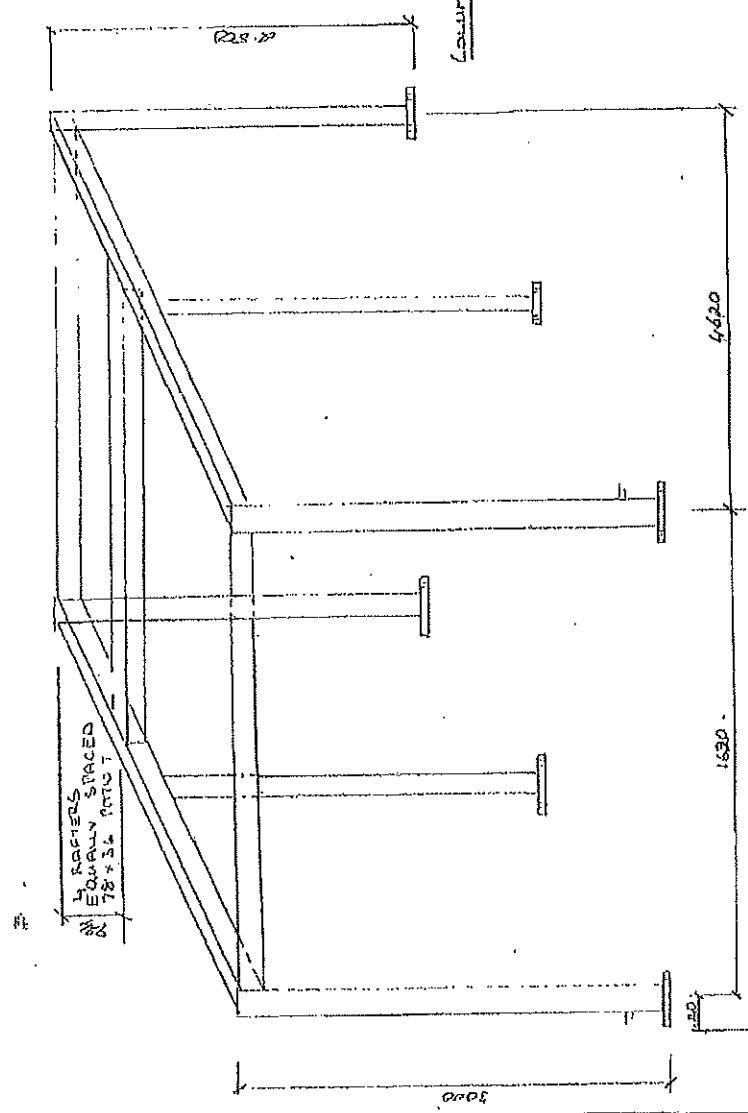
Invoice #: 00002007 Amount Due: \$13,750.00



CORRUGATED IRON ROOF  
L SHEETS 8x2 mtrs RIBROX

GENERAL SIZE ONLY NO  
CLEFTS GIRTS OR COLUMN  
TO RAFTERS SHOWN.

COLUMNS 100x100x4mm GALV



# North Midlands Electrical

## QUOTE

Western Australian College of  
Agriculture morawa  
Po Box 15  
Morawa  
WA 6623  
Australia

**Site**  
farm  
**Reference**  
stable upgrade. works  
to house

**Date**  
03 September  
2019  
**Expiry Date**  
03 October 2019  
**Quote Number**  
QT00023  
**ABN**  
99101012982

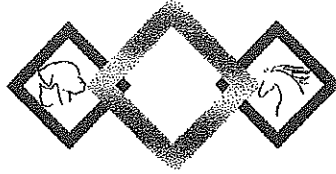
Mobile: 0438 888 354  
Email:  
David@northmidlandselec.com  
Po Box 19,  
Morawa WA 6623

works to existing house to accommodate stables power

- POA to meter mains upgrade
- meter to distribution board upgrade
- distribution board upgrade

Description	Quantity	Unit Price	Amount
western power disconnect/reconnect service fee	1	650.00	650.00
parts	1	1,648.25	1,648.25
Labour	10	90.00	900.00
		Subtotal	3,198.25
		Total GST	319.83
		<b>Total AUD</b>	<b>3,518.08</b>

# Dongara Veterinary Hospital



*Stormfront (WA) PTY LTD*  
T/A Dongara Veterinary Hospital | ABN 87 679 865 314  
T (08) 9927 1329 | [dongaravet@westnet.com.au](mailto:dongaravet@westnet.com.au) | [www.dongaravet.com.au](http://www.dongaravet.com.au)

27<sup>th</sup> August 2019

To Whom it may concern

Re: MOAG horse facility

As a local veterinarian who regularly services the Morawa area, I would like to offer my full support and encouragement for the proposition to build an equine crush facility at the school.

A crush will provide much needed safe restraint for treating horses. Using a crush significantly reduces the risk of injury to people handling frightened or injured horses by reducing movement especially the ability to kick forward or backward. This is particularly useful when doing procedures where handlers and vets are in the high-risk zone in front of a horse for example when drenching or performing dentistry as even a sedated horse can react unpredictably and dangerously. A crush is also imperative if procedures such as rectal or reproductive examination are required.

A facility such as this is also useful for many every day procedures such as safely changing bandages, washing and clipping. The use of an appropriate crush also reduces the stress for the horse when having procedures performed.

If I can be of any further help with clarification or suggestions, I am happy to be contacted on the above number.

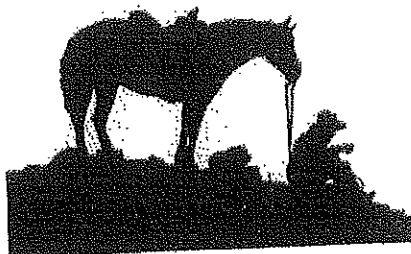
Yours sincerely,

Dr Emma Taylor BSc BVMS

## JUST CRACKIN'S QUARTER HORSE STUD

Malcolm and Maureen Rogers  
LOT 889 KENNEDY ROAD  
Walkaway WA 6528  
PO Box 7165  
GERALDTON WA 6530

PH/FAX: 08 90261100  
EMAIL: justcrackin@bigpond.com  
Mobile: 0407 331 743



To Whom It May Concern,

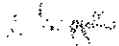
I write this letter in support of WACOA Morawa in building an Equine Crush in their new Equine Facility.

I believe the support is justifiable due to the distance the students at Morawa must travel for Veterinary treatment or have a qualified Vet to travel to Morawa to treat an injured horse. The students being involved in animal welfare will benefit through education including the safety aspect of students and Vet.

This would be the only Equine Crush outside the Geraldton area, therefore could benefit not only the students but the community of Morawa and outside towns if needed in the future. My role as an RSPCA General Inspector would certainly welcome an area for treatment of Equines.

I feel this would bring to the college the ability to showcase there evolving educational programs for the students interested in taking a career pathway in a multitude of specialised areas within the Equine Industry whilst keeping in line with the Animal Welfare Guidelines. This would also benefit the community and other stakeholders.

Yours Sincerely,

  
Maureen Rogers



Nadine Payne  
IPS Board Member  
Po Box 286  
Morawa WA 6623

Dean Carslake  
Principal  
WA College of Agriculture – Morawa  
Waddilove Road  
Morawa WA 6623

Dear Dean,

I am writing to support the Colleges application to the Morawa Sinosteel Future Fund grant for a horse crush. As a horse owner in the shire of Morawa I can appreciate that a horse crush located within the shire would enable safer horse husbandry and encourage vets to visit the shire for procedures such as dentistry. I have previously worked with the horses at the college and can see how a horse crush could be a valuable addition to the program. It would increase safety for students, staff and visiting vets as well as facilitate new learning opportunities.

Kind regards  
Nadine Payne  
IPS Board Member

## Student-centred funding and one line budgets



	2019 Schools Salary Daily Rate	2019 Schools Salary Yearly Rate
<b>GOVERNMENT OFFICERS</b>		
Government Officer Level 1	\$280.13	\$72,833.80
Government Officer Level 2	\$307.06	\$79,835.60
Government Officer Level 3	\$368.16	\$95,751.60
Government Officer Level 4	\$379.56	\$98,685.60
Government Officer Level 5	\$389.91	\$101,376.60

<b>CLEANERS</b>		
Cleaner Level 1	\$220.05	\$57,213.00
Assistant Cleaner in Charge or Cleaner Working Alone Level 2	\$230.41	\$59,906.60
Cleaner in Charge Level 3 (internal area up to 7000m2)	\$235.59	\$61,253.40
Cleaner in Charge Level 7 (internal 7000m2 and over)	\$249.05	\$64,753.00

<b>GARDENERS</b>		
Assistant Gardener / Handyperson Level 1	\$214.88	\$55,868.80
Gardener / Handyperson Level 2	\$220.05	\$57,213.00
Gardener / Handyperson Level 3	\$228.34	\$59,368.40
Senior Gardener / Handyperson Level 5	\$233.51	\$60,712.60

<b>CANTEEN STAFF</b>		
Canteen Attendant	\$227.69	\$54,645.60
Canteen Supervisor	\$272.22	\$65,332.80

<b>RESIDENTIAL STAFF</b>		
Kitchen Staff Level 1 (Agricultural Schools and Colleges)	\$209.69	\$54,519.40
Kitchen Staff Level 2 (Agricultural Schools and Colleges)	\$219.01	\$56,942.60
Kitchen Staff Level 3 (Agricultural Schools and Colleges)	\$229.38	\$59,638.80
Kitchen Staff Level 4 (Agricultural Schools and Colleges)	\$242.84	\$63,138.40
Residential Supervisor	\$236.62	\$61,521.20
Residential Supervisor – Casual	\$236.62	\$61,521.20

# Deed of agreement for future fund

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Sinosteel Midwest Corporation Limited  
Shire of Morawa



**McLEODS**

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

Ref: ND:MORA-36694

# Copyright notice

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# Details

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## Parties

### **Sinosteel Midwest Corporation Limited**

of 7 Rheola Street, West Perth, Western Australia, 6005  
(Founder)

### **Shire of Morawa**

of Winfield Street, Morawa, Western Australia, 6623  
(Trustee)

## Background

- A The Parties wish to have a trust fund established on the terms and conditions set out in the deed.
- B The Founder has paid to the Trustee the Settled Sum to be held by the Trustee in trust and applied for the purposes of the trust fund.

# Agreed terms

---

## 1. Name

The Trust is to be known as the Morawa Sinosteel Future Fund.

## 2. Defined terms and interpretation

### 2.1 Defined terms

In this deed -

**Accounting Period** means the period from the date of this deed to the following 30 June and then each period of 12 months ending on 30 June in each year, or any other period that the Trustee decides from time to time;

**Approved Funding Proposal** is a Recommended Funding Proposal that has been approved by the Trustee;

**Area** means the District of the Shire as at the date of this deed;

**Committee** means the Morawa Sinosteel Future Fund Committee;

**Consumer Price Index**, or **CPI**, means the index published by the Australian Bureau of Statistics for Western Australia or if that index is suspended or discontinued, the index substituted for it by the Australian Statistician;

**District** means the district of the Shire for the purposes of the *Local Government Act 1995*;

**Founder** means the person named in this deed as the Founder and any other founder for the time being of the Trust whether original, additional or substituted;

**Income** means the difference between the value of the Trust Fund and the Settled Sum Annual Value;

**Party** means a party to this deed and 'Parties' means both of them;

**Purpose** means the purpose of the Trust Fund as described in clause 5;

**Recommended Funding Proposal** means a recommendation by the Committee to the Trustee for funding from the Trust Fund;

**Settled Sum** means the sum of \$1,165,000;

**Settled Sum Annual Value** means the Settled Sum amount that is adjusted at the end of each Accounting Period by reference to the CPI for that Accounting Period;

**Shire** means the Shire of Morawa or, if the Shire of Morawa amalgamates with another local government, then that amalgamated local government;

**Trust** means the trust established under this deed;

**Trust Fund** has the meaning set out in clause 3 and includes any part of the Trust Fund; and

**Trustee** means the person named in this deed as the Trustee and any other trustee for the time being of the Trust whether original, additional or substituted.

## 2.2 Interpretation

In this deed -

- (a) words denoting -
  - (i) the singular includes the plural and vice versa; and
  - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to -
  - (i) a person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority;
  - (ii) a person includes their legal personal representatives, successors and assigns;
  - (iii) a statute, regulation, local law or any other written law, code or policy includes subsidiary legislation or an instrument made under it, and consolidations, amendments, re-enactments or replacements of any of them;
  - (iv) a right includes a benefit, remedy, discretion, authority or power;
  - (v) an obligation includes a warranty or representation, and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (vi) provisions or terms of this deed, or another document, agreement, understanding or arrangement, include a reference to both express and implied provisions and terms;
  - (vii) time is to local time in Perth, Western Australia;
  - (viii) \$ or dollars is a reference to the lawful currency of Australia;
  - (ix) this deed or any other document includes this deed or other document as amended or replaced and despite any change in the identity of the parties;
  - (x) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions or other electronic mail or transmissions;
  - (xi) any thing (including any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
  - (xii) a clause, paragraph, Schedule or Annexure is a reference to a clause or paragraph of or Schedule or Annexure to, this deed; and
- (d) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions.



## 2.3 Headings

Headings do not affect the interpretation of this deed.

## 3. Trust Fund

The Trust Fund comprises –

- (a) the Settled Sum;
- (b) all money, investments and assets paid or transferred to and accepted by the Trustee as additions to the Trust Fund;
- (c) all accretions to the Trust Fund;
- (d) all accumulations of income; and
- (e) the money, investments and property from time to time representing the above, or into which they are converted.

## 4. Declaration of trust

- (1) The Founder and the Trustee declare that the Trustee will hold the Trust Fund on the trusts, with the powers and subject to the provisions in, this deed.
- (2) To avoid doubt, the Trustee agrees that the Trust Fund constitutes a trust fund under section 6.9 of the *Local Government Act 1995* (WA), and despite section 6.9(4) of that Act, agrees that it will not, even after the Trust Fund has been held on trust for 10 years, transfer the Trust Fund to a municipal fund.

## 5. Purpose

- (1) The purpose of the Trust Fund is to assist community organisations by providing financial support for –
  - (a) activities or endeavours that will provide community or welfare benefit to persons who are ordinarily resident in the Area; or
  - (b) facilities or services that improve the welfare, culture or amenity of persons ordinarily resident in the Area.
- (2) It is intended that, in considering applications for funding, preference would be given to applications in respect of which the applicants –
  - (a) are community organisations that are based in the Area, or the majority of the members of which are ordinarily resident in the Area; and
  - (b) propose to make their own contributions (such as by way of labour, materials or in kind) of at least 30% of the total value of the funding required.

## 6. Committee

- (1) The Trustee must establish the Committee, to be known as the ‘Morawa Sinosteel Future Fund Committee’, under section 5.8 of the *Local Government Act 1995*.

- (2) The members of the Committee are to comprise –
  - (a) the Shire President;
  - (b) the Shire Deputy President;
  - (c) the Shire’s CEO; and
  - (d) 2 members of the community who ordinarily reside in the Area.
- (3) The functions of the Committee are –
  - (a) to seek and assess funding applications in accordance with the Purpose;
  - (b) to prepare, and submit to the Trustee, Recommended Funding Proposals;
  - (c) to ensure, as far as practicable, that the value of the Recommended Funding Proposals in each Accounting Period are at least 85% of, but do not exceed, the Income for that Accounting Period; and
  - (d) to provide reports to the Trustee on the administration of the Trust Fund.

## 7. Trustee

- (1) The Trustee must hold the Trust Fund on trust to pay or apply the Income for the Purpose.
- (2) The Trustee –
  - (a) must accept a Recommended Funding Proposal if it is consistent with this deed;
  - (b) must reject a Recommended Funding Proposal if it is not consistent with this deed;
  - (c) cannot amend a Recommended Funding Proposal but may return it to the Committee with suggested amendments; and
  - (d) cannot make or authorise a payment from the Trust Fund except in accordance with a Recommended Funding Proposal accepted under clause 7(2)(a).
- (3) The Trustee must invest money held in the Trust Fund in accordance with the powers and responsibilities of a local government, including those under section 6.14 of the *Local Government Act 1995* and regulation 19C of the *Local Government (Financial Management) Regulations 1996*.
- (4) The Trustee must, in relation to the Trust Fund and its administration, comply with the accounting, record keeping, audit and other financial management requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.
- (5) The Trustee must include, in each annual financial report, details of each payment (including the recipient of each payment) from the Trust Fund for the relevant Accounting Period.

## 8. Governing law

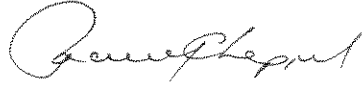
This deed is governed by the laws of Western Australia.

# Signing page

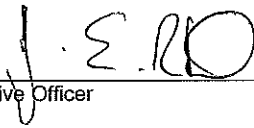
EXECUTED

2015

THE COMMON SEAL of the Shire of Morawa  
is affixed in the presence of -



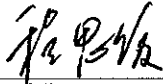
\_\_\_\_\_  
President



\_\_\_\_\_  
Chief Executive Officer

14/12/15

Executed by Sinosteel Midwest Corporation  
Limited in accordance with section 127(1) of  
the Corporations Act 2001 -



\_\_\_\_\_  
Signature of director

**SIJUN (TONY) CHENG**  
**MANAGING DIRECTOR**

\_\_\_\_\_  
Name of director (print)



\_\_\_\_\_  
Signature of director/company secretary

**Ti Wang**  
**COMPANY SECRETARY**

\_\_\_\_\_  
Name of director/company secretary (print)



## Morawa Sinosteel Future Fund: Guidelines

### **Morawa Sinosteel Future Fund Grant**

The Morawa Sinosteel Future Fund Grant was previously known as the Community Development Fund. This fund has been set up to provide funding opportunities for the community benefit of Morawa. The amount of funding available will be advertised at each of the two (2) advertised funding rounds. Below is a general timeline for administration of the two funding rounds.

	<b>Applications Open</b>	<b>Applications Close</b>	<b>Applications Assessed</b>	<b>Applicants Notified</b>	<b>Funds Administered</b>
<b>Round 1</b>	February	March	March	April	May
<b>Round 2</b>	August	September	September	October	November

### **Who Administers the Morawa Sinosteel Future Fund Grant**

The Morawa Sinosteel Future Fund Grant is administered by the Morawa Sinosteel Future Fund Committee. This committee will comprise of the Shire President, the Shire Deputy President, the Shire's CEO, and two (2) members of the community who ordinarily reside in the Shire of Morawa.

The Morawa Sinosteel Future Fund Grant Committee will assess funding applications in accordance with the Deed of Agreement's purpose. The Committee will prepare and submit recommended funding proposals to the next ordinary council meeting. At that meeting the elected members of the Shire of Morawa (the Trustee) will assess recommended funding proposals in line with the conditions set out in the Morawa Sinosteel Future Fund Deed of Agreement. The Council will then approve and authorise payments for the successful funding proposals. ~~It is to be noted~~ Please note that the Morawa Shire Council cannot amend a Committee recommended funding proposal, however, they can return a proposal to the committee with suggested amendments.

### **Purpose of Grant and Eligibility**

The purpose of the Morawa Sinosteel Future Fund Grant is to assist community organisations by providing financial support for –

- (a) Activities or endeavours that will provide community, or welfare benefit, to persons who are ordinarily resident in the Shire of Morawa; or
- (b) Facilities or services that improve the welfare, culture or amenity of persons ordinarily resident in the Shire of Morawa.

### **Preference will be given to Grant applications that:**

- (a) Are community organisations that are based within the Shire of Morawa, or the majority of the members of which, are ordinarily resident in the Shire of Morawa; and
- (b) Propose to make their own contributions (such as by way of labour, materials or in kind) of at least 30% of the total value of the funding required.

**How much can you apply for?**

The Morawa Sinosteel Future Fund does not have a fixed maximum amount that can be applied for in any one application. However, the total grant funding amounts available across a financial year is stipulated in the Deed of Agreement as not exceeding 85% of income earned on the Future Fund funds. Please note: that for applications to be considered they must

- Be completed in full
- Contain correct quotes in-line with the Shire of Morawa Purchasing Policy
- Must have other supporting documentation where required

**How and when can you apply?**

You can apply for a Morawa Sinosteel Future Fund Grant at either the February or August Grant rounds. These rounds will be advertised by the Shire of Morawa using its usual communication channels such via posters, Shire Snippets, and social media. Applications must be made using the official Morawa Future Fund Grant Application Package which is available for download from the Shire of Morawa website. Alternatively, hard copies can be obtained from the Shire of Morawa Administration Office. The pack contains the general guidelines, an application form, and details on how to acquit the funds.

**Who Administers the Grant Application?**

The grant is administered by the Morawa Sinosteel Future Fund Committee. The final approval of a Funding Proposal is to be determined by the Council of the Shire of Morawa.

**How long does it take?**

The Grant process can take up to 8 weeks to be reviewed and processed at the committee level, approved at the Council level, and funds administered to the successful applicants. Organisations will be notified of the outcome of their application via phone, email, and/or mail.

**How do I Acquit my Funds?**

As a local government entity, the Shire of Morawa must account for all funds. As such, like most grants, it is critical that recipients of the Morawa Sinosteel Future Fund Grant provide documentation to demonstrate how the grant funds have been spent. This can be done by attaching receipts and any other relevant documents to the completed Project Acquittal form. This form needs to be completed and returned to the Shire of Morawa no later than 6 weeks of completing the event, activity, or project. In addition, a small blurb about the event, activity, or project with an image, or images that can be used for promotional purposes by the Shire of Morawa should be included. When acquittals have been received and assessed by the committee a letter will be sent back to the organisation advising that the acquittal process has been completed.

**What happens if I cannot deliver my project/activity?**

Approved Grant funds cannot be transferred. Grant recipients cannot transfer part, or all, of their grant funds or items to another group or project. If an organisation is unable to deliver their project, or activity, then they will be liable to return ALL awarded funds back to the Morawa Sinosteel Future Fund with a clear explanation as to why their project/activity could not be delivered.

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### Morawa Sinosteel Future Fund Grant: Application Form

- Only applications where all questions are answered in full will be accepted as valid
- Please provide as much information as possible. Attachments should be added as required.
- This application and attachments will become the property of the Morawa Sinosteel Future Fund and will not be returned to applicants so please make a copy for your reference.

#### Section 1: Organisation Details

Name of Organisation:

Postal Address:

Street Address:

Contact Person:

Position of Contact Person:

Business Hours Phone:

Mobile:

Email:

#### Section 2: Contact Details

Does your organisation/ Group  
have an ABN?

Yes or No  
If Yes, provide your ABN below

ABN :

Is your organisation / Group  
Registered for GST?

Yes or No

Is your organisation / Group  
Incorporated?

Yes or No

If Yes please attach a copy of the certificate to this application

What are the Aims & Objectives of the Organisation / Group? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has your organisation/group received any funding before from the Morawa Sinosteel Future Fund, or from the previously known Morawa Community Trust? Yes / No  
 If Yes, please complete details below.

Year	Amount \$	Purpose

**Section 3: Project / Event Details**

<b>Project / Event Title</b>	
Summary of project: <i>Please clearly state the objective and the target audience of the project? (Maximum of 50 words)</i>	
What is the community need that this project is addressing? <i>Where possible please provide evidence of this need – For example, statistics, letters of request, media stories etc demonstrating the need.</i>	
Who is the project targeted at? Please provide details regarding groups within the community to whom the project is targeted at – for example, youth, elderly, people with a disability – and provide an explanation as to why they are a priority?	
Why should this project be a funding priority for the Morawa Sinosteel Future Fund Trustee?	
<u>What is the Total Cost of Project?</u>	
<u>How much are you requesting?</u> Is this amount at least 30% of the total cost of the project?	
<del>Is the</del> <u>Does this include amount requested above GST inclusive?</u>	Yes or No





		Yes / No
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<b>Details</b> <i>Eg: consultancy fees, printing, catering, equipment hire, insurance etc.</i>	<b>Estimated \$</b>	<b>Quotes Supporting/ Evidence Attached?</b>
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
<b>Total:</b>	<b>\$</b>	

**4.2 Project Income Details**

Please provide details of all confirmed and anticipated about ALL the Income Sources that will contribute to the delivery of this project of funds for the project?

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**Table 3: TOTAL Income Details for the Project**

<b>Income Sources</b>	<b>Confirmed \$\$</b>
<b>Morawa Sinosteel Future Fund Grant – Amount Requested</b>	
<b>Cash Contribution</b> <small>How much is your organisation contributing to the project/activity? Please Specify organisations Cash Funds Allocated</small>	
<b>Value of voluntary labour</b> <small>Please provide details about the number of volunteers, hourly rate, and number of hours to support the dollar value outlined here specify in terms of no. hours x no. volunteers</small>	
<b>State Government</b> <small>Please provide details of department providing funds Will you be receiving funds from the State Government? If no - please leave blank.</small>	
<b>Australian Government</b> <small>Will you be receiving funding from the Federal Government? Please provide details of department providing funds If no - please leave blank.</small>	
<b>Other</b> <small>Will you be receiving funding from anywhere else? If yes - How much? Please specify</small>	
<b>Total Income</b> <small>This Table 3 Total Income Value should equal the Total Cost Value, in Table 1</small>	<b>\$</b>

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**Section 5: Acknowledgement of the Morawa Sinosteel Future Fund**

Being a grant recipient of the Morawa Sinosteel Future Fund provides your organisation / group, as well as the Morawa Sinosteel Future Fund, an opportunity to obtain positive publicity.

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A. Do you agree to recognise **Morawa Sinosteel Future Fund** as a project sponsor? Yes / No

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B. Do you agree that Morawa Sinosteel Future Fund will be formally recognised and promoted in all publications, promotional materials, media releases and newsletters, as well as at program launches and / or the event itself (i.e., via speeches and signs)? Yes / No

C. Do you agree to provide Morawa Sinosteel Future Fund with a Project Completion Report within **6 weeks** of the completion of the funded project? Yes / No

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### Section 6: Supporting Documents

Have you included...

- Certificate of Incorporation (if incorporated) Yes / No
- Letters of support for the project Yes / No
- Documentation demonstrating community need/benefit Yes / No
- Correct number of quotations in support of requested funding Yes / No
- Latest Financial Statements of your organisation Yes / No

**Please note:** If your group is registered for GST a tax invoice for the funding amount will be required prior to funds being provided.

### Section 7: Application Declaration

Please have two (2) members of your organisation/group complete the details below – one member must be the President (or equivalent) of the organisation.

We declare that we have been authorised by the applicant organisation/ group to prepare and submit these documents as our application to the Morawa Sinosteel Future Fund Grants Program.

We declare that the information included in this application is true and correct and that we will abide by the conditions set out in the Morawa Sinosteel Future Fund Grants Guidelines which we have read and understood.

#### Member 1

**Name:**

**Position in**

**Organisation:**

**Phone:**

**Mobile:**

**Email:**

**Signature:**

**Date:**

#### Member 2

**Name:**

**Position in  
Organisation:**

**Phone:**

**Mobile:**

**Email:**

**Signature:**

**Date:**



### Morawa Sinosteel Future Fund - Acquittal Form

**You need to return this completed form within 6 weeks following the completion of the project / activity. If you fail to do so, you may be ineligible to apply for future grants.**

#### **Section 1: Summary of Grant Received**

<b>Grant ID Number</b>		<b>Grant Amount</b>	
<b>Title of Project</b>			

#### **Section 2: Grant Recipient Details**

*Name of Organisation:*

*Contact Person:*

*Position of Contact Person:*

*Business Hours Phone:*

*Mobile:*

*Email:*

#### **Section 3: Certification**

*To be signed by the Chair, President or Chief Executive of the Grant recipient's organisation.*

*I certify that the attached project summary and project budget provides a true and fair record of the undertaking and outcomes of this project.*

<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Phone:</b>	
<b>Position in Organisation:</b>			

## Section 4: Project Summary

Briefly describe the project, its achievements, and benefits to the community. Include how many people participated if relevant. This blurb, or part thereof, may be used to promote the Morawa Sinosteel Future Fund.

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## Section 5: Financials

Please provide details and evidence that shows all income, including in-kind support, that was received that supported the successful delivery of this project.

**Table 1: Total Income Sources including In-Kind Support**

Project Income Sources	\$	Attach Quote/Evidence
<b>Morawa Sinosteel Future Fund Grant – Amount Requested</b>		
<b>Cash Contribution</b> How much did your organisation contribute to the project/activity?		Yes / No
<b>Value of voluntary labour</b> Please provide details about the number of volunteers, hourly rate, and number of hours that contributed to the delivery of the project		Yes / No
<b>State Government</b> Did you receive any funds from the State Government? If no - leave blank.		Yes / No
<b>Australian Government</b> Did you receive any funds from the Federal Government? If no - leave blank.		Yes / No
<b>Other</b> Did you receive any other funding from anywhere else? If yes - How much?		Yes / No
<b>Total Income</b> <i>Total Project Income Value should equal Total Project Cost Value in Table 2</i>	\$	

**Table 2: Total Project Costs Associated with delivering the Project**

<i>Details</i> <i>Provide itemised cost details to deliver the project ie., products, services, labour both paid and voluntary, insurance, catering etc</i>	\$	<i>Receipts attached?</i>
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
<b>Total Cost of Project</b> <i>Total Project Cost Value should equal Total Project Income Value in Table 2</i>	<b>\$</b>	

**Section 6: Acknowledgement.**

*Share with us, how you acknowledged the Morawa Sinosteel Future Fund? For example, publicity in the media, speeches, newsletters etc. Attach any photos, videos, or other supporting material. The Shire of Morawa may also use this material in the promotion of the Morawa Sinosteel Future Fund Grants Program, so please ensure you have permission from people in the photographs before submitting back to the Morawa Sinosteel Future Fund. You can use the Image Consent and Release Form that is included in the application pack.*

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**Section 7: Checklist**

*Have you included....*

- |   |          |
|---|----------|
| Receipts for all expenses   | Yes / No |
| Documentation as highlighted in Section 6                         | Yes / No |
| Photographs for Promotional purposes (can be sent electronically) | Yes / No |
| Completed Image Consent & Release Forms                           | Yes / No |