



# **MINUTES**

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

held on

**Friday, 26 April 2024**

**at 4:00 pm**



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.*

**DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS**

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C*

|  |  |           |              |
|--|--|-----------|--------------|
| <i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i> |  |           |              |
| Name of person declaring the interest  |  |           |              |
| Position   |  |           |              |
| Date of Meeting  |  |           |              |
| Type of Meeting (Please circle one)  | Council Meeting/ Committee Meeting/ Special Council Meeting<br>Workshop/ Public Agenda Briefing/ Confidential Briefing |           |              |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Important Note:**

Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

*“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

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**Item 1 Opening of Meeting**

The Chair declared the meeting open at 4:15pm

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

The Chair acknowledges the traditional custodians, the Yamatji people, and recognises 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**

Chair

Deputy Chair

Community Member

Chief Executive Officer

Councillor Karen Chappel

Councillor Ken Stokes

Jamie Appleton

Scott Wildgoose

**3.3 Apologies**

Community Member

Greg Jenkins

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

**Item 4 Confirmation of Minutes of Previous Meeting**

The Minutes of Morawa Sinosteel Future Fund Committee Meeting held on 8 April 2021 are provided as **Attachment 1**.

The Circular Resolution Minutes of Morawa Sinosteel Future Fund Committee formed on 15 July 2021 are provided as **Attachment 2**.

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**OFFICER'S RECOMMENDATION/COMMITTEE RESOLUTION**

240412

Moved: Cr Stokes

Seconded: Mr Appleton

1. That Morawa Sinosteel Future Fund Committee confirm that the Minutes of the Meeting held on 6 October 2020 are a true and correct record.
2. That Morawa Sinosteel Future Fund Committee confirm that the Circular Resolution Minutes of 15 July 2021 are a true and correct record.

**CARRIED BY SIMPLE MAJORITY 4/0**

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**Item 5 Reports of Committee****5.1 Implementation of Terms of Reference**

**Author:** Chief Executive Officer

**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/COMMITTEE RESOLUTION****240413****Moved: Cr Stokes****Seconded: Mr Appleton**

**The Terms of Reference be adopted and implemented as presented in Attachment 1.**

***CARRIED BY SIMPLE MAJORITY 4/0***

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**PURPOSE**

The purpose of this report is to implement Terms of Reference for the Committee.

**DETAIL**

The Terms of Reference have been developed as a guiding document for the successful operation of the Morawa Sinosteel Future Fund Committee. The implementation of a terms of reference for the committee will strengthen the governance practices around the committee and compliance with the Deed.

**LEVEL OF SIGNIFICANCE**

Low. The Committee has previously operated without the Terms of Reference. However, the implementation of the Terms of reference is in line with Best Practice measures.

**CONSULTATION**

Nil

**LEGISLATION AND POLICY CONSIDERATIONS**

*Morawa Sinosteel Future Fund Deed of Agreement*  
*Shire of Morawa Council Policy Manual*

**FINANCIAL AND RESOURCES IMPLICATIONS**



Nil

## **RISK MANAGEMENT CONSIDERATIONS**

Nil

## **CONCLUSION**

It is proposed the Terms of Reference be adopted and implemented as presented in *Attachment 1*.

## **ATTACHMENTS**

*Attachment 1 – Proposed Terms of Reference*

*Attachment 2 – Deed of Agreement*

**5.2 Update on the Fund and Program Management**

**Author:** Chief Executive Officer

**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**

That the Committee discuss various items in relation to the grant and agree upon a way forward to allow the Administration to commence advertising. With the Committee resolution specifying decisions to be implemented.

***SIMPLE MAJORITY VOTE REQUIRED***

**COMMITTEE RESOLUTION** (*Adopted by Circular Resolution on Sunday 28 April 2024 - CEO needed time to document discussion outcomes into a formal resolution*)

240414

Moved: Cr Chappel

Seconded: Cr Stokes

The Committee resolves:

1. That the Sinosteel Future Fund grant program will become an Annualised program and applications for the 2024/2025 program opening in May 2024 for an 8 week period to allow for an August/September 2024 funding decision.
2. To set a preferred maximum grant amount of \$10,000 per application, with requests for greater amounts requiring a more detailed project plan and business case to justify the community benefit and funding request.
3. Adopt the contents of the Sinosteel Grant Application Form as detailed in attachment two, noting;
  - a. Grants applications are restricted to Incorporated not for profit organisations
  - b. The 30% organisation contribution towards projects must be an own source contribution made up of the organisations cash or volunteer labour – grant or contributions from Government or other entities are not classed as part of the own source contribution of the group.
  - c. Inclusion of project milestones, membership figures, and other details will add value to the Committees decision making process once submissions are received.

***CARRIED BY SIMPLE MAJORITY 4/0***

## PURPOSE

The purpose of this report is for the committee to review the funds current position and consider changing its operating practices.

## DETAIL

The Deed of Agreement for the Future Fund was established in 2015 between the Shire of Morawa and Sinosteel Midwest Corporation. The Deed provides for clear parameters for the Shire to hold at least the Settled Sum (\$1.165M) in trust and invest those funds in line with the Local Government Act such that 85%-100% of the income received from the investment of the funds is made available to the community through a grants program.

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.

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.

To manage the Future Fund, the Shire has established two reserves with clear purposes that align to the intentions of the Deed. The Future Fund Principal Reserve is a reserve with the purpose of providing the ongoing conduit to facilitate the benefits to the people of Morawa in line with the Deed. The Future Fund Interest Reserve is the reserve where 85% of the interest from the Future Fund Principal Reserve is transferred to allocate funding to community-based projects through the Morawa Sinosteel Future Fund Committee Grant Program.

The Morawa Sinosteel grant program has not been run since the 2020-2021 financial year. The two key reasons for this are:

1. Cyclone Seroja hit Morawa in April 2021, which directly impacted on some of the planned projects that were submitted and had funding agreements under the Sinosteel Future Fund grant program. Since April 2021, the Shire and community groups focussed on disaster recovery for at least two years to reach their pre-cyclone state.
2. The financial and economic conditions post Covid-19 lead to a low interest environment where the income received on future fund investment fell below \$2,500 for the financial years 2019/2020, 2020/2021, 2021/2022. Thus, the funds available for distribution through the grant program were low.

The 2022/2023 financial year saw a return to a higher interest environment, and the 2023/2024 economic environment now offers more consistent returns for the Future Fund Principal reserve holdings.

The Future Fund Interest Reserve currently holds a balance of \$230K. The Shire is expecting that the total interest being added to the reserve during 2023/2024 financial year will be \$40K, with the interest earned as of end of March 2024 being \$30K.

Historically, the Sinosteel Future Fund Grant Rounds have been held in August and February each year. Whilst this may align with seasons and club operations, it may be more practical to offer one grant round that is open for application May – July, with funds allocated in August. This would then align with the financial year, interest earning confirmation, and the Shire's budget. The Committee could then opt to only open a second round of applications if the grant budget isn't distributed, or it could opt to roll it forward into the next years total.

It is also worth the committee reviewing the grant application form attached. The author believes that the applicant should provide a breakdown of its total members and either a percentage or number of members who ordinarily reside in Morawa (given this is a clear objective of the Deed), a simple project plan or timeline should also be included (projects with no clear start or end date are always a risk, and the presence of clear milestones will help the administration manage the funds and acquittal process).

When administering the grant, it is worth the Committee discussing whether it is advertised as a funding pool i.e. a grant pool of \$40,000 is available for the 2024/2025 grant round. Another consideration could be whether an applicant is limited as to how much they can apply for, or whether it is an open application process where they can apply for all the pool or a portion of it, as opposed to saying grants up to \$10,000 are available with the committee administering a total pool of \$40,000 for the financial year. Both approaches have merit and are worth discussion.

In summary the decisions put to the committee are:

1. Should the grant be opening in May 2024 for a period of 8 weeks to allow for an August 2024 funding decision, or should the program retain its existing August opening and October funding decision.
2. Is the committee wanting to utilise two grant rounds as a standard or manage the grant as a single funding round with the ability to open another round later in the year in case of unallocated funds
3. Is the committee happy to amend the application form to include a requirement for groups to disclose the number of members they have both in and out of Morawa.
4. Is the committee happy to require the inclusion of a basic project timeframe/plan with the inclusion of start, end and key milestone dates as part of the application.
5. Does the committee want to advertise the total grant pool of \$40,000 as part of the advertising process or not?
6. Does the committee want to specify a maximum amount an applicant can apply for as part of a funding application or leave it open?

The Chair is to allow for general discussion regarding the grant program, application form, and proposed way forward.

## **LEVEL OF SIGNIFICANCE**

Medium – in order for the Shire Administration to manage a successful grant program it must be given clear parameters by the Committee.

**CONSULTATION**

Nil

**LEGISLATION AND POLICY CONSIDERATIONS**

*Morawa Sinosteel Future Fund Deed of Agreement*  
*Shire of Morawa Council Policy Manual*

**FINANCIAL AND RESOURCES IMPLICATIONS**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**CONCLUSION**

The Committee is to discuss and decide upon a variety of items to allow the administration to open the Future Fund Grant for applications.

**ATTACHMENTS**

*Attachment 1 – Grant Application Form (used in 2021)*  
*Attachment 2 – Grant Application Form (with changes for 2024)*

|                          |
|--------------------------|
| <b>Item 6    Closure</b> |
|--------------------------|

**6.1    Closure**

There being no further business, the Chair declared the meeting closed at 4:42pm.



**ADOPTED ATTACHMENTS**

**MORAWA SINOSTEEL FUTURE FUND  
COMMITTEE MEETING**

**Friday, 26 April 2024**

**at 4:00pm**



**WESTERN AUSTRALIA'S  
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**Adopted Attachments**

- 5.1 Implementation of Terms of Reference  
*Attachment 1 – Terms of Reference*
  
- 5.2 Update on the Fund and Program Management  
*Attachment 1 – Grant Application Form*

# Terms of Reference - Morawa Sinosteel Future Fund Committee

## Objectives

The purpose of the Sinosteel Future 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.

The primary functions of the Morawa Sinosteel Future Fund Committee are:

- (a) to seek and assess funding applications in accordance with the purpose;
- (b) to prepare and submit to the Trustee (Council) or administer under delegated authority if authorised, 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 (Council) on the administration of the Trust Fund.

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.

## Powers of the Committee

The Morawa Sinosteel Future Fund Committee is to report to Council on its activities. This is to confirm all actions undertaken by the committee are in line with the Deed of Agreement and Delegations from Council.

The Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and has limited delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

## Membership

The members of the Committee are to comprise:

- (a) the Shire President;
- (b) the Shire Deputy President;
- (c) the Shire's Chief Executive Officer; and
- (d) two (2) members of the community who ordinarily reside in the district.

The local government shall provide secretarial and administrative support to the Committee.

## Meetings

The committee shall meet at least biannually.

Additional meetings shall be convened at the discretion of the Presiding person.



## Reporting

Minutes of each committee meeting shall be presented to the next ordinary meeting of the Council.

The committee shall report annually to the Council summarising its activities and grant outcomes during the previous financial year.

## Duties and Responsibilities

The duties and responsibilities of the Committee will be:

- a. Attend and participate in Committee meetings;
- b. Develop and implement an appropriate process for to seek and assess funding applications;
- c. Prepare and submit to the Trustee (Council), recommended funding proposals;
- d. Ensure that all assessments are conducted in line with the Deed of Agreement, Council Delegations, the Council Code of Conduct and other applicable Council Policies;
- e. Ensure that any conflicts of interest are formally declared.
- f. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference; and
- g. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;



## **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.
- The preferred maximum grant application amount is \$10,000, for grant requests above this amount more reasoning and justification should be provided in the form of a detailed project plan and business case.
- The applicant organisation must contribute at least 30% of the total project cost using own source funds (cash or voluntary labour)

**Section 1: Organisation Details**

Name of Organisation:

Postal Address:

Street Address:

Contact Person:

Position of Contact Person:

Business Hours Phone:

Mobile:

Email:

Total Members

Total Number of Members who  
ordinarily reside in Morawa

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

Please confirm that your  
organisation / Group is an  
Incorporated Not for Profit  
entity?

Yes  
Certificate Number

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 2: Project / Event Details

|  |           |
|--|-----------|
| <b>Project / Event Title</b>   |           |
| Summary of project:<br><i>Please clearly state the objective and the target audience of the project?<br/>(Maximum of 50 words)</i>   |           |
| What is the community need that this project is addressing:<br><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?<br>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?  |           |
| Total Project Cost?  |           |
| Amount of funding requested?   |           |
| Is the amount requested above GST inclusive?   | Yes or No |

## Project Milestones

| <b>Milestone</b> | <b>Date</b> | <b>Summary</b> |
|------------------|-------------|----------------|
| Start            |             |                |
| Milestone 1      |             |                |
| Milestone 2      |             |                |
| Milestone 3      |             |                |
| End              |             |                |

**Section 3: 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 for most items valued at \$10,000 or above, two written quotes are required. These quotes must be specific for the current grant application.

| <b>Details</b><br><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                                      |
|   |                     | Yes / No                                      |
| <b>Total:</b>   | <b>\$</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><br>Please Specify organisations Cash Funds Allocated              |                     |                       |            |                 |
| <b>Value of voluntary labour*</b><br>Please specify in terms of no. hours x no. volunteers |                     |                       |            |                 |
| <b>State Government</b><br>Please provide details of department providing funds.           |                     |                       |            |                 |
| <b>Australian Government</b><br>Please provide details of department providing funds       |                     |                       |            |                 |
| <b>Other</b> Please specify  |                     |                       |            |                 |
| <b>Total Income</b>  | <b>\$</b>           | <b>\$</b>             |            | <b>\$</b>       |

\* *volunteer labour value is based on a standard hourly rate of \$30 per hour*

\*\* *the 30% organisation contribution required under the grant must be an own source contribution (cash or voluntary labour), grants or funding from other organisations will form part of the remaining 70%.*

#### **Section 4: 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 / No
- 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

#### **Section 5: 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 6: 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:**

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**Position in**

**Organisation:**

---

**Phone:**

**Mobile:**

---

**Email:**

---

**Signature:**

**Date:**

---

**Member 2**

**Name:**

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**Position in**

**Organisation:**

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**Phone:**

**Mobile:**

---

**Email:**

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**Signature:**

**Date:**

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