



MINUTES

MORAWA SINOSTEEL FUTURE FUNDS COMMITTEE

held on

Tuesday, 13 November 2018



**WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY**



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Item 1 Opening of Meeting

The Presiding Member declared the meeting open at 5.30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The President 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 Members**

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

Staff Members

Economic Development Manager	Ellie Cuthbert
Executive Assistant to CEO	Sandy Adams

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Andrew Moore

3.4 Disclosure of Interests

Chris Linnell declared an impartiality interest in item 4.1

Item 4 Reports of Committees**4.1 Morawa Sinosteel Future Fund Grant**

Author: Economic Development Manager

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author declares that they do not have any conflicts of interest in relation to this item. The Authorising Officer as a Committee Member will be declaring a conflict of interest in this item.

RECOMMENDATION/RESOLUTION

Moved: J Appleton **Seconded:** Cr Carslake

That with regard to the Morawa Sinosteel Future Fund Grant, the Committee resolves:

- 1. To support two grant application rounds opening each year in February and August respectively.**
- 2. To open the first grant on Monday, 4 February 2019.**
- 3. To accept the attached documentation as the official Morawa Sinosteel Future Fund grant application package.**

CARRIED BY ABSOLUTE MAJORITY 4/0

PURPOSE

To provide the Morawa Sinosteel Future Fund Committee and the Shire of Morawa Council with a suite of documents for the administration of the Morawa Sinosteel Future Fund Grant.

To seek agreement on number of funding rounds each year.

DETAIL

The Morawa Sinosteel Future Fund Committee has not been in operation for some time due to not having an endorsed committee. On 21 December 2017 at the Ordinary Council Meeting of the Shire of Morawa, Council appointed new committee members in line with the Morawa Sinosteel Future Fund Deed of Agreement –resolution 1712009.

Being appointed an Elected Member of the Shire of Morawa in May 2018 meant the withdrawal of one committee member and a new community member was subsequently appointed for the remainder of the term expiring at 20 December 2019 –resolution 180603.

Guidelines and application package, in line with the Morawa Sinosteel Future Fund Deed of Agreement have been drawn up and attached to this item.

To assist in administration of the Morawa Sinosteel Future Fund Grant it is recommended that two key funding rounds be undertaken each year. Proposed timelines are outlined below.

Round 1 Timeline

Applications Open	Monday 4 February 2019
Applications Close	Friday 1 March 2019
Committee Assess Applications	Monday 11 March 2019
Council Reviews Committees Recommendations	Thursday 21 March 2019
Successful Applicants Notified	Monday 1 April 2019

Round 2 Timeline

Applications Open	Monday 5 August 2019
Applications Close	Friday 30 August 2019
Committee Assess Applications	Monday 9 September 2019
Council Reviews Committees Recommendations	Thursday 19 September 2019
Successful Applicants Notified	Monday 30 September 2019

Available Funds in the Morawa Sinosteel Future Fund 85% Interest Account

It has been a few years since any grants have been administered and 85% of interest earned on the principal funds have continued to be transferred into the Morawa Sinosteel Future Fund Grant account. At present there is a total of \$127,000 in the Morawa Sinosteel Future Fund funding pool. The 85% interest accrued in 2017/2018 financial year was approximately \$37,000 resulting in an approximate amount of \$164,000 potentially available for administration.

LEVEL OF SIGNIFICANCE

Low impact for budget.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

All Morawa Sinosteel Future Fund Grant applications requiring quotes for items or works must comply with the Shire of Morawa's Purchasing Policy.

FINANCIAL AND RESOURCES IMPLICATIONS

A number grants indicate minimum and maximum values that can be requested by applicants. While this may be helpful for significantly larger philanthropic organisations it is suggested that flexibility in this area be retained for the Morawa Sinosteel Future Fund Grant. This is particularly important since the general average funds available will vary in line with interest rates. However, on the current principal it is anticipated that annual 85% interest allocated to the Morawa Sinosteel Future Fund Grant Account will remain in the vicinity of \$35,000 to \$40,000 per financial year.

RISK MANAGEMENT CONSIDERATIONS

By referencing the Morawa Sinosteel Future Fund and the attached documentation it is anticipated that financial risk will be minimised.

CONCLUSION

It is suggested that the proposed two funding rounds will enable the effective and consistent administrative processing of this grant. It is further suggested that no caps be placed on funding requests to ensure that each application has the opportunity to be assessed on its merit and its unique level of community benefit. The attached documentation will enable the Committee to provide the Shire of Morawa (Trustees of the Morawa Sinosteel Future Fund) with clear and accountable rationales for their grant recommendations.

ATTACHMENTS

1. Guidelines_Morawa Sinosteel Future Fund Grant
2. Application Form_Morawa Sinosteel Future Fund Grant
3. Funding Agreement_Morawa Sinosteel Future Fund Grant
4. Acquittal Form_Morawa Sinosteel Future Fund Grant
5. Evaluation Criteria Sheet_Morawa Sinosteel Future Fund Grant
6. Aggregate Evaluation Criteria Sheet_Morawa Sinosteel Future Fund Grant
7. Morawa Sinosteel Future Fund Grant Register
8. Morawa Sinosteel Future Fund Deed of Agreement
9. Sinosteel Grant Old Webpage log of Grants

Item 5 Closure

16.1 Closure

There being no further business, the President declared the meeting closed at 5.30pm.

..... Presiding Member