



# Agenda

Community Grants Committee Meeting

Tuesday, 16 April 2024

Date:	Tuesday 16 April 2024
Time:	8:30am
Location:	Clem Thompson Sports Pavilion, Onslow Shire Complex, Stadium Road, Tom Price
Distribution Date:	Thursday 11 April 2024



**Shire of Ashburton  
Community Grants Committee Meeting**

Please be advised an Community Grants Committee Meeting will be held at 8:30am on Tuesday 16 April 2024 at Clem Thompson Sports Pavilion, Onslow Shire Complex, Stadium Road, Tom Price.

A handwritten signature in black ink, appearing to read "Kenn Donohoe".

Kenn Donohoe  
Chief Executive Officer  
11 April 2024

**Disclaimer**

*The recommendations contained in the agenda are subject to confirmation by Council. The Shire of Ashburton warns anyone who has an application lodged with Council must obtain, and should only rely on, written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.*

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## 1 Declaration Of Opening

The Presiding Member declared the meeting open at [enter time](#).

### 1.1 Acknowledgement Of Country

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders past, present and emerging.

## 2 Announcement Of Visitors

The Presiding Member welcomed members of the public to the gallery.

## 3 Attendance

### 3.1 Present

Elected Members:	Cr M Gallanagh Cr K White Cr B Healy Cr M Lynch	Pannawonica Ward Onslow Ward Tom Price Ward Tom Price Ward
Employees:	K Donohoe J Sangster R Wright D Kennedy I Bishop A Johnston J Bray A Furfaro B Van Rensburg	Chief Executive Officer Deputy Chief Executive Officer Acting Director Community Development Director Corporate Services Acting Director Infrastructure Services Manager Media and Communications Manager Governance Governance Officer Council Support Officer
Guests:	<a href="#">Enter names</a>	
Members of Public:	There were <a href="#">enter number</a> members of the public in attendance at the commencement of the meeting.	
Members of media:	There were <a href="#">enter number</a> members of the media in attendance at the commencement of the meeting.	

### **3.2 Apologies**

To be informed at the meeting.

### **3.3 Approved Leave Of Absence**

Nil

### **3.4 Election of the Presiding Member and Deputy Presiding Member**

The Chief Executive Officer to preside at the meeting in accordance with clause 3, Schedule 2.3 of the *Local Government Act 1995*, until the offices detailed are filled.

#### **Election of Presiding Member**

In accordance with section 5.12(1) and clause 2, Schedule 2.3 of the *Local Government Act 1995*, the office of Presiding Member is to be filled as the first matter dealt with at the first meeting of the committee after an ordinary election.

How elected:

The election of the Presiding Member is to be conducted in accordance with clause 4, Schedule 2.3 of the *Local Government Act 1995* as follows:

1. The committee is to elect a committee member to fill the office.
2. The election is to be conducted by the CEO in accordance with the procedure prescribed.
3. Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
5. If a committee member is nominated by another committee member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
6. The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
8. As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

## **Election of Deputy Presiding Member**

How elected

The election of the Deputy Presiding Member is to be conducted in accordance with clause 8, Schedule 2.3 of the *Local Government Act 1995* as follows:

1. The committee is to elect a committee member (other than the presiding member) to fill the office.
2. The election is to be conducted in accordance with the procedure prescribed by the presiding member, or if he or she is not present, by the CEO.
3. Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
5. If a committee member is nominated by another committee member the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
6. The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
8. As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

## **4 Declaration By Members**

### **4.1 Due Consideration By Councillors To The Agenda**

Councillors will be requested to note they have given due consideration to all matters contained in this agenda.

### **4.2 Declaration Of Interest**

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

To be advised at the meeting.

## 5 Public Agenda Items

### 5.1 Signature Events and Activities Funding Applications 2023/2024

<b>File Reference</b>	GS01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Murphy, Grants & Communities Administrator
<b>Authorising Officer</b>	R Wright, Acting Director Community Development
<b>Previous Meeting Reference</b>	Ordinary Council Meeting - 9 May 2023 - (082/2023)
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Signature Event and Activities Applications Round 2 2023/2024 - Confidential</li> <li>2. Signature Event and Activities Application Summary Round 2 2023/2024 - Confidential</li> </ol>

#### Report Purpose

The Community Grants Committee (the Committee) is required to consider the Signature Event and Activities applications in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to provide the Committee the applications received for review. At the close of the application period, three applications were received for Signature Events and Activities (refer to Attachment 1).

Council is requested to receive these applications and support the Committee's recommended outcome, for each application.

#### Background

The Shire supports the Signature Events and Activities funding under Council Policy – Community Donations, Grants and Funding as follows:

*“Applications are available to incorporated and unincorporated associations for events and activities that provide a broad community benefit. Applications and amounts are assessed and determined by Council. Approved applications are set an allocation in the following years budget.”*

Council Policy – Community Donations, Grants and Funding, requires as a minimum, the following criteria must be met to be successful:

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.
- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months on the agreed completion date.

## Comments

The Signature Events and Activities funding was promoted directly to clubs and organisations via email, and on the Shire's public notice boards, website and social media platforms.

At the close of the applications on 28 March 2023, four applications from Tom Price were received. All applications have been assessed on the:

- criteria outlined in Council Policy – Community Donations, Grants and Funding,
- general conditions, and
- criteria and compliance information provided.

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Town	Organisation	Project	No. of years requested	Amount requested	Proposed Action	Reason
Tom Price	Tom Price Campdraft Inc	2024 Tom Price Campdraft	3	\$10,000	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	AWARE	AWARE Gala	3	\$15,000 (cash) plus \$1,200 (In kind - use of Tom Price transit house)	Approve for 2 years	Purposes assessed on broad community benefit.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	3	\$10,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.
Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	3	\$5,000	Decline	Did not meet the policy criteria for a Signature Event or Activity. Included for consideration for a Community Support Grant.

The ongoing development of the My Pilbara Home Strategy encompasses several Council strategies, including events and programs.



Recognising this as a valuable opportunity, we aim to align our events and grant processes with these strategies, ensuring maximum benefit for the community. The recommendation to synchronise all Signature Events for application within the same year provides an avenue to ensure that new applications align seamlessly with the Community Strategic Plan and the overarching vision of My Pilbara Home.

### Consultation

Executive Leadership Team  
Relevant clubs and associations

### Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

### Council Policy

Council Policy – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

### Financial Implications

#### Current Financial Year

Nil

#### Future Financial Year(s)

If the officer's recommendation is approved, a budget of \$26,200 will be allocated to the 2024/2025 Financial Year Signature Events and Activities in addition to those Signature Events and Activities approved by Council on 9 May 2023 [082/2023]. Totalling \$156,200 for 2024/2025. This allocation will be subject to Council adoption in July 2024.

### Legislative Implications

#### *Local Government Act 1995*

#### Section 6.7 – Municipal fund

Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

## Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate Policy procedures are in place and followed.  Ensure applications are approved based on the criteria in the policy.  Officers to collaborate with clubs to improve future applications.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

## Voting Requirements

Simple Majority

## Officer Recommendation

That with respect to the Signature Events and Activities Applications 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
  - (a) Tom Price Campdraft Inc for the amount of \$10,000 each year for two years (total of \$20,000), and
  - (b) Tom Price AWARE Gala for the amount of \$16,200 each year for two years (total of \$32,400).
2. Acknowledges the above applications are approved for a two-year duration, as opposed to the initially proposed three years to align with the ongoing development of the My Pilbara Home Strategy.
3. Lists the amounts detailed in point 1, for consideration in the 2024/2025 and 2025/2026 Annual Budgets.
4. Declines the following applications and lists these for consideration for Community Support Grants:
  - (a) Mountain View Golf Club, and
  - (b) Tom Price Mens Shed.

## 5.2 Community Support Grant Applications Round 2 - 2023/2024

<b>File Reference</b>	GS01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Murphy, Grants & Communities Administrator
<b>Authorising Officer</b>	R Wright, Acting Director Community Development
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Impartiality
	Authorising Officer – Nil
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. 2023/2024 Round 2 Community Support Grant Applications - Confidential</li> <li>2. 2023/2024 Round 2 CSG Summary - Confidential</li> </ol>

### Report Purpose

The Community Grants Committee (the Committee) is required to consider the Community Support Grant applications in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to provide the applications to the Committee for review. At the close of the application period, 12 applications were received for Community Support Grants (refer to Attachment 1).

Council is requested to support the Committee's recommended outcome for each application.

### Background

The Shire provides Community Support Grants in accordance with Council Policy – Community Donations, Grants and Funding. The grants are offered in two funding rounds each year in July and February. These grants are similar in purpose to Small Assistance Donations however, they offer a value up to \$2,500. Applications are considered by the Community Grants Committee for subsequent recommendation to Council.

Council Policy – Community Donations, Grants and Funding requires, as a minimum, the following criteria must be met to be successful:

- Applicant is to reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- Assistance is not available retrospectively.
- Funds are to be used only for the purpose for which they are given or via agreed variations.
- Successful applicants are required to complete an acquittal report and submit this to the Shire within three months of the agreed completion date.
- Applicants who do not submit an acquittal will not be considered for future funding and they may be requested to return unused funds.

## Comments

Round 2 of the Community Support Grant funding was promoted directly to clubs and organisations via email, and notices were placed on the Shire's public notice boards, website and social media platforms.

At the close of the Round 2, 12 applications were received, as follows:

- Onslow – three applications
- Pannawonica – two applications
- Tom Price – seven applications.

All applications have been assessed on the:

- criteria outlined in Council Policy – Community Donations, Grants and Funding,
- general conditions, and
- criteria and compliance information provided.

The table below provides a summary of the applications received (refer to Attachment 2 for further information).

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Onslow	Onslow School P&C Association	Food Safety Supervision Training	\$2,070 (cash)	Approve	Complies with funding community development through training courses.
Onslow	Onslow Sports Club	NAIDOC Darts	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Netball Association	2024 North West Netball Championships Participation	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Junior Soccer Club	2024 Northwest Regional Competition	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Mountain View Golf Club	Tom Price Annual Golf Open	\$2,500 (cash)	Approve	Complies with funding Club participation in regional/state championships.
Tom Price	Tom Price Mens Shed	Annual Community Hub Open Day	\$2,500 (cash)	Approve	Complies with Community-based activities/programs.

Town	Organisation	Project	Amount requested	Proposed Action	Reason
Pannawonica	Pannawonica Playgroup	Pannawonica Playgroup Enrichment project	\$1,850 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Tom Price Steelers Rugby League Football Club	Steelers Junior Tag	\$2,470 (cash)	Decline	Does not comply with policy as request is for club equipment.
Onslow	Onslow Occys Swimming Club	24/25 Season Swimming Pool Lane Hire Fees	\$1,200 (cash)	Decline	Does not comply with policy as request is for facility hire for local competitions.
Pannawonica	Pannawonica KindyGym	New Play equipment	\$2,500 (cash)	Decline	Does not comply with policy as request is for club equipment.
Tom Price	Artistic Swimming WA	Artistic Swimming come and try/ have a go event	\$2,250 (cash)	Decline	Does not comply with policy as the group do not reside within the Shire.
Tom Price	Fusion Fitness Tom Price	Facility Flooring Upgrade	\$2,500 (cash)	Decline	Does not comply with policy as request is for general maintenance of facility.
Tom Price	Tom Price Gymnastics Club	Kindy Gym – Coach Training	\$2,500 (cash)	Decline	Does not comply with policy as an acquittal has not been received for the previous grant.
Tom Price	Tom Price Community Garden	Shade Sail and Hoop Shade	\$1,948 (cash)	Decline	Does not comply with policy as request is for club equipment.

### Consultation

Executive Leadership Team  
Relevant clubs and associations

## Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

## Council Policy

Council Policy – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

## Financial Implications

### Current Financial Year

The 2023/2024 Annual Budget provides \$55,200 for both rounds of the Community Support Grants. Round 1 allocation of Community Support Grants totalled \$9,052. The remaining budget allocation for Round 2 is \$46,148.

The total of the applications recommended for approval is \$14,570. If approved as recommended GL CU24075 will have \$31,578 remaining.

### Future Financial Year(s)

Nil

## Legislative Implications

### *Local Government Act 1995*

Section 6.7 – Municipal fund

Money held in the municipal fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

## Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Unsuccessful applicants publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed.  Officers to collaborate with clubs to improve future applications.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That with respect to the Community Support Grant Applications Round 2 – 2023/2024, the Community Grants Committee recommends that Council,

1. Approves the following applications:
  - (a) Tom Price Netball Association for the amount of \$2,500,
  - (b) Onslow School P&C Association for the amount of \$2,070,
  - (c) Onslow Sports Club for the amount of \$2,500,
  - (d) Tom Price Junior soccer Club for the amount of \$2,500,
  - (e) Mountain View Golf Club for the amount of \$2,500, and
  - (f) Tom Price Mens Shed for the amount of \$2,500.
2. Declines the following applications:
  - (a) Pannawonica Playgroup,
  - (b) Tom Price Steelers Rugby League Football Club,
  - (c) Onslow Occy's Swimming Club,
  - (d) Pannawonica Kindy Gym,
  - (e) Artistic Swimming WA,
  - (f) Fusion Fitness Tom Price,
  - (g) Tom Price Gymnastics Club, and
  - (h) Tom Price Community Garden.

### 5.3 Confirmation of Emergency Service Providers for the Council Initiated Donation

<b>File Reference</b>	GS01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	J Murphy, Grants & Communities Administrator
<b>Authorising Officer</b>	R Wright, Acting Director Community Development
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Nil
<b>Attachments</b>	Nil

#### Report Purpose

The Community Grants Committee (the Committee) is required to confirm the emergency service providers in accordance with Council Policy – Community Donations, Grants and Funding.

The purpose of this report is to confirm the nominated emergency service providers across the Shire of Ashburton (the Shire) who will receive the Emergency Services Council-initiated donation.

Council is requested to support the Committee's recommendation for donations to the nominated emergency service providers.

#### Background

The Shire provides Council-initiated donations to local schools and emergency services within the Shire. These donations are approved by Council through the budget adoption process and paid to these in May of each year.

Council-initiated donations for emergency service providers are typically automated; however, it has been identified that not all emergency service providers have been receiving this donation. To address this, Council are being presented with the list of emergency service providers across the Shire, to confirm alignment with Council's vision and to provide transparency regarding the recipients of these donations.

#### Comments

Over the past years, the Council-initiated donation provided to emergency services has been received by the following groups:

1. Tom Price Bushfire Brigade
2. Onslow Volunteer Marine Rescue Services
3. Tom Price SES
4. Paraburdoo Volunteer Fire and Rescue Service
5. Pannawonica Volunteer Fire and Rescue.



There are several emergency service providers that have been identified across the Shire who have not received the donation:

1. Tom Price St John Ambulance Branch
2. Onslow Price St John Ambulance Branch
3. Paraburdoo Price St John Ambulance Branch
4. Onslow Volunteer Fire and Emergency Services.

### **Consultation**

Relevant emergency service providers

### **Strategic Community Plan**

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	1. People - We will support opportunities for the community to be safe, socially active, and connected.
Strategic Outcome	1.2 Communities connected with opportunities
Strategy	4 Support and develop sustainable clubs and groups, providing opportunities for meaningful participation in arts, culture, sport, and recreation.

### **Council Policy**

Council Policy – Community Donations, Grants and Funding provides the guidelines for the applications and the criteria for assessment.

### **Financial Implications**

#### Current Financial Year

The adopted budget provides \$10,000 for Council-initiated emergency services donations in GL CU24035. The total number of recommended emergency service providers is nine. If the recommendation presented is approved, GL CU24035 will have \$1,000 remaining.

#### Future Financial Year(s)

Each consecutive financial year, Council will need to consider allocating \$9,000 during the budget adoption process to ensure payments can be made to the approved emergency service providers.

### **Legislative Implications**

#### *Local Government Act 1995*

#### Section 6.7 – Municipal Fund

Money held in the Municipal Fund may be applied towards the performance of functions and the exercise of the powers conferred on the local government by the *Local Government Act 1995* or any other written law.

## Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Reputation (social/community)	Service providers not receiving the donation could see this as unfair and publicly criticise the Shire.	Possible (3)	Insignificant (1)	Low (1-4)	Ensure appropriate policy and procedures are in place and followed. Officers to collaborate with the providers on applications for other grants and funding opportunities.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

## Voting Requirements

Simple Majority

## Officer Recommendation

That with respect to Confirmation of Emergency Service Providers for the Council Initiated Donation, the Community Grants Committee recommends that Council,

1. Approves the following emergency service providers for the purpose of receiving the Council-initiated donation:
  - (a) Tom Price Bushfire Brigade
  - (b) Onslow Volunteer Marine Rescue Services
  - (c) Tom Price SES
  - (d) Paraburdoo Volunteer Fire and Rescue Service
  - (e) Pannawonica Volunteer Fire and Rescue
  - (f) Tom Price St John Ambulance Branch
  - (g) Onslow Price St John Ambulance Branch
  - (h) Paraburdoo Price St Ambulance John Branch
  - (i) Onslow Volunteer Fire and Emergency Services.
2. Notes that any further additions to the above list of emergency service providers will need to be approved by Council.

**6 New Business Of An Urgent Nature Introduced By Council Decision**

Nil

**7 Confidential Agenda Items**

Nil

**8 Next Meeting**

The next Community Grants Committee meeting is tentaviley scheduled to be held at Barry Lang Centre, Pannawonica on 17 September 2024 at 9:00am.

**9 Closure Of Meeting**

There being no further business, the Presiding Member closed the meeting at [enter time](#).