



CONFIRMED MINUTES

GRANTS SELECTION COMMITTEE MEETING

16 MARCH 2020

I certify that the minutes of the meeting of the Grants Selection Committee held on Monday, 16 March 2020 were confirmed on Monday, 21 September 2020.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

Presiding Person



**CONFIRMED MINUTES
GRANTS SELECTION COMMITTEE MEETING
16 MARCH 2020**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

CONTENTS

| | | |
|-------------|---|-----------|
| 1.0 | OPENING PROCEDURES | 4 |
| 1.1 | ELECTION OF PRESIDING PERSON | 4 |
| 1.2 | ANNOUNCEMENT OF VISITORS | 4 |
| 1.3 | ATTENDANCE/APOLOGIES | 4 |
| 2.0 | ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION | 5 |
| 3.0 | DECLARATION OF INTEREST | 5 |
| 3.1 | DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS | 5 |
| 3.2 | DECLARATION OF INTEREST AFFECTING IMPARTIALITY..... | 5 |
| 4.0 | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 5 |
| 5.0 | PUBLIC QUESTION TIME | 5 |
| 6.0 | CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 5 |
| | GSC1.03.20..... | 5 |
| 7.0 | PRESENTATIONS | 6 |
| 7.1 | DEPUTATIONS | 6 |
| 7.2 | PETITIONS | 6 |
| 7.3 | PRESENTATIONS | 6 |
| 8.0 | REPORTS OF EMPLOYEES | 7 |
| 8.1 | YOUTH ENGAGEMENT PARTNERSHIP FUND APPLICATIONS | 7 |
| | GSC2.03.20..... | 10 |
| 9.0 | URGENT BUSINESS (LATE REPORTS) | 17 |
| 10.0 | CLOSING PROCEDURES | 17 |
| 10.1 | DATE, TIME AND PLACE OF THE NEXT MEETING | 17 |
| 10.2 | CLOSURE OF THE MEETING | 17 |

**GRANTS SELECTION COMMITTEE
COUNCIL CHAMBER, 7000 GREAT EASTERN HIGHWAY, MUNDARING**

1.0 OPENING PROCEDURES

The Manager Libraries & Community Engagement declared the meeting open at 5.05pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Election of Presiding Person

As this was the first Grants Selection Committee meeting since the Local Government elections held in October 2019, the Manager Libraries & Community Engagement chaired the meeting and called for nominations for the position of Presiding Person of the Grants Selection Committee.

Cr Martin was nominated by Cr Daw and seconded by Cr Corica. Cr Martin accepted the nomination of Presiding Person of the Grants Selection Committee. As there were no further nominations, the Manager Libraries & Community Engagement declared Cr Martin elected as Presiding Person of the Grants Selection Committee.

The Manager Libraries & Community Engagement invited Cr Martin to take the chair.

1.2 Announcement of Visitors

Nil.

1.3 Attendance/Apologies

| | | |
|----------------|-----------------------------|--------------|
| Members | Cr John Daw | East Ward |
| | Cr Doug Jeans (from 5.10pm) | Central Ward |
| | Cr James Martin | South Ward |
| | Cr Matthew Corica | West Ward |

| | | |
|--------------|----------------|--|
| Staff | Shannon Foster | Manager Libraries & Community Engagement |
| | Penny McGrory | Community Engagement Facilitator – Youth |
| | Paula Heath | Minute Secretary |

Apologies Nil

Absent Cr Simon Cuthbert East Ward

Guests Nil

Members of the Public Nil

Members of the Press Nil

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Procedures for asking and responding to questions are determined by the Presiding Person and in accordance with the Shire's Meeting Procedures Local Law 2015. Questions must relate to a function of the Committee.

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

| | |
|--|-------------------|
| COMMITTEE DECISION RECOMMENDATION | GSC1.03.20 |
| Moved by Cr Daw Seconded by Cr Martin | |

That the Minutes of the Grants Selection Committee Meeting held 15 October 2019 be confirmed.

CARRIED 4/0

For: Cr Daw, Cr Jeans, Cr Martin and Cr Corica

Against: Nil

7.0 PRESENTATIONS

7.1 Deputations

Nil

7.2 Petitions

Nil

7.3 Presentations

Nil

Cr Doug Jeans entered the meeting at 5.10pm.

8.0 REPORTS OF EMPLOYEES

8.1 Youth Engagement Partnership Fund applications

| | |
|-----------------------------------|--|
| File Code | GS.COM.2.08 |
| Author | Penny McGrory, Community Engagement Facilitator |
| Senior Employee | Megan Griffiths, Director Strategic & Community Services |
| Disclosure of Any Interest | Nil |
| Attachments | 1. YEPF attachments March 2019/20 |

SUMMARY

The 2019/20 Youth Engagement Partnership Fund budget is \$35,000. This is the first and only round of this grant for this financial year, with the full \$35,000 being available for allocation. Two applications were received with these requests totalling \$19,035.

The applicants are seeking funds to run a variety of programs involving a series of skill development workshops called the Work Ready Certificate and a sports program. All activities fall within the grant guidelines.

It is recommended that Youth Engagement Partnership Fund grants to the value of \$19,035 be awarded to the two applicants, with amounts as outlined in Attachment one.

BACKGROUND

The Youth Engagement Partnership Fund was developed to financially assist local community groups to deliver a range of events and programs for young people in the Shire of Mundaring. These events and programs are designed to meet identified need in the community and to deliver services and programs which align with the Youth Informing Strategy 2017-2022. This Strategy has guiding principles of youth connection, strengthening of strategic partnerships, focussing on skills development and enabling peer support opportunities.

- Eligible Community groups can apply for up to \$10,000.

In addition to meeting the selection criteria, the Grants Selection Committee, as outlined in the program guidelines, will also take into consideration:

- Partnerships, where two or more community groups will benefit directly from the project; and
- The equitable distribution of funds across the geographic communities of the Shire of Mundaring.

The Youth Engagement Partnership Fund provides the Shire with opportunities for positive promotion. The grant guidelines and agreement outline the requirement, on the acceptance of funding, that the groups acknowledge the support they receive from the Shire of Mundaring. This helps residents understand one of the ways Shire revenue is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch.
- Publicise the Shire’s financial support for the project through:
 - At least one media article;
 - The Shire’s name or logo on any promotional or program material produced for the event;
 - The display of Shire of Mundaring signage during the event; and/or
 - Verbal acknowledgement of the Shire’s support during speech activities.

The Youth Engagement Partnership Fund was promoted in the community through advertisement in the local newspaper, Shire website, community group email network, social media, posters at Shire sites, community noticeboards and through the Community Engagement Facilitator – Youth actively promoting through networks.

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

- Mundaring Chamber of Commerce.....\$ 9035
- Swan Districts Football Club.....\$10,000

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has authority to grant Youth Engagement Partnership Fund grants in accordance with its Terms of Reference and Council Policy.

POLICY IMPLICATIONS

The grant is in line with the Shire’s Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

The funding applications recommended for approval can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Shire of Mundaring Strategic Community Plan 2020-2030

Goal 1 - Community

Objective 1.1 Healthy, safe, sustainable and resilient community

Strategy 1.1.4 Support community collaboration and community-led initiatives and activities

Objective 1.3 Everyone belongs

Strategy 1.3.2 Provide and support youth facilities and activities

Strategy 1.3.4 Encourage opportunities for interaction between generations

SUSTAINABILITY IMPLICATIONS

Social

The Shire of Mundaring has developed this grants program in order to assist community groups to run programs or events for young people in the Shire. Such events provide opportunities for cultural, leisure or recreational activities and social interaction within all sectors of the community, support community creativity and vitality and support community networks, volunteers and non-for-profit organisations.

RISK IMPLICATIONS

| Risk: Reputation – Council may face a reputational risk if the Youth Engagement Partnership Fund Grant is not expended in an effective, strategic and equitable manner. | | |
|--|--------------------|---------------|
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Moderate |
| Action / Strategy | | |
| The risk is mitigated through ongoing and periodic review of the program. | | |
| Risk: Financial – The risk of funds mismanagement by grant recipients. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Minor | Low |
| Action / Strategy | | |
| The risk is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event. | | |

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

All applications have been reviewed by the Youth Advisory Group (The Youth C.R.E.W. - TYC) and their assessment has been considered in **Attachment 1**. Where a different amount is recommended to the amount sought by the group, to ensure compliance with the grant guidelines, this is outlined in the attachment under Comment and Recommendation. A summary of all applications is outlined below:

- Mundaring Chamber of Commerce are seeking funds for a program called the 'Work Ready Certificate'. This program aims to provide a series of workshops aimed at developing the skills required by young people in order to secure employment.
- Swan Districts Football Club are seeking funds to expand the V-Swans mentor program run at Eastern Hills Senior High School in 2019 to include Swan View Senior High School in 2020.

VOTING REQUIREMENT

Simple Majority

| | |
|--|--|
| COMMITTEE DECISION RECOMMENDATION | GSC2.03.20 |
| Moved by Cr Daw | Seconded by Cr Corica |

That the Committee resolves to award Youth Engagement Partnership Fund grants to the total value of \$19,035 to:

- Mundaring Chamber of Commerce.....\$ 9035
- Swan Districts Football Club.....\$10,000

CARRIED 4/0

For: Cr Daw, Cr Jeans, Cr Martin and Cr Corica

Against: Nil

Youth Engagement Partnership Fund Assessment against Selection Criteria

The applications are summarised below:

Applicant Group: Swan Districts Football Club (SDFC)
Event: Aboriginal Engagement, Support & Mentor Program

1. Meets eligibility requirements

Yes

2. Applicant Grant History

Youth Engagement Partnership Fund grant of \$3845 in 2018/19 (Acquitted)

3. Meets Shire Strategic Community Plan objectives and the Youth Informing Strategy

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2 - Residents of all ages, needs and backgrounds are engaged and supported by their community;

Youth Informing Strategy:

- Youth Connections
- Skill development

4. Brief Description of Project

Following the success of the pilot V - Swans program at Eastern Hills Senior High School (EHS) in 2019, SDFC is proposing to extend the program to include Swan View Senior High School (SVSHS) in 2020. The aim of this program is to re-engage students in education, improve behaviour, and develop important personal and life skills whilst assisting to break the cycle of disengagement and increase social connection to community. Qualified staff will deliver the program through guided support, mentoring and the successful V - Swans 'Active Education' framework.

Activities will include, but are not limited to:

- Health and Nutrition
- Team Building
- Art
- Competitions based on team building and creative thinking.
- Leadership and cultural camp (TBC)
- Fitness training and Boot camp

Items to be funded:

Program delivery, resources and equipment, administration costs and staff wages.

5. Community Consultation/Benefit

Young People (12-18yrs)

SDFC consulted with participants at the conclusion of the 2019 program. A group discussion was held with students, staff and parents in order to collect feedback.

Throughout this feedback process, students were able to communicate what they felt worked well and what didn't. They were asked if they would participate again if they had the opportunity. This feedback has allowed staff to gain a better understanding of what the students enjoyed, didn't enjoy and what they would like to see included in the program for 2020.

Before commencing the program for 2020, nominated students will be consulted and a holistic program for those young people will be developed.

Community groups and organisations consulted during the development of this program include Shire of Mundaring, Swan Districts Football Club - Youth Advisory Committee & Swans Aboriginal Advisory Committee, KOYA Aboriginal Corporation, Midland Police, Kiara Police and Midland District Leadership Council

6. Access and Inclusion

Access and inclusion has been addressed. This program will be run on school grounds within school hours. Accessible toilets are available. An outline of SDFC inclusion guidelines was submitted with the application.

7. Project Plan and Timeline

Start Date: 20/04/2020

End Date: 18/12/2020

- Consultation with ESHS Aboriginal Students
- Consultation with key ESHS staff
- Establishment of program and program key staff
- Commencement of Program
- Conclusion of Program
- Evaluation of Program

8. Risks Identified and Managed

Risks have been identified and strategies put in place to alleviate them. Risk management plan provided.

9. Acknowledgement of the Shire's support

Media release, verbal, website articles, e-newsletter, social media posts

10. Demonstrated success of the project

- Increase school attendance statistics for selected students in program
- Increased engagement in classes and extracurricular activities.
- Positive engagement in other school classes and school activities.
- Teacher feedback and statistical evidence.
- Increased self-confidence, self-worth and self-belief.

11. Event Budget

The total budget is \$35,000. The applicant is seeking \$10,000 from Shire of Mundaring, being 29% of the budget.

12. Youth Advisory Group Comments

Due to the successful outcomes achieved by the program in 2019, the Youth C.R.E.W. feel it is deserving of continued support in 2020. They believe the program has a good range of activities and provides an opportunity to promote inclusion and cultural education. As the program has been extended to also run at SVSHS, more young people will have the opportunity to participate in 2020.

13. Community Engagement Facilitator –Youth Comments

Due to the success of the pilot program in 2019, SDFC have opted to continue this program at ESHS and expand to SVSHS. SDFC reported many positive outcomes at the conclusion of their 2019 program including the employment of two of the young people who participated.

14. Recommendation

That a Youth Engagement Partnership Fund Grant to the value of \$10,000 be awarded to the applicant.

Youth Engagement Partnership Fund Assessment against Selection Criteria

The applications are summarised below:

Applicant Group: Mundaring Chamber of Commerce (MCC)

Event: Work Ready Certificate

1. Meets eligibility requirements

Yes

2. Applicant Grant History

Matching grant of \$2000 in 2018/19 financial year.

3. Meets Shire Strategic Community Plan objectives and the Youth Informing Strategy

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2 - Residents of all ages, needs and backgrounds are engaged and supported by their community;

Objective 5 – Flourishing local business

Youth Informing Strategy:

- Youth Connections
- Skill development
- Peer support
- Partnerships

4. Brief Description of Project

This project will comprise of three seven week programs run for three terms. Each workshop will be facilitated by local business owners and professional consultants who will use their experience to impart skills and knowledge to local school students with the aim of finding them employment. This program will deliver practical assistance with everyday life skills needed to enter the workforce.

Subjects covered will include:

- How to adult (tax file numbers, rights and responsibilities and form filling)
- Resume writing
- Customer service
- Interview skills and presentation

- Phone etiquette

Items to be funded:

Workshops, facilitators, wages, printing, catering and advertising

5. Community Consultation/Benefit

Conversations and surveys have been conducted with local young people, confirming that finding a job is one of their highest priorities and also one which causes the most concern.

According to a report on the Brotherhood of St Laurence website, (based on data from Australian Bureau of Statistics) the Mundaring area has a 14.6% youth unemployment rate, well above the National average of 11.5%.

A request was posted on social media asking for feedback on what skills our young people were limited in when attempting to find work. Feedback was sought on whether the wider community would find a program such as the Work Ready Certificate beneficial. Consultation was conducted with Swan City Youth Services, local business, Shire of Mundaring staff and Shire of Mundaring Councillors.

6. Access and Inclusion

Access and Inclusion has been addressed. This program will be available to all young people as it is being held after school hours. Workshops will be held at the Parkerville Baptist Church and the Mundaring Arena both of which have accessible toilets and parking.

7. Project Plan and Timeline

Start Date: 04/05/2020

End Date: 18/12/2020

8. Risks Identified and Managed

Risks have been identified and strategies put in place to alleviate them. All facilitators will have a Working with Children's Check. All organisations involved are fully insured.

9. Acknowledgement of the Shire's support

- The Shire logo will be on all advertising material and handouts given to participants.
- Shire banners to be put up at all events.
- Shire councillors will be invited to the three graduation ceremonies.

10. Demonstrated success of the project

A survey will be conducted at the end of the program and feedback forms will be provided for each session. Each participant will be contacted via email or

phone at one month, three months and six months post-graduation to enquire as to if the graduate has been successful in finding work and if the skills they acquired on the course assisted in the process. Follow up with local business will be conducted to see if they employed any graduates from the course.

11. Event Budget

The total budget is \$20,295.00. The applicant is seeking \$9035.00 from Shire of Mundaring, being 44% of the budget.

12. Youth Advisory Group Comments

After consultation with the Youth C.R.E.W. comments are as follows:

- They feel the course offers training in relevant skills for employment.
- The course offers real world skills.
- The course meets the requirements of feedback they have had from young people.
- Stress and confusion when entering the workplace would be reduced for young people taking part in this course.

13. Community Engagement Facilitator –Youth Comments

This program will be run by local business owners giving a unique insight into skill requirements for prospective employees. This program provides networking opportunities for young people. By providing funding for this program the Shire is addressing feedback from local young people who have voiced concerns about their inability to find employment.

14. Recommendation

That a Youth Engagement Partnership Fund Grant to the value of \$9035.00 be awarded to the applicant.

9.0 URGENT BUSINESS (LATE REPORTS)

Nil

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The next Grants Selection Committee meeting will be held on Tuesday, 21 April 2020 at 5.15pm in the Council Chamber, 7000 Great Eastern Highway, Mundaring.

10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.25pm.