



## **CONFIRMED MINUTES**

# **GRANTS SELECTION COMMITTEE MEETING**

**23 MARCH 2021**

I certify that the minutes of the meeting of the Grants Selection Committee held on Tuesday, 23 March 2021 were confirmed on Tuesday, 4 May 2021.



Presiding Person



**CONFIRMED MINUTES  
GRANTS SELECTION COMMITTEE MEETING  
23 MARCH 2021**

**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.

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**GRANTS SELECTION COMMITTEE**  
**COUNCIL CHAMBER, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.15PM**

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## **1.0 OPENING PROCEDURES**

As no quorum was established at the scheduled start time of 5.15pm and the Presiding Person, Cr Martin, was the only member present, the meeting was adjourned for 15 minutes, followed by another 15 minutes.

During the second adjournment, at 5.39pm Cr Daw arrived, but a quorum was still not established. The Presiding Person decided to open the meeting without a quorum at 5.39pm and adjourned the meeting until 5.55pm when Cr Cuthbert joined the meeting and a quorum was established.

### Acknowledgement of Country

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

### Record of Meeting

Members of this Committee and members of the public are advised that this meeting will be audio-recorded.

## **1.1 Announcement of Visitors**

Nil

## **1.2 Attendance/Apologies**

<b>Members</b>	Cr James Martin (Presiding Person)	South Ward
	Cr John Daw (arrived at 5.39pm)	East Ward
	Cr Simon Cuthbert (arrived at 5.55pm)	East Ward
<b>Staff</b>	Shannon Foster	Manager Libraries & Community Engagement
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Minute Secretary
<b>Apologies</b>	Cr Matthew Corica	West Ward
<b>Absent</b>	Cr Doug Jeans	Central Ward
<b>Observer</b>	Cr Toni Burbidge	Central Ward
<b>Members of the Public</b>	Ian Crawford	Noise Bin Collective
	Rosanne Logie	Darlington Spors & Recreation Association (DaSRA)
	Cathy Levett	Millennium Kids
<b>Members of the Press</b>	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*).

- The Director Strategic & Community Services disclosed an interest affecting impartiality in item 8.1 (Youth Engagement Partnership Fund Application - Darlington Sports and Recreation Association) as she has a child in a potential audience group.

## 4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 5.0 PUBLIC QUESTION TIME

Nil

## 6.0 PRESENTATIONS

### 6.1 Deputations

Rosie Logie	Item 8.1	Youth Engagement Partnership Fund Application - Darlington Sports and Recreation Association
Ian Crawford	Item 8.1	Youth Engagement Partnership Fund Application - Darlington Sports and Recreation Association

The Presiding Person determined to extend deputation two by up to 15 minutes.

**5.55pm – Cr Cuthbert entered the meeting.**

**6.2 Petitions**

Nil

**6.3 Presentations**

Nil

## 7.0 REPORTS OF EMPLOYEES

### 7.1 Youth Engagement Partnership Fund Application - Darlington Sports and Recreation Association

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<b>File Code</b>	GS.COM.2.08
<b>Author</b>	Tracey Peacock, Community Capacity Building Officer
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Impartiality- Megan Griffiths- Has child who is in potential target groups
<b>Attachments</b>	1. Youth Engagement Partnership Fund Application - Darlington Sports and Recreation Association

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#### SUMMARY

The 2020/21 Youth Engagement Partnership Fund grant program budget is \$35,000. Two grants have previously been awarded from this grants pool, totalling \$14,636. The grant program is open until 30 April 2021, with \$20,364 remaining for allocation.

Darlington Sports and Recreation Association (DaSRA) is seeking funds for the NoiseBin project which will engage young people, artists and engineers in the design, construction and management of an interactive, entertaining sculpture and container collection machine to engage the community in the recycling of drink containers.

All activities fall within the grant guidelines.

It is recommended that the Grants Selection Committee award a Youth Engagement Partnership Fund grant of \$10,000 to the applicant.

#### 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 Shire of Mundaring. This helps people 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 application to be considered by the Committee is:

- Darlington Sports and Recreation Association (DaSRA).....\$10,000

## **STATUTORY / LEGAL IMPLICATIONS**

The Grants Selection Committee, through its Terms of Reference, has authority to grant Youth Engagement Partnership Fund grants.

## **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**

Mundaring 2026 Strategic Community Plan

Priority 1 - Community

Objective 1.3 – Everyone belongs

Strategy 1.3.2 - Provide and support youth facilities and activities



## SUSTAINABILITY IMPLICATIONS

### Social

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

<b>Risk:</b> Reputation – Council may face a reputational risk if the Youth Engagement Partnership Fund Grant is not expended in an effective, strategic and equitable manner.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through ongoing and periodic review of the program.		
<b>Risk:</b> Financial – The risk of funds mismanagement by grant recipients.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
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

A summary of the application is outlined below:

- DaSRA are seeking funds for the NoiseBin project. The design, construction and management of the device will be structured on co-design principles to provide young people with a leading role and encourage the broadest community participation possible.

The NoiseBin concept has emerged through consultation with young people regarding the Darlington skate park upgrade and pump track design. Various ideas regarding different approaches to litter and glass at the skate park were discussed, as well as the possibility of interactive audio devices based on a Youtube video of a similar (but more limited) design in Europe.

It has a focus on sustainability through succession planning and community connectedness, as well as developing employability and life skills and providing opportunities for peer support. While the project will be delivered in Darlington, the applicant has identified an opportunity for it to be delivered in other areas of the shire.

Items to be funded include electronic components, structural components, communications and software services.

## VOTING REQUIREMENT

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>GSC1.03.21</b>
Moved by                      Cr Daw	Seconded by                      Cr Cuthbert

That the Committee resolves to award a Youth Engagement Partnership Fund grant to the total value of \$10,000 to Darlington Sports and Recreation Association.

### **CARRIED 3/0**

**For:**        Cr Daw, Cr Martin and Cr Cuthbert

**Against:** Nil

**YOUTH ENGAGEMENT PARTNERSHIP FUND – 2020/21  
Assessment against Selection Criteria**

**Summary for Grants Selection Committee Meeting  
23 March 2021**

**Applicant:** Darlington Sports and Recreation Association  
**Project:** NoiseBin Prototype

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**1. Meets eligibility requirements?**  
Yes.

**2. Applicant Grant History**

Year	Grant	Purpose	Amount
2018	Quick Grant	Darlington Australia Day Weekend Music Gig	\$500
2019	Community Event Grant	Darlington Youth Community Bonfire 2019	\$1575
2020	Community Event Grant	Darlington Sports and Recreation Association (DaSRA) Bonfire 2020	\$1280
2020	Quick Grant	Darlington Community Music Gig	\$500

**3. Alignment to Shire of Mundaring strategic objectives**

Mundaring Strategic Community Plan 2020/2030:

Priority 1 – Community

Objective 1.3 – Everyone Belongs

Strategy 1.3.2 – Provide and support youth facilities and activities

Youth Informing Strategy:

Skills Development – build resilience & self-confidence

Youth Connections – to community

Peer Support – belonging

**4. Brief Description of project**

NoiseBin Collective, a local group of young people, artists and engineers, will build a prototype of an interactive, entertaining sculpture and container collection machine to engage the community in the recycling of drink containers.

The design, construction and management of the device will be structured on co-design principles to provide young people with a leading role and encourage the broadest community participation possible.

The project will establish a long-term role and ongoing programme of work for local young people, using principles of mentorship, retained intellectual property, and succession planning via a regular intake of younger participants.

It is intended that the young people will be responsible for most decisions and will gain advanced technical and social skills via interaction with mentors. They will direct the ongoing evolution of the sculpture(s), and develop relationships with a wide range of stakeholders through this project.

The key features of the NoiseBin prototype may include:

- a beautiful or impressive sculpture in its own right, showing the creative and design skills of local youth;
- a showcase of music and sounds created by local artists and producers, local oral history and poetry;
- engaging sounds are played as a reward for container insertion;
- the visitor may interact with the machine by speaking and pressing switches;
- anyone may submit new sounds via a website for incorporation in the machine;
- It should adapt and evolve over time, with fresh and seasonal music playlists, visual displays and simple interactive 'games';
- the machine will alert its managers via electronic message when it needs to be emptied;
- container recycling refunds from the machine will be directed to projects in the skate park precinct;
- The prototype will be co-designed by young people, design/technology professionals and the wider community. This could include local software developers, writers, artists and historians;
- The device will be upgraded to refine the design and sustain long-term interest, so that benefits will extend beyond completion of the funded work;
- It could become a climbing frame, or a music visualiser or an internet radio/stream tuner.

Through the co-design process and empowerment of young people as co-owners of the NoiseBin prototype, relationships will be built between groups of adult community volunteers and young people who frequent the area. This will increase intergenerational connectedness and encourage young people to recognise the importance of their contribution to local community life.

The project will work alongside the Containers for Change scheme, offering people a convenient, local, family-friendly and interactive option to dispose of their containers. Containers will then be deposited and the 10c refund claimed by DaSRA as part of their fundraising activities.

It is estimated that 60-80 young people will participate in some aspect of the project.

<https://noisebin.org/>

**5. Items to be funded**

- Electronic components
- Structural components
- Communications and software services including web server to host audio library so that people can upload music/sounds, internet service to connect NoiseBin to the internet

**6. Community Consultation**

The NoiseBin concept has emerged through the process of 2019 consultations/workshops with young people regarding the Darlington skate park upgrade and pump track design. Various ideas regarding different approaches to litter and glass at the skate park were discussed, as well as the possibility of interactive audio devices based on a Youtube video of a similar (but more limited) design in Europe - <https://www.youtube.com/watch?v=K8g3AXzO7BU>

Whilst this is the inspiration, the resulting end prototype may look very different, depending on what the Collective produce.

Young people involved in a conversation about the potential of starting an after school Engineering Club in Darlington have expressed enthusiasm in the concept and an interest in participating. Discussions with Treetops Montessori art teacher and principal have indicated a strong probability that this project aligns with existing students' interest areas and capabilities, and could integrate and support the International Baccalaureate program as well as several core curriculum areas. Several collective members have children in the relevant age category and have received feedback from the friendship networks that they are interested in being involved.

Multiple research papers and surveys highlight the recent increase in anxiety, isolation and challenges for young people transitioning into the workplace since the advent of COVID-19. This project addresses these issues on multiple fronts - increasing local 'village' connectedness for youth, providing industry skills and highly valued 'soft' skills, mentoring that will enable informal life skills learning as well as technical learning, and focusing young people on hopeful community activity in the face of climate change.

Target Groups (potential audience):

The Mundaring Youth Crew

Treetops Montessori students

Darlington Primary Students (A significant number of 10-11 year olds currently use the skate park / pump track and the collective feels it would be of benefit to include this group for succession planning, to build a strong foundation of youth ownership into the future)

Skate Park User Group (the group involved in design of skate park upgrade and pump track design workshops)

Helena College students

Pavilion (sports club) users  
Scouts, Guides  
St Cuthbert's youth

**7. Access and Inclusion**

Peter Zylstra, NoiseBin Collective member (Coordinator of Programs at DADAA and art teacher at Treetops Montessori), is developing an Access and Inclusion strategy for the project, including design considerations for the bin itself, with creative ideas for bin functionality that rewards diverse use and interaction. Activities will be held in fully accessible facilities, on a schedule agreed with participants. The recruitment programme will highlight the diversity of roles to be filled and the inclusive structure of the workgroups.

**8. Project Plan and Timeline**

- **Kick off Phase: March-April 2021 (already underway)**
  - Concept development
  - Initial pitch sessions to young people
  - Source funding
  - Establish partnerships
- **Design Phase - Term 2 & 3, 2021**
  - Three co-design workshops with young people and NoiseBin Mentors, each will focus on a particularly capability / function of the product.
  - Weekly hands on work sessions in between workshops, providing opportunity for deeper learning and skill development guided by Mentors.
  - Creation of online platform for ongoing input to the project by local young people.
  - Additional work by mentors to finalise design and assembly of product.
- **Phase 3 – Term 3/4 2021**
  - 1 week of testing in situ
  - Formal Launch Party
  - Monitoring / evaluation
  - Sustainability of outcomes
- **Promotion**
  - Promotion and recruitment effort will work through multiple channels during the first phase of the project.
  - Applicant has been invited to speak at each of the local schools and pitch the programme to the parents and children there. This will be followed up with incursions during the school term to show off some design concepts, technology demos and the tools they plan to use such as CAD and collaboration software. Coinciding with this, a series of articles will be published in the Darlington Review and on the website, supported by notices in social media and at local venues.

- Support is expected from community organisations for young people, who will pass on invitations to their parents and children.
- Partners will include Treetops Montessori, Helena College and Darlington Primary School, Darlington Review, project website and email newsletters, local Facebook pages, noticeboards at local shops and cafes, youth-friendly social media (in partnership with youth membership of the NoiseBin collective), via community organisations such as Scouts, Youth Crew, Junior Cricket Club, school P&Cs.
- It is also an aim to appear in mass media in the form of newspaper and television stories.

**9. Risks Identified and Managed**

Risks have been identified and mitigation strategies developed in the following areas:

- Insufficient number of young people participate;
- Health / safety incidents;
- Loss of key mentor during project;
- Inappropriate use of bin;
- Vandalism;
- Demand for bin use is higher than expected.

**10. Complying with State Government COVID – 19 Guidelines**

NoiseBin Collective will define and publish policy and procedures via its website, based on State Government model and guidance. Each activity, and with each change in the participants, will commence with a safety briefing. There will be consultation with authorities and medical specialists if any concerns are identified. During contract negotiations with the Shire of Mundaring, advice will be sought from the Shire regarding COVID guidelines and implemented in detailed activity plans.

**11. Acknowledgement of the Shire's support**

Logo and any required graphics / wording - multiple opportunities (particularly online and possibly on the bin itself) for recognition of Shire contribution as per Shire requests / requirements.

**12. Demonstrated success of the project**

- Skill building – development of skills in metalcraft, software development, electronic engineering, sound design, sculpture, lighting design, communications and project management.
- Young people using the area will more actively recycle their drink containers, and will mentor new users of the area to do so also.
- Broader community will begin recycling, with funds raised going to community projects.
- Completion and launch of the NoiseBin product – launch event held.

Success will be measured through:

- number of young people actively involved in the project (showcase attendance, survey/poll, incursions, collective workgroups and work sessions);
- young people fulfil all the planned roles for youth (eg generating and recording sounds, reviewing structure design, writing articles for the Darlington Review)
- observation of reduction of litter in the area;
- number of containers recycled;
- self-report by young people regarding knowledge and attitudes (the two elements of behaviour change);
- funds raised through recycled containers;
- digital usage data feedback - #visits to website, #containers, #uses, #sound submissions;
- stakeholder surveys through schools / DCRAAG / young people's organisations;
- level of interest in ongoing participation and community management;
- young people are skilled up to independently take on roles in the ongoing management of the NoiseBin (eg reviewing and curating sounds, designing version 2.0 of NoiseBin for a new location).

**13. Event Budget**

Total cost - \$25,000

Funding request - \$10,000 (40%).

**14. Youth Advisory Group Comments**

- This looks like a great project with a lot of different community groups involved and a sustainability component.
- Maybe they could have more consideration with how much of the youth they will reach with this, I think having the demographic of the 10-11 year olds at Darlington is realistic but as an almost 17 year old I can't really see the appeal of this project as an older member of the Youth Crew. I would also like maybe a bit more information with what they are going to do with the \$10,000. I think this might be too much to pay especially in my opinion only the small part of the youth they would be reaching. Maybe just some more clarity with what they are going to do with their budget and possible projected numbers on how many this will effect as I can't see it reaching more than the Darlington younger youth community with little thought for older kids.
- I believe that the application and its asking amount seems fair and aligns with the goals of the youth in the shire and the CREW. I would recommend the grant.

**15. Community Engagement Facilitator – Youth Comments**

The NoiseBin Prototype project has a strong alignment with the objectives of the YEPF.



It has a focus on sustainability through succession planning and community connectedness, as well as developing employability and life skills and providing opportunities for peer support and intergenerational connection. While the project will be delivered in Darlington, the applicant has identified an opportunity for it to be delivered in other areas of the shire.

The application is very thorough and clearly shows the phases of the project, anticipated outcomes and evaluation/monitoring approach.

**16. Recommendation**

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

## 8.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>GSC2.03.21</b>
Moved by                      Cr Daw                      Seconded by                      Cr Cuthbert	

That the Minutes of the Grants Selection Committee Meeting held 15 December 2020 be confirmed.

### **CARRIED 3/0**

**For:**            Cr Daw, Cr Martin and Cr Cuthbert

**Against:** Nil

## 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, 27 April 2021 in the Council Chamber, 7000 Great Eastern Highway, Mundaring.

### 10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 6.23pm.