



9 November 2020

NOTICE OF MEETING

Dear Committee Member,

The next Grants Selection Committee meeting will be held at 5.15pm on Monday, 16 November 2020 in the Council Chamber Shire of Mundaring Administration Building, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

If an Elected Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



AGENDA
GRANTS SELECTION COMMITTEE MEETING
16 NOVEMBER 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.

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**GRANTS SELECTION COMMITTEE MEETING
COUNCIL CHAMBER SHIRE OF MUNDARING ADMINISTRATION BUILDING, 7000
GREAT EASTERN HIGHWAY, MUNDARING – 5.15PM**

1.0 OPENING PROCEDURES

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

1.2 Attendance/Apologies

Members	Cr James Martin (Presiding Person)	South Ward
	Cr John Daw (President)	East Ward
	Cr Doug Jeans	Central Ward
	Cr Matthew Corica	West Ward
	Cr Simon Cuthbert	East Ward
Staff	Shannon Foster	Manager Libraries & Community Engagement
	Tracey Peacock	Community Capacity Building Officer
	Erin Money	Project Officer - Youth
	Paula Heath	Minute Secretary

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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*).

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*).

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

RECOMMENDATION

That the Minutes of the Grants Selection Committee Meeting held 20 October 2020 be confirmed.

7.0 PRESENTATIONS

7.1 Deputations

- (1) Members of the public may, during the deputations segment of the order of business and with the consent of the Presiding Member, make a public statement on any matter that appears on the agenda for that meeting provided that –
 - a) the deputation is limited to a maximum of 3 minutes, unless otherwise determined by the Presiding member;
 - b) the deputation is not offensive or defamatory in nature, providing that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement in a manner that is not offensive or defamatory; and
 - c) no discussion or questions relating to the deputation are permitted, unless otherwise determined by the Presiding Member.
- (2) Fifteen minutes is to be allocated for deputations.
- (3) Once all statements have been made, nothing prevents the unused part of the deputation time period from being used for other matters.
- (4) If the 15 minute period set aside for deputations is reached, Council may resolve by resolution that statement time be extended for no more than two 15 minute extensions.

7.2 Petitions

- (1) A petition is to –
 - a) be addressed to the President;
 - b) be made by electors of the district;
 - c) state the request on each page of the petition;
 - d) contain the legible names, addresses and signatures of the electors making the request;
 - e) contain a summary of the reasons for the request;
 - f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
 - g) not contain offensive or insulting language.

- (2) On the presentation of a petition –
 - a) the member presenting it or the CEO is confined to reading the petition; and
 - b) the only motion that is in order is that the petition be received and that it be referred to the CEO for action.

- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
 - a) The matter is the subject of a report included in the agenda; and
 - b) The Council has considered the issues raised in the petition.

7.3 Presentations

8.0 REPORTS OF EMPLOYEES

8.1 Recover Together COVID-19 Relief & Recovery Fund - Rebuild Grant Applications

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Rebuild Grant Application - Glen Forrest Primary School Parents and Citizen's Association ↓2. Rebuild Grant Application - Mundaring Christian College ↓3. Rebuild Grant Application - Swan View Primary School Parents & Citizen's Association ↓4. Rebuild Grant Application - Chidlow Primary School Parents & Citizen's Association ↓5. Rebuild Grant Application - Brain Thinking ↓

SUMMARY

Five applications have been received to the Recover Together COVID-19 Relief and Recovery Fund – Rebuild Grant. The applications are as follows:

- Glen Forrest Primary School Parents and Citizen’s Association
- Mundaring Christian College
- Swan View Primary School Parents and Citizen’s Association
- Chidlow Primary School Parents and Citizen’s Association
- Brain Thinking

Three previous applications have been approved at this level, with \$50,972 remaining in the budget. There is one other application to be considered at this meeting, also requesting funds at this level.

It is recommended that Rebuild Grants to a total value of \$26,743.50 be awarded to the five applicants as outlined in **Attachments 1-5**.

BACKGROUND

At the Special Council Meeting on 22 July 2020, Council endorsed the guidelines and structure of the Recover Together COVID-19 Relief & Recovery Fund (SC2.07.20). The 2020/2021 Recover Together COVID-19 Relief & Recovery Fund budget is \$232,500. The budget for the Rebuild Grant level is \$80,000.

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the Shire.

The aim of the Fund is to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which address the impacts of COVID-19. The grants are funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting'.
- Reconnect Grants to the value of \$501 to \$2500 for initiatives that benefit community groups and their members and local business and industry. Business applications at this level must demonstrate a collective benefit to their sector and the broader community.
- Rebuild Grants to the value of \$2501 to \$10,000 that support initiatives that are of wider community or economic benefit.
- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

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

- How the initiative addresses the impacts of COVID-19;
- How the initiative targets community members most impacted by COVID-19;
- The rebuilding of the arts and culture sector;
- The number of community members reached;
- Involvement of local organisations or groups;
- Duplication of existing services; and
- Value for money.

The Recover Together COVID-19 Relief & Recovery Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and associated Funding Agreement outline the requirement, on 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;
 - Including the Shire's name or logo on any promotional or program material;
 - Displaying Shire of Mundaring signage during events;
 - Verbally acknowledging the Shire's support during speeches;
 - Promoting events on the event calendar on the Shire's website.

The Recover Together COVID-19 Relief & Recovery Fund was promoted widely in the community through advertising in the local newspaper, Shire website, Community Connect newsletter, community presentations, community group email network, social media and posters at Shire sites and community noticeboards.

The applications to be considered by the Committee are:

Glen Forrest Primary School Parents and Citizen's Association	\$5000.00
Mundaring Christian College (recommending \$5000 be awarded)	\$5200.00
Swan View Primary School Parents and Citizen's Association	\$5000.00
Chidlow Primary School Parents and Citizen's Association	\$5749.50
Brain Thinking	\$5994.00

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee, through its Terms of Reference has authority to award Recover Together COVID-19 Relief and Recovery – Rebuild Grants.

Decision SC2.07.20

That Council:

1. endorses the proposed Fund guidelines and structure of the Recover Together – COVID-19 Relief and Recovery Fund as outlined in the report (Attachment 1);
2. authorises the CEO to approve applications to the Recover Together – COVID-19 Relief and Recovery Fund up to and including \$2500;
3. approves changes to the Community Funding Policy (CD-02) to enable business and industry groups to apply to the Recover Together – COVID-19 Relief and Recovery Fund (Attachment 4); and
4. approves changes to the Terms of Reference for the Grants Selection Committee (Attachment 5) to enable the Committee to approve funding to business and industry groups.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There is \$266,500 listed in the 2020/21 annual budget and corporate business plan for the Shire's Recover Together – COVID-19 Relief and Recovery Fund. This amount comprises a \$232,500 grant pool. The funding application recommended for approval can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

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

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.2 – Flourishing local businesses

Strategy 1.2.2 – Encourage ‘buy local’

Objective 1.3 – Everyone belongs

Strategy 1.3.3 – Provide and support family and children’s facilities and activities

SUSTAINABILITY IMPLICATIONS

Social

The Fund will:

- Assist community groups to reconnect with their membership and adapt to the ‘new normal’;
- Assist local business and industry to adapt and be sustainable;
- Rebuild local arts and culture;
- Increase community connectedness;
- Promote and improve the health and wellbeing of residents;
- Support socially isolated and vulnerable people;
- Provide financial planning advice and support;
- Provide employment and training programs and activities; and
- Support food programs and activities to people in need.

Governance

- The Fund will deliver outcomes consistent with the strategic goals and objectives of the Shire;
- Under the Emergency Management Act 2005, managing recovery following an emergency affecting the community in its district is the function of a local government; and
- The grant guidelines ensure clarity around the purpose of the fund and manage community expectation. The guidelines and assessment process ensure equitable distribution of funds to a diverse range of community groups and businesses to achieve wide community benefit.

Economic

The Fund will:

- support tourism and economic development initiatives; and
- support development and re-establishment of artistic and cultural activities.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk if the Recover Together COVID-19 Relief and Recovery Fund budget 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: <u>Financial</u> – 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 applicants must provide evidence of their capacity to complete and acquit the program/activity.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

The applications have been reviewed and a report compiled (**refer Attachment 1-5**).

A summary of the application is noted below:

- Glen Forrest Primary School Parents and Citizen’s Association seeks funds to hold a free community event to be held on Saturday 20 February 2021, at Glen Forrest Primary School oval. The event will be open to the whole community and it is expected that approximately 350 people will attend.
- Mundaring Christian College seeks funds to run a free community event to be held on Saturday 6 March 2021, at Mundaring Christian College, Parkerville. The event will be open to the whole community and it is expected that approximately 500 people will attend. It is recommended that the lesser amount of \$5000 is awarded, as allocated promotional costs can be reduced, due to the Shire promoting the Cinema under Starlight series on behalf of the four groups running the events.
- Swan View Primary School Parents & Citizen’s Association seeks funds to run a free community event. The Committee will be providing opportunities for the community to purchase food such as a sausage sizzle, burgers, popcorn, ice cream and drinks including a coffee van. Entertainment will consist of face painting and other children’s entertainment, as well as activities run by Scouts, Swan View Football Club and CLAN Midland. This event will be held on Saturday 30 January 2021, at Swan View Primary School and will be open to the whole community. It is expected that approximately 500 people will attend.

- Chidlow Primary School Parents & Citizen’s Association seeks funds to run a free community event to be held on Saturday 6 February 2021 at Chidlow Oval. The event will be open to the whole community and it is expected that approximately 500 people will attend.
- Brain Thinking seeks funds to run a series of eleven workshops to help businesses adapt, grow and be sustainable. Funds will be used for workshop consultants, promotion, venue hire, printing, equipment, catering and website hosting that will allow information to be provided to businesses on an ongoing basis. Workshop topics include consultations, adding colourful thinking to your business, communication, problem solving, team action, getting people on board, leading effective meetings, why employees ‘don’t do’, four different sides to your business, HR and why it is so important, and financial growth.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee award a Rebuild Grant to the value of \$5000 to Glen Forrest Primary School Parents and Citizen’s Association.

RECOMMENDATION

That the Committee award a Rebuild Grant to the value of \$5000 to Mundaring Christian College.

RECOMMENDATION

That the Committee award a Rebuild Grant to the value of \$5000 to Swan View Primary School Parents and Citizen’s Association.

RECOMMENDATION

That the Committee award a Rebuild Grant to the value of \$5749.50 to Chidlow Primary School Parents and Citizen’s Association.

RECOMMENDATION

That the Committee award a Rebuild Grant to the value of \$5994 to Brain Thinking.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Glen Forrest Primary School P&C Inc
Project: Summer of Entertainment - Cinema under Starlight - Glen Forrest

1. **Meets eligibility requirements?**
Yes.
2. **Meets Shire Strategic Community Plan objectives**
Strategic Community Plan 2020/2030
Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Objective 1.1 – Healthy, safe, sustainable and resilient community
 Strategy 1.1.2 – Provision and support for arts, culture and events
 Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities
 Strategy 1.1.5 – Encourage and promote neighbourliness
 Strategy 1.1.6 – Promote and recognise volunteering within the Shire
Objective 1.2 – Flourishing local businesses
 Strategy 1.2.2 – Encourage ‘buy local’
Objective 1.3 – Everyone belongs
 Strategy 1.3.3 – Provide and support family and children’s facilities and activities
3. **Brief Description of Project**
Aligned to the Shire’s Strategic Community Plan four-year priorities, the group will run a free community event. This community-led initiative will comprise a free outdoor movie night and will be supported by the Shire who have run previous cinema events. The Cinema under Starlight event brings people together, gives the community a sense of purpose and ownership, provides opportunities for volunteering and for local community groups to promote their activities and raise funds. Local businesses have the opportunity to promote the buy local concept. The P&C will sell food as a fundraising initiative. This event will be held on Saturday 20 February 2021, at Glen Forrest Primary School oval. It is expected that approximately 350 people will attend.
4. **Project Rationale**
The Shire’s COVID-19 Community Impact Survey found that the main challenges being experienced by the community were loss of employment, financial difficulties, social isolation and mental health issues. As a Parents and Citizen’s Association, the group hold local events during the year and have not been able to do so. The social disconnection is apparent. The main challenges the group is seeking to address as a result of the COVID-19 pandemic are social isolation and mental health issues being

experienced in the community. Due to COVID-19 restrictions, people have been unable to continue with their usual activities, which may include volunteering, sporting activities and family outings, to name a few. There have also been financial impacts to individuals whose employment has been affected and the provision of a free event addresses this need.

5. Project Plan

This family event provides an opportunity to address social isolation by facilitating an inclusive, accessible and fun event for people of all ages to come together. It supports individual mental health as well as community wellbeing, community spirit and cohesion. It addresses financial difficulties that some may be experiencing, through the offer of free entertainment. The event will offer local groups and businesses the opportunity to reconnect with their community, provide opportunities to volunteer and assist with raising funds for ongoing sustainability. Community will be reconnected and rebuilt through a local initiative that will strengthen wellbeing, promote participation and volunteering, and encourage re-connection after a period of distancing and isolation.

Both wider community and economic benefit will result from this event. It is expected that the event will facilitate an increase in participation and volunteering, reducing the effects of social isolation. There will be a financial benefit to community groups and local businesses, contributing to their sustainability and viability.

The event will strengthen partnerships between community groups, the Shire and local businesses. Local organisations such as the Glen Forrest Cricket Club and the Glen Forrest Tennis Club will be invited to participate and host an interactive activity. This will highlight these clubs to the community. The group will also invite Headspace to attend to promote mental health services for young people. There will be positive impacts on sense of community and community wellbeing.

6. Access and Inclusion

The selected venue is accessible. Accessible parking and toilets will be available. Promotional material will be designed and distributed to be accessible to all. The event (and entertainment, activities) will be free of charge and so open to anyone who wishes to attend.

7. Compliance with COVID-19 guidelines

The school and P&C have a COVID-19 Safety Plan in place. Event organisers will ensure that current State government guidelines are complied with including the provision of hand sanitiser, additional cleaning of high touch areas and enforcing of physical distancing.

8. Demonstrated Success of the Project

Expected outcomes of the event include improved community wellbeing, improved sense of community, increased participation and volunteering. In addition, groups will raise much-needed funds and local businesses will

benefit through exposure and financially through sales of goods and services related to the event.

A feedback survey conducted on the night to gauge the satisfaction of attendees with the event. Attendee numbers will also be measured. The number of volunteers involved will also be a measure of the success of the event and the positive impact on those involved. Funds raised by community groups and the success of the event for local businesses in terms of exposure and sales will also be measured through verbal feedback

9. Acknowledgement of the Shire's support

Shire of Mundaring will be acknowledged in all promotional material, verbally on the night, in newspaper advertising, in the group's newsletter, on social media, website and with signage at the event.

10. Project Budget

The total budget is \$6000. The applicant is seeking \$5000 from Shire of Mundaring. The group will provide the additional funds.

11. Referee

Jan Jost, Community member
Tony Merlacco, Owner, IGA Glen Forrest

12. Comments

The Glen Forrest Primary School Parents and Citizen's Association has a strong history of planning and running successful community events including their School Fete and Art Auction, a very successful bi-annual event.

For the 2021 Cinema under Starlight program, the community will take ownership and lead these events, supported by the Shire, with a view to ongoing sustainability of the program as a community-led initiative. The event will provide volunteering opportunities, involve other local community groups, assist with fundraising and address social isolation as well as build the capacity of the group. Each of these outcomes addresses COVID-19 related needs in a proactive and positive way.

13. Recommendation

That a Rebuild Grant to the value of \$5000 be awarded to the applicant.

Income Type	Income Description	Confirmed?	Income Amount
Government grant	Rebuild grant	Unconfirmed	\$5000
Other income	Sponsorship	Unconfirmed	\$1000
TOTAL			\$6000

Expenditure Type	Expenditure Description	Expenditure Amount	Notes
Other	Screen Hire	\$1200	
Other	Movie license	\$850	
Other	Security	\$250	
Other	Lighting	\$300	
	Electrical	\$200	
	Face painter	\$365	
	Giant Bubbles	\$150	
	Giant games & other entertainment	\$1000	To be determined
	Promotion/advertising	\$750	
	Food consumables	\$685	
	Event organiser	\$250	
TOTAL		\$6000	

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Mundaring Christian College
Project: Summer of Entertainment - Cinema under Starlight (Mundaring Christian College Parkerville)

1. **Meets eligibility requirements?**
Yes.
2. **Meets Shire Strategic Community Plan objectives**
Strategic Community Plan 2020/2030
Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Objective 1.1 – Healthy, safe, sustainable and resilient community
 Strategy 1.1.2 – Provision and support for arts, culture and events
 Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities
 Strategy 1.1.5 – Encourage and promote neighbourliness
 Strategy 1.1.6 – Promote and recognise volunteering within the Shire
Objective 1.2 – Flourishing local businesses
 Strategy 1.2.2 – Encourage ‘buy local’
Objective 1.3 – Everyone belongs
 Strategy 1.3.3 – Provide and support family and children’s facilities and activities
3. **Brief Description of Project**
Aligned to the Shire’s Strategic Community Plan four-year priorities, the group will run a free community event. This community-led initiative will comprise a free outdoor movie night and will be supported by the Shire who have run previous cinema events. The Cinema under Starlight event brings people together, gives the community a sense of purpose and ownership, provides opportunities for volunteering and for local community groups to promote their activities and raise funds. Local businesses have the opportunity to promote the buy local concept.
4. **Project Rationale**
The Shire’s COVID-19 Community Impact Survey found that the main challenges being experienced by the community were loss of employment, financial difficulties, social isolation and mental health issues.

The main challenges the group are seeking to address because of the COVID-19 pandemic are social isolation and mental health issues being experienced in the community. Due to COVID-19 restrictions, people have been unable to continue with their usual activities, which may include volunteering, sporting activities and family outings, to name a few. There have

also been financial impacts to individuals whose employment has been affected and the provision of a free event addresses this impact.

This family event provides an opportunity to address social isolation by facilitating an inclusive, accessible and fun event for people of all ages to come together. It supports individual mental health as well as community wellbeing, community spirit and cohesion. It addresses financial difficulties that some may be experiencing, through the offer of free entertainment. The event will offer local groups and businesses the opportunity to reconnect with their community, provide opportunities to volunteer and assist with raising funds for ongoing sustainability.

Community will be reconnected and rebuilt through a local initiative that will strengthen wellbeing, promote participation and volunteering, and encourage re-connection after a period of distancing and isolation.

There will be a financial benefit to community groups and local businesses, contributing to their sustainability and viability.

There will be positive impacts on mental health and community wellbeing.

5. Project Plan

This event will be held on 6 March 2021, in the grounds of Mundaring Christian College, Parkerville Campus. Activities on offer will be entertainment by the College band, food, children's activities and games. The event will strengthen partnerships between community groups, the Shire and local businesses. Shire of Mundaring, the College community and local food providers and entertainers will collaborate to deliver the event.

This event will be a whole of community event and will be widely promoted as such.

6. Access and Inclusion

The selected venue is accessible. Accessible parking and toilets will be available. Promotional material will be designed and distributed to be accessible to all. The event (and entertainment, activities) will be free of charge and so open to all members of the wider Mundaring Shire community who wishes to attend.

7. Compliance with COVID-19 guidelines

The selected venue has a COVID-19 Safety Plan in place. Event organisers will ensure that current State government guidelines are complied with including the provision of hand sanitiser, additional cleaning of high touch areas and enforcing of physical distancing.

8. Demonstrated Success of the Project

Expected outcomes of the event include improved community wellbeing, improved mental health, increased participation and volunteering. In addition,

groups will raise much-needed funds and local businesses will benefit through exposure and financially through sales of goods and services related to the event.

A feedback survey conducted on the night to gauge the satisfaction of attendees with the event. Attendee numbers will also be measured. Participation of community groups and the number of volunteers involved will also be a measure of the success of the event and the positive impact on those involved. Funds raised by community groups and the success of the event for local businesses in terms of exposure and sales will also be measured through verbal feedback.

9. Acknowledgement of the Shire's support

Shire of Mundaring will be acknowledged in all promotional material, verbally on the night, in newspaper advertising, in the group's newsletter, on social media, website and with signage at the event.

10. Project Budget

The total budget is \$5200. The applicant is seeking \$5200 from Shire of Mundaring.

11. Referee

Danni Sargent, Community member
Chad Peacock, Peacock Visuals

12. Comments

To enable the 2021 Cinema under Starlight program to be delivered in line with community expectations, local community groups have been invited to take ownership and lead these events, supported by the Shire, with a view to ongoing sustainability of the program as a community-led initiative.

Mundaring Christian College is applying for the grant in partnership and on the behalf of their Parent Committee (an elected representative parent body). The event will provide volunteering opportunities, involve other local community groups (with initial discussions with the neighbouring Steiner school flagged), assist with fundraising and address social isolation and youth engagement. The partnership approach between school and parent body will enable the inclusion of youth leadership initiatives in the project, with senior students being able to get involved with the planning and delivery of the event. Each of these outcomes addresses COVID-19 related needs in a proactive and positive way.

It is recommended that the costs allocated to promotion are decreased as the Shire will be promoting the Cinema under Starlight series on behalf of the four groups running the events and that an amount of \$5000 be awarded.

13. Recommendation

That a Rebuild Grant to the value of \$5000 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Swan View Primary School Parents & Citizen's Association
Project: Summer of Entertainment – Cinema under Starlight Swan View

1. Meets eligibility requirements?

Yes.

2. Meets Shire Strategic Community Plan objectives

Strategic Community Plan 2020/2030

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

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

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.2 – Flourishing local businesses

Strategy 1.2.2 – Encourage 'buy local'

Objective 1.3 – Everyone belongs

Strategy 1.3.3 – Provide and support family and children's facilities and activities

3. Brief Description of Project

Aligned to the Shire's Strategic Community Plan four-year priorities, the group will run a free community event. This community-led initiative will comprise a free outdoor movie night and will be supported by the Shire who have run previous cinema events. The Cinema under Starlight event brings people together, gives the community a sense of purpose and ownership, provides opportunities for volunteering and for local community groups to promote their activities and raise funds. Local businesses have the opportunity to promote the buy local concept.

This event will be held on 30 January 2021, at Swan View Primary School. The Committee will be providing opportunities for the community to purchase food such as a sausage sizzle, burgers, popcorn, ice cream and drinks including a coffee van. Entertainment will consist of face painting and other children's entertainment, as well as activities run by Scouts, Swan View Football Club and CLAN Midland. It is anticipated that approximately 500 people will attend the event.

4. Project Rationale

The Shire's COVID-19 Community Impact Survey found that the main challenges being experienced by the community were loss of employment, financial difficulties, social isolation and mental health issues.

The group has consulted with various community members and families and found that there is a great need for the community to come back together in this time of need. Members of the community have indicated that a community event is needed to bring back some happiness and community involvement after the difficult year we have experienced.

The main challenges we are seeking to address as a result of the COVID-19 pandemic are social isolation and mental health issues being experienced in the community. Due to COVID-19 restrictions, people have been unable to continue with their usual activities, which may include volunteering, sporting activities and family outings, to name a few. There have also been financial impacts to individuals whose employment has been affected and the provision of a free event addresses this need.

5. Project Plan

This family event provides an opportunity to address social isolation by facilitating an inclusive, accessible and fun event for people of all ages to come together. It supports individual mental health as well as community wellbeing, community spirit and cohesion. It addresses financial difficulties that some may be experiencing, through the offer of free entertainment. The event will offer local groups and businesses the opportunity to reconnect with their community, provide opportunities to volunteer and assist with raising funds for ongoing sustainability. Community will be reconnected and rebuilt through a local initiative that will strengthen wellbeing, promote participation and volunteering, and encourage re-connection after a period of distancing and isolation.

Both wider community and economic benefit will result from this event. It is expected that the event will facilitate an increase in participation and volunteering, reducing the effects of social isolation.

There will be a financial benefit to community groups and local businesses, contributing to their sustainability and viability.

The event will strengthen partnerships between community groups, the Shire and local businesses.

This event will be a whole of community event and will be widely promoted as such.

6. Access and Inclusion

The selected venue is accessible. Accessible parking and toilets will be available. Promotional material will be designed and distributed to be accessible to all. The event (and entertainment, activities) will be free of charge and so open to anyone from the wider Mundaring Shire community who wishes to attend.

7. Compliance with COVID-19 guidelines

The selected venue has a COVID-19 Safety Plan in place. Event organisers will ensure that current State government guidelines are complied with including the provision of hand sanitiser, additional cleaning of high touch areas and enforcing of physical distancing.

8. Demonstrated Success of the Project

Expected outcomes of the event include improved community wellbeing, improved mental health, increased participation and volunteering. In addition, groups will raise much-needed funds and local businesses will benefit through exposure and financially through sales of goods and services related to the event.

A feedback survey conducted on the night to gauge the satisfaction of attendees with the event. Attendee numbers will also be measured. Participation of community groups and the number of volunteers involved will also be a measure of the success of the event and the positive impact on those involved. Funds raised by community groups and the success of the event for local businesses in terms of exposure and sales will also be measured through verbal feedback.

9. Acknowledgement of the Shire's support

Shire of Mundaring will be acknowledged in all promotional material, verbally on the night, in newspaper advertising, in the group's newsletter, on social media, website and with signage at the event.

10. Project Budget

The total budget is \$5000. The applicant is seeking \$5000 from Shire of Mundaring.

11. Referee

Margaret Dove, Principal, Swan View Primary School
Vanya Thomas, Manager of Corporate Services, Swan View Primary School

12. Comments

The group is keen to be involved in delivery of this event, which will upskill and engage volunteers, provide a fundraising opportunity and lead to the ongoing sustainability of the event into the future. They see the event as a valuable opportunity to build hope in their community, particularly in the light of recent local events and the impact of depression and social isolation on individuals in the immediate community. The group will be supported and assisted by Shire staff where necessary. The group has a number of established relationships with other groups and organisations which will add value to the event and the benefits it provides to the community.

13. Recommendation

That a Rebuild Grant to the value of \$5000 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Chidlow Primary School Parents & Citizen's Association
Project: Summer of Entertainment - Cinema under Starlight Chidlow

1. Meets eligibility requirements?

Yes.

2. Meets Shire Strategic Community Plan objectives

Strategic Community Plan 2020/2030

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

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

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.2 – Flourishing local businesses

Strategy 1.2.2 – Encourage 'buy local'

Objective 1.3 – Everyone belongs

Strategy 1.3.3 – Provide and support family and children's facilities and activities

3. Brief Description of Project

Aligned to the Shire's Strategic Community Plan four-year priorities, the group will run a free community event. This community-led initiative will comprise a free outdoor movie night and will be supported by the Shire who have run previous cinema events. The Cinema under Starlight event brings people together, gives the community a sense of purpose and ownership, provides opportunities for volunteering and for local community groups to promote their activities and raise funds. Local businesses have the opportunity to promote the buy local concept.

This event will be held on Saturday 6 February at the Chidlow Oval and will include the movie screening, family entertainment and food, drink and snack stalls. It is expected that approximately 500 people will attend the event.

4. Project Rationale

The Shire's COVID-19 Community Impact Survey found that the main challenges being experienced by the community were loss of employment, financial difficulties, social isolation and mental health issues.

In addition to the challenges above, Chidlow is usually a very social town and prior to COVID often had events, and clubs travel through regularly. Due to

COVID, these events have disappeared and the number of visitors to Chidlow has greatly decreased. This has truly brought down the spirit of our close-knit community and has had a direct impact on local Chidlow businesses who have been affected both financially and mentally.

The main challenges we are seeking to address as a result of the COVID-19 pandemic are social isolation and mental health issues being experienced in the community. Due to COVID-19 restrictions, people have been unable to continue with their usual activities, which may include volunteering, sporting activities and family outings, to name a few. There have also been financial impacts to individuals whose employment has been affected and the provision of a free event addresses this need.

5. **Project Plan**

This family event provides an opportunity to address social isolation by facilitating an inclusive, accessible and fun event for people of all ages to come together. It supports individual mental health as well as community wellbeing, community spirit and cohesion. It addresses financial difficulties that some may be experiencing, through the offer of free entertainment. The event will offer local groups and businesses the opportunity to reconnect with their community, provide opportunities to volunteer and assist with raising funds for ongoing sustainability.

Community will be reconnected and rebuilt through a local initiative that will strengthen wellbeing, promote participation and volunteering, and encourage re-connection after a period of distancing and isolation.

Both wider community and economic benefit will result from this event. It is expected that the event will facilitate an increase in participation and volunteering, reducing the effects of social isolation.

There will be a financial benefit to community groups and local businesses, contributing to their sustainability and viability.

The event will strengthen partnerships between community groups, the Shire and local businesses.

There will be positive impacts on mental health and community wellbeing.

The group will collaborate with the following in delivery of the event:

- Shire of Mundaring
- Chidlow Quality Affordable Meats
- The Chidlow Tavern
- Chidlow Post House

Both wider community and economic benefit will result from this event. It is expected that the event will facilitate an increase in participation and volunteering, reducing the effects of social isolation.

There will be a financial benefit to community groups and local businesses, contributing to their sustainability and viability.

The event will strengthen partnerships between community groups, the Shire and local businesses.

There will be positive impacts on mental health and community wellbeing.

This event will be a whole of community event and will be widely promoted as such.

6. Access and Inclusion

The selected venue is accessible. Accessible parking and toilets will be available. Promotional material will be designed and distributed to be accessible to all. The event (and entertainment, activities) will be free of charge and open to all members of the wider Shire of Mundaring community who wish to attend.

7. Compliance with COVID-19 guidelines

The selected venue has a COVID-19 Safety Plan in place. Event organisers will ensure that current State government guidelines are complied with including the provision of hand sanitiser, additional cleaning of high touch areas and enforcing of physical distancing.

8. Demonstrated Success of the Project

Expected outcomes of the event include improved community wellbeing, improved mental health, increased participation and volunteering. In addition, groups will raise much-needed funds and local businesses will benefit through exposure and financially through sales of goods and services related to the event.

A feedback survey conducted on the night to gauge the satisfaction of attendees with the event. Attendee numbers will also be measured. Participation of community groups and the number of volunteers involved will also be a measure of the success of the event and the positive impact on those involved. Funds raised by community groups and the success of the event for local businesses in terms of exposure and sales will also be measured through verbal feedback.

9. Acknowledgement of the Shire's support

Shire of Mundaring will be acknowledged in all promotional material, verbally on the night, in newspaper advertising, in the group's newsletter, on social media, website and with signage at the event.

10. Project Budget

The total budget is \$5749.50. The applicant is seeking \$5749.50 from Shire of Mundaring.

11. Referee

Ms Chris Hennessy, Principal, Chidlow Primary School
Teresa Hartnell, Chidlow Post House

12. Comments

The request made in this application is higher than the applications for similar Cinema under Starlight events to be held in Swan View, Parkerville and Glen Forrest. As the event is being held at Chidlow Oval and not on school grounds, there are additional costs for portable toilets and security. Provision of funds that cover these additional costs will enable the group to maximise the fundraising opportunity offered through running the event. This builds the capacity of the group to be sustainable and continue to provide support to their local and school communities.

The group was involved in the Cinema under Starlight event held at Chidlow Oval at the start of 2020 and were proactive about reaching out to discuss opportunities to be involved in the 2021 series if it was going ahead. They have the active support of their school community including school staff to coordinate, deliver and promote the event.

13. Recommendation

That a Rebuild Grant to the value of \$5749.50 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Brain Thinking

Project: Add Colourful Thinking to your Business Beyond COVID-19

1. Meets eligibility requirements?

Yes. The business is a sole trader operating in Mundaring.

2. Meets Shire Strategic Community Plan objectives

Strategic Community Plan 2020/2030

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.2 – Flourishing local businesses

Strategy 1.2.1 – Support business collaboration and be a business-friendly local government

3. Brief Description of Project

The applicant seeks funds to run a series of eleven workshops to help businesses adapt, grow and be sustainable. Workshop topics include consultations, adding colourful thinking to your business, communication, problem solving, team action, getting people on board, leading effective meetings, why employees 'don't do', four different sides to your business, HR and why it is so important, and financial growth.

Funds will be used for workshop consultants, promotion, venue hire, printing, equipment, catering and website hosting that will allow information to be provided to businesses on an ongoing basis.

4. Project Rationale

During the height of the COVID-19 pandemic, many businesses were required to shut down. Many businesses did not know what to do, how to move forward or how to adapt when they were able to reopen. The aim of these workshops is to help business owners to think differently and become resilient, and to implement strategies that will enable their business to survive and thrive.

The Shire's COVID-19 Business Survey found that over a third of local businesses expected a greater than 80% reduction in activity. 46% of respondents indicated that a local business support network would be one of the most beneficial activities to assist in recovery. Networking events (17.46%) and one-on-one business mentoring (12.7%) were also listed as activities that would assist. 39.86% of respondents indicated that adopting new systems and practices to ensure continued operation was a current priority for their business.

The applicant has been involved with a number of networking groups including CEO Institute, Afternoontea@3, The Hub with Shar Moore, Mundaring Chamber of Commerce, Smart Tank Mastermind and D32. There

have been many discussions in these groups around what is next for business, what is new and how to move forward differently. Many businesses are looking for direction but not really knowing how or what. This series of workshops will assist businesses, providing options for moving forward and empowering them to make choices for the continued success of their business.

Local economic development benefits the whole community. Sustainability and ability to adapt in future pandemics/natural disasters will contribute to a thriving township, encourage people to 'buy local' and create local jobs.

5. Project Plan

Each workshop will be open to up to twenty businesses to allow more interaction. If there is larger demand, it will be possible to run additional workshops to cater for more participants. It is expected that initially approximately 165 people will attend and benefit from the workshops, which will run from January to June 2021 (see **Appendix 1** for workshop outlines).

6. Access and Inclusion

The venue has two accessible parking bays and an undercover pick up/set down area located close to the main entrance. Ample circulation space for users of wheelchairs, walking aids and prams throughout the facility. Unisex accessible toilet with shower and baby change table located on site.

7. Compliance with COVID-19 guidelines

The applicant has completed the COVID-19 safe training and will provide hand sanitiser. Physical distancing requirements will be met.

8. Demonstrated Success of the Project

Success will be demonstrated through strengthening of local business networks, provision of new ideas and skills to business owners and increased capacity of local business to be sustainable and adaptable.

A survey will gauge success of the workshops and follow up will occur to determine the impact the workshops have had on the participating businesses.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged on all promotional material, in the Echo newspaper, social media and verbally at each workshop.

10. Project Budget

The total budget is \$8013. The applicant is seeking \$5994 from Shire of Mundaring. The remaining funds will be sourced through a small charge for workshop participation (to encourage attendance) and through a contribution from the applicant (see **Appendix 2**).

11. Referee

Darryl Land, Director, Building Landmarks/Tweed Roof & Guttering
Lisa Barnett Taylor, Director, Just Becoz

12. Comments

The applicant has developed a useful workshop program in response to feedback from local businesses and business networks who have identified a need related to the COVID-19 pandemic. The workshop program will assist local businesses to adapt and think creatively about the sustainability and growth of their business, as well as developing resilience against future crises.

Brain Thinking's vision is "empowering all businesses to succeed on their own". The applicant has over 38 years' experience in the corporate and small business sectors, as a small business owner and as a business development manager. The applicant also engages in motivational speaking and mentoring, including speaking to young girls in schools about body image. Participants in the proposed workshop series will gain useful insights into their business, improve confidence, productivity, sales and team culture.

13. Recommendation

That a Rebuild Grant to the value of \$5994 be awarded to the applicant.

Appendix 1: Workshop outlines

Work shop 1.

Consultations; presented by *Kerry Hort Rowe of Brain Thinking*

Consultations is a conversation between a representative and a business owner, an expert in their field speaking to others. Use open and closed questions to understand what the client wants and turn that want into their need. From my experience, this is what everyone will tell their friend that they have an amazing customer service from this particular business. Wouldn't it be wonderful if everyone had that experience when they visit businesses in the shire?

Workshop 2.

Adding Colourful thinking to your business; presented by *Kerry Hort Rowe of Brain Thinking*

Colourful thinking is our four different selves, whether it is business, family or pleasure, it is understanding the way people think. Why do you make the decisions you do? Why do you always make the wrong decision while under pressure? Wouldn't it be great to get colourful in business and make the right decision no matter what the situation? How to be able to speak to everyone on his or her thinking pattern?

Workshop 3.

Communication; presented by *Carmel Murphy 'The Communication Queen'*

"How to Craft The Right Message, For The Right Person, At the Right Time In Your Business." Carmel presents social media in a modern way and has a wealth of knowledge in video communication. Social media has changed so much since COVID-19 started and the way we communicate with our clients. All businesses need to keep up with the times and Carmel is able to present this in a way that makes it fun and easy for people to adapt to their particular business.

Workshop 4.

Problem Solving; presented by *Kerry Hort Rowe of Brain Thinking,*

Problem solving is something that most businesses find so hard to do when they are so close to the situation. Kerry shows how problem solving can actually be fun, and a way of turning situations around no matter what it may be, from a large or small problem. The steps that Kerry uses will be easy for them to adapt to any situation.

Workshop 5.

Team Action; presented by *Kerry Hort Rowe of Brain Thinking*

Team action is getting your staff to understand what is required of them. Clear performance goals, data and research, know what their priorities are and do they have to plan and is there a timeline. These are actions that businesses need to look at to get staff working together effectively, ensuring a great working environment.

Workshop 6.

Getting People on board; presented by *Kerry Hort Rowe of Brain Thinking*

As a leader or manager, you are often faced with the need to get people on board with change. Describing the change in a way that minimises resistance can be challenging. This workshop will help them anticipate reactions to the change and develop a message that proactively addresses what people want to hear.

Workshop 7.

Leading effective meetings; presented by *Kerry Hort Rowe of Brain Thinking*

Do you want to be known for running highly productive meetings? Most people walk away from a meetings feeling unsatisfied. Why? Because the format of most meetings reflects the needs and preferences of the meeting leader. This workshop will help you think through what needs to be accomplished in the meeting. As well as ways to address the needs and expectation of the meeting participants in the process.

Workshop 8.

Why employees 'don't do'; presented by *Kerry Hort Rowe of Brain Thinking*

We are often frustrated when things are not done. Research on performance conducted by F. Fournies helps address this issue. This diagnostic workshop applies colourful thinking to Fournies' research. The result is an easy-to-use process for uncovering the sources of performance problems.

Workshop 9.

Four different sides to your Business; presented by *Kerry Hort Rowe of Brain Thinking*

By understanding the four different sides of business, it is easier to make good decisions for staff, clients and the business. Using the HBDI Whole Brain method makes business fun again and 99% of my clients say "WOW" I have found the passion for my business again.

Workshop 10.

HR and why it's so important; presented by *Dani Tamati – The Resources Hub*

Most small business think that HR is all about hiring and firing staff! And that only the corporate companies need them. That is so far from the truth. Every sole trader, small business and contractor needs a HR department as part of their business.

Workshop 11.

Financial Growth; presented by *Harvey Lynch of Crown Business Development*

Many business owners are having their best run ever, whilst many others are still coming to grips with what has suddenly hit them.

One thing to note is that out of desperation to keep the doors open and for revenue to continue to flow, for many, it has forced them to become creative, innovative and more resourceful than ever before! Uncovering new ideas on how to work around the "restriction" challenges, which in turn has opened up new ways of doing business that will lead to greater profits and a greater future.

Appendix 2: Budget

Income Type	Income Description	Confirmed?	Income Amount
Earned income	Workshop participant fees	Unconfirmed	\$450
Other income	Brain thinking	Confirmed	\$1569
Grant funding	Rebuild Grant	Unconfirmed	\$5994
TOTAL			\$8013

Expenditure Type	Expenditure Description	Expenditure Amount	Notes
Salaries and wages	Carmel Murphy Presenter	\$400	Carmel is a local woman from Swan View and is now a Chamber member. She is only charging this amount as she wants to give back and help the businesses grow in the shire
Salaries and wages	Harvey Lynch Presenter	\$1200	
Salaries and wages	Dani Tamati Presenter	\$660	This is to prepare and present and stay for question time for a workshop
Advertising and promotion	Echo - Local News Paper	\$1500	1x large ad 9 x small ads
Other	Church of Christ Multipurpose room	\$510	Non-profit rate for hire of venue for all workshops
Administration and infrastructure	Workbooks	\$495	\$3 per workbook x 20 people at all workshops
Project and production	Redback Digital	\$648	6 months web hosting to allow provision of information to businesses
Project and production	Harvey Norman lighting	\$150	Ring light for webinar filming

Expenditure Type	Expenditure Description	Expenditure Amount	Notes
Advertising and promotion	Facebook, Instagram, LinkedIn	\$400	Paid social media advertising
Project and production	Quickmail	\$390	
Project and production	Redback Digital	\$450	Design of flyers for distribution to businesses and placement at relevant locations.
Other	Catering	\$1210	Based on \$5.50 per person, per workshop.
TOTAL		\$8013	

8.2 Recover Together COVID-19 Relief & Recovery Fund - Rebuild Grant Application - Graphics Overflow

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Rebuild Grant Application - Graphics Overflow ↓

SUMMARY

The applicant is seeking funds to develop and deliver a workshop and group coaching program for local small businesses, with the aim of guiding businesses to set clear goals, develop action plans, review and refine their brand towards creating a strong online presence through website development, and building a social media strategy. All activities fall within the grant guidelines.

Three previous applications have approved at this level, with \$50,972 remaining in the budget. There are five other applications to be considered at this meeting, also requesting funds at this level.

It is recommended that a Rebuild Grant to the value of \$9033 be awarded to the applicant as outlined in **Attachment 1**.

BACKGROUND

At the Special Council Meeting on 22 July 2020, Council endorsed the guidelines and structure of the Recover Together COVID-19 Relief & Recovery Fund (SC2.07.20). The 2020/2021 Recover Together COVID-19 Relief & Recovery Fund budget is \$232,500. The budget for the Rebuild Grant level is \$80,000.

At the Grant Selection Committee meeting held 20 October 2020, the Committee deferred the decision (GSC5.10.20) to award a Rebuild Grant to the value of \$9033 to Graphics Overflow Pty Ltd, to the 16 November 2020 Grants Selection Committee meeting, requesting additional information be provided.

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the Shire.

The aim of the Fund is to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which address the impacts of COVID-19. The grants are funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting'.
- Reconnect Grants to the value of \$501 to \$2500 for initiatives that benefit community groups and their members and local business and industry. Business applications at this level must demonstrate a collective benefit to their sector and the broader community.

- Rebuild Grants to the value of \$2501 to \$10,000 that support initiatives that are of wider community or economic benefit.
- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

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

- How the initiative addresses the impacts of COVID-19;
- How the initiative targets community members most impacted by COVID-19;
- The rebuilding of the arts and culture sector;
- The number of community members reached;
- Involvement of local organisations or groups;
- Duplication of existing services; and
- Value for money.

The Recover Together COVID-19 Relief & Recovery Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and associated Funding Agreement outline the requirement, on 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;
 - Including the Shire’s name or logo on any promotional or program material;
 - Displaying Shire of Mundaring signage during events;
 - Verbally acknowledging the Shire’s support during speeches;
 - Promoting events on the event calendar on the Shire’s website.

The Recover Together COVID-19 Relief & Recovery Fund was promoted widely in the community through advertising in the local newspaper, Shire website, Community Connect newsletter, community presentations, community group email network, social media and posters at Shire sites and community noticeboards.

The application to be considered by the Committee is as follows:

- Graphics Overflow.....\$9033

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee, through its Terms of Reference has authority to award Recover Together COVID-19 Relief and Recovery – Rebuild Grants.

Decision SC2.07.20

That Council:

1. endorses the proposed Fund guidelines and structure of the Recover Together – COVID-19 Relief and Recovery Fund as outlined in the report (Attachment 1);
2. authorises the CEO to approve applications to the Recover Together – COVID-19 Relief and Recovery Fund up to and including \$2500;
3. approves changes to the Community Funding Policy (CD-02) to enable business and industry groups to apply to the Recover Together – COVID-19 Relief and Recovery Fund (Attachment 4); and
4. approves changes to the Terms of Reference for the Grants Selection Committee (Attachment 5) to enable the Committee to approve funding to business and industry groups.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There is \$266,500 listed in the 2020/21 annual budget and corporate business plan for the Shire’s Recover Together – COVID-19 Relief and Recovery Fund. This amount comprises a \$232,500 grant pool. The funding application recommended for approval can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 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 1.2 – Flourishing local businesses

Strategy 1.2.1 – Support business collaboration and be a business-friendly local government

SUSTAINABILITY IMPLICATIONS

Social

The Fund will:

- Assist community groups to reconnect with their membership and adapt to the ‘new normal’;
- Assist local business and industry to adapt and be sustainable;
- Rebuild local arts and culture;
- Increase community connectedness;
- Promote and improve the health and wellbeing of residents;
- Support socially isolated and vulnerable people;
- Provide financial planning advice and support;
- Provide employment and training programs and activities; and
- Support food programs and activities to people in need.

Governance

- The Fund will deliver outcomes consistent with the strategic goals and objectives of the Shire;
- Under the Emergency Management Act 2005, managing recovery following an emergency affecting the community in its district is the function of a local government; and
- The grant guidelines ensure clarity around the purpose of the fund and manage community expectation. The guidelines and assessment process ensure equitable distribution of funds to a diverse range of community groups and businesses to achieve wide community benefit.

Economic

The Fund will:

- support tourism and economic development initiatives; and
- support development and re-establishment of artistic and cultural activities.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk if the Recover Together COVID-19 Relief and Recovery Fund budget 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: <u>Financial</u> – 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 applicants must provide evidence of their capacity to complete and acquit the program/activity.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

The application has been reviewed and a report compiled (**refer Attachment 1**).

A summary of the application is noted below:

Graphics Overflow seeks funds to develop and deliver the reset, adapt and grow program to assist local small business to set goals, develop action plans, review and refine branding towards creating a strong online presence and social media strategy.

The Committee sought the following additional information from the applicant:

- Further detail on the beneficiaries of the project. How was the figure of 400 people stated in the application derived?
- What is the experience of the company in delivering these types of workshops?
- What is the company's "usual" business?
- How will selection of participants be managed to ensure equitable access for all?
- What is the proposed tangible benefit to the participants?

Further detail has been provided in the attached report.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee award a Rebuild Grant to Graphics Overflow to the value of \$9033.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Graphics Overflow Pty Ltd
Project: Small Business 'Reset, Adapt & Grow' Program

1. Meets eligibility requirements?
Yes. The applicant is an Australian Private Company located in Glen Forrest.

2. Meets Shire Strategic Community Plan objectives
Strategic Community Plan 2020/2030
Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Objective 1.2 – Flourishing local businesses
Strategy 1.2.1 – Support business collaboration and be a business-friendly local government

3. Brief Description of Project
The Reset, Adapt & Grow program will be designed to support up to 20 small local businesses to adapt and grow, with an emphasis on creating a strong online presence.

The program will focus on guiding businesses to set clear goals, develop action plans, review and refine their brand towards creating a strong online presence through website development, and building a social media strategy. The program will support individual businesses, the small business community, and in turn, the broader Mundaring community.

The program will target those businesses that need to create a stronger online presence to survive in the post COVID-19 environment.

4. Project Rationale
The COVID-19 pandemic needs have been identified through attending multiple business networking sessions (Mundaring Chamber of Commerce and Perth Hills Women in Business) in recent months. Having been regularly exposed to the challenges faced by small business, the need to create a strong online presence as a response to COVID-19 has been highlighted through communication and networking at these events.

There has also been an increase in website and social media enquiries throughout the shire. This includes website updates and rebuilds, and social media campaigns and scheduling. These enquiries are not limited to businesses who currently do not have an online presence, they include businesses that are already online who are feeling the impact of COVID-19, and have a need to improve their online presence to strengthen their business and future-proof it.

Due to the impacts that COVID-19 has had on local business, many business owners have realised the need for a strong online presence but have been too overwhelmed to know where to start. Owners have struggled to develop the steps they need to take, discover the options they have available to them, and know the skills they need, to build a successful online strategy.

Through workshops and coaching sessions, the need to have a strong online presence will be addressed by helping businesses to develop the steps they need to take, show them the options they have available, and to outline the skills they need, to build a successful online strategy. This will be achieved by:

- Supporting each business to create clear 12 month goals and milestones, and learn how to use this process to update, refine and reset business goals as the future demands;
- Guiding businesses to develop 90-day action plans during the Reset, Adapt & Grow program, focusing on creating plans that are achievable;
- Building personal confidence to adapt and innovate successfully through awareness and development of their own Growth mindset;
- Supporting businesses to learn how to develop a successful branding strategy with use of typography, layout and colours;
- Supporting businesses to learn how to create and develop a great looking, functional website without the need for specialised programming skills;
- Supporting businesses to learn how they can use social media to increase their business growth and create a strong online presence;
- Learn how to create social media content and build practical social media skills to effectively implement their social media strategy;
- Expand their business connections and build confidence to actively participate in small business initiatives.

Key benefits:

- Providing small businesses with strong foundational business goal setting and planning skills, building resilience in each business and in turn the small business community;
- Supporting small businesses to embrace change and identify opportunities, thereby building a business community that can flourish through periods of change;
- Enabling a significant number of small businesses to develop and implement their online business strategy, this in turn creates support within the general small business community;
- Facilitating business collaboration and connection, and building confidence to participate in the business development programs. This in turn aligns directly with the Shire of Mundaring's Strategic Community objective to create a healthy, safe, sustainable and resilient community, where businesses flourish, and everyone belongs.

It is estimated that the total number of people to benefit from the program could be approximately 400 including workshop participants (average of four per attending business plus additional staff), the resulting ongoing networking and relationship building with other local businesses and the benefit to the local businesses involved in the project, their contacts and networks.

5. Project Plan

Over approximately three months the program will incorporate:

WORKSHOPS

3 x 2 hour face-to-face workshops

Workshop 1: Business Goals, Planning & Growth Mindset

Workshop 2: Building your Brand & Website

Workshop 3: Your Social Media Strategy

GROUP COACHING SESSIONS

3 x 1.5 hour online group coaching sessions

Designed to encourage accountability, and build stronger networks and connections within the local community.

ONE-ON-ONE COACHING SESSIONS

3 x 45 minute one-on-one coaching sessions per participant.

Designed to address each businesses specific challenges in relation to each topic.

The program will be structured to support two groups of 8 - 12 businesses running concurrently, with the online group coaching component combined to increase the opportunity to connect, network and collaborate with other local small businesses. Participating businesses will be selected through an application process which will measure need and the impact of COVID-19 on the business.

The program was initially to begin in late November to enable goal setting and planning for 2021, but will now likely begin in early 2021 to allow time for promotion and selection of participants.

6. Access and Inclusion

The program will be open to all businesses within the Shire of Mundaring. The venue for the workshops will be in a central location, ideally within a Shire of Mundaring facility, and will be accessible in terms of parking and accessible toilets. The opportunity to participate in the program will be communicated through social media, Mundaring Chamber of Commerce newsletters, and the Shire of Mundaring communications channels.

7. Compliance with COVID-19 guidelines

The activity will be conducted in a meeting/seminar room with adequate space to meet social distancing requirements. All COVID-19 requirements in relation to cleaning and the provision of hand sanitiser will be met.

8. Demonstrated Success of the Project

Supporting two groups of 8-12 businesses to Reset, Adapt & Grow through developing an online presence, specifically to:

- Prepare draft 12 month goals and milestones to support the development of their online presence and develop skills to use this process in the future;

- Create a 90-day plan to begin implementing Rest, Adapt & Grow initiatives and develop skills to use this process in the future;
- Identify personal growth opportunities and actions to develop their growth mindset;
- Develop and implement an online presence through a new or updated website;
- Develop an awareness of the impact of creating a strong brand;
- Create a draft social media strategy specifically tailored to their business needs;
- Develop social media content and build practical social media skills to effectively implement their social media strategy.
- Increase business connections and build confidence to actively participate in the small business community.

Outcomes will be measured with workshop evaluation forms to be completed after each workshop and a survey for participating businesses to gauge implementation of the plans developed and what impact this has had on their business.

9. Acknowledgement of the Shire's support

Shire support will be acknowledged in all promotional material, which will include the Shire of Mundaring logo, on social media and website as well as verbally at workshops. A media release will also be prepared for local newspapers.

10. Project Budget

The total budget is \$10,433. The applicant is seeking \$9033 from Shire of Mundaring. An affordable program fee of \$70 per participant will be charged to encourage attendance.

11. Referees

Andrea Southam, Community Administration Officer, Mundaring Community Financial Services Ltd
Nikki Mitchell, Director, WA Child Safety Services

12. Comments

Coordinated by Graphics Overflow, the project will involve local business B Social as well as Unlocking U (recently involved in running grant workshops for the Mundaring Chamber of Commerce) in the development and delivery of the workshops and coaching sessions. These businesses have applied discounted rates to their quotes for the work involved and will contribute the following:

Graphics Overflow will develop workshop materials and other graphic elements for promotion of the project. Graphics Overflow is a specialist in graphic design and print management providing solutions to a large range of businesses including SME's, educational, manufacturing and industrial sectors.

Unlocking U will support Graphics Overflow and B Social to design and facilitate the workshops. Unlocking U has over 30 years corporate and small business experience, ranging from human resources, group facilitation, change management, leadership coaching, organisational transformation, project management, team management, operations planning, and business analysis and planning.

B Social will manage the social media promotions for the program. The owner of B Social has a background in the travel and tourism industry, human resources (strategic and operational), recruitment, mining & resources, food and beverage/hospitality and most recently in the visitor servicing industries.

The proposed program meets an identified need for local businesses to build their online presence, particularly in the wake of the COVID-19 pandemic. It addresses the Shire's Strategic Community Plan objectives of encouraging a flourishing local business community and the strategy of being a business-friendly local government. The program involves the three businesses working in partnership, supporting and building the capacity of each other by lending their individual strengths, skills and knowledge to the program.

13. Recommendation

That a Rebuild Grant to the value of \$9033 be awarded to the applicant.

8.3 Youth Engagement Partnership Fund application

File Code	GS.COM.2.08
Author	Erin Money, Project Officer Youth
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Assessment Report - Mundaring Chamber of Commerce - YEPF 20/21 ↓

SUMMARY

The 2020/21 Youth Engagement Partnership Fund grant program budget is \$35,000. The grant program is open until 30 April 2021, with \$25,500 remaining for allocation. One application has been received, totalling \$5136.

Mundaring Chamber of Commerce (MCC) is seeking funds to run a *Work Ready Certificate* program, which incorporates the delivery of two skill development sessions and two financial literacy sessions. The program aims to work with young people in developing skills which will assist them in securing employment. All activities fall within the grant guidelines.

It is recommended that the Grants Selection Committee award a Youth Engagement Partnership Fund grant of \$5136 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:

- Mundaring Chamber of Commerce (MCC).....\$5136

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

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

A version of this project was previously approved by the Grants Selection Committee at its meeting on 16 March 2020. Prior to funds being paid to the applicant, the Shire was required to put the project on hold due to the COVID-19 pandemic and resulting State of Emergency and ensuing restrictions. When COVID-19 restrictions eased in July 2020, the Shire invited MCC to resubmit their application for the 2020/21 financial year.

This current application is for an amended version of the previously approved *Work Ready Certificate* project. A summary of application is outlined below:

- MCC are seeking funds for the 'Work Ready Certificate' program. This program incorporates the delivery of two skill development sessions and two financial literacy sessions and aims to work with young people in developing skills which will assist them in securing employment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee resolves to award a Youth Engagement Partnership Fund grant to the total value of \$5136 to Mundaring Chamber of Commerce.

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

**Application 1 of 1
Summary for Grants Selection Committee Meeting
16 November 2020**

Applicant: Mundaring Chamber of Commerce
Project: Work Ready Certificate

1. Meets eligibility requirements?

Yes

2. Applicant Grant History

- 2019 Matching Grant – Weir in Business Voucher book - \$2,000
- YEPF 2019/20 – Work Ready Certificate program approved by the GSC at its 16 March 2020 meeting. Project put on hold due to the COVID-19 Pandemic - \$9,035
- 2020 Reconnect Grant – Grant Creation Support & Guidance Workshops - \$1,890
- 2020 Rebuild Grant – Weir in Business Voucher book 2nd Edition - \$9,028

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

Partnerships – local networks

4. Brief Description of project

This project will see the delivery of a full-day skills development workshop and a financial literacy session in terms 1 and 2 of 2021 (2x skills development and 2x financial literacy sessions). The primary target audience is young people aged 15-18 years old. In addition, the project will engage with participants' families via the financial literacy sessions, with the hope of fostering broader awareness of positive financial management practices to support young people's development.

The full-day skills development workshops will be facilitated by local business owners. Facilitators will share their skills and knowledge with participants with the aim of increasing their employability and providing practical advice regarding the everyday skills needed to enter the workforce.

Topics covered will include:

- Applying for a Tax File Number
- Opening a bank account
- Superannuation
- Rights and responsibilities as a working Australian - this will include where to access information on pay rates and how to deal with issues
- Resume writing and interview skills
- Role play interviews conducted by local business representatives
- Customer service, including phone etiquette
- Personal presentation in the workplace

The second part of the program will be a tailored financial literacy session presented by Greg Mawer from Mawer Money. Topics will include:

- Employment income, basic tax and superannuation
- Financial independence
- Peer pressure
- Credit cards
- Savings accounts
- Wills
- Insurance
- Starting your own business

Young people who participate in the full-day skills development workshop will be required to attend the financial literacy session in order to complete the course and obtain their certificate. Participants will be encouraged to attend with their families, and the financial literacy session will also be opened up to all Shire of Mundaring young people and their families.

5. Items to be funded

- Facilitators
- Wages
- Printing
- Catering
- Advertising

6. Community Consultation

MCC has had multiple conversations and conducted surveys with young people, which have revealed that finding a job is one of their highest priorities and also one which causes the most concern.

MCC reported that, 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%.

MCC posted a request on social media asking for community feedback regarding skills needed by young people looking for work. A wide range of suggestions were provided, which informed the development of the Work Ready Certificate program. In addition, consultation was conducted with Swan City Youth Services, local business and Shire of Mundaring staff. Community and organisations expressed strong support for the Work Ready Certificate program.

The program has been designed in consultation with local business to ensure it delivers relevant skill development opportunities.

7. Access and Inclusion

Program elements will be held at The Hub and the Arena in Mundaring. Both have access for people with a disability. Participants will be given hard copies of all information discussed at session.

8. Project Plan and Timeline

- Planning and preparing for program delivery: 01/12/20 - 18/12/20
- Program promotion for Term 1 sessions: 08/02/21 – 26/02/21
- Program applications open: 08/02/21 - 26/02/21
- Delivery of Term 1 and 2 sessions (4 sessions in total) 13/03/2021 - 30/06/2021

9. Risks Identified and Managed

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

10. Complying with State Government COVID – 19 Guidelines

Spaces will be limited to allow for social distancing. Hand sanitiser and hand washing facilities will be available at all locations. All catering will be provided by local professional services operating within the Shire who comply with health regulations.

11. 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 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 at each session. Each participant will be contacted via email or phone at one month, three months and six months post completion to enquire if they have been successful in finding work, and if skills learnt via the program assisted. Follow up with participating local business will also be conducted.

11. Event Budget

Total cost - \$8,596

Funding request - \$5,136 - 60% of the total budget.

\$64 pp (based on proposed YEPF contribution and approximately 80 participants – 40 young people attending two full-day sessions, plus approx. additional 40 young people attending two evening sessions)

12. Youth Advisory Group Comments

Youth CREW members provided the following comment regarding the MCC's original application for the Work Ready Certificate Program:

- Offers training in relevant skills for employment.
- Offers real world skills.
- Addresses issues raised with CREW members by local 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 amended version of the Work Ready Certificate program previously approved by the Grants Selection provides a more resource efficient approach to program delivery, as demonstrated by the reduced project costs.
- The program presents an innovative, community-driven approach to addressing challenges faced by young people seeking employment.

14. Recommendation

That a Youth Engagement Partnership Fund Grant to the value of \$5,136 be awarded to the applicant.

9.0 URGENT BUSINESS (LATE REPORTS)

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The date of the next meeting will be advised.

10.2 Closure of the Meeting