

Unconfirmed Minutes Special Grants Selection Committee meeting

30 April 2024

I certify that the minutes of the Special Grants Selection Committee meeting held on 30 April 2024 were confirmed on 6 August 2024.

Presiding Member

ATTENTION/DISCLAIMER

These minutes are subject to confirmation.

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 committee 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 committee member or employee, or the content of any discussion occurring during the course of the Committee Meeting.



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**SPECIAL GRANTS SELECTION COMMITTEE MEETING
COUNCIL CHAMBER, SHIRE OF MUNDARING ADMINISTRATION BUILDING, 7000
GREAT EASTERN HIGHWAY, MUNDARING – 5.30PM**

1.0 OPENING PROCEDURES

The Presiding Member declared the meeting open at 5.33pm.

Acknowledgement of Country

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

Recording of Meeting

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

1.1 Announcement of Visitors

Geoff Barker from Darlington Sports & Recreation Association.

1.2 Attendance/Apologies

Members	Cr Luke Ellery (Presiding Member)	South Ward
	Cr Neridah Zlatnik	East Ward
	Cr Trish Cook	Deputy President, acting for Shire President
	Cr Karen Beale	West Ward
	Cr Prapti Mehta	Central Ward
Staff	Shannon Foster	Manager Libraries, Communications & Engagement
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Minute Secretary
Apologies	President Paige McNeil	Shire President
	Megan Griffiths	Director Strategic & Community Services
Absent	Nil	
Guests	Nil	
Members of the Press	Nil	

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

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

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

Nil.

3.2 Declaration of Interest Affecting Impartiality

A Council 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*).

Cr Cook disclosed an interest affecting impartiality in Item 6.1 (InspireArts Community Creativity & Cultural Fund Application – Darlington Sports & Recreation Association) as:

- Prior to being on Council Cr Cook has been associated with DaSRA;
- DaSRA auspiced the Darlington Bonfire and LAMP projects that were initiated by Cr Cook;
- Geoff Barker is well known to Cr Cook; and
- Cr Cook has supported other DaSRA projects.

4.0 PUBLIC QUESTION TIME

Nil.

5.0 PRESENTATIONS

5.1 Deputations

Geoff Barker	Item 6.1	InspireArts Community Creativity & Cultural Fund Application – Darlington Sports & Recreation Association
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5.2 Petitions

Nil

5.3 Presentations

Nil

5.0 REPORTS OF EMPLOYEES

6.1 InspireArts Community Creativity & Cultural Fund Application - Darlington Sports & Recreation Association

File Code	GS.COM2.09
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">2023-24 InspireArts Community Creativity & Cultural Fund Application - Darlington Sports & Recreation Association ↓Supporting document - Darlington Sports & Recreation Association ↓

PURPOSE

The 2023/2024 Inspire Arts Community Creativity & Cultural Fund budget is \$8803.62. This is the fourth application received this financial year, with \$4803.62 remaining for allocation.

The applicant is seeking funds to produce a film that explores the Darlington community, the stories and history of its people and promotes the benefits of community contribution and participation to individual and whole of community wellbeing. The proposed project falls within the grant guidelines.

It is recommended that the Grants Selection Committee (GSC) award an InspireArts Community Creativity & Cultural Fund grant to Darlington Sports & Recreation Association (DaSRA) to the value of \$3000, as outlined in **Attachment 1**.

BACKGROUND

In May 2021, Council (C7.05.21) resolved to allocate an annual amount of \$7000 to a new arts and culture grant (with annual Perth CPI indexation applied from year two onwards). The InspireArts Community Creativity & Cultural Fund was developed to support arts, culture and heritage initiatives developed in the shire and was launched in July 2022.

The objectives of the InspireArts Community Creativity & Cultural Fund are to encourage new partnerships, improve access to arts and culture within the shire, achieve long term artistic and cultural benefits and engage local residents.

In addition to assessing whether or not the applications meet the selection criteria, the GSC, as outlined in the program guidelines, will also take into consideration:

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

The InspireArts Community Creativity & Cultural Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and 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. Invitations should be received at least two weeks prior to the 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; and
 - Verbally acknowledging the Shire's support during speeches.

The InspireArts Community Creativity & Cultural Fund grant is promoted in the community through advertising in the local newspaper, Shire website, community group email network, social media and posters at Shire sites and community noticeboards.

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

Darlington Sports & Recreation Association	'The Importance of Community to Wellbeing' - community film project	\$3000 +GST
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STATUTORY / LEGAL IMPLICATIONS

The GSC has the authority to allocate funding to eligible not for profit groups who have applied to the Community Grants Program which includes the InspireArts Community Creativity & Cultural Fund.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The 2023/2024 InspireArts Community Creativity & Cultural Fund budget is \$8803.62. The funding application recommended for approval (\$3000) can be met within the allocated budget, and will leave \$1803.62 remaining in the budget for allocation this financial year.

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

Community Health and Wellbeing Informing Strategy 2020/25

Goal: Proactively support positive mental health promotion in individuals and the community.

Objective 2 – Increase participation in activities that yield mental health benefits.

Commitment 2.1 – Promote participation in volunteering opportunities.

SUSTAINABILITY IMPLICATIONS

Social

Shire of Mundaring has developed this financial assistance program in order to effectively and as far as possible equitably provide funds to local community groups to undertake projects in the shire. Such projects meet identified community needs, promote active participation of local residents, build community strength and enhance the image of the Shire.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk if the Community Grants Program 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 groups must provide evidence of their capacity to complete and acquit the project or event.		

Risk: <u>Reputation and Financial</u> – Council faces a reputational and financial risk if Community Grants are awarded to groups that do not meet the grant assessment criteria.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through not awarding grants to groups that do not meet the assessment criteria.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

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

There have been three other applications received this financial year, two from central ward and one from south ward.

The group seeks funds to deliver a community led film project in partnership with Darlington History Group and Darlington Ratepayers and Residents Association. The film will explore the Darlington community, its connection to Aboriginal culture, history, people and organisations, artists and events. The film will capture the stories and histories of a range of people in the community, with a focus on the significant benefits of involvement in community life.

Skilled local people will be engaged to produce the film. The total budget for the project is \$65,000. Grant funds will be spent on production costs including filming, lighting and venue hire.

DaSRA and its partners in this project have a collective history of successfully delivering events, activities and projects to the local community, including fundraising for large infrastructure projects. Together, these organisations have significant contacts and ability to engage various stakeholders to be involved in the project.

The project also aligns with the Shire’s Strategic Community Plan 2020/2030 priority strategies *1.1.4 – Support community collaboration and community-led initiatives and activities; 1.1.5 – Encourage and promote neighbourliness; 1.2.3 – Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment; and Strategy 1.3.9 – Promote Noongar language and culture.*

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION		SGSC8.04.24	
OFFICER RECOMMENDATION			
Moved by	Cr Mehta	Seconded by	Cr Zlatnik
That the Committee awards an InspireArts Community Creativity & Cultural Fund grant for an amount of \$3000 to Darlington Sports & Recreation Association.			
CARRIED 5/0			
For:	Cr Cook, Cr Beale, Cr Ellery, Cr Mehta and Cr Zlatnik		
Against:	Nil		

5.54pm - Suspension of Meeting Procedures Local Law 2015

COMMITTEE DECISION		SGSC9.04.24	
MOTION			
Moved by	Cr Mehta	Seconded by	Cr Cookl
Resolved to suspend the <i>Shire of Mundaring Meeting Procedures Local Law 2015</i> to allow Geoff Barker from Darlington Sport & Recreation Association to speak.			
CARRIED 5/0			
For:	Cr Cook, Cr Beale, Cr Ellery, Cr Mehta and Cr Zlatnik		
Against:	Nil		

5.56pm – Resumption of Meeting Procedures Local Law 2015

COMMITTEE DECISION		SGSC10.04.24	
MOTION			
Moved by	Cr Zlatnik	Seconded by	Cr Cookl
Resolved to resume the <i>Shire of Mundaring Meeting Procedures Local Law 2015</i> .			
CARRIED 5/0			
For:	Cr Cook, Cr Beale, Cr Ellery, Cr Mehta and Cr Zlatnik		
Against:	Nil		

**InspireArts Community Creativity & Cultural Fund - Group
Assessment against Selection Criteria**

The 2023-2024 InspireArts Community Creativity & Cultural Fund is \$8803.62. This is the fourth application received this financial year, with \$4803.62 remaining for allocation.

The application received is summarised below:

Applicant Group: Darlington Sports and Recreation Assoc (WA) Inc.

Project: The Importance of Community to Wellbeing

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2021	Community Event Grant	Darlington Pavilion Music Gig	\$5000	Yes
2020	Quick Grant	Darlington Community Music Gig	\$500	Yes
2020	Community Event Grant	Darlington Bonfire	\$1280	Yes
2019	Community Event Grant	Darlington Youth Community Bonfire	\$1575	Yes

**3. 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

Objective 1.2 – Flourishing local businesses

Strategy 1.2.3 – Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment

Objective 1.3 - Everyone belongs

Strategy 1.3.8 – Increase awareness and celebration of the cultural diversity within the shire

Strategy 1.3.9 – Promote Noongar language and culture

Community Health & Wellbeing Strategy 2020/2025

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1 – Promote participation in volunteering opportunities

4. Short Project Description

Darlington Sports and Recreation Association (DaSRA) seeks funds to produce a film that focuses on Darlington and its unique community, connection to Aboriginal culture, history, people and organisations, artists, and events. The film will explore the community in a similar manner to the ABC's 'Back Roads' or 'Australian Story' programs recognising the local contribution to the advancement of the locality and the wellbeing of those who are involved. The stories and histories of a range of people in the community will be recorded for posterity but also to promote the fact that being involved in community life accrues significant benefits. These benefits being shared through a professional visual format is important so they can be shared more widely to other local government areas, volunteer organisations and communities.

5. Project Plan & Rationale

DaSRA is partnering with the Darlington History Group and the Darlington Ratepayers and Residents Association who have all promoted the project widely and secured unanimous support. Their support to produce the film includes an objective to use local skilled people and resources in its production. Their support is also grounded in seeing the benefit of a film that encourages a broad cohort of residents to come together and be involved in local activities, events and projects as well as documenting and sharing personal histories and stories that demonstrate Darlington's unique status as an active community.

A draft outline has been prepared including a preliminary script from which the partnering arrangements were secured and a first round of fund raising was initiated. The first round of fund raising secured \$9000 from private individuals and local organisations. Local businesses have been approached to also support the project and, so far, are yet to confirm their contributions. Local skilled film technicians have been contacted and their interest in being involved secured.

The film will be promoted to local residents, other local government authorities, WA Local Government Association, Bendigo Bank, Lotterywest and submitted to short film festivals. The film will be made available to the Shire for potential promotional opportunities to promote the shire district, volunteering, tourism, and community opportunities. With an oral history focus, the Shire libraries could hold a copy of the film and the Mundaring & Hills Historical Society may also have an interest.

Grant funds will be allocated to production costs including filming, lighting and venue hire.

6. Applicant Capacity

DaSRA and its partners in this project, Darlington History Group and Darlington Ratepayers and Residents Association, have a collective history of successfully delivering events, activities and projects to the local community, including fundraising for large infrastructure projects. Together, these organisations have significant contacts and ability to engage various stakeholders to be involved in the project.

7. Access & Inclusion

The intent of the film is to ensure it is inclusive in its content and production. Of particular importance is recording the stories of older community members and those of diverse backgrounds. Darlington has a history of being inclusive and promoting universal accessibility, with examples such as the Darlington Arts Festival and the various projects it has supported and delivered.

There are two local people with disability who will be approached to discuss their perception of community and their sense of belonging in Darlington. In addition the DVD produced and the film, released through various websites, will have an option to access a version with captioning.

8. Outcomes & Evaluation

The expected outcomes from the film are:

- Production of an initial pilot film that can be used to promote the main film more widely;
- Production of a 20 minute film promoting Darlington and the Hills lifestyle;
- Increased community involvement; and
- Promotion of the importance of being involved to facilitating sense of belonging, mental health and community wellbeing.

The outcomes will be measured through:

- Production of a broadcast quality film for distribution and presentation to Darlington and the wider community;
- Feedback from the presentation of the film from its wide distribution list;
- Feedback from local organisations as to whether they saw an increase in involvement; and
- Improved sense of community wellbeing

9. Project Budget

The total budget is \$65,000. The applicant is seeking \$3000 from Shire of Mundaring.

Income Description	\$
Private Citizens	\$7000
Community Organisation 1	\$2000
Community Organisation 2	\$2000
Community Organisation 3	\$1000
Bendigo Bank	\$5000
LotteryWest	\$45,000
Shire of Mundaring	\$3000

Expenditure Description	\$
Camera Operator	\$15,000
Editor	\$36,000
Sound Equipment	\$1000
Lighting Equipment	\$1500
Venue Hire	\$500
Insurance	\$3500
Vehicle Hire and Interviewee Support	\$1500
Distribution and Marketing	\$6000
Total Income	\$65,000
Total Expenditure	\$65,000

10. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in the film and in all promotional material as a supporter of the project.

11. Referee

Chris Pemberton, Darlington Arts Festival

12. Cultural Advisory Group Comments

The Shire's Cultural Advisory Group (CAG) were invited to provide comment on the application with two members declaring conflict of interest. The following feedback was received from two CAG members:

- Our stories and histories are an important way to connect and engage local communities. To have the Darlington stories recorded in a lasting format will bring benefit to the whole of Mundaring and inspire other communities to do the same. The partnership between the groups in Darlington, whilst not new are tried and true.

Film is an impactful and powerful art form.

- Inspiring to see a community group use their skills and knowledge to promote the region and record its stories.

13. Officer Comments

This project has tourism potential for the shire, with the resulting film being made widely available for promotion of the region. The project involves collaboration between three well established local community organisations and a range of other stakeholders, strengthening partnerships in the arts/culture sector. The project offers an opportunity for local community to contribute and participate in the planning, development and distribution of the film. Local businesses are also being utilised to undertake work related to this. The Shire's commitment to support the project may assist the group to leverage other external funding, for example through Lotterywest. There are ongoing cultural benefits of local history being recorded on film and shared to a wide audience locally and further afield. Increased participation in local activities and volunteering will increase community belonging and wellbeing.

14. Recommendation

That an InspireArts Grant to the value of \$3000 be awarded to the applicant.



INTRODUCTION

Darlington and its residents have a history of “getting involved”, demonstrating how people and organisations can work together for the benefit of all, creating an environment of natural supports, where all people are valued, have a sense of belonging, and there is the opportunity to contribute and participate. A catch cry that reverberates within and outside the Darlington locality is: “Darlington has a vibrant Community that makes things happen”. The overarching objective being to sustain an inclusive thriving community through:

1. Participation in Community Organisations
2. Advocating for community interests
3. Coming together for group benefit
4. Sharing, caring and giving – noting the personal benefits that accrue
5. Putting on events
6. Promoting the Arts

The three partnering organisations supporting this project; the Darlington History Group [DHG], Darlington Ratepayers and Residents Association Inc. [DRRA], and the Darlington Sports and Recreation Association (WA) Inc [DaSRA] have recognised an urgency to capture the past to inspire the future and promote the fact that belonging in/to a community has physical and importantly mental health benefits. The objective is to be achieved by recording the stories of people who have; initiated, organised, engaged and run some of the many organisations [Refer to Appendix 1 – Community Vibrancy], and developed resources to meet the needs of the community. At the same time it will be aimed at teasing out the benefit that accrued to them and their families. Recording stories is a tool to recognise and/or acknowledge people’s contribution and endeavour. It leaves a lasting legacy for the present and future generation. By gathering memoirs, archival materials and conducting interviews we ensure this unrecorded, irreplaceable historical information is not lost

PURPOSE AND NEED

With the decrease in volunteering [refer to Volunteering WA], having a variety of messages promoting the benefits of being involved increases the potential for participation. It is hoped that from this film more people will recognise that being involved has the potential to achieve a stronger sense of belonging in their community and will generate raised community connection and participation.

The sense of community, and the benefits that stem from involvement and volunteering, was recognised by the three Darlington Organisations; DRRA, DHG, and DaSRA, as being important

DaSRA, DHG, DRRA Collaboration

Geoff Barker

March 2024

INVOLVED, BELONGING WELLBEING – THE DARLINGTON COMMUNITY

and if documented could be used to disseminate information about “Why Darlington is Special”, promoting the benefits of being involved in your community, and potentially appeal to a much wider audience than Darlington. This last point was mentioned in relation to why volunteering is so important and valuable as a community resource and by sharing Darlington’s experience people elsewhere could reflect on their own experiences and help them promote volunteering in their own jurisdictions:

1. Emphasising the benefits to personal wellbeing and a sense of “Belonging”
2. Promoting the benefits of engagement, connecting people in the community and encouraging participation in general
3. Prompting people to get involved
4. Encouraging people to volunteer in their community; through organisations but also through informal support mechanisms such as neighbourhood or street groups

The film is also seen as complementing and filling a gap in what is currently available to people who might be interested in becoming involved in their local community. The film would complement the current “Act, Belong, Commit” campaign, and support Volunteers week and Volunteering WA activities. The base record of filming could be edited in a number of different ways, besides that which is being produced here, such as to present a piece of work focusing on the life of an individual, or as a series of oral histories, or edited to showcase a particular story, organisation or event. It could also be added to later. Recent discussions suggest all of these possibilities would be of interest to Darlington Residents but also potentially to a much wider audience as well.

WHY A FILM

The idea of a film/documentary recording the stories of long term and recently arrived residents who have been and are involved, is seen as providing an important visual contribution providing a; unique, accessible, enjoyable, entertaining, and alternative, format. The visual presentation of people talking about how, when and why they became involved with collages of photographs and other material referencing the content of the conversation, has the potential to engage more actively with a diverse range of ages, backgrounds and ethnicity, than solely the written word.

The community, and people’s involvement in it, has been noted as offering its members a sense of wellbeing, security, belonging and a healthy mental state; so valued these days. The strategy is to interview a range of long term, and many other residents about their views and experiences of their community and the benefits they see as being invaluable and unique. The intention being to demonstrate through personal stories that being involved in your community has many social and health benefits to the individual as well as the broader community.

PRODUCTION

Beginnings

Some funding has already been secured but a Budget in the order of \$65,000 is needed to produce a “Broadcast Quality” film. The Task outline attached summarises the process to advance the project. Initially it is proposed to select and record a broad range of Interviewees which will then be edited and compiled into a first draft “rough cut” that can potentially be used to promote the full production - more interviews and a substantial edit. Technicians been sought to offer their services in support of the project.

Interviewees will be provided with draft script so that they have time to provide information and feedback as well as familiarise themselves with what is proposed. They will also be requested to nominate their preferred location and time for the “Chat”. A range of sites are being considered: Darlington Halls, The Pavilion, The Pines/Hive, Open Air location, Interviewees Home...

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In consultations between the participants and production team some adjustment and finalisation to the scripts, timing and locations can then be carried out to ensure they are appropriate for what is going to be conducted. In addition the use of existing material, both film [from archives held by people and organisations] and audio [from the Darlington History Group sound archive] will be sought to help to produce the best outcome possible, emphasising the message being presented.

The following actions are being pursued:

1. Existing Videos, Films, VHS, of Darlington and activities, that could be used in the film
2. Draft Scripts for guiding the “Chats” or Interviews.
3. Long list of possible participants from which to choose 8 and 2 for the Pilot
4. Background Music for the film
5. Person to be the “Voice Over” Narrator
6. Technicians, especially an Editor, to support the production

FILM BACKGROUND AND INFORMATION

“INVOLVED, BELONGING & WELLBEING – THE DARLINGTON COMMUNITY”

This Title recognises the locality and the expressed feelings and comments about:

1. the benefits of being involved supporting and building community and resilience,
2. the ways people come together to facilitate a sense of belonging
3. the potential of bringing people together to work collaboratively sharing skills and ideas to deliver; projects, support networks and healthy outcomes

BUDGET:

It is expected that a Budget in the order of \$65,000 would be needed, plus the pro-bono contributions from the totally voluntary Production Team - those working behind the scenes, making it happen.

TEAM:

A large team is not envisaged however some professional support brings a high level of finish to the end result and having funds to support that objective is well worth achieving.

- Production Manager
- Production Assistant – Research, Promotion, Marketing and Reproduction
- Production Coordinator – Appointments, Venues, Resources and support
- Camera Operator
- Sound and Lighting Person
- Editor
- Narrator and Voice over

SPONSORSHIP AND SUPPORT:

A community member has indicated he is prepared to underwrite to the tune of \$15,000, to be repaid once total funding is secured. This doesn't take away the task of raising around \$65,000 but it means the project could commence earlier than waiting on a completed fund raising program. [\$9,000 raised from generous community contributions so far]. Sponsorship and support opportunities potentially exist from:

- Private/Local Businesses
- Lotterywest
- Local Government
- Community Organisations
- Community Members

INVOLVED, BELONGING WELLBEING – THE DARLINGTON COMMUNITY**BUDGET****POTENTIAL INCOME SOURCES**

The following sources of Income are being pursued

No	Category	Amount \$	Secured?	Notes
	Private Citizens	6,000	Yes	5 private donations to get the project started
	Community Organisations	5,000	2,000 so far	4 Organisations have expressed support
	Community Businesses	1,000	In Progress	Letters to local businesses inviting donation
	Bendigo Bank	5,000	In Progress	Interested - Application to be processed
	Shire of Mundaring	3,000	In Progress	Application currently being prepared
	Lotterywest	45,000	In Progress	Interested – Application to be processed
	Other			Pro-bono contributions not calculated
	TOTAL	\$65,000		\$9,000 available so far

Notes:

1. Pro-bono contributions have been sought but are not included in these calculations [refer below]

EXPENDITURE ESTIMATES

No	Item	Information	Estimate	Notes
1	Cameraman	Engage Professional	15,000	Includes 2 Cameras
2	Sound	Engage Professional	1,000	Sound Operator and Microphones
3	Lighting	Engage Professional	1,500	Lighting equipment
4	Editing	Engage Professional	36,000	
5	Venue Hire	Local establishments	500	
6	Transport & Interviewee	Pickup Senior Persons	1,500	Additional support as required
7	Insurance & Licensing	Public Liability	3,500	Includes paying for licensed material
8	Promotion & Distribution		6,000	Producing copies and distributing
		TOTAL	\$65,000	These are the net figures

Notes:

1. Initially a budget of \$15,000 would enable the first rough-cut film to be commenced
2. Two local Darlington Residents [anonymous] have donated a total of \$6,000 to the project
3. The Darlington Review has committed \$2,000 and Requests for support are being drafted to local organisations and businesses including the Shire of Mundaring
4. Expressions of interest have been circulated for technicians. There has been some interest already gleaned from local personnel. Detailed quotes will be sought from the various interested personnel once we have secured some seed funding.
5. It is intended that an initial group of 2 interviewees will be filmed to ensure the scripts, format, venues and equipment are suited and appropriate for the desired production quality and outcome. This would be reviewed and after appropriate modifications have been made upto 20 interviews will be carried out, edited, sound added, and packaged for a premier showing in 2025.
6. As noted there are a number of opportunities where the production team may be able to secure pro bono services and contributions.
7. In addition the current Production Team is totally voluntary - contributing their time entirely Pro-bono which is anticipated will amount to well in excess of \$50,000.
8. Geoff, having made 4 previous films, such a total cost is not unexpected, in fact it is at the lower end of the cost of previous films.

INVOLVED, BELONGING WELLBEING – THE DARLINGTON COMMUNITY

ADDITIONAL SUPPORT - Potentially Pro-Bono

While not added into the costs above there are a number of roles and responsibilities that would normally be included in a film production budget. Many people have already come forward and offered their support and services pro-bono. While for other tasks we have sought pro-bono contributions some of which are yet to be secured.

No	Item	Value \$	Notes
1	Voice-Over/Narrator	2,000	Local Media personality has offered to provide this
2	Music Background	5,000	Local Musician has offered to provide music backdrop
3	Script Editor	3,000	Local Writer has offered to provide script support
4	Film Support Crew	2,000	Secured general setup and preparation of venues etc
5	Administration	5,000	Financial Services and Management Support secured
6	Social Media Support	2,000	Interest sought - yet to be confirmed
7	Production Management		Already in place and is Significant
	TOTAL	\$19,000+	

Notes

- As mentioned above these contributions are being sourced and many have already agreed to be involved.

TASK SCHEDULE

No	Stage	Details	Notes	Status
1	Documentation	Finalise "Proposal"	Including Budget and other information	
2	Personnel	Identify Team	Management and Camera, Sound, Editing	
3	Fund Raising	Develop Strategy	Write Submissions and Raise Donations	
4	Finalise Script	Ensure purpose	Audience, Promotion as per Grants	
5	Questions	For each Participant	Share with skilled writers and others	
6	Confirm legal	copyright	Includes "Participant Release" form	
7	Participant List	Solo/Couples/Groups	Compile two lists with DHG & Others	
8	Short list	First participants	for first Filming session	
9	Participants	Contact	Seek Agreement & Sign "Participant Release"	
10	Confirm Venues	Make Bookings	Outside, Homes, Hall, Hive etc...	
11	Contact Interviewees	Confirm chat format	Send outline for their preparation	
12	Voiceover Script	Person Confirmed	Participant Release Form	
13	Background Music	Original Composer	Local Person	
14	Promotion	Promotion Docs	Flyers, Posters and Including Social Media	
15	Confirm Sessions	All Involved	Interviewees, Technical and Management	
16	Sessions Set up	All Involved	People and equipment	
17	Conduct sessions	All Involved	Filming and recording	
18	Review	Film & Sound	Technical and Production Team	
19	Editing	Iterative process	Film, Sound, Original Music	
20	Rough Cut	Review and Trim	Production team feedback	
21	Final Edit	Review and Add	Title, Credits and Thanks	
22	Distribution	Packaging	Different for different purposes	
23	Premiere	Location		

Notes:

- This Task list will be refined and added to as required and as the project proceeds.
- Some of the tasks are being pursued already but the project has not officially commenced

6.0 CLOSING PROCEDURES

6.1 Date, Time and Place of the Next Meeting

The next Special Grants Selection Committee meeting will be held on Tuesday, 4 June 2024 at 5.15pm.in the Council Chamber, Shire of Mundaring Administration Building, 7000 Great Eastern Highway, Mundaring.

6.2 Closure of the Meeting

The Presiding Member closed the meeting at 5.56pm.