



21 July 2020

NOTICE OF SPECIAL MEETING

Dear Councillor,

The Shire President has called a Special Meeting of Council to be held in the Council Chamber on Wednesday 22 July 2020 commencing at 6.30pm. The purpose of the meeting is to:

1. Consider the COVID-19 Relief and Recovery Fund; and
2. Consider reports of the CEO Performance Review Committee meeting held 20 July 2020

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

PLEASE NOTE:

There is limited capacity for members of the public to attend this meeting due to the COVID-19 public health emergency. Physical distancing restrictions will apply. Restricted viewing will be available from the Civic Area adjacent to the Council Chamber. The Civic Area is restricted to a maximum number of 48 members of the public.

Public Question Time and Deputations will be able to be made to Council from the Civic Area.

AGENDA
SPECIAL COUNCIL MEETING
22 JULY 2020

ATTENTION/DISCLAIMER

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by an Elected Member or employee, or on the content of any discussion occurring during the course of the Meeting. Persons should be aware that regulation 10 of the *Local Government (Administration) Regulations 1996* establishes procedures to revoke or change a Council decision. No person should rely on the decisions made by Council until formal written advice of the Council decision is received by that person.

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 resolution of Council, or any advice or information provided by an Elected Member or employee, or the content of any discussion occurring during the course of the Council Meeting.

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**SPECIAL COUNCIL MEETING
COUNCIL CHAMBER – 6.30PM**

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 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.

1.2 Record of Attendance

**Elected
Members**

Staff

Apologies	Cr Ian Green	West Ward
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Leave of Absence	Cr David Lavell	South Ward
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Absent

**Members of
the Press**

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 PUBLIC QUESTION TIME

15 minutes (with a possible extension of two extra 15 minute periods) are set aside at the beginning of each Council meeting to allow members of the public to ask questions of Council.

Public Question Time is to be conducted in accordance with Shire of Mundaring Meeting Procedures Local Law 2015.

5.0 PRESENTATIONS

5.1 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.

5.2 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.

5.3 Presentations

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Recover Together - COVID-19 Relief and Recovery Fund

File Code	EM.IMT 3
Author	Shannon Foster, Manager Libraries & Community Engagement
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Recover Together - COVID-19 Relief and Recovery Fund Guidelines DRAFT ↓2. Community Relief and Recovery Survey Results ↓3. Economic Relief and Recovery Survey Results ↓4. Community Funding Policy - CD-02 Tracked Changes ↓5. Grants Selection Committee - Terms of Reference - Tracked Changes ↓

SUMMARY

At the 14 July 2020 Ordinary Council meeting, Council resolved (per decision reference C2.07.20) to adopt the 2020/21 Annual Budget, which included provision of a \$500,000 relief and recovery contingency fund. At the same meeting the Corporate Business Plan was endorsed (per decision reference C4.07.20) and provided for this contingency to cover a range of COVID-19 related relief and recovery initiatives, including the Recover Together – COVID-19 Relief and Recovery Fund (the Fund).

Through delivery of the Fund, the Shire will work in partnership with community groups, local business and industry, to deliver a range of programs and initiatives to assist in recovery and to build community resilience and connectedness. The Fund will provide a pool of \$232,500 for the 2020/21 financial year to community and business led initiatives that address the impacts of COVID-19.

Draft guidelines for the Fund were presented to Council at the 14 July 2020 meeting, however a decision was deferred (per decision reference C6.07.20) in order to enable greater clarity on the best grant support funding to community groups and to determine if the limited grant funding support to businesses is of any real assistance over and above the considerable financial support offered already by the Shire, State Government and Federal Government.

Revised draft guidelines (refer **Attachment 1**) are now presented for endorsement. It is recommended that Council authorises the Chief Executive Officer (CEO) to approve applications of up to and including \$2500, the Grants Selection Committee approve applications of between \$2501 and \$10,000 and all grant applications over \$10,000 be presented to Council for approval.

BACKGROUND

Results of two surveys (refer **Attachments 2 and 3**) undertaken to ascertain the community and economic impacts of COVID-19 have indicated that loss of employment, financial difficulties, social isolation and mental health issues are currently being experienced across the Shire. Local business and industry have indicated that local spending has decreased and that a skills shortage that would allow adaptation to changes related to COVID-19 is also an issue.

In compiling a list of challenges to be addressed and subsequent proposed actions, the COVID-19 Community and Economic Relief and Recovery Sub-Committees have prioritised a funding program that will allow both community groups and local business and industry to apply for initiatives that will address these challenges.

Whilst the State and Federal Governments have made significant investment in initiatives to support business and industry, feedback received by the Economic Relief and Recovery Sub-Committee has detailed that many local businesses were unable to access any of the stimulus measures such as 'Jobkeeper'. Primarily, this was due to the size of the respective business and, as a result, they have suffered a significant level of financial loss and are looking to Council for some much needed assistance to recover from the impacts of COVID-19. In addition, the arts and culture sector has experienced major funding losses as traditional funding pools and revenue sources have either ceased or have been redirected. This group forms a significant portion of the sole trader and micro business sector in the Shire.

To ensure that the Fund meets the needs of community, business and industry, priority will be given to initiatives which:

- Deliver the greatest benefit to the community and to local business and industry;
- Target community members or business/industry most impacted by COVID-19;
- Actively support the rebuilding of the arts and culture sector;
- Reach the greatest number of community members;
- Are delivered by local organisations or groups;
- Do not duplicate existing services;
- Are offered free to participants; and
- Are ready to begin quickly.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

The awarding of grants is undertaken in line with the Shire's Community Funding Policy CD-02. This policy (refer **Attachment 4**) will require amendments in order to enable business and industry groups to be eligible for funding. In addition, the Terms of Reference for the Grants Selection Committee require changes so that business and industry groups may be awarded funding (refer **Attachment 5**).

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, \$32,000 to enable a dedicated officer to manage and administer the fund and its outcomes, and \$2000 to support promotion of the initiative.

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

Priority 1 – Community

Objective 1.2 – Flourishing local businesses

Strategy 1.2.2 – Encourage ‘buy local’

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>Financial</u> – the potential mishandling of funds by successful community groups or businesses.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is controlled through the eligibility, assessment and acquittal criteria and processes.		

Risk: <u>Reputational</u> – if the process for grant approval is lengthy there may be a perception in the community that the Shire is not being agile and responsive.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
The risk is mitigated by authorising the Chief Executive Officer to approve applications for grant amounts \$2500 and under, which allows for a streamlining of processes whilst maintaining high levels of governance.		

Risk: <u>Reputational</u> – perception that Council has not listened to feedback received via the Community and Economic Relief and Recovery Sub-committees.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is mitigated by clearly communicating the rationale behind Council's decision.		

Risk: <u>Reputational</u> – poor governance and misuse of public funds if clear guidelines are not implemented.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is controlled by implementing clear guidelines, eligibility criteria and fair/equitable assessment processes. In addition, all grant applications exceeding \$10,000 will be presented to Council for consideration.		

EXTERNAL CONSULTATION

External consultation has taken place with members of the COVID-19 Community Relief and Recovery Sub-Committee and the COVID-19 Economic Relief and Recovery Sub-Committee. Both these sub-Committees comprise business and community experts with members providing active input into measures that would address the impacts of COVID-19 on the Shire of Mundaring community. Two surveys (refer **Attachments 2 and 3**) seeking feedback on the impact of COVID-19 on the community and on business and industry were conducted.

COMMENT

The aim of the Fund is to build community and local business and industry resilience and connectedness, through support for community networks, business and community led initiatives that address the impacts of COVID-19. This may include improving mental health, community connection, physical health, financial security, food security and local business and industry conditions. Applicants to the Fund will be required to demonstrate ongoing community or economic benefit and a need relating to the COVID-19 pandemic, with a clear plan for addressing the need. Collaboration between local government and the community and business sector is key to building resilience.

A total of \$232,500 is allocated to the Fund for the 2020/21 financial year. The Fund will provide grants for initiatives that commenced by 30 June 2021. Flexibility and responsiveness will be important attributes of the Fund to allow approved initiatives to begin quickly in a timely response to immediate community needs as well as ongoing community recovery. Feedback from both the Community and Economic Relief and Recovery Sub-committees was that the application and approval process should be simple, flexible and responsive.

Some members of Council have expressed concern that business and industry groups might apply for funding that was for their individual business benefit. Further, it was argued that the 'Restart grant' was better targeted to community groups. Whilst it remains the recommendation of this report that businesses be able to access this level of grant, it would be open to Council to amend the guidelines to determine otherwise and remove business groups from the ability to apply for Restart grants where the benefit is for an individual business. Should Council determine to do this, the recommendation should be amended to reflect deletion of reference to business eligibility for the Restart grants within the proposed Fund guidelines.

Previously it was recommended that the CEO be authorised to approve grants of up to \$10,000. The intent behind this was to reflect community request for a streamlined and responsive process whilst still ensuring high levels of governance through accountability structures and acquittal processes. Based on comments made during the previous discussion on this matter it is now recommended that the levels of approval for the CEO, Grant Selection Committee and Council be aligned to each of the funding levels available. This is further detailed below.

Fund Structure

The structure of the Fund will be a key factor in allowing for this flexibility and responsiveness, particularly where applications can be made at any time and can be approved by the CEO.

Four levels of funding are proposed:

1. Restart Grant – Up to \$500 with a total of \$25,000 allocated from the overall pool.

This grant is designed to quickly respond to community and local business and industry requests for small initiatives and items that will assist them in recovery and 'restarting'. Examples of funding requests at this level include training, equipment, website enhancement, printing and promotions and implementing COVID-19 safety measures.

Applications can be made at any time and will be assessed by the Community Capacity Building Officer. Recommendations will be made to the CEO for approval.

2. Reconnect Grant - \$501 to \$2500 with a total \$62,500 allocated from the overall pool.

This grant is to support initiatives that benefit community groups and their members, and local business and industry. Examples of funding requests at this level are insurance, advertising, promotion, equipment, engaging consultants and training.

Applications can be made at any time and will be assessed by the Community Capacity Building Officer. Recommendations will be made to the CEO for approval.

3. Rebuild Grant - \$2501 to \$10,000, with a total of \$80,000 allocated from the overall pool.

This grant is to support initiatives that are of wider community or economic benefit. Examples of funding requests at this level are strategy development, staff wages, website creation, partnerships development to implement initiatives, IT hardware and software upgrades.

Applications can be received at any time and will be assessed by the Community Capacity Building Officer. Recommendations will be made to the Grants Selection Committee for approval.

4. Resilience Grant - \$10,001 and over with a total of \$65,000 allocated from the overall pool. Examples of funding requests at this level are programs and initiatives that build capacity of community, enhance business partnerships and networks, workshops, mental health initiatives and tourism campaigns.

This grant is available for large-scale initiatives that will generate broad community or economic benefit. Organisations in receipt of this level of funding will enter into a service agreement with the Shire. Applications will be assessed by the Community Capacity Building Officer and recommendations made to Council for approval.

In addition, the structure will allow for:

- funding of wages for the rebuild and resilience grants (which will enable community groups and small business to ensure, where appropriate, that they have appropriately trained staff and appropriate levels of staffing to rebuild and deliver programs and activities);
- recipients of existing service level funding agreements with the Shire will be eligible to apply to this Fund (these groups are ineligible to apply for other Shire grants);
- insurance to cover single events, or as a once off to enable new groups to become established or to assist existing groups manage the impacts of COVID-19 (insurance costs are excluded from other Shire funding as community groups generally have existing insurance; and ongoing operating costs, including insurance, are ineligible under other Shire grants); and
- businesses or business groups based in the Shire will be eligible to apply. This sector will be able to apply to the Reconnect, Rebuild and Resilience Grants for initiatives that address the needs of the broader local business and industry sector, not the particular needs of an individual business.

A dedicated Shire officer will co-ordinate the Fund and applicants will be required to discuss their proposed project with this officer prior to submitting. This will enable support to be given to the applicant around fund requirements and advice provided regarding how to strengthen their submission.

Endorsement of the draft guidelines, accepting applications on an ongoing basis and authorising the CEO to approve applications up to \$2500 will allow the timely distribution of funds to areas of need and to the immediate and ongoing benefit of the community.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

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.

Shire of Mundaring
Recover Together - COVID-19 Relief and Recovery Fund
Strengthening community and local business

Introduction

The Shire of Mundaring is accepting applications from 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 Recover Together – COVID-19 Relief and Recovery Fund aims 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. This may include improving mental health, community connection, physical health, financial security, food security and local business and industry conditions.

The Fund aims to provide a flexible and adaptive response. As such, these guidelines may change due to the evolving nature of COVID-19.

Please contact the Community Capacity Building Officer on 9290 6678 prior to submitting a grant application. A discussion by phone will help you confirm eligibility, submit a more competitive application or may identify other available resources.

Applications must be submitted online by the due date at
<https://mundaring.smartygrants.com.au>.

Eligibility

To be eligible for funding an applicant must:

- Be an incorporated not-for-profit group based in the Shire of Mundaring or delivering services to Shire residents
- Be a business or business group located in the Shire of Mundaring. The Restart Grant may be used for initiatives that address the needs of an individual business. The Reconnect, Rebuild and Resilience Grant are for initiatives that address the needs of the broader local business and industry sector, not the particular needs of an individual business.
- Be an un-incorporated community group under the auspices of an incorporated organisation
- Have current Public Liability Insurance (minimum \$20 million) that covers the program/activity being undertaken.

Groups currently in receipt of a 3 or 4 year service agreement with the Shire will be eligible to apply.

Auspicings

An unincorporated community group can only apply for funding if they do so under the auspices of another incorporated organisation. The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspicings arrangement.

Funding Available

Restart Grant – up to \$500

This grant is designed to respond quickly to community and local business and industry requests for small initiatives and items that will assist them in recovery and 'restarting'. Applications can be received at any time for this level of funding.

Reconnect Grant – \$501 to \$2500

This grant is to support initiatives that benefit community groups and their members and local business and industry. Applications can be received at any time for this level of funding.

Rebuild Grant – \$2501 - \$10,000

This grant is to support initiatives that are of wider community or economic benefit. Applications can be received at any time for this level of funding.

Resilience Grant - \$10,001+

This grant is available for large-scale initiatives that will generate broad community or economic benefit. Organisations in receipt of this level of funding will enter into a service agreement with the Shire.

Funding is available for initiatives that will be commenced by 30 June 2021.

You must provide a quote for items over \$500.

The amount of financial assistance from the Shire is GST inclusive. All GST obligations are the responsibility of the applicant.

Funding of wages for the Rebuild and Resilience Grants will enable community groups and small business to ensure, where appropriate, that they have appropriately trained staff and appropriate levels of staffing to rebuild and deliver programs and activities.

Funding of insurance will be considered to cover single events, to enable new groups to become established or to assist existing groups to manage the impacts of COVID-19.

What won't be funded?

- Retrospective costs
- Capital works being undertaken by the community group or the Shire through other budget processes
- Educational institutions
- Deficit funding
- Sponsorship
- The purchase of alcohol
- Purchase of prizes/gifts (please discuss with us before making an application as these purchases may be permitted under some circumstances)
- Community events that may be funded via the Shire's Community Event Grant

Essential criteria

- The initiative is based within the Shire of Mundaring.
- The application must demonstrate ongoing community or economic benefit.
- The application must demonstrate a need relating to the COVID-19 pandemic, and a clear plan for addressing the need.
- The applicant and proposed project must comply with all COVID-19 government and health requirements, advice and guidelines. Please refer to WA State Government website for current advice - <https://www.wa.gov.au/government/covid-19-coronavirus>

Examples of eligible initiatives may include:

- Assisting community groups to build their service online
- Initiatives that assist local business and industry to adapt and be sustainable
- Rebuilding local arts and culture
- Increasing community connectedness
- Assisting community groups and sporting clubs to rebuild
- Health and wellbeing programs/activities
- Support for the socially isolated
- Financial planning advice and support
- Employment and training programs/activities
- Food programs and activities for people in need
- Tourism initiatives
- Economic development initiatives

Assessment criteria

Priority will be given to initiatives which:

- Deliver the greatest benefit to the community and to local business and industry
- Target community members or business/industry most impacted by COVID-19
- Actively support the rebuilding of the arts and culture sector
- Reach the greatest number of community members
- Are delivered by local organisations or groups
- Do not duplicate an existing service
- Are offered free to participants
- Are ready to begin quickly
- Are unable to access funding from other sources (eg. State or Federal Government) that is applicable to the proposed initiative
- Demonstrate value for money

Assessment process

Grant	Grant cap	Closing date	Notification period	Acquittal Report due
Restart	\$500	1 June 2021	Approximately 3 weeks after submission	3 months after project completion
Reconnect	\$2500	1 June 2021	Approximately 3 weeks after submission	3 months after project completion
Rebuild	\$10,000	1 June 2021	Approximately 6 weeks after submission	3 months after project completion
Resilience	\$10,001+	TBA	Approximately 8 weeks after closing date	3 months after project completion

All grants are assessed by the Community Capacity Building Officer who provides a recommendation report to:

- The Chief Executive Officer for applications up to \$2,500;
- Grant Selection Committee for applications between \$2,501 and \$10,000; and
- Council for applications over \$10,001.

Members of the community are able to attend and observe these meetings. The details of the meetings are placed in the local newspaper or you can contact the Community Capacity Building Officer for the date, time and location.

Conditions of Funding

1. Groups and businesses in receipt of over \$10,000 will be required to sign a Service Agreement. Funds will be provided through electronic funds transfer to the group's/business' bank account.
2. Funds must be spent in accordance with the scope and timeline described in the application.
3. Unexpended funds must be returned to the Shire on completion of the program/activity.
4. Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building or health departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition. Applicants must take into account current State government COVID-19 guidelines at the time of implementing their successful program/activity.
5. Applicants must inform the Shire in writing of any circumstances which may result in the program/activity not being completed as described in the application. Variations can be requested in writing to the Manager Libraries & Community Engagement.
6. Applicants must meet the promotional requirements outlined in the Service Agreement, and provide acknowledgement of the Shire's support as described in their application.
7. An acquittal report must be submitted on completion of the project. Audited financial statements must be submitted along with the acquittal where grant funding exceeds \$10,000. The acquittal form will be made available to successful applicants via SmartyGrants.

Acquittal Process

On completion of the funded project, and within the timeframe specified, successful applicants must complete an acquittal document to show how the grant was expended.

This may include:

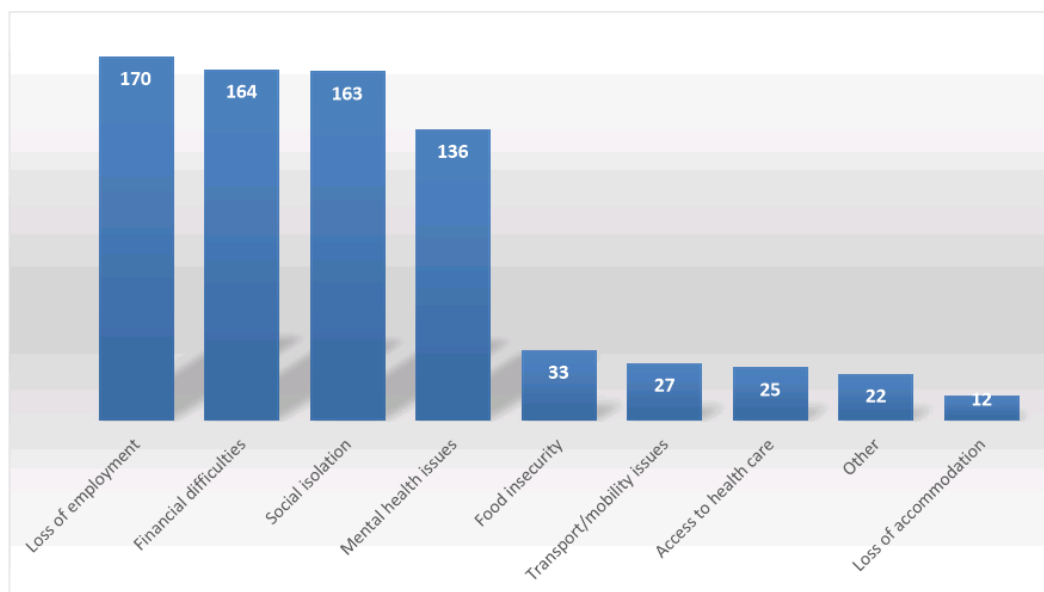
- An assessment of the success of the program/activity – outcomes realised against the outcomes anticipated or estimated in the grant application.
- Evidence of how the Shire of Mundaring was acknowledged during the program/activity.
- Detailed budget showing how the funds were spent.
- Receipts or other evidence of the actual expenditure.

Coronavirus (COVID-19) Community Impact Survey

Summary 1 May 2020

Responses – 206

Top issues being experienced by the community



Other:

Family and domestic violence	Uncertainty about the future
Disruption to usual routine	Trying to continue nfp business
Carer issues	Government over-reach
Food insecurity	Uncertainty around schooling, difficulties with home schooling
Access to training	Misinformation
Isolation	Anxiety
Loss of personal relationships	Internet and home phone problems
Closure of recreation venues	Access to medical supplies
Homelessness	Fear of the disease

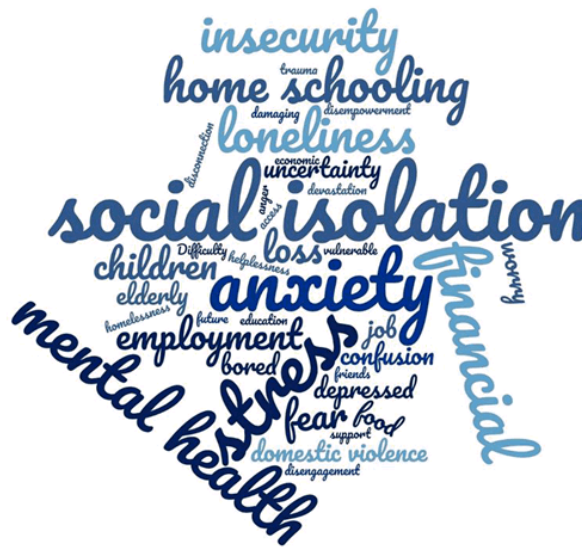
Wellbeing issues

Common wellbeing issues raised by respondents overwhelmingly indicate social isolation as a problem. Issues around employment and financial security as well as health were also raised. People are showing concern for the aged population and difficulties they are experiencing accessing daily needs and health care appointments. Mental health, domestic violence and fear or worry about the future were also raised as current issues for the community.

It was also suggested that the true emotional impact of the crisis may not have yet been felt, with people focused more on their more immediate financial needs at this stage. This could be useful for planning of current and future recovery initiatives. Volunteers are expressing issue with being isolated from their volunteer role and the sense of community/camaraderie that comes with being involved.



Word cloud produced with early results



Word cloud produced with final results

Isolated populations

In general, people are concerned for groups that may be socially isolated and not connected to digital forms of communication. Specifically these include:

- Older people
- Single parents
- Families who are schooling at home
- Children
- People with disability
- FIFO workers and their families
- People living alone
- Foreign students
- The Woorloo community
- Critically ill people
- Older people with dementia
- Homeless
- People with immune disorders (immune compromised) or pre-existing health issues

Service providers

Local:

- Mundaring Church of Christ
- Eastgate Church
- Rise Network
- Parkerville Tavern – takeaway delivery
- Parkerville Baptist Church
- Darlington Primary School
- Darlington Community Care
- Midland & Mundaring Community Support Group
- Stoneville Fresh – food delivery
- Mundaring Shire Food Delivery & Takeaway
- Swan Volunteer Resource Centre – free training
- Nextdoor Mundaring

Other:

Silver Chain	Foodbank WA
Beyond Blue	1800 RESPECT
Dream Builders Church	Scouts WA
NDIS	Red Cross
Alzheimers WA	Centrelink
Lotterywest	

Issues not currently being supported

In response to this question people have indicated that issues such as mental health, social isolation, access to food/food deliveries ie Meals on Wheels, financial support and medical appointments are currently not being supported by a service provider or group.

Respondents raised concerns that isolated people including older people, families and FIFO/DIDO families are not getting the support they need, particularly older people who do not have access to online services and information. This may be particularly relevant in the local area, as sometimes internet connection and mobile coverage is poor. Current transition to the NBN network may also impact access to telecommunications. It was suggested that alternative methods of contact would be required to assist some isolated people. Support for older people to access technology is highlighted as a key need, and where these people may be at increased risk of online scams and cyber-security breaches.

People seem to be aware of and grateful for local businesses who are still trading and providing alternatives such as home delivery of take-out meals.

An emerging theme is the expectation that the Shire provide a portal or one-stop-shop for information.

“...is there a central information portal about the Shires' service providers. Perhaps it is a time to promote local community groups and how people can be involved either online or as small groups - ie historical society, environmental friends groups - what is happening, has happened here.”



How can gaps be addressed

Social isolation

- Provide large spaces to meet, so that social distancing can be adhered to
- Encourage people to make an effort to contact neighbours, exchange telephone numbers, do letter box drops
- A call or email from someone to say hello and offer assistance
- Open Lake Leschenaultia, playgrounds and recreation equipment. Provide extra cleaning to allow this to happen.
- Contact older people who are not able to use online resources
- Provide opportunities for online interaction

Information

- Advertise in the Echo giving people a number to call if they are struggling
- Providers could send a bulletin by email
- More information about what is available locally
- Online appointments
- Message board and post box at the local shopping centre run by Shire or Red Cross. Older people can write their needs and ideas.
- Shire led coordination of single help desk for residents to assist people to contact a service who can help them.
- Shire provide a link on the website to what is available and then providing grants to community groups to support these
- Volunteers to help non-computer literate and elderly residents with online access
- A central contact point that can help connect people to the services/support they need
- Centralised access to Shire to talk to someone
- More detailed updates as to what is happening with COVID ie where are quarantined people. Ideas of activities that can be done around the area or at home to make people feel more connected.
- Mail box drop with a help required card and contact details of help providers
- Regular online support, writing letter to elderly, supporting those delivering care
- Drop in centre located centrally in Mundaring. Flyer drop to every household.

Financial Support

- Keep fees the same or offer a month free
- Reducing of financial requests, offering of help and support by the Council
- The Govt and Shires could perhaps follow Italy and not charge rates/mortgages/bills for 6 months

- Rate rebates
- Financial assistance for sole trader artists affected by closure of galleries, shops and market outlets for art sales
- Access to equipment ie laptop, desk, printer that was either free or at low cost

Food Delivery

- Care packages could be sent out to carers to show that they are not forgotten, meal deliveries to carers/families in this position to help ease the burden and also links to online supports
- Street kitchens/kitchen cupboards could be set up where community can drop off spare food tins, liaise with bakers/hobby farmers etc.

Mental Health

- More assistance/employment of counsellors, psychologists
- Offer online services for mental health
- Mobilisation of mental health professionals needs to be happening now

Access to services

- Match up volunteers with those who need transportation
- Shire offer community bus service

What do you need help with?

- Information – clear and consistent
- Social isolation
- Connecting virtually
- Support small business
- Financial support – rate relief for individuals, financial support for community groups
- Job ready training
- Street cupboard
- Buddy system for older people

What else would you like to tell us?

- Keep up Facebook and website – often, consistent, transparent
- More visual information – use community noticeboards
- Please offer further financial relief
- Provide home delivery service
- Sell what is on offer in Shire ie walking trails
- Support local business

- Provide training in virtual access
- Advocate for improved internet and mobile infrastructure

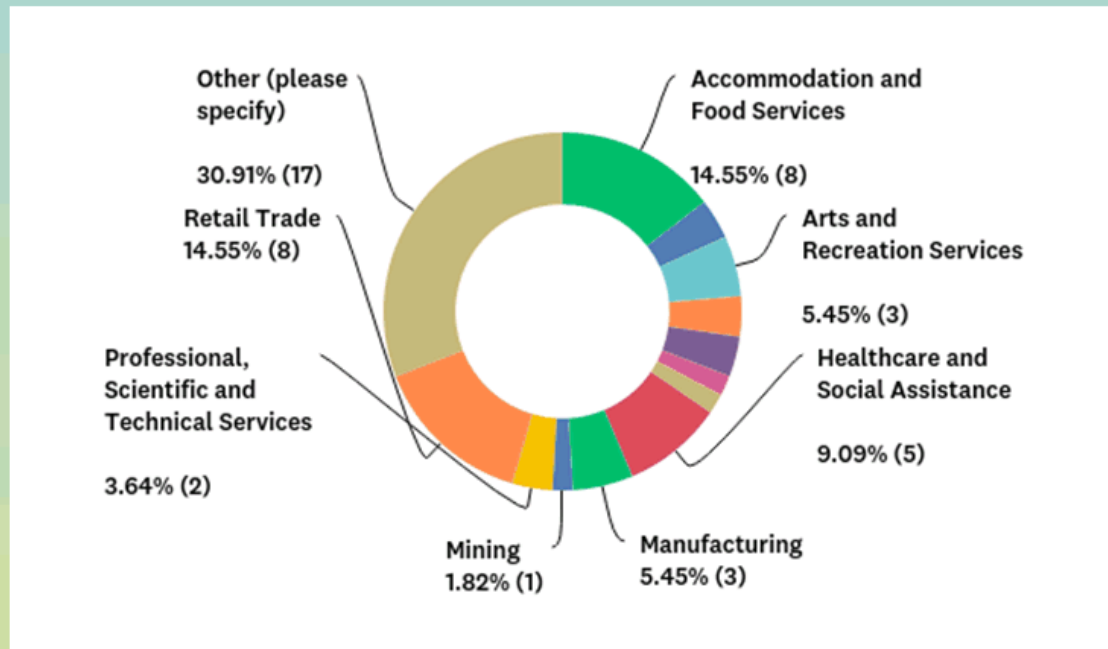
Shire of Mundaring COVID-19 Survey for Local Business and Industry

Tuesday, May 05, 2020

Complete Responses: 55

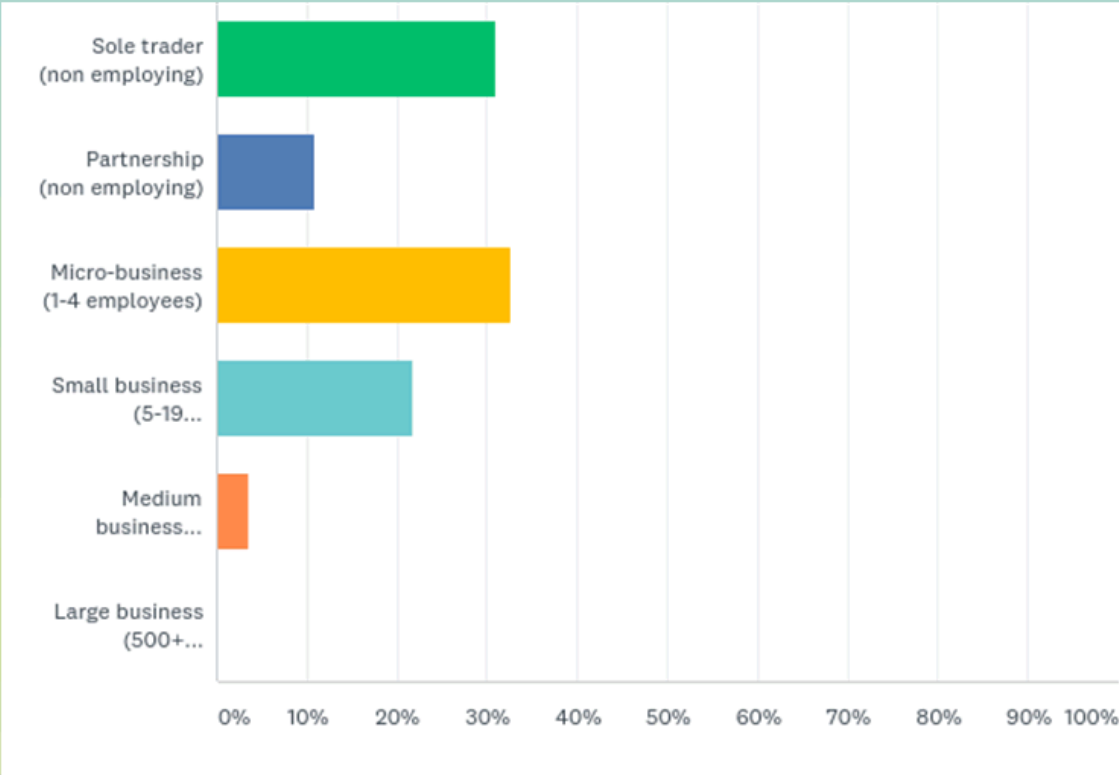
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Q1: Please choose which activity best represents your business/industry?



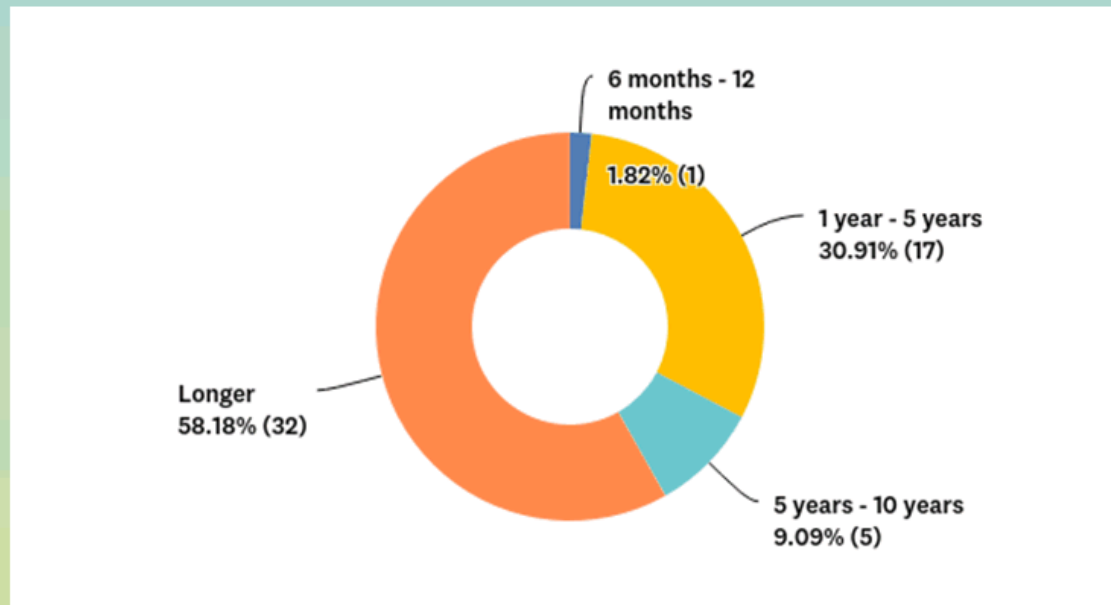
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Q2: How many people does your business/industry currently employ?



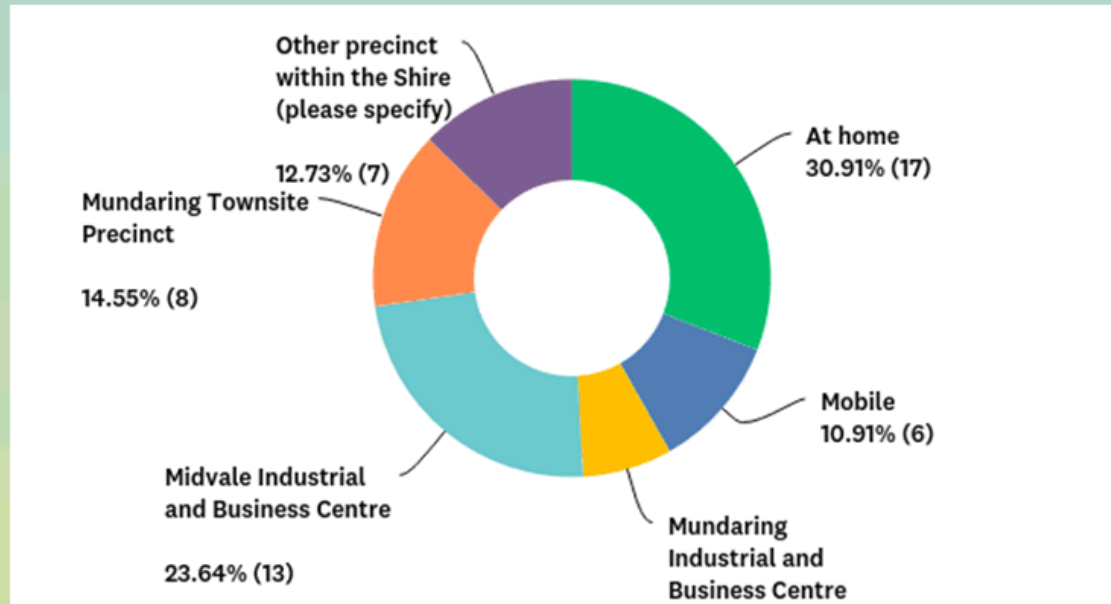
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Q3: How long has your business/industry been in operation?



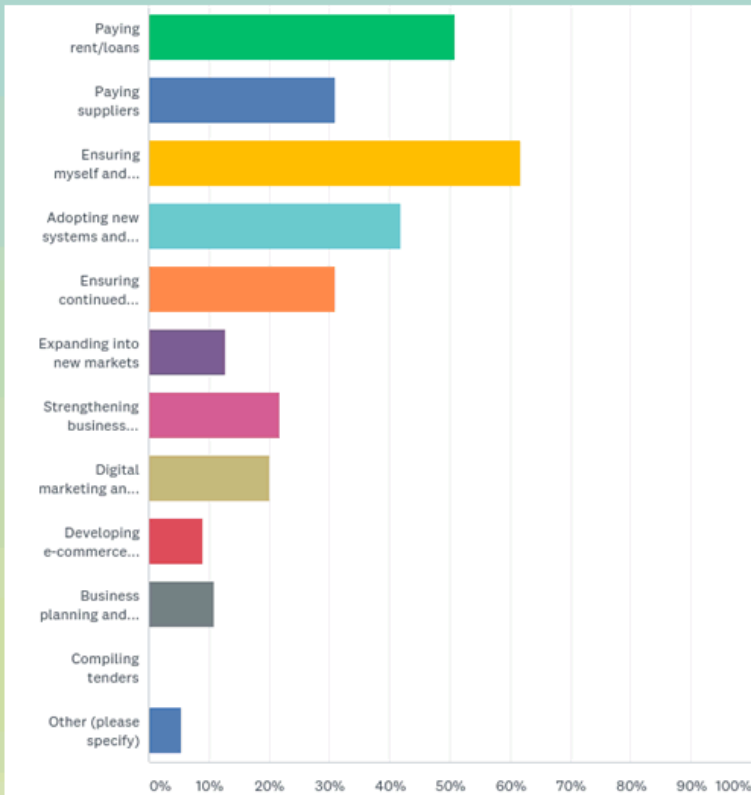
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Q4: Where is your business/industry located?



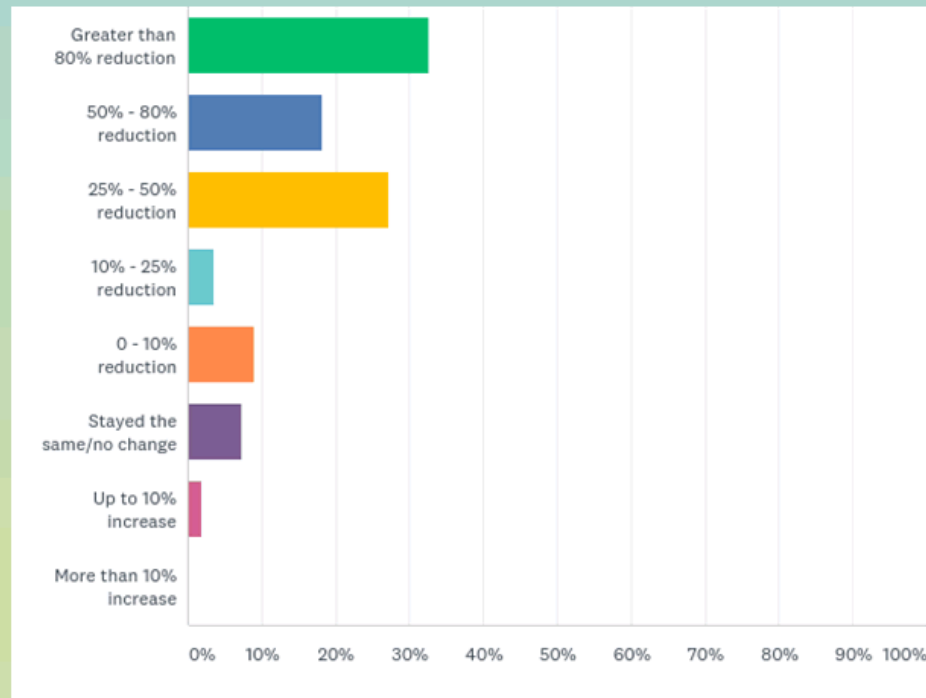
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Q5: Please identify the current top three priorities for your business/industry?



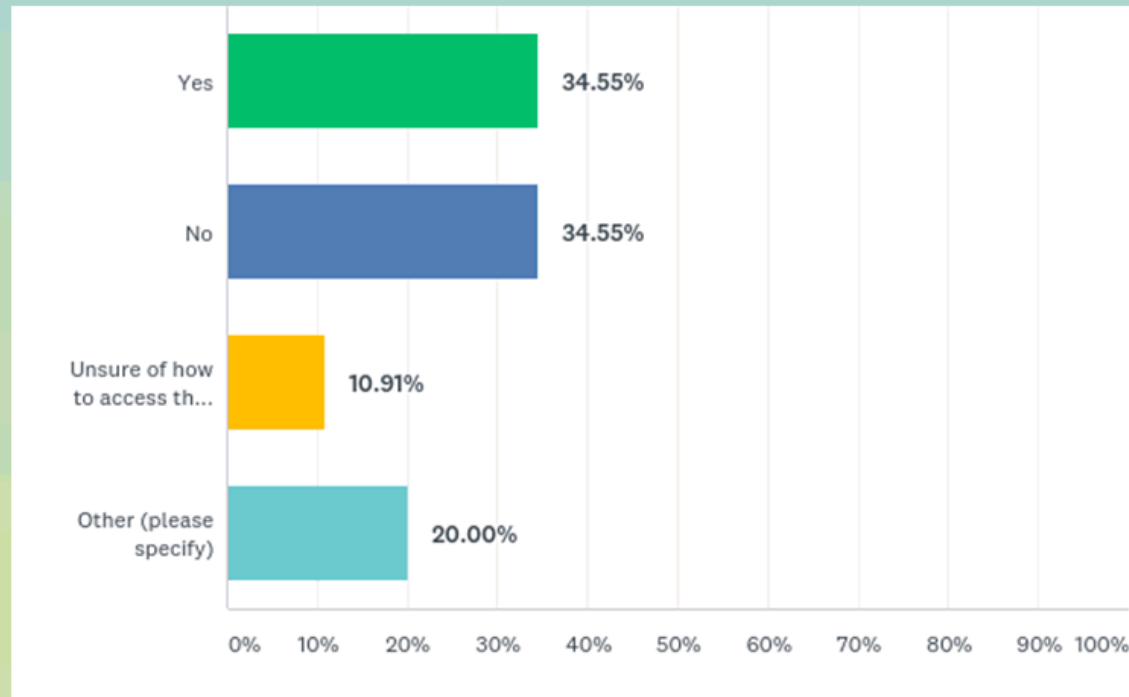
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Q6: Please provide detail regarding the predicted level of impact from the effects of COVID-19 to your business/industry?



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Q7: Has your business/industry been able to successfully access the existing Federal and State Government Stimulus package measures?



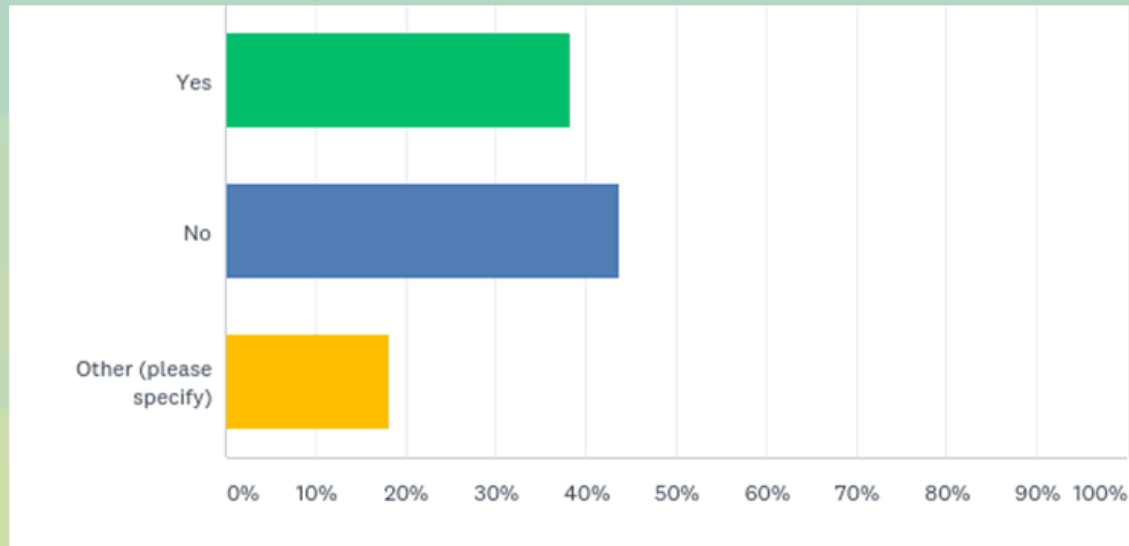
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Q7: Has your business/industry been able to successfully access the existing Federal and State Government Stimulus package measures?

- Not yet, have registered for Job Keeper but yet to hear if getting it
- Have not tried yet. I have 2 jobs, and my employer is applying which I believe means I cannot for my own business
- Unknown at this time
- Not eligible at this stage
- In the process of doing so
- We do not require as yet, but looking into it if we drop further
- In progress to see if we can

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Q8: If you answered yes to Question 7, have you identified shortfalls in the stimulus measures available to your business/industry?



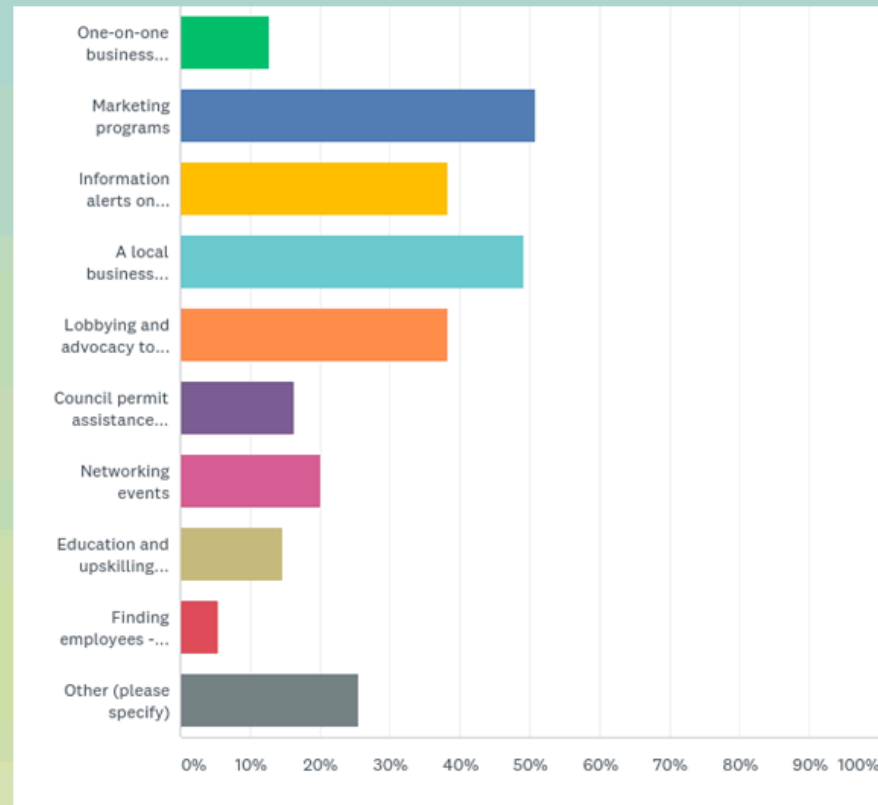
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Q8: If you answered yes to Question 7, have you identified shortfalls in the stimulus measures available to your business/industry?

- Awaiting assessment
- I am in the process of applying for Jobkeeper
- Jobkeeper / business is required to top up pay of employees up to the \$ 1,500.00 per fortnight from 30/3/20 to end of April in advance before they qualify for the assistance . This is a huge ask when business is already suffering
- We have only been able to offer Jobkeeper to one employee, one is currently going through sponsorship process, one is too young, one hadn't been with us for over 12 months and was casual

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Q9: Please identify the top three activities that would be most beneficial to your business/industry to reduce the impact from COVID-19?



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Q9: Please identify the top three activities that would be most beneficial to your business/industry to reduce the impact from COVID-19?

- Tax relief, Reduce red tape
- We just have to wait until people can move around again
- Lifting of social distancing which is beyond your control
- Opening schools and playing sports
- Marketing of the region post crisis to generate more awareness and visitation
- Working from our home premises we are doing ok
- Reduced shire rates
- vaccine for COVID19
- For my clients to stay in business
- Emergency cash assistance for Tourism based businesses
- The economy/rent assistance
- For the Shire to promote an economic development recovery strategy for the months ahead.
There is a massive tourism opportunity coming!

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Q10: Can you please briefly identify any further realistic measures that may be able to be facilitated by the Shire in order to provide additional support to your business/industry in response to the COVID-19 crisis?

- Hold on any rate increases (numerous responses related to this, MP)
- The shire could use local businesses rather than out of shire business where available.
- Rates reduction (not deferment) (numerous responses related to this, MP)
- Maybe having a small business promotional event where businesses can be featured on your website, Facebook etc to promote people to 'buy local' and support small business. Even though businesses are closed, many have adapted to online sales
- Advertising of local businesses
- To be honest there is nothing anyone can do until we are allowed to travel
- Any audio visual work/media creation/system maintenance be kept local within the shire using local businesses like ours
- Contacting local business for quotes for shire contracts
- One of our biggest expenses is our rent. We have been fortunate enough that our landlord has been kind enough to come to an agreement to reduce this cost. Thus I would hope the Shire of Mundaring would provide support for our landlords in the same process
- Help connect us to all students in the shire through including schools and home schoolers

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Q10: Can you please briefly identify any further realistic measures that may be able to be facilitated by the Shire in order to provide additional support to your business/industry in response to the COVID-19 crisis?

- We had to close our business, there is nothing at this stage the council can offer to assist. When we are allowed to open again, marketing local businesses would be great and not just those in hospitality. Thanks
- Promote businesses / services that are operating during the crisis on Shire website, celebrate the alternate methods to support them
- We are fine at the moment. Thank you
- Ongoing access to bulk hand sanitiser to help keep our staff and customers safe
- To have shire join EIA (Events Industry Association) and to hear what they have to say
- List people looking for work in the Shire and under different fields
- Some assistance in developing shire /Subcontractor relationships
- A push to shop and buy locally
- Lobbying the Govt to keep businesses open and to encourage a quick/safe reopening of any businesses that have had to shut
- The Shire are doing the best they can in these difficult times
- The business will be affected by the regional border closure from areas such as Wundowie and other Wheatbelt residents. - Due to the nature of the pharmacy as well as the micro size of the business , we won't be able to stay open to provide the service for local residents as well as provide some services and products.

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Q10: Can you please briefly identify any further realistic measures that may be able to be facilitated by the Shire in order to provide additional support to your business/industry in response to the COVID-19 crisis?

- Not really, you are a local government agency. Not much you can do apart from rate relief. The worry is the economy post Covid 19. Everyone seems to have forgotten that before anyone had ever heard of the Corona virus the economy was already looking a bit sick. That is why the RBA pretty much had interest rates at the bottom of the barrel and could only do one little 25 basis point cut when the corona crisis broke. Get back to me in 12 months.
- Our business is currently run as a home business at (xxxxx). We have started the application process for additional use so that we can diversify and fully use the property to its best potential. We would greatly appreciate any help or support from local government to help navigate us through this process
- I am not too sure what else
- Support in altering how and what goods/services we provide our customers

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Shire of Mundaring

POLICY**COMMUNITY FUNDING**

Policy Ref:	CD-02		
Adopted by:	C4.03.09	Date:	24 March 2009
Amended by:	C13.05.18	Date:	8 May 2018
Reviewed:	C5.03.19	Date:	12 March 2019
Reviewed:	C3.09.19	Date:	10 Sept 2019
Procedure Ref:	n/a	Delegation Ref:	
Statute Ref:	n/a		
Local Law Ref:	n/a		

PURPOSE

To outline the financial support provided to eligible local community groups [and local business and industry](#) through the Community Funding Program.

BACKGROUND

Council receives a range of requests for funding from local groups for a variety of sports, arts, recreation, environmental and community projects each year.

Council seeks to support groups to undertake these projects and in doing so, acknowledges the vast contribution made by local volunteers and not for profit groups to the social, cultural and economic fabric of our community.

This policy ensures that Shire funding resources are allocated in a way that is transparent, legal and equitable and that funded projects further the strategic aims and objectives of the Shire and represent responsible use of public monies.

POLICY

1. The aims of the Shire's Community Funding program are:

- To encourage the development of services, facilities and events that meet identified community needs.
- To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities.
- To provide assistance to the community to develop initiatives and services that support the Shire's Strategic Community Plan.
- To enhance the image of the Shire within the community.
- To provide a level of funding that takes into account the budgetary constraints of the Shire.

- To enable community organisations to attract other funding and in-kind support.
 - To acknowledge community organisations and volunteers for the positive contribution they make to the local community and Council's vision for the future.
 - To ensure Shire funds are distributed in an equitable and transparent manner that ensures good governance.
2. For community groups in receipt of multi-year funding from the Shire, support will be delivered in the following ways:

Four Year Service Agreements:

Service Agreements may be offered to groups who provide a service to the community. These Agreements will support groups in their operations with the services they provide closely aligned to the Shire's strategic goals. These groups are required to report six monthly against key performance indicators as agreed with the Shire. Four year Service Agreements will be reserved for groups who bring a high level return on investment. It is generally expected that these Service Agreements will be offered recurrently, provided all conditions of funding are met.

Three Year Grant Agreements:

Three year Grant Agreements may be offered to groups who have a proven track record in the delivery of their initiative. The initiatives funded at this level will be closely aligned to the Shire's strategic goals. These groups are required to report annually against key performance indicators as agreed with the Shire. It is generally expected that these three year Grant Agreements will be offered recurrently, provided all conditions of funding are met.

Annual Grant Agreements:

Grant Agreements may be offered and if approved by Council, be provided on a year by year basis. Groups in receipt of this form of funding will be required to report against agreed key performance indicators on an annual basis.

Council can consider groups progressing to a three or four year agreement if it can be demonstrated that the group is: financially sustainable, their outcomes are aligned to the Strategic Community Plan and they have the capacity to deliver services or initiatives into the future.

All Service and Grant Agreements are reviewed annually to ensure that key performance indicators and financial reporting obligations are being met. New agreements and recurrent agreements are considered by Council.

Community Grants

The Shire provides a variety of one-off community grants through the open, competitive, Community Grants Program. Guidelines pertaining to each of the following individual grants, including eligibility criteria and promotional and acquittal obligations, are made available to all prospective applicants via the website and in paper copy on request.

Community Events Grants

This grant provides funding to groups wishing to run fetes, festivals, markets, sporting/recreational carnivals, exhibitions and small performances. Assessment of applications for Community Events Grants will be undertaken by the Grants Selection Committee.

Matching Fund Grants:

This grant provides funding for projects meeting the needs of the local community. Groups must be able to match the Shire funding dollar for dollar. Funding can be used towards equipment, minor capital upgrades, promotional material and training.

Assessment of applications for Matching Fund Grants will be undertaken by the Grants Selection Committee.

Community Quick Grants:

This grant provides funding to groups for the purchase of small equipment, promotional material, training and any other small projects that benefit the community.

Assessment and allocation of funding through Community Quick Grants will be undertaken by the Chief Executive Officer.

Giving Back Volunteer Recognition Grants – Milestone Event and Volunteer Recognition Event Grants:

The Milestone Event grant provides funding to community groups to help them celebrate a significant milestone achievement.

Assessment of the Giving Back Milestone Grant will be undertaken by the Grants Selection Committee.

The Volunteer Recognition Event Grant provides funding to volunteer based organisations within the shire to support groups wishing to undertake activities and celebrations for the benefit of their members with the purpose of recognising their contribution to the group.

Assessment of Volunteer Recognition Event Grants will be undertaken by the Chief Executive Officer.

Youth Engagement Partnership Fund

The Shire works in partnership with community groups to deliver a range of programs and initiatives to local young people. The Fund provides a funding pool to community groups delivering initiatives that are aligned to the objectives of the Shire's youth services model.

Grants under \$1000 will be assessed by the Chief Executive Officer.

Grants \$1000 or greater, will be assessed by the Grants Selection Committee.

Recover Together – COVID-19 Relief and Recovery Fund

The Shire works in partnership with community groups and local business and industry, to deliver a range of programs and initiatives to assist in recovery and to build community resilience and connectedness. The Fund will provide a pool for the 2020/21 financial year to community and business led initiatives that address the impacts of the COVID-19 pandemic.

Grants \$2,500 and under will be assessed by the Chief Executive Officer, the Grants Selection Committee approve applications of between \$2,501 and \$10,000 and all grants over \$10,001 be presented to Council for approval.

GRANTS SELECTION COMMITTEE

TERMS OF REFERENCE

(Adopted 27 July 2004 – RC6.07.04)

(Amended 27 April 2010 – C5.04.10)

(Amended 9 October 2018 – C5.10.18)

Established: 2004

1. NAME

The name of the Committee is the Grants Selection Committee.

2. HEAD OF POWER

The Committee is established by Council under Section 5.9 of the *Local Government Act 1995* as a committee comprised of council members under section (2)(a).

3. DEFINITIONS

Act means the *Local Government Act 1995*.

Committee means the Grants Selection Committee.

Council means the Council of the Shire of Mundaring.

Elected Member means a Councillor of the Shire of Mundaring

4. OBJECTIVES

4.1 Allocate funds to eligible not-for-profit groups who have made an application for financial support to the Community Grants Program.

4.2 [Allocate funds to eligible not-for-profit groups based in the Shire of Mundaring or delivering services to shire residents and business or business groups located within Shire of Mundaring, who have made an application for financial support to the Recover Together – COVID-19 Relief and Recovery Fund.](#)

4.23 Build the capacity of eligible not-for-profit groups to carry out projects that have a broad community benefit.

4.34 Assist in the development of a culture of partnership between community groups and the Shire.

5. COMMITTEE STRUCTURE

5.1 The Committee shall consist of five members and two deputy members:

- Shire President; and

- One elected member from each ward.
- Two elected members to act as deputy members.

5.2 A Committee member absent from three consecutive meetings ***without leave*** shall forfeit their membership of the Committee.

5.3 The Committee is supported by the ~~Director Strategic and Community Services~~Manager Libraries and Community Engagement.

6. TERMS OF APPOINTMENT

- 6.1 Members are appointed by Council following ordinary local government elections for a term of up to two years to expire on the date of the subsequent ordinary local government elections.
- 6.2 If a member resigns prior to an ordinary local government election, Council will appoint a replacement.

7. PRESIDING PERSON

- 7.1 A presiding and deputy presiding person will be appointed at the first meeting of the Committee following ordinary local government elections.
- 7.2 The most senior employee present will preside over the meeting until the new presiding person and deputy presiding person are appointed.
- 7.3 The role of the presiding person includes:
- Overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Meeting Procedures Local Law 2015;
 - Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
 - Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

8. MEETINGS OF THE COMMITTEE

- 8.1 The Committee will meet at least two times per calendar year.
- 8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website and in local newspapers.
- 8.3 An ordinary or special meeting of the Committee is to be held:
- If called for by either the presiding person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - If so decided by the Committee; or
 - If called for by Council.

- 8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.
- 8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.
- 8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.
- 8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

9. POWERS OF THE COMMITTEE

- 9.1 The Committee is a formally appointed committee of Council and is responsible to that body.
- 9.2 The Committee has authority to allocate funding to eligible not-for-profit groups who have applied to the Community Grants Program for financial support.
- 9.3 [The Committee has authority to allocate funding to eligible not-for-profit groups and business or business groups who have applied to the Recover Together – COVID-19 Relief and Recovery Fund for financial support.](#)
- 9.3.4 Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

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10. VOTING

- 10.1 Each member of the Committee present during a meeting will have one vote.
- 10.2 The names of members voting for and against will be recorded in the minutes.

11. REVIEW OF TERMS OF REFERENCE

- 11.1 The Committee is to conduct a review of its terms of reference every two years.
- 11.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

12. TERMINATION OF THE COMMITTEE

- 12.1 The Committee can be terminated in accordance with the Act or at the discretion of Council.

7.0 CONFIDENTIAL REPORTS

Meeting Closed to Public

The Local Government Act 1995, Part 5, Section 5.23 states in part:

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.

RECOMMENDATION

That Council closes the meeting to members of the public in order to consider the confidential reports as detailed in agenda Item 7.1, pursuant to the *Local Government Act 1995*, 5.23(2) (a) as it contains information relating to a matter affecting an employee or employees.

7.1 Reports of CEO Performance Review Committee 20 July 2020

CEO Performance Review - Appointment of Facilitator

File Code	GV.MTG 6/3
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality (CEO - Mr Throssell) - report refers to CEO Performance Review process Indirect Financial (DCS - Mr Bird) - report refers to CEO Performance Review process and the CEO is responsible for the employment contract of the Director of Corporate Services.
Attachments	<ol style="list-style-type: none">1. Confidential Attachment - RFQ - Board Connexions2. Confidential Attachment - RFQ - Mapien3. Confidential Attachment - RFQ - Brainbox

Please refer to confidential item under separate cover.

CEO Performance Evaluation Framework 19/20 - Progress Report as at 26 June 2020

File Code	GV.MTG 6/2/2
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality (Mr Throssell)
Attachments	<ol style="list-style-type: none">1. CEOPRC KRA Status Report (confidential)

Please refer to confidential item under separate cover.

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 11 August 2020 at 6.30 pm in the Council Chamber.

8.2 Closure of the Meeting