

# Confirmed Minutes Special Grants Selection Committee meeting

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4 June 2024

I certify that the minutes of  
the Special Grants Selection  
Committee meeting held on 4  
June 2024 were confirmed  
on 6 August 2024.

  
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Presiding Member

## ATTENTION/DISCLAIMER

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



## CONTENTS

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<b>1.0</b>	<b>OPENING PROCEDURES</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS .....	4
1.2	ATTENDANCE/APOLOGIES .....	4
<b>2.0</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>4</b>
<b>3.0</b>	<b>DECLARATION OF INTEREST</b>	<b>5</b>
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS .....	5
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY .....	5
<b>4.0</b>	<b>PUBLIC QUESTION TIME</b>	<b>5</b>
<b>5.0</b>	<b>PRESENTATIONS</b>	<b>5</b>
5.1	DEPUTATIONS .....	5
5.2	PETITIONS .....	5
5.3	PRESENTATIONS .....	5
<b>6.0</b>	<b>REPORTS OF EMPLOYEES</b>	<b>6</b>
6.1	YOUTH ENGAGEMENT PARTNERSHIP FUND APPLICATIONS.....	6
	<b>SGSC1.06.24 .....</b>	<b>9</b>
<b>7.0</b>	<b>CLOSING PROCEDURES</b>	<b>16</b>
7.1	DATE, TIME AND PLACE OF THE NEXT MEETING .....	16
7.2	CLOSURE OF THE MEETING .....	16

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

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**1.0 OPENING PROCEDURES**

The Presiding Person declared the meeting open at 5.15pm.

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**

Nil.

**1.2 Attendance/Apologies**

<b>Members</b>	Cr Luke Ellery (Presiding Person)	South Ward
	Cr Neridah Zlatnik (Deputy Presiding Person)	East Ward
	Cr Prapti Mehta	Central Ward
	President Paige McNeil	Shire President
<b>Staff</b>	Megan Griffiths	Director Strategic & Community Services
	Annalise Pengelly	Project Officer Community Engagement
	Paula Heath	Minute Secretary
<b>Apologies</b>	Shannon Foster	Manager Libraries, Communications & Engagement
	Cr Karen Beale	West Ward
<b>Absent</b>	Nil	
<b>Guests</b>	Nil	
<b>Members of the Public</b>	Amanda Lightman-Jones	Darlington Theatre Players
	Luke Miller	Darlington Theatre Players
<b>Members of the Press</b>	Nil	

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

### **3.0 DECLARATION OF INTEREST**

#### **3.1 Declaration of Financial Interest and Proximity Interests**

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*).

Nil.

### **4.0 PUBLIC QUESTION TIME**

Nil.

### **5.0 PRESENTATIONS**

#### **5.1 Deputations**

Luke Miller                      Item 6.1      Youth Engagement Partnership Fund Applications

#### **5.2 Petitions**

Nil.

#### **5.3 Presentations**

Nil.

## 6.0 REPORTS OF EMPLOYEES

### 6.1 Youth Engagement Partnership Fund Applications

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<b>File Code</b>	GS.COM 2.08
<b>Author</b>	Annalise Pengelly, Project Officer Community Engagement
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Youth Engagement Partnership Fund Report

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#### **PURPOSE**

To consider an application for a Youth Engagement Partnership Fund grant from Darlington Theatre Players for an amount of \$15,000.

#### **BACKGROUND**

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

Eligible community groups can apply for up to \$25,000 in funding with a maximum of \$15,000 able to be attributed to salary costs.

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

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

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

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

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

The application to be considered by the Committee is from Darlington Theatre Players for an amount of \$15,000.

### **STATUTORY / LEGAL IMPLICATIONS**

The Grants Selection Committee has the authority to allocate funding to eligible not for profit groups who have applied to the Community Grants Program, which includes the Youth Engagement Partnership Fund.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

The 2023/2024 Youth Engagement Partnership Fund grant program has a total budget allocation of \$37,030. Previous applications have seen \$23,051.10 awarded to community groups with \$13,978.90 remaining in the budget for this financial year. The grant program has now closed.

Darlington Theatre Players are seeking \$15,000, which exceeds the funding available. The group have been advised of this and have confirmed that they will cover the remaining costs from their own funds.

### **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

### **SUSTAINABILITY IMPLICATIONS**

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**

<b>Risk:</b> <u>Reputation</u> – Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through ongoing and periodic review of the program.		

<b>Risk:</b> <u>Financial</u> – The risk of funds mismanagement by grant recipients.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The risk is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event.		

<b>Risk:</b> <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.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through not awarding grants to groups that do not meet the assessment criteria.		

## EXTERNAL CONSULTATION

Consultation was undertaken with the applicant group and referees as required.

## COMMENT

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

The application met the eligibility and limitation requirements as outlined in the grant guidelines.

Darlington Theatre Players seek funds to facilitate the production of two Youth Showcases, provide technical training to young people and upgrade their sound and lighting infrastructure.

The table below illustrates the applicant program and how it addresses the objectives of the youth service model. Each objective is rated on a scale of one to three ticks. The application of one tick is associated with meeting the objective whilst three ticks demonstrates exceeding the required outcomes.

<b>Youth Model Objectives</b>	<b>Darlington Theatre Players</b>
Improve young people's access to a broad spectrum of services across the Shire, particularly young people living in the Outer Eastern Region and closer to Mundaring.	✓ ✓
Provide opportunities for young people to connect with and contribute to the broader community	✓ ✓ ✓
Provide activities that enable young people to explore their interests and participate in learning opportunities.	✓ ✓
Encourage young people to be physically and mentally healthy	✓ ✓



<b>Youth Model Objectives</b>	<b>Darlington Theatre Players</b>
Develop resilience in young people and empower them to make quality decisions about their health and wellbeing	✓
Engage young people in the planning and delivery of activities where appropriate.	✓ ✓
Engage young people in teamwork opportunities.	✓
Work collaboratively with youth based organisations to plan and deliver youth services and activities	✓ ✓
Ensure all local youth based organisations are included in networking activities and meetings.	✓ ✓
Ensure the Shire's youth services complement and where possible, add value to existing youth services.	✓ ✓
Grow funds through the development of grant submissions in partnership with other local and youth based organisations	
Ensure the opportunities and services available to young people are well publicised across the Shire.	✓ ✓
Provide opportunities for peer learning and support.	✓ ✓ ✓
Support and / or initiate study support initiatives.	✓

The Darlington Theatre Players has demonstrated meeting various aspects of the youth services model objectives.

### **VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE DECISION</b>	<b>SGSC1.06.24</b>
<b>OFFICER RECOMMENDATION</b>	
Moved by                      Cr Mehta                      Seconded by                      Cr Zlatnik	
That the Committee awards a Youth Engagement Partnership Fund grant to a total value of \$13,978.90 to Darlington Theatre Players.	
<b>CARRIED 4/0</b>	
<b>For:</b> Pres McNeil, Cr Ellery, Cr Mehta and Cr Zlatnik	
<b>Against:</b> Nil	

**Youth Engagement Partnership Fund Assessment against Selection Criteria**

The 2023/2024 Youth Engagement Partnership Fund grant program has a budget of \$37,030. During this financial year, one previous application was received and presented at the Grants Selection Committee on 16 April 2024. At this meeting the Committee awarded \$23,051.10 to the applicant (GSC3.04.24).

Applications to the YEPF grant program closed on 30 April 2024 and one additional application seeking funds of \$15,000 has been received. There is \$13,978.90 remaining in the budget for this financial year.

The application is summarised below:

**Applicant Group:** Darlington Theatre Players  
**Project:** Youth Production - Showcase 2024 and MYTh Tech. program

**1. Meets eligibility requirements?**  
 Yes

**2. Applicant Grant History**

Year	Grant	Purpose	Amount
2022/2023	Youth Engagement Partnership Fund	Youth production and MYTh Tech Program	\$13,655.20
2018/2019	Youth Engagement Partnership Fund	Facilitate a youth program	\$9,552.00

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

**Strategic Community Plan 2020/2030**  
 Goal 1: Community  
 Objective 1.1 Healthy, safe, sustainable and resilient community.  
 Objective 1.1.2 Provision and support for arts, culture and events.  
 Objective 1.1.4 Support community collaboration and community-led initiatives and activities.  
 Objective 1.3.2 Provide and support family and children’s facilities and activities.

**Youth Informing Strategy**  
Youth connections – The activity will provide an opportunity for young people to connect with their community and peers.  
Partnerships – Darlington Theatre Players are working collaboratively with WAAPA students, Global Creatures Australia, existing members of the Darlington Theatre Players, The Independent Theatre Association of Western

Australia, MYTh and MYTh Tech graduates.

Skill development – Gain technical knowledge of theatre productions including (Stage Management, Set and Costume Design and Construction, Sound and Lighting)

Peer support – Enabling opportunities to feel a sense of belonging to the theatre world, encourages the young people to upskill their knowledge and to collaborate with a wide variety of people with various skills.

#### **Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Building and maintaining safe places to live, work and play.

Objective 6: Engage with and support our young people and wider community to become more connected.

6.3 Provide grant funding to community groups and organisations that deliver programs and activities for young people.

#### **4. Brief Description of Project**

Darlington Theatre Players seek funds to facilitate the production of two Youth Showcases, provide technical training to young people and upgrade their sound and lighting infrastructure.

Young people will participate and perform in two Darlington Theatre Player's MYTh Showcases. During these productions a cast of young performers will be trained in the conventions of musical theatre and technical aspects. Youth participants will be taught rehearsal and direction processes and apply the performance, skills and technical training (stage management, set and costume design and construction, sound and lighting) to two live performances.

Upgrading the current systems at Marloo Theatre will allow for the provision of technical training that is much needed in the Perth theatrical community. The technical training will be in the form of two hour workshops held on Saturdays during the school terms, with extra tuition being provided in the lead up to the productions. These workshops will be facilitated by a range of volunteers internally from the Darlington Theatre Players group as well as inviting guests from within the Perth community and professional theatre scenes.

The training will consist of upskilling young people on the following: how to correctly use and manage sound, lighting and audio equipment, such as stage headset microphones, sound mixing and editing, sound and lighting software as well as the design theory behind stage management, stage lighting, fixtures, basic rigging and plotting, set and costume design and stage construction. Upgrading the current systems to include 'moving' lighting LED fixtures and speakers will ensure all participants are receiving up-to-date training in contemporary technologies. This training will equip the young people involved to have the necessary skills for the upcoming production as well as other relevant performances.

Providing this technical training will enable young performers to stage manage and work backstage with confidence and autonomy and to design and construct their own costumes and sets. This will lead to the end production developed and run by a higher percentage of young people. Providing technical training is vital to the long term sustainability of the current MYTh

program and the longevity of the arts and cultural resource within the theatre community.

**5. Activities to be funded by this grant**

- Rehearsal space rental
- LED zoom lights (coloured and white lights)
- Lighting cables and clamps
- Cast and Crew production T-shirts
- Costumes (school dresses, trousers and shirts)
- Stage makeup and brushes
- Paint for set design
- Plywood for set construction

**6. Community Consultation/Benefit**

Darlington Theatre Players consulted current members of the program in what they would like to see in the program moving forward. After a highly successful run of a play in 2022 and a musical in 2023, there is identified considerable interest in a youth musical in 2024 and interest in building technical skills alongside performance skills. Marloo Youth Theatre have enquired with the young people of the program about the interest within the current group around continuing technical skills expansion and updating technology within the theatre which led to an overwhelming outcry for training within the 13-18 year old group. All of the young people who recently participated in the technical side of the musical production in 2023 expressed a desire to continue to learn more about the design elements of lighting, sound, set construction, costume design, and the complexities of stage management and direction. In addition, other young people have expressed interest in joining the Youth program, particularly with technical skill development in mind.

The community support for this program has been evidenced by:

- An increased two year 'waiting list' for the program
- Parent Testimonies
- Verbal testimonies by patrons of Marloo Theatre
- Ongoing articles in the Darlington Review - Identified need in the community to train young people in technical aspects of theatre.

Within the Perth community theatre scene, there has been an identified need for technicians within the local neighbouring theatres (Garrick Theatre and Kalamunda Dramatic Society) repeatedly putting the call out for lighting and sound operators and those able to design and construct sets. There are only two current lighting designers and operators. This training will not only provide opportunity to expand the skills of the young people within Darlington Theatre Players, but will also provide assistance to other clubs. There is a lack of trained and experienced technical staff and an urgent need to find the next generation of production creatives. Technicians are integral to the performance.

**7. Access and Inclusion**

Marloo Youth Theatre is accessible by any youth aged 12-18, provided the group has the space for them to participate in the program. Three of the leaders of the program are Secondary Teachers, one is a Primary School

Teacher, and one is a Primary School Educational Assistant. The sixth member works in a school environment. As such, the leaders have highly effective, tried and tested scaffolding and instructional strategies that enable them to deliver the program to include all learning styles and types and learning disabilities.

**8. Project Plan and Timeline**

Upgrade of equipment: 28/06/2024 - 31/01/2025

Technical training: 16/07/2024 - 31/03/2025

Preparation for showcases and other performances: 16/07/2024 - 31/03/2025

Showcase 1: 10/08/2024 - 10/08/2024

Showcase 2: 14/12/2024 - 14/12/2024

**9. Risks Identified and Managed**

Participants in the proposed program have already been screened for their capacity to engage in the proposed activities and have been deemed suitable to participate in the technical training. Specific risks pertaining to each area of the proposed program will be addressed during the program, prior to the commencement of each activity. MYTh team leaders (Four of whom are qualified teachers, one is an educational assistant and one of which is an experienced technician who also works in a school context) will be present throughout any activities undertaken by outside providers. The MYTh leaders all possess current and valid WWCC. Any external volunteers will be appropriately screened and workshops will be fully supervised by the MYTh Leaders when external providers are in attendance.

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

- In print: August and December Showcases, acknowledgement in YouthFest entry, Media release to the Darlington Review, On the pin-up board in the theatre foyer; social media, email out to all parents of participating MYTh members.
- Verbally: August and December Showcase opening address, Marloo Theatre Presentation and awards night, General Meeting, AGM and incidentally across communications with parents, and community members.

**11. Demonstrated success of the project**

- Upskill young people to be able to use theatrical technical equipment proficiently.
- Through the learnt skills support the local community in local events.
- Build positive relationships and networks of young people between themselves and the wider theatre community.
- Increase the number of trained professional theatre technicians within Shire of Mundaring and broader Perth community.
- Work on a production set.
- Participate in a performance to the residents of the Shire of Mundaring.
- Provide opportunity for youth networking that intent to pursue a career in the performing arts.

**12. Event Budget**

The total budget is \$25,480. The applicant is seeking \$15,000 from Shire of Mundaring, 58.9% of the budget. Darlington Theatre Players have been advised that there is a maximum of \$13,978.90 available in the YEPF budget for the 2023/24 financial year and they have stated they will cover the remaining costs of the program from their own funds.

Note that the Lotterywest grant has not be applied for and has not been costed out hence the below expenditure total and income total not matching. It is intended that the Lotterywest grant will lead to an enhancement of the proposed program.

A breakdown of the budget relating to Shire funding is provided in the table below.

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>	<b>Notes</b>
Membership Fees	\$480.00	Brown Park Rental	\$957.60	Rehearsal Space
YEPF Grant	\$15,000.00	LED white Zoom lights	\$5,694.00	
LotteryWest Grant	\$10,000.00	LED colour Zoom lights	\$4,796.00	
		Lighting cables and clamps	\$960.00	
		T-shirts	\$729.40	Cast and crew t-shirts.
		Costumes	\$750.00	Trousers
		Costumes	\$400.00	School dresses
		Costumes	\$600.00	Shirts
		Stage Makeup	\$605.00	
		Stage Makeup brushes	\$952.00	
		paint	\$679.00	Paints for sets
		plywood	\$390.00	For set construction
<b>Total:</b>	\$25,480.00	<b>Total:</b>	\$16,721.00	

**13. Project Officer Community Engagement Comments:**

Darlington Theatre Players proposed application is aligned with the objectives of the Youth Engagement Partnership Fund (YEPF) having a strong focus on skill development, youth connections, supporting local young people and sustainability, which are the core objectives of YEPF funding.

The group have identified there is a community need to increase the number of young people with the technical skills and knowledge of theatre production. This also provides an opportunity for participants to build their networks to assist in their endeavours to pursue a career in the performing arts.

To support Darlington Theatre Players to deliver a sustainable program for young people will increase the potential for future volunteerism in the shire, as the participants remain connected to the theatre group.

**14. Recommendation**

That in line with the budget remaining in the Youth Engagement Partnership Fund a grant to the value of \$13,978.90 be awarded to the applicant.

## **7.0 CLOSING PROCEDURES**

### **7.1 Date, Time and Place of the Next Meeting**

The next Grants Selection Committee meeting is scheduled to be held on Tuesday 6 August 2024 at 5.15pm.

### **7.2 Closure of the Meeting**

The Presiding Person declared the meeting closed at 5.34pm.