

## **PROCESS & GOVERNANCE REPORT**

Attachment to Council Reports:

18/24859 CONFIDENTIAL – CEO – Industry and Economy Growth- Panel Assessment Report  
18/24857 CONFIDENTIAL – CEO – Events Kick Starter Grant - Panel Assessment Report  
18/24856 CONFIDENTIAL – CEO – Business Support Grant - Panel Assessment Report  
18/24853 CONFIDENTIAL – CEO – Business Growth or Establishment - Panel Assessment Report

## **BUSINESS AND TOURISM INNOVATION GRANTS**

### **Purpose**

The purpose of this attachment is to describe the process for the allocation of funding from Council's Business and Tourism Innovation Grants.

### **Background**

Council adopted the Business and Tourism Innovation Grants Policy at its January Ordinary Meeting and the first round opened on 14 February 2018. The objective of the fund is to grow businesses, start businesses and support sustainable events that grow tourism.

### **Discussion**

One information session and three one to one sessions were offered to businesses considering applying for funding, which led to engagement with 19 organisations. A further 11 phone discussions were held.

Officers received 27 applications by the closing date for a total of \$712,888.10 over the four streams. The panel recommend the following allocations:

<b>Business Support Grants</b>	\$15,731.20
<b>Business Growth or Establishment Grants</b>	\$75,000.00
<b>Industry and Economy Growth Grants</b>	\$150,000.00
<b>Events Kickstarter Grants</b>	\$24,000.00
<b>TOTAL</b>	<b>\$264,731.20</b>

A skills based evaluation panel was assembled, and this panel has assessed all applications and made its recommendation to Council as follows in the confidential attachments.

The Panel convened on **28 March 2018** and consisted of:

### **Stuart McConnell**

Stuart is the General Manager Infrastructure Assets – Murrindindi Shire Council and was the Chair of the Evaluation Panel.

### **Bronwyn Chapman**

Bronwyn is a Civil Engineer with extensive experience working both in the academic and local government sectors.

Bronwyn is currently the Executive Officer of the Goulburn Broken Greenhouse Alliance and brings to the panel skills in sustainability, commercialised approaches to government programs and good governance.

### **Stephen Rees**

Having returned from England working as a Site Engineer for a civil engineering company, Stephen and his brother set up and operated a successful real estate agency in Wangaratta. Over the 22 years that followed the company became one Wangaratta's leading estate agencies selling over 3,000 properties and managing 430 rental properties in 2016.

Having sold his business last year, Stephen is currently completing the last module of a Residential Skills Set course for the Advanced Diploma of Building Surveying. Stephen has been volunteering in the Building Unit at Murrindindi Shire Council - 2 days a week and Alpine Building Permits & Consultants in order to gain work experience in the industry. Since completion of the panel Stephen has been employed as a Building Cadet with Murrindindi Shire Council.

### **Steven Cecil**

Steven has managed due diligence processes for public and private companies engaged in the sale and acquisition of various business enterprises across diverse industry Groups including agribusiness, manufacturing, construction, property, packaging.

Steve has a strong background in advising public and private companies on issues around bank financing, including new debt facilities, restructure of existing facilities, strategies to deal with banking covenant breaches, structuring Property Joint Venture vehicles. Steve has assisted clients in reducing cost structures and overheads in various business sectors.

**Shivaun Brown** - Manager Development Services was present to keep records and provide information and support as required.

One week prior to the meeting the panel received an information pack including:

1. Background and evaluation information (policy, guidelines, FAQs, scoring spreadsheet)
2. All applications and supporting information

The agenda for the meeting was provided, and accepted, as:

1. Discussion of agenda and process
  - a. Context of grants program, process for the day, where to from here
  - b. Any issues emerging and any Conflict of Interest
  - c. How we will score individual applications and how we will prioritise across all streams of funding
2. Business Support Grants and Events Kick Starter Grants evaluation
3. Business Growth or Establishment Grants evaluation
4. Industry and Economy Growth Grants evaluation
5. Prioritising the applications

The following criteria were used to evaluate the applications:

#### **Business Support Grants**

- Demonstrated alignment with the Council Plan 2017-2021
- Demonstrated ability of the project to support new business and/or grow existing business
- Demonstrated ability of the applicant to successfully deliver the project

**Six applications for a total of \$11731.20 were received.**

#### **Business Growth or Establishment Grants**

- Demonstrated alignment with the Council Plan 2017-2021
- Demonstrated ability of the project to support new business and/or grow existing business
- Demonstrated ability of the applicant to successfully deliver the project

#### **Industry and Economy Growth Grants**

- Demonstrated alignment with the Council Plan 2017-2021
- Financial viability of initiative
- Capability to deliver

- Employment and investment impact

#### **Events Kickstarter Grants**

- Demonstrated alignment with the Council Plan 2017-2021 and Council's key product, experience or marketing strengths
- Event financial viability and sustainability
- Capability to deliver
- Employment and visitation impact

#### **Major events Leveraging Fund**

(There were no applications to this funding stream)

The recommendations of the panel will be made at the May 2018 Ordinary Meeting of Council. The agenda items will be made via confidential report pursuant to *The Local Government Act 1989* section 89(2) allows Council to consider confidential information. The following report has been considered confidential under section 89 (2d) - contractual matters.