



# AGENDA

SPECIAL COUNCIL MEETING

23 OCTOBER 2023

**SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA****23 OCTOBER 2023****NOTICE TO ALL COUNCILLORS**

**An Ordinary Meeting of Council is called for Monday 23 October 2023 commencing at 9:30am in the Council Chamber, Hampton Road, Northampton.**



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**Andrew Campbell  
CHIEF EXECUTIVE OFFICER**

16 October 2023

**DISCLAIMER**

**No responsibility whatsoever is implied or accepted by the Shire of Northampton for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northampton disclaims any liability for any loss whatsoever and howsoever caused arising out of a reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council/Committee meetings, discussions or any decision recorded in the unconfirmed minutes of Council or Committee's of Council. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that persons or legal entity's own risk.**

**In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for licence, any statement, limitation or approval made by a member or officer of the Shire of Northampton during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northampton. The Shire of Northampton warns that anyone who has lodged an application with the Shire of Northampton must obtain and should only rely on Written Confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northampton in respect of the application.**

**SHIRE OF NORTHAMPTON COUNCIL MEETING MONDAY  
23 OCTOBER 2023 TO BE HELD IN THE COUNCIL  
CHAMBERS, HAMPTON ROAD, NORTHAMPTON  
COMMENCING AT 9:30AM**

**AGENDA**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:**

**As the terms of the Shire President and Deputy Shire President have expired, the Chief Executive Officer will conduct the initial stages of the meeting.**

**SWEARING IN OF NEW COUNCILLORS**

**New Councillors to be sworn in by Andrew Campbell, Chief Executive Officer prior at the commencement of the meeting and election of the Shire President and Deputy Shire President will occur thereafter.**

**2. ELECTION OF SHIRE PRESIDENT AND DEPUTY SHIRE PRESIDENT:**

**2.1 ELECTION OF SHIRE PRESIDENT:**

2.1.1 Call for nominations for position of Shire President.

2.1.2 Written nominations for position of Shire President close.

2.1.3 Candidates to address Council. (In person or pre-recorded)

2.1.4 Election of Shire President.

**2.1.5 Election of Shire President for a 2 Year Term to 2025**

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	13 October 2023
<b>DECLARATION OF INTEREST:</b>	Nil

**BACKGROUND:**

After the Council election on 16 October 2021, Councillor Sudlow was elected as Shire President for a period of two years ending on 20 October 2023.

The Council is now required to elect a Shire President from among its members for a two year term ending on the third Saturday in October 2025.

**PUBLIC CONSULTATION:**

Nil.

**COMMENT (Includes Options):**

If there is more than one nomination, an election (by secret ballot) will be conducted by the Chief Executive Officer.

Candidates will be provided with the opportunity to address the Council prior to the vote being taken for a maximum of five minutes. Any competing candidate will be asked to vacate the room whilst another candidate is speaking.

**STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* sets out the requirements to elect a Shire President. Optional Preferential voting applies.

**POLICY / STRATEGIC IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The 2023/24 budget allows for expenses of the Shire President.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: Simple Majority by Secret Ballot**

**The Councillor elected as Shire President is to make a declaration in the prescribed form.**

**2.2 ELECTION OF DEPUTY SHIRE PRESIDENT:**

2.2.1 Call for nominations for position of Deputy Shire President.

2.2.2 Written nominations for position of Deputy Shire President close.

2.2.3 Candidates to address Council. (In person or pre-recorded)

2.2.4 Election of Deputy Shire President.

**2.2.5 Election of Deputy Shire President for 2 Year Term 2025**

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	13 October 2023
<b>DECLARATION OF INTEREST:</b>	Nil

**BACKGROUND:**

After the Council election on 16 October 2021, Councillor Horstman was elected as Deputy Shire President for a period of two years ending on 20 October 2023.

The Council is to now elect a Deputy President from among its members for a two year term ending on the third Saturday in October 2025.

**CONSULTATION:**

Nil.

**COMMENT (Includes Options):**

If there is more than one nomination, an election (by secret ballot) will be conducted.

Candidates will be provided with the opportunity to address the Council prior to the vote being taken for a maximum of five minutes. Any competing candidate will be asked to vacate the room whilst another candidate is speaking.

**STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* sets out the requirements to elect a Shire President. Optional Preferential voting applies.

**POLICY / STRATEGIC IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The 2023/24 budget allows for expenses of the Deputy Shire President.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: Simple Majority By Secret Ballot**

**The Councillor elected as Deputy Shire President is to make a declaration in the prescribed form.**

**The newly elected Shire President will at this point assume the Chair and conduct the balance of the meeting.**

**3. ANNOUNCEMENTS BY THE PRESIDENT:**Acknowledgement of Country

We would like to respectfully acknowledge the Yamatji People who are the Traditional Owners and First People of the land on which we meet. We would like to pay our respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of the Yamatji People.

**4. ATTENDANCE:**

3.1 Apologies:

3.2 Approved Leave of Absence:

**5. DECLARATIONS OF INTEREST:**

*[Part 5, Division 6 of the Local Government Act 1995 requires that a member must disclose the interest of the member and the nature of the interest in writing before the meeting or immediately before the matter is discussed.]*

**6. OFFICERS' REPORTS:**

<b>MAJORITY</b>	<b>ITEM</b>	<b>COUNCIL OFFICERS' REPORTS</b>	<b>Page No.</b>
<b>OFFICE OF THE CEO</b>			
<b>ABSOLUTE</b>	<b>9.1.1</b>	<b>Proposed Councillor Appointments to the Chief Executive Officer Review Advisory Committee</b>	<b>7</b>
<b>ABSOLUTE</b>	<b>9.1.2</b>	<b>Proposed Councillor Appointments to the Audit and Risk Management Advisory Committee</b>	<b>10</b>
<b>ABSOLUTE</b>	<b>9.1.3</b>	<b>Proposed Appointment of Councillors and Employees to the Access and Inclusion Advisory Committee</b>	<b>13</b>
<b>ABSOLUTE</b>	<b>9.1.4</b>	<b>Proposed Appointment of Councillors and Employees to the Community Grants Advisory Committee</b>	<b>16</b>

### ITEM 9.1.1: Proposed Councillor Appointments to the Chief Executive Officer Review Advisory Committee

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	4.1.14
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	13 October 2023
<b>DECLARATION OF INTEREST:</b>	Nil

#### BACKGROUND:

On 15 September 2023 Council adopted the Terms of Reference for the Chief Executive Officer Review Advisory Committee. The Terms of Reference are as follows:

<b>CHIEF EXECUTIVE OFFICER REVIEW ADVISORY COMMITTEE TERMS OF REFERENCE</b>	
<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	Shire President and 3 Councillors (Total 4)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 2 members
<b>Term of Appointment:</b>	2 years to 17 October 2025
<b>Officer Responsible:</b>	Chief Executive Officer
<b>Meetings:</b>	Annually
<b>Reporting:</b>	Direct to Council
<b>Delegated Power:</b>	Nil
<b><u>FUNCTIONS OF COMMITTEE</u></b>	
<ol style="list-style-type: none"> <li>1. To review the progress and performance of the Chief Executive Officer against pre-determined performance criteria.</li> <li>2. In collaboration with the Chief Executive Officer establish new performance criteria as agreed.</li> <li>3. In agreement with the Chief Executive Officer establish goals related to target outcomes for future achievement in performance criteria.</li> <li>4. Oversee the appointment process and recommendation to Council of a new Chief Executive Officer.</li> </ol>	
<b><u>CURRENT MEMBERS FROM 21 OCTOBER 2023</u></b>	
	<b>Shire President</b>
	<b>Councillor</b>
	<b>Councillor</b>
	<b>Councillor</b>



The purpose of this report is for Council to consider appointing Councillors to the Chief Executive Officer Review Advisory Committee.

### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

### **COMMENT (Includes Options):**

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

Council should consider appointment of Councillors to the the Chief Executive Officer Review Advisory Committee as soon as possible as there is relevant business for this committee prior to the end of 2023.

### **STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of the position of Chief Executive Officer in a Local Government organisation in Western Australia.

### **POLICY / STRATEGIC IMPLICATIONS:**

The Chief Executive Officer Review Advisory Committee will enable a collaborative connection between Council and the performance of the Chief Executive Officer.

### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Level 3 – Moderate mainly based on non-compliance.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

**FINANCIAL IMPLICATIONS:**

Minor financial consequences may occur from the payment of meeting fees to committee members however this is considered not material to the overall budget.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council appoint the following Councillors to the Chief Executive Officer Review Advisory Committee until 17 October 2025:**

\_\_\_\_\_ **SHIRE PRESIDENT**

\_\_\_\_\_ **COUNCILLOR**

\_\_\_\_\_ **COUNCILLOR**

\_\_\_\_\_ **COUNCILLOR**

**ATTACHMENTS**

1. Nil.

**APPENDICES**

1. Nil.

## ITEM 9.1.2: Proposed Councillor Appointments to the Audit and Risk Management Advisory Committee

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	4.1.14
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	13 October 2023
<b>DECLARATION OF INTEREST:</b>	Nil

### BACKGROUND:

On 15 September 2023 Council adopted the Terms of Reference for the Audit and Risk Advisory Committee. The Terms of Reference are as follows:

<b>AUDIT AND RISK ADVISORY COMMITTEE TERMS OF REFERENCE</b>	
<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	4 Councillors (Senior employees cannot be members but may attend in an advisory capacity)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	2 Councillors
<b>Term of Appointment:</b>	2 years to 21 October 2023
<b>Officer Responsible:</b>	Executive Manager Corporate Services
<b>Meetings:</b>	At least every 6 months
<b>Reporting:</b>	Direct to Council
<b><u>FUNCTIONS OF COMMITTEE</u></b>	
The Committee has a statutory function to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under the <i>Local Government Act 1995</i> .	
In addition, the Audit Committee undertakes:	
<ul style="list-style-type: none"> <li>a) Management of the audit process.</li> <li>b) Discussion of audit outcomes.</li> <li>c) Monitoring action taken on audit reports.</li> <li>d) Preparation of annual report on audit function.</li> <li>e) Review of the Statutory Compliance Return.</li> <li>f) Oversight of organisational risk.</li> </ul>	
<b><u>MEMBERS FROM 15 SEPTEMBER 2023</u></b>	
Liz Sudlow	Councillor
Roslyn Suckling	Councillor
Tim Hay	Councillor
Rob Horstman	Councillor

After an ordinary Council election all appointments to Council Committees are spilled and Committee Members must be reappointed.

#### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

#### **COMMENT (Includes Options):**

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

It is recommended that Council re-establish the membership of the Audit and Risk Advisory Committee.

#### **STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* and subsidiary legislation prescribe the statutory requirements that deal with audit and risk functions in Local Government organisations in Western Australia.

#### **POLICY / STRATEGIC IMPLICATIONS:**

The Audit and Risk Advisory Committee is an important part of the operation of a local government organisation. It is essential that Council retains oversight of the business of the organisation and an Audit and Risk Advisory Committee fulfils this obligation.

#### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Level 4 – Major mainly based on non-compliance and reputation.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

**FINANCIAL IMPLICATIONS:**

As an Audit Committee exists, there is not expected to be any additional costs associated with the proposal.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

That Council appoint the following members to the Audit and Risk Advisory Committee until 17 October 2025.

\_\_\_\_\_ COUNCILLOR

\_\_\_\_\_ COUNCILLOR

\_\_\_\_\_ COUNCILLOR

\_\_\_\_\_ COUNCILLOR

**ATTACHMENTS**

1. Nil

**APPENDICES**

1. Nil.

### ITEM 9.1.3: Proposed Appointment of Councillors and Employees to the Access and Inclusion Advisory Committee

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	4.1.14
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	10 October 2023
<b>DECLARATION OF INTEREST:</b>	Nil

#### BACKGROUND:

On 15 September 2023 Council adopted the Terms of Reference for the Access and Inclusion Advisory Committee. The Terms of Reference are as follows:

<b>ACCESS AND INCLUSION ADVISORY COMMITTEE TERMS OF REFERENCE</b>	
<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Principal Building Surveyor  (Total 3)
<b>Quorum:</b>	At least 2
<b>Term of Appointment:</b>	Until 21 October 2023
<b>Officer Responsible:</b>	Principal Building Surveyor
<b>Meetings:</b>	Every 6 months
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil
<b><u>FUNCTIONS OF COMMITTEE</u></b>	
<ol style="list-style-type: none"> <li>1. Develop and review the Shire of Northampton's Access and Inclusion Plan;</li> <li>2. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Northampton;</li> <li>3. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire;</li> <li>4. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of the local communities; and</li> <li>5. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Northampton's Access and Inclusion Plan.</li> </ol>	
<b><u>MEMBERS 15 SEPTEMBER 2023</u></b>	
Roslyn Suckling	Councillor
Trevor Gibb	Councillor
Trevor Brandy	Principal Building Surveyor

After an ordinary Council election all appointments to Council Committees are spilled and Committee Members must be reappointed.

### **PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

### **COMMENT (Includes Options):**

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

It is recommended that Council re-establish the membership of the Audit and Risk Advisory Committee.

### **STATUTORY ENVIRONMENT:**

Various pieces of legislation prescribe the statutory requirements that deal with access and inclusion functions in Local Government organisations in Western Australia.

### **POLICY / STRATEGIC IMPLICATIONS:**

An Access and Inclusion Advisory Committee is an important component of the operation of a local government organisation. The committee provides oversight to considerations often overlooked in local government business.

### **ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Level 2 – Minor mainly based on non-compliance and reputation.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

### **FINANCIAL IMPLICATIONS:**

As a Disability Services Committee exists, there is not expected to be any additional costs associated with the proposal.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council appoint the following members to the Audit and Risk Advisory Committee until 17 October 2025.**

\_\_\_\_\_ **COUNCILLOR**

\_\_\_\_\_ **COUNCILLOR**

**TREVOR BRANDY**

**PRINCIPAL BUILDING  
SURVEYOR**

**ATTACHMENTS**

1. Nil.

**APPENDICES**

1. Nil.



### ITEM 9.1.4: Proposed Appointment of Councillors and Employees to the Community Grants Advisory Committee

<b>PROPONENT:</b>	Chief Executive Officer
<b>OWNER:</b>	Shire of Northampton
<b>LOCATION / ADDRESS:</b>	Whole of Shire
<b>ZONE:</b>	All
<b>BUSINESS AREA:</b>	Office of CEO
<b>FILE REFERENCE:</b>	4.1.14
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Andrew Campbell
<b>APPROVING OFFICER:</b>	Andrew Campbell
<b>DATE OF REPORT:</b>	5 September 2023
<b>DECLARATION OF INTEREST:</b>	Nil

#### BACKGROUND:

On 15 September 2023 Council adopted the Terms of Reference for the Access and Inclusion Advisory Committee. The Terms of Reference are as follows:

<b>COMMUNITY GRANTS ADVISORY COMMITTEE TERMS OF REFERENCE</b>	
<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	3 Councillors Chief Executive Officer (Total 4)
<b>Proxies:</b>	Nil
<b>Quorum:</b>	At least 2 members
<b>Term of Appointment:</b>	2 years to 17 October 2025
<b>Officer Responsible:</b>	Chief Executive Officer
<b>Meetings:</b>	At least annually and more frequently if required
<b>Reporting:</b>	Direct to Council
<b>Delegated Power:</b>	Nil
<b><u>FUNCTIONS OF COMMITTEE</u></b>	
<ol style="list-style-type: none"> <li>1. To develop and review the process for the receipt of community grants requests.</li> <li>2. To develop and review the process for the determination of priority for awarding community grants.</li> <li>3. To recommend to Council any additional committee membership.</li> <li>4. To make recommendations to Council as to the distribution of community grants.</li> </ol>	
<b><u>CURRENT MEMBERS FROM 21 OCTOBER 2023</u></b>	
	<b>Councillor</b>
	<b>Councillor</b>
	<b>Councillor</b>
	<b>Chief Executive Officer</b>

The purpose of this report is for Council to consider appointing Councillors to the Community Grants Advisory Committee.

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

Council should consider appointment of Councillors to the the Community Grant Advisory Committee as soon as possible as there is relevant business for this committee prior to the end of 2023.

**STATUTORY ENVIRONMENT:**

The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of creating an Advisory Committee in a Local Government organisation in Western Australia.

**POLICY / STRATEGIC IMPLICATIONS:**

The proposed Community Grants Advisory Committee will enable a Council to strategically approach requests community grants for implementation through the Annual Budget process.

**ORGANISATIONAL RISK MANAGEMENT:**

Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

**FINANCIAL IMPLICATIONS:**

Minor financial consequences may occur from the payment of meeting fees to committee members however this is considered not material to the overall budget.

**SUSTAINABILITY:**

Environmental: Nil.

Economic: Nil.

Social: Nil.

**VOTING REQUIREMENTS: ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council appoint the following members to the Community Grants Advisory Committee until 17 October 2025.**

\_\_\_\_\_ **COUNCILLOR**

\_\_\_\_\_ **COUNCILLOR**

\_\_\_\_\_ **COUNCILLOR**

**ANDREW CAMPBELL**

**CHIEF EXECUTIVE OFFICER**

**ATTACHMENTS**

1. Nil.

**APPENDICES**

1. Nil.

**7. CLOSURE:**

**There being no further business to discuss the Shire President to thank those in attendance and close the meeting at.....am.**