



Shire of Dardanup

MINUTES

GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING

Held

19 November 2020

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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Members of Grants, Awards & Scholarship Committee

- Cr PS Robinson - Chairperson
- Cr MT Bennett – Deputy Chairperson
- Cr L Davies
- Cr TG Gardiner
- Cr CN Boyce
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson
- Cr J Dow

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2019 - ToR - Grants, Awards and Scholarship Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS AND SCHOLARSHIPS COMMITTEE MEETING HELD ON THURSDAY, 19 NOVEMBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr PS Robinson declared the meeting open at 2:02pm, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

2 RECORD OF ATTENDANCE/APOLOGIES

2.1 Attendance

Cr. Peter Robinson	-	Deputy Shire President/Chairperson
Cr. Michael Bennett	-	Shire President
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Ms Kathleen Hoult	-	Governance Officer
Ms Melanie Ring	-	Place and Community Officer
Ms Lucy Owen-Conway	-	Manager Place and Community Engagement

2.2 Apologies

Cr. Mark Hutchinson	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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4.1 Grants, Awards and Scholarships Committee Meeting – 7 October 2020

**OFFICER RECOMMENDED RESOLUTION
& GAS COMMITTEE RESOLUTION**

GAS 06-20 MOVED - Cr P R Perks SECONDED – Cr. C N Boyce

THAT the Minutes of the Grants, Awards and Scholarships Committee Meeting held on 7 October 2020, be confirmed as true and correct subject to no corrections.

CARRIED
6/0

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

5.1 Title: Australia Day WA Citizen of the Year Awards 2021

It is recommended that the Committee go behind closed doors in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed:

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
 - (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;*
 - (b) the personal affairs of any person;*
 - (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;*
 - (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;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (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;
 - (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;*
 - (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;*
 - (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.*
 - (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Note: Chairperson, Cr. P S Robinson advised that the meeting will go behind closed doors toward the end of the meeting to discuss 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 - S 5.23, Part 2(b).

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

“Committee Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

Discussion:

Chairperson, Cr. P S Robinson asked councillors and staff if there were any declarations of interest to be made. The following three declarations of interest were made:

- *Cr. P S Robinson declared an Impartiality Interest in Item 9.1 “Active Citizenship (group or event) of the Year Award” as he is involved with one of the groups nominated.*
- *Cr. M T Bennett declared a Financial Interest in Item 9.1 “Senior Citizen of the Year Award” as he has an association with one of the nominees.*
- *Cr. T G Gardiner declared a Financial Interest in Item 9.1 “Senior Citizen of the Year Award” as he owns land in proximity to one of the nominees.*

There were no further Declarations of Interest.

8 REPORTS OF OFFICERS

None.

9 MATTERS BEHIND CLOSED DOORS

It is recommended that the following item be heard behind closed doors.

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
- (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;*
 - (b) the personal affairs of any person;*
 - (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;*
 - (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;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (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;
 - (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;*
 - (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;*
 - (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.*
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

OFFICER RECOMMENDED RESOLUTION & GAS COMMITTEE RESOLUTION

GAS 07-20

MOVED -

Cr P R Perks

SECONDED –

Cr. T G Gardiner

THAT in accordance with the Local Government Act 1995, S 5.23 (2)(b), the Committee go Behind Closed Doors [2.10pm] to discuss a matter that deals with the personal affairs of any person.

CARRIED
6/0

9.1 Title: Australia Day WA Citizen of the Year Awards 2021

Reporting Department: Sustainable Development Directorate
 Reporting Officer: Ms Melanie Ring - Place & Community Services Officer
 Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

GAS COMMITTEE RESOLUTION

GAS 08-20 MOVED - CR M T Bennett SECONDED - Cr J Dow

THAT the GAS Committee recommends that Council:

1. **Endorse the GAS Committee selected recipients for the WA Community Citizens of the Year Awards to be presented on Australia Day 2021, as detailed in the Confidential Document (provided under separate cover – Tardis Link: [MEE-R0850857](#)).**
2. **Impose an embargo on the media for the release of award category winners until after the awards are presented at the Australia Day WA Citizen of the Year Awards being 26 January 2021.**
3. **Request the Chief Executive Officer publish all nominee names in the lead up to the Australia Day awards.**

CARRIED
5/0

GAS COMMITTEE RESOLUTION

GAS 09-20 MOVED - Cr T G Gardiner SECONDED - Cr J Dow

THAT the Committee return from Behind Closed Doors [2.35pm].

CARRIED
5/0

Note: Chairperson, Cr P S Robinson returned to the room at [2.35pm]

10 CLOSURE OF MEETING

The Chairperson, Cr P S Robinson advised that the date and time of the next Grants, Awards and Scholarship Committee Meeting will be advised.

There being no further business the Chairperson, Cr P S Robinson declared the meeting closed at 2.36pm.