

# SHIRE OF LEONORA

## NOTICE OF A #SAFERLEONORA COMMITTEE MEETING AGENDA



DEAR COMMITTEE MEMBER,  
THE NEXT #SAFERLEONORA COMMITTEE MEETING WILL BE HELD ON MONDAY, 28<sup>TH</sup>  
AUGUST, 2023 AT THE SHIRE OF LEONORA COUNCIL CHAMBERS, TOWER STREET  
LEONORA AT 2:00PM

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T MATSON  
CHIEF EXECUTIVE OFFICER

## **DISCLAIMER**

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by pursuing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

# SHIRE OF LEONORA

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**1. DECLARATION OF OPENING**

**2. ATTENDANCE**

**2.4 APOLOGIES**

**2.5 APPROVED LEAVE OF ABSENCE**

**3. DISCLOSURE OF INTERESTS**

**4. PUBLIC QUESTION TIME**

**4.4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4.5 PUBLIC QUESTION TIME**

**5. CONFIRMATION OF MINUTES**

(Sent out previously)

Draft Motion: That the Minutes of the #SaferLeonora Committee Meeting held on 17<sup>th</sup> June, 2023 be confirmed as a true and accurate record.

**6. ANNOUNCEMENTS FROM PRESIDING MEMBER**

**7. COMMITTEE REPORTS**

**7.1 TERMS OF REFERENCE & DELIVERY PLAN REVIEW**

**SUBMISSION TO:** #SaferLeonora Committee Meeting  
Meeting Date: 28<sup>th</sup> August 2023

**AGENDA REFERENCE:** 7.1. #SLC AUG 23

**SUBJECT:** Terms of Reference & Delivery Plan Review

**REPORTING OFFICER** Kiara Lord

**PRESS RELEASE TO BE ISSUED** Nil

**FILE REFERENCE:** 6.20 #SaferLeonora Community Safety & Crime Prevention

**RESPONSIBLE OFFICER, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Kiara Lord

**OFFICER:** Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 23<sup>rd</sup> August, 2023

**BRIEF:** To review the #ASferLeonora Committee Terms of Reference and Delivery Action Plan prior to Council’s meeting November 2023.

**SUPPORTING DOCUMENTS**

1. #SaferLeonora Committee Terms of Reference
2. #SaferLeonora Delivery Action Plan

**BACKGROUND**

The first meeting of the #SaferLeonora Committee was 12 months ago on the 9<sup>th</sup> August, 2022. As part of the adopted Terms of Reference, Tenure of Membership shall be in accordance with the Local Government Act, section 5.11, ie, until the next scheduled local government ordinary elections. At the ordinary Council Meeting to be held 21<sup>st</sup> November, 2023, the Shire of Leonora council will be required to review the Committee, its purpose, and its membership before endorsing it for another term.

It is expected that the Committee will continue to be a Committee of Council, and a review by the current committee of the Membership (full voting rights), Ex-Officio Members, and Delivery Action Plan is being proposed.

**Proposed Changes to Terms of Reference:**

**1. Clarification on Membership terminology**

A definition of Membership, and Standing Ex-Officio Members to be included in the Terms of Reference as follows:

- **Membership** – Committee Members with full voting rights at all #SaferLeonora Committee Meetings. In-Person attendance by the member or their proxy is preferred, and an apology provided should they be unable to attend any scheduled or special meetings. 50% of Committee Members must be present for a quorum.
- **Ex-Officio Member** – Committee members without voting rights in #SaferLeonora Committee Meetings, but who contribute valuable information and/or insight into the Community’s needs, and therefore help to inform decisions made by the Committee. Attendance is not required, and can be in-person, by proxy or virtual. Apologies for non-attendance can be submitted but aren’t required.

**2. Alteration to Membership Composition**

To better meet the quorum requirement of 50% membership in attendance, it is proposed that membership be reduced by 2 positions (From 13 to 11), and these become Ex-Officio members instead. Composition as follows:

**Membership**

- 2 Elected Members
- 1 Officer in Charge at Leonora Police Station
- 1 Hope Community Services Representative
- 1 Department of Communities (DPFS) Representative
- 1 Department of Education Representative
- 1 Youth Centre Representative
- 1 Department of Health Representative
- 1 Darlot Group Representative (*new*)
- 2 Community Representatives

**Standing Ex-Officio Members**

- Chief Executive Officer / Nominated representative
- 1 Stephen Michael Foundation Representative
- 1 PCYC Representative
- 1 Department of Justice Representative
- 1 Shooting Stars Representative
- 1 DLGSCI Representative
- 1 Minara Resources Representative (*previously Member*)
- 1 Genesis Minerals Representative (*previously St Barbara's*)
- 1 MacMahon Representative
- 1 WALGA (Road Safety) Representative
- 1 DFES Representative (by invitation)
- 1 BHP Nickel Representative (*New*)
- 1 Red 5 Representative (*New*)
- 1 Northern Star Resources Representative (*New*)
- 1 Aboriginal Resident's Group (*New*)
- 1 Centrecare representative (*Currently Member*)
- 1 Nyunnga-ku Women's Group Representative (*Currently Member*)

**Review of 2022/2023 3SaferLeonora Delivery Plan**

As it is now the 2023/2024 financial year, it would be in the Committee's interest to review the current #SaferLeonora Delivery Plan and identify any actions that may need to be added, clarified or removed to best serve the Committee's future goals.

The reviewed plan can then be put to Council for their endorsement.

**STRATEGIC IMPLICATIONS**

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to its Social Objective – An empowered and spirited community.

**STATUTORY ENVIRONMENT**

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

The Terms of Reference further refer to sections 5.11, 5.14, 5.21, 5.22, 5.23, and 5.65 of the *Local Government Act 1995*

**FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the recommendation of this report

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report.

**RISK MANAGEMENT**

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix, the results of which are noted in the table below.

<b>Risk Category</b>	<b>Description</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation</b>
Performance	Nil	Nil	Nil	Nil	Nil
Financial	Nil	Nil	Nil	Nil	Nil
Environmental	Nil	Nil	Nil	Nil	Nil
Reputation	Nil	Nil	Nil	Nil	Nil
Service Delivery / Business Interruption	Nil	Nil	Nil	Nil	Nil
Legislative / Regulatory / Policy / Occupational Safety & Health	Nil	Nil	Nil	Nil	Nil

**RECOMMENDATION**

That the Committee;

- 1) Endorse the reduction of full-voting members from 13 members to 11 to allow for a quorum to be more easily achieved in the future
- 2) Endorse the proposed changes to the Membership and Standing Ex-Officio Membership positions as noted
- 3) Initiate a review of the current #SaferLeonora Delivery Plan, and provide any changes/updates for consideration at the October Committee Meeting

**VOTING REQUIREMENT**

Simple Majority

**SIGNED**

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Responsible Officer

**7.0 COMMITTEE REPORTS****7.2 PROPOSED ALTERNATIVE FUNDING REQUEST – COMMUNITY LED INITIATIVE GRANT**

**SUBMISSION TO:** #SaferLeonora Committee Meeting  
Meeting Date: 28th August, 2023

**AGENDA REFERENCE:** 7.2. #SLC AUG 23

**SUBJECT:** Proposed alternative funding request Community Led Initiative Grant

**REPORTING OFFICER** Ty Matson

**PRESS RELEASE TO BE ISSUED** Nil

**FILE REFERENCE:** 6.20 #SaferLeonora Community Safety & Crime Prevention

**RESPONSIBLE OFFICER, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Ty Matson

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 24th August, 2023

**BRIEF:** This report requests the Committee to consider a funding request to the Department of Social Services for the Leonora Community Led Initiatives Grant

**SUPPORTING DOCUMENTS** 1. Women’s Hub Community Application (Original)

**BACKGROUND**

On 9 August 2023 the Department of Social Services wrote to the Shire of Leonora seeking the Shire to auspice the Leonora Community-led Initiative (LCLI) grant on behalf of the Nyunnga-ku Womans Group. The grant was for \$200,000.

The objective of the LCLI grants program is to support the social and economic participation of vulnerable and disadvantaged recipients of a Social Security payment/s (eligible recipient) in the former Cashless Debit Card (CDC) trial sites of Leonora and surrounds by enabling the development and delivery of community-led solutions that address identified needs and place people on long-term pathways towards self-reliance with the following;

- a. Services that prevent domestic and family violence and support victims of such violence;
- b. Services that provide assistance to unemployed persons so that they may prepare for, and find work;
- c. Services that provide treatment, rehabilitation, case management services and training assessments for people with mental illness;
- d. Services that support families so as to ensure the safety and wellbeing of children;
- e. Services that assist youth to prepare for training and employment;
- f. Services that assist recipients of a social security payment/s to manage their payment, including improvement of their financial and digital literacy;
- g. Infrastructure which facilitates recipients of a social security payment to access the internet; and
- h. Projects which create jobs for recipients of social security payments

To be eligible the grant activity must:



- Be delivered in Leonora and surrounding communities; and
- Support members of the local communities in Leonora and surrounding communities.

Costs the grant can be used for are:

- staff salaries, on-costs and salaries or payments to Social Security recipients, as applicable, which can be directly attributed to the provision of the grant program in the identified service area as per the grant agreement;
- employee training provided to paid and unpaid staff, including Committee and Board members, that is relevant, appropriate and in line with the grant program;
- operating and administration expenses (up to 10% of grant) directly related to the project as per the grant agreement, such as:
  - telephones
  - rent and outgoings
  - computer/ IT/website/software
  - insurance
  - utilities
  - postage
  - stationery and printing
  - accounting and auditing
  - domestic travel (if COVID 19 permits)/accommodation costs
  - leasing of vehicles for activities directly related to the project, such as providing transport to program participants;
  - assets that can be reasonably attributed to meeting agreement deliverables.

The following are ineligible activities:

- Projects that have already commenced or are completed;
- Purchase of land;
- Wages not related to the direct delivery of the funded activity;
- Major capital expenditure;
- Costs incurred in the preparation of a grant application or related documentation;
- Subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- Major construction / capital works;
- Overseas travel; and
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

The Shire declined to provide auspicing for the grant on behalf of Nyunnga-ku and is working with members of the group to resolve the current situation. During a meeting with DSS staff the Shire proposed that an alternative grant submission be placed by the Shire. It was proposed that the #SaferLeonora Committee develop a list of priorities for consideration. Final agreement of the grant will be required by both DSS and the Leonora Shire Council.

An initial review of the Safer Leonora Committee priorities has indicated the following projects may be suitable:

**Option 1:** Seek funding as per the Women's Community Hub application previously accepted by DSS – \$200,927.40 (as attached)

**Option 2:** Seek funding for the following items in line with the #SaferLeonora Plan - \$200,000

- Reintroduce 'Hot Lunch Program' to provide vulnerable children access to food (2.1.3) - \$50,000

- Healthy cooking workshops (2.1.3) - \$25,000
- Indigenous culture showcase; workshops, craft groups (2.4.1) - \$50,000
- Culture based youth activities; youth camp, tool making workshops (2.4.2) - \$45,000
- Family based activities with a focus on parent/child interaction (2.4.3) - \$30,000

### STRATEGIC IMPLICATIONS

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to its Social Objective – An empowered and spirited community.

### STATUTORY ENVIRONMENT

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

### FINANCIAL IMPLICATIONS

If the grant is accepted consideration will need to be given to amend the Shire of Leonora's budget. This will depend on how the funds are distributed. The Shire will need accept the risk if it agrees to auspicing funds on behalf of other organisations.

### POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

### RISK MANAGEMENT

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix, the results of which are noted in the table below.

Risk Category	Description	Likelihood	Consequence	Rating	Mitigation
Performance	Nil	Nil	Nil	Nil	Nil
Financial	A successful result will incur unbudgeted income/expenditure	Almost Certain	Moderate	High	Budget Amendment required
Environmental	Nil	Nil	Nil	Nil	Nil
Reputation	Refusal to auspice funds can result in poor public perception of Shire	Possible	Moderate	Medium	The Shire through the committee to ensure funds are utilised in a way that is in line with the original intention of the LCLI Grant
Service Delivery / Business Interruption	Nil	Nil	Nil	Nil	Nil
Legislative / Regulatory / Policy /	Nil	Nil	Nil	Nil	Nil

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Occupational Safety & Health					
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**RECOMMENDATION**

That the Committee endorse the submission to DSS of Option 1 for the LCLI Grant.

**OR**

That the Committee endorse the submission to DSS of Option 2 for the LCLI Grant

**VOTING REQUIREMENT**

Simple Majority

**SIGNED**

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Responsible Officer

**7.0 COMMITTEE REPORTS****7.3 #SAFERLEONORA DELIVERY PLAN & AGENCY UPDATES**

<b>SUBMISSION TO:</b>	#SaferLeonora Committee Meeting Meeting Date: 28 <sup>th</sup> August 2023
<b>AGENDA REFERENCE:</b>	7.3. #SLC AUG 23
<b>SUBJECT:</b>	#SaferLeonora Delivery Plan & Agency Updates
<b>REPORTING OFFICER</b>	Kiara Lord
<b>PRESS RELEASE TO BE ISSUED</b>	Nil
<b>FILE REFERENCE:</b>	6.20 #SaferLeonora Community Safety & Crime Prevention
<b>RESPONSIBLE OFFICER, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Kiara Lord
<b>OFFICER:</b>	Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	23 <sup>rd</sup> August, 2023
<b>BRIEF:</b>	To provide an opportunity for staff, and external groups/agencies to review and discuss pertinent matters relating to the safety of the local community
<b>SUPPORTING DOCUMENTS</b>	<ol style="list-style-type: none"><li>3. #SaferLeonora Delivery Plan Progress (Complete)</li><li>4. #SaferLeonora Delivery Plan Progress (all)</li></ol>

**BACKGROUND**

To assist in the committee's ability to progress towards achieving the goals of the #SaferLeonora Delivery Plan, a list of actions has been developed and is able to be continually updated by relevant committee members to demonstrate progress towards achieving each point as noted.

Progress continues to be made in actioning this plan, and provided alongside this agenda are PDFs of the completed actions, as well as all remaining actions to be addressed this financial year. To date, 40 tasks have successfully been completed. This number does include items where no further action is required, or can be actioned. Though it is important to note that actions that have been unable to be successfully completed still provide greater insight into the needs of the community, and the capability for the #SaferLeonora Committee to provide for these.

A further benefit of committees such as the #SaferLeonora Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings. Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety and crime prevention, as well as any other programs or activities relating to external groups/agencies.

To allow for discussion of pertinent matters by staff and external groups/agencies and provide comments/input into the current state of the #SaferLeonora Delivery Plan, it is being recommended that standing orders are suspended for a short period.

**STRATEGIC IMPLICATIONS**

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to its Social Objective – An empowered and spirited community.

**STATUTORY ENVIRONMENT**

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

**FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the recommendation of this report

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report.

**RISK MANAGEMENT**

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix, the results of which are noted in the table below.

<b>Risk Category</b>	<b>Description</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation</b>
Performance	Nil	Nil	Nil	Nil	Nil
Financial	Nil	Nil	Nil	Nil	Nil
Environmental	Nil	Nil	Nil	Nil	Nil
Reputation	Nil	Nil	Nil	Nil	Nil
Service Delivery / Business Interruption	Nil	Nil	Nil	Nil	Nil
Legislative / Regulatory / Policy / Occupational Safety & Health	Nil	Nil	Nil	Nil	Nil

**RECOMMENDATION**

That the Committee;

- 1) accept the update on the progress of the #SaferLeonora Delivery Plan to date; and
- 2) suspends standing orders to allow further discussion pertaining to group/agency updates, including updates specific to the #SaferLeonora Smartsheet, to resume once discussion has been completed.

**VOTING REQUIREMENT**

Simple Majority

**SIGNED**

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Responsible Officer

8. **URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**
9. **DATE OF NEXT MEETING**  
Monday 30<sup>th</sup> October, 2023 at 2:00pm
10. **DECLARATION OF CLOSURE**