

*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**  
BORDEN GNOWANGERUP ONGERUP

## **MINUTES**

### **SPECIAL MEETING OF COUNCIL**

**25 January 2023**  
**Commencing at 5:00pm**

**Council Chambers**  
**Yougenup Road, Gnowangerup WA 6335**

**COUNCIL'S VISION**

Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity



Shire of Gnowangerup

**NOTICE OF A SPECIAL MEETING OF COUNCIL**

Dear Council Member

A Special Council Meeting of the Shire of Gnowangerup will be held on Wednesday 25 January 2023, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 5:00pm.

Signed: \_\_\_\_\_



**David Nicholson**  
**CHIEF EXECUTIVE OFFICER**

---

**Meaning of and CAUTION concerning Council's "In Principle" support:**

*When Council uses this expression it means that:*

- (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and*
- (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.*

*Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.*



### DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Gnowangerup for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Gnowangerup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Gnowangerup during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Gnowangerup.

The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall 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 Gnowangerup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Dan", is written over a horizontal line.

**David Nicholson**  
**CHIEF EXECUTIVE OFFICER**



**DECLARATION OF INTEREST FORM**

To: Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road  
GNOWANGERUP WA 6335

I,(1) \_\_\_\_\_ wish to declare an interest in the following item to be considered by Council at its meeting to be held on (2) \_\_\_\_\_

Agenda Item(3) \_\_\_\_\_

The **type** of Interest I wish to declare is (4).

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to the Code of Conduct for Council Members, Committee Members & Candidates

The **nature** of my interest is (5) \_\_\_\_\_

\_\_\_\_\_

The **extent** of my interest is (6) \_\_\_\_\_

\_\_\_\_\_

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Notes:

1. Insert your name (print).
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 & 5.69 of the Act).

**DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

**NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
  - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

**INTERESTS AFFECTING IMPARTIALITY**

DEFINITION:

- a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- b) includes an interest arising from kinship, friendship or membership of an association.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

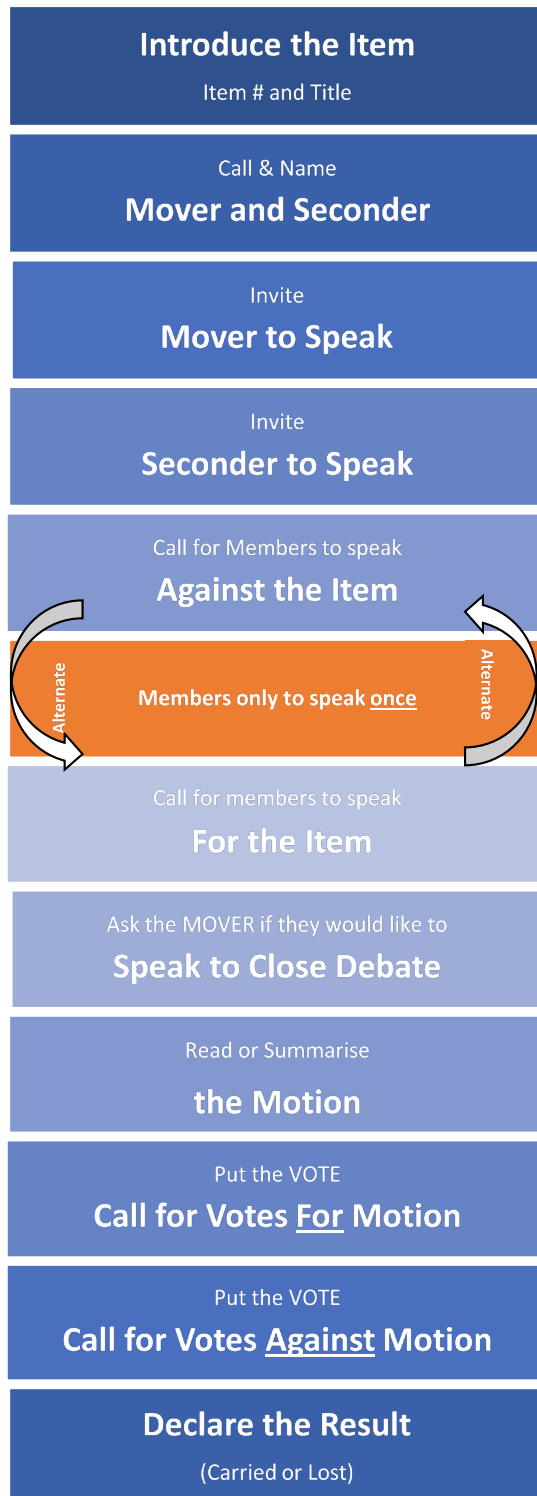
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

**IMPACT OF AN IMPARTIALITY DISCLOSURE**

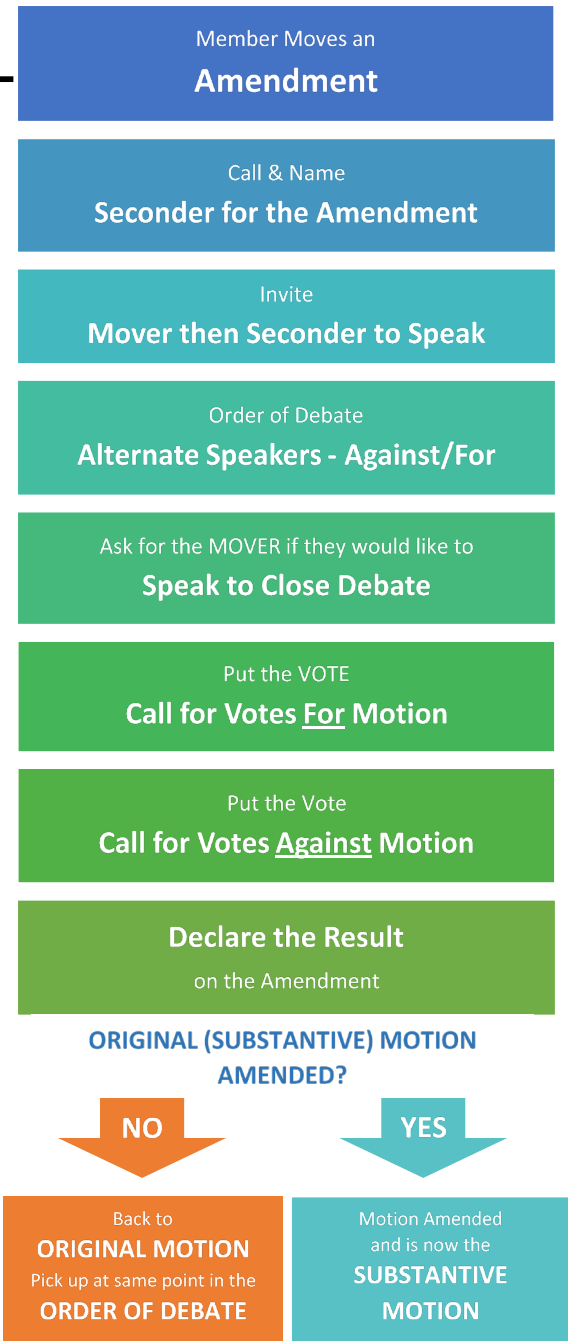
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

# Process of Motions

## ORIGINAL MOTION



## AMENDMENT



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.

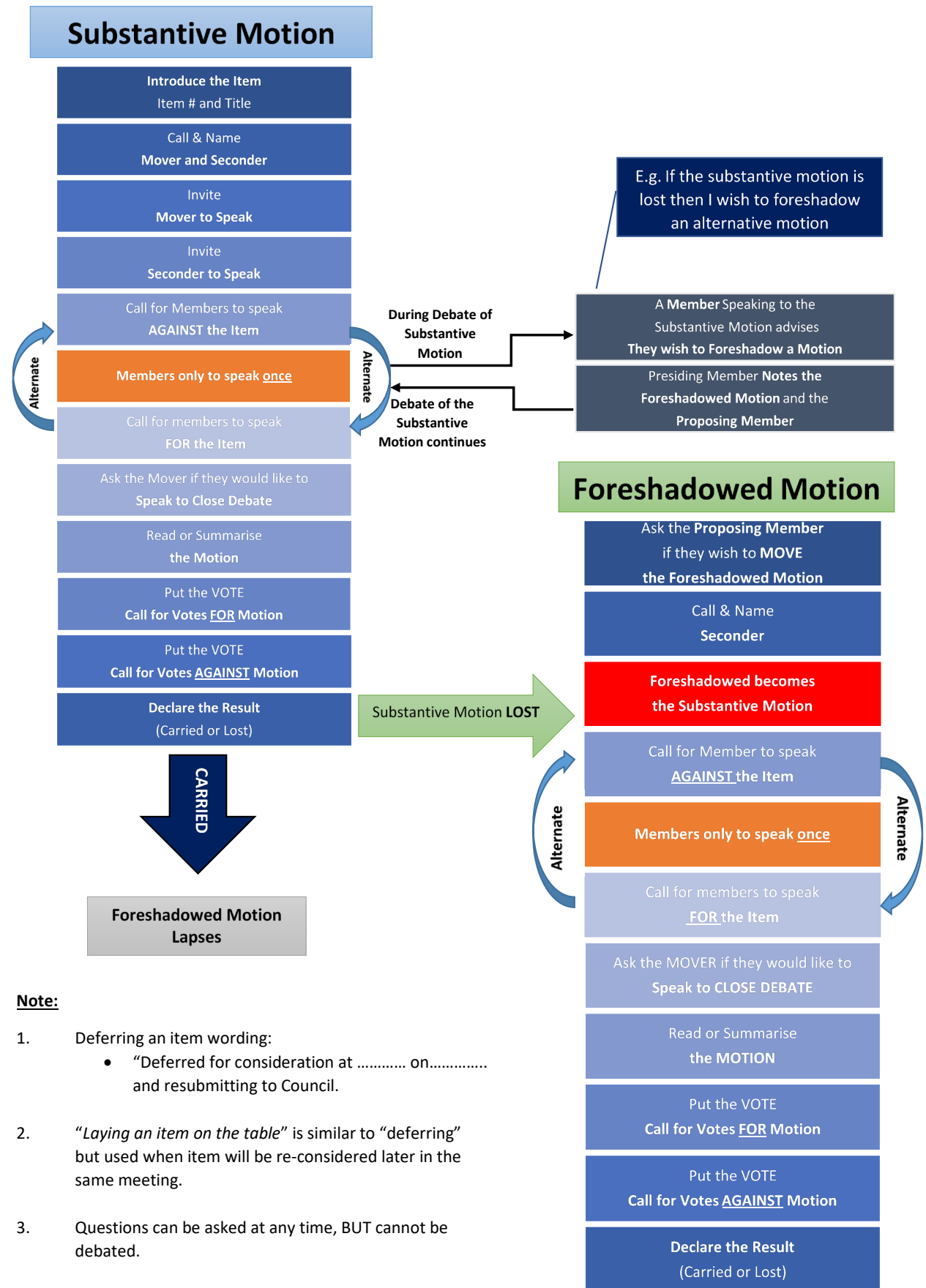


TABLE OF CONTENTS

**OPENING PROCEDURES**

<b>1. OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>1</b>
<b>2. ACKNOWLEDGEMENT OF COUNTRY</b>	<b>1</b>
<b>3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE</b>	<b>1</b>
3.1. ATTENDANCE	1
3.2. APOLOGIES	1
3.3. APPROVED LEAVE OF ABSENCE	1
<b>4. APPLICATION FOR LEAVE OF ABSENCE</b>	<b>1</b>
<b>5. RESPONSE TO QUESTIONS TAKEN ON NOTICE</b>	<b>1</b>
<b>6. PUBLIC QUESTION TIME</b>	<b>1</b>
<b>7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY</b>	<b>1</b>
<b>8. PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	<b>2</b>
8.1. PETITIONS	2
8.2. DEPUTATIONS	2
8.3. PRESENTATIONS	2
<b>9. CONFIRMATION OF PREVIOUS MEETING MINUTES</b>	<b>2</b>
<b>10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION</b>	<b>2</b>

**REPORTS FOR DECISION**

<b>11. REPORTS FOR DECISION</b>	<b>3</b>
11.1 ATTRACTION AND RETENTION PACKAGES FOR REGIONAL CHILD CARE PROGRAM 2022	3
11.2 LOCAL GOVERNMENT REFORMS PROPOSED FOR 2023 VOLUNTARY PATHWAY	23
11.3 DEVELOPMENT WA: REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION FOR CUNEO CLOSE LAND RELEASE	35
<b>12. REPORTS FOR DECISION CONFIDENTIAL ITEMS</b>	<b>37</b>

**OTHER BUSINESS AND CLOSING PROCEDURES**

<b>13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL</b>	<b>37</b>
<b>14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>37</b>
<b>15. DATE OF NEXT MEETING</b>	<b>37</b>
<b>16. CLOSURE</b>	<b>37</b>



**OPENING PROCEDURES**

**1. OPENING AND ANNOUNCEMENT OF VISITORS**

Shire President, Fiona Gaze welcomed Councillors and staff and opened the meeting at 5.02 pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

**3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**3.1 ATTENDANCE**

Cr Fiona Gaze	Shire President
Cr Greg Stewart JP	Deputy Shire President
Cr Shelley Hmeljak	
Cr Mick Creagh	
Cr Rebecca Kiddle	
Cr Kate O’Keeffe JP	
Cr Peter Callaghan	
Cr Lex Martin	
Cr Rebecca O’Meehan	
David Nicholson	Chief Executive Officer
Geoff Carberry	Asset and Waste Management Coordinator
Sarah Henning	Acting Executive Assistant
Anita Finn	Executive Assistant

**3.2 APOLOGIES**

Damon Lukins	Manager of Works
Cherie Delmage	Deputy Chief Executive Officer

**3.3 APPROVED LEAVE OF ABSENCE**

Nil

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**5. RESPONSE TO QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY**

Nil

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 DEPUTATIONS**

Nil

**8.3 PRESENTATIONS**

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

Nil

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

REPORTS FOR DECISION

11. REPORTS FOR DECISION

<b>11.1</b>	<b>ATTRACTION AND RETENTION PACKAGES FOR REGIONAL CHILD CARE PROGRAM 2022</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	16 January 2023
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	David Nicholson – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

ATTACHMENTS

- Attraction and Retention Packages for Regional Child Care Workers Program 2022-2023 – Application Form
- Letter of support GDHS
- Staff travel subsidy project cost
- Project Plan for GNP Educators Attraction and Retention

PURPOSE OF THE REPORT

The McGowan Government has committed \$1.0m over four years to support attraction and retention of early childhood education and care workers in regional Western Australia. The Attraction and Retention Packages for Regional Child Care Workers Program provides grants of up to \$25,000 per annum to regional Local Government Authorities (LGAs) to fund initiatives aimed to attract and retain educators in the regions.

This report is for Council to consider a grant application on behalf of the Gnowangerup Family Support Association (GFSA) and if endorsed, to direct the CEO to submit this application to the Government of Western Australia Department of Communities before 4.00pm, Wednesday 1 February 2023.

BACKGROUND

Regional WA has many small, isolated, volunteer managed early childhood education and care (ECEC) services. These services face unique challenges and attracting and retaining suitably qualified staff has been shown to be an issue for services across all regions in WA.

Many regional families face long wait lists for childcare places. The number of places available is often dependent on the availability of staff. Legislation determines the child to educator ratios and a lack of staffing leads to reduced child numbers despite demand being high.

The following has been identified by the State Government as some of the workforce issues:

- quality of ECEC training can be poor, leading to compliance issues in ECEC services
- undersupply of qualified educators, including diploma qualified staff
- cost of obtaining a qualification and the quality of the training

- lack of professional development for regional educators
- high turnover of staff
- uncontrolled metropolitan private sector growth in the ECEC space, diluting the pool of available educators
- lack of affordable, available accommodation in regional towns
- a lack of homes for sale in many regional towns for those people wishing to purchase their own home.

The Attraction and Retention Program is available for LGAs to deliver a range of activities including:

- subsidised accommodation/housing
- intrastate travel relevant to the project
- relocation packages
- training and professional development
- support for educators to complete their practicums (including wages for relief staff)
- purchase of small capital items to support online learning
- workshops, seminars and talks to recruit prospective educators.

Working in partnership with the Gnowangerup Family Support Association (GFSA), application to access this grant has been prepared (refer Attached). GFSA have identified the cost of fuel as an impediment to attracting and retaining their educators. Accordingly, they have requested a grant to subsidise educators fuel costs by 50% which would cover the period April 2023 to November 2023. Use of funds for this purpose have been discussed by GFSA with the Department of Communities who have agreed this meets funding criteria.

#### COMMENTS

There is a clear shortage of childcare facilities in the shire reflecting difficulty in attracting and retaining staff. GFSA currently operates childcare facilities in Gnowangerup, Borden, Ongerup, Nyabing and Newdegate, but in 2022 their Borden service was closed for 13 weeks due to a lack of staff and their Tambellup service was indefinitely closed. Reducing care hours has an impact on parents' ability to work, which has an impact on the ability of local businesses to attract and retain employees.

Given the distances many childcare staff travel, being able to subsidise staff fuel costs will have a positive impact on GFSA's ability to provide its services.

#### CONSULTATION

The attached submission has been developed by GFSA with oversight by shire staff. The application process has been discussed with the Department of Communities.

Council was advised of the opportunity to apply for this grant at the Information Briefing Session 14 December 2022.

**LEGAL AND STATUTORY REQUIREMENTS**

If successful in this grant application, the shire will be required to manage the distribution of funds to the Gnowangerup Family Support Association and submit an acquittal report to the Department of Communities. Unspent funds must be returned.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

If the shire is successful in this grant application, the shire will receive unbudgeted funds of up to \$25,000 but under the terms of the grant, this same amount will be distributed to the Gnowangerup Family Support Association to assist them attract and retain staff.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Our Economy

Support business and business growth across the shire.

Local businesses and the shire have access to diverse skills and experiences.

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Primary Strategic Risk Category	Population decline
Description	Inability to control or stem a decline in the shire’s population.
Residual Risk: (Low, Moderate, High, Extreme)	Extreme
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Likely

**IMPACT ON CAPACITY**

Loss of residents will have a negative impact on the shire’s rate base as well as the shire’s ability to attract and retain staff. While the grant will be passed on in full to GFSA, the shire is responsible for acquittal and as such financial oversight will be required.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

CONCLUSION

Access to this grant will help GFSA attract and retain staff and thorough this, support the local economy.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

Moved: Cr R O’Meehan

Seconded: Cr K O’Keeffe

**0123.01 That Council:**

- 1. Agrees to take on the role of auspicing body for Gnowangerup Family Support Association and apply for the grant on offer from the Government of Western Australian Department of Communities Attraction and Retention Packages for Regional Child Care Workers Program 2022-2023, and a suitable auspicing instrument being executed by both parties, which spells out each parties’ responsibilities;**
- 2. Agrees to submit the Attraction and Retention Packages for Regional Child Care Workers Program 2022-2023 Application Form and authorises the CEO to sign the Grant Application Form Declaration;**
- 3. If successful in this grant application, authorises the CEO to adjust the 2022-23 budget accordingly.**

**UNANIMOUSLY CARRIED: 9/0**

# Attraction and Retention Packages for Regional Child Care Workers Program 2022-2023

## Application Form

---

Thank you for your interest in the Attraction and Retention Packages for Regional Child Care Workers Program.

Before completing this form, please ensure that you:

1. Have read and understood all the information provided in the [Grant Program Guidelines](#).
2. Contact Erin Money, Senior Project Officer at Department of Communities (Communities) on 0457 166 310 or [erin.money@communities.wa.gov.au](mailto:erin.money@communities.wa.gov.au) to discuss your project.

If you have any difficulties completing this application form, please contact Melinda Cunningham, Grants Assistant at Communities on 0432 835 077 or [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au).

**Closing date and time: Wednesday, 1 February 2023, 4.00pm**

## 1. Applicant

---

An applicant to the Attraction and Retention Packages for Regional Child Care Workers Program must be a Local Government Authority.

**1.1 Local Government Authority:** Shire of Gnowangerup

**1.2 Contact person:** Donna Rodney

**1.3 Contact person phone number:** 08 9827 1007

**1.4 Contact person email address:** [donna.rodney@gnowangerup.wa.gov.au](mailto:donna.rodney@gnowangerup.wa.gov.au)



## 2. Project Details

---

**2.1 Project name:** Provide a travel subsidy to support current educators who travel more than 50kms round trip to work in the nearest early childhood centre.

**2.2 Provide an overview of the project, including details of approved service/s involved with project, local context and project objectives.**

Gnowangerup Family Support Association Inc is a non-profit organisation that operates 1 occasional childcare centre that is licensed for 27 children located in Gnowangerup and 4 mobile childcare centres located in Borden, Ongerup, Nyabing and Newdegate that are licensed for 19 children. Our childcare centres are the only centres in Gnowangerup, Borden, Ongerup, Nyabing and Newdegate. Therefore, parent's availability to access a childcare service is dependent on the number of our educators. Our organisation is govern by active volunteered committee that is made up of parents of children attending care and community members who all have jobs and families. They volunteer on average 1 day per month to ensure the service runs effectively and sustainably. Furthermore, we are actively working together with the local school. The principal who is also the Shire President of Gnowangerup is part of our committee.

According to ACECQA, we are the only organisation that operates mobile childcare centres in Western Australia. We are always facing many challenges from operating mobile childcare centres. One of the major challenges is to attract and retain educators who are willing to travel to our different mobile childcare centres even before the fuel prices increased. Every year, we advertise educator's job position to SEEK, Great Southern Herald, Local Newsletter of all neighbouring town, Facebook, etc however most of the time, we do not have any applicants. It is always our struggle to get staff to attend training, and study locations such as Tafe, due to long distance travel. Now that the fuel prices are even more expensive, our educators have started to raise this concern. Being in the rural area with a small population adds to the difficulty of finding staff as well. Most of our staff have young children and find it difficult to work in our other mobile centres as they need to be home before school finishes or before the childcare centre where they leave their children is closed. We have had staff that resigned due to too much travelling and the cost incurred to it.

Last year alone, out of 40 weeks of operation, Borden Mobile Childcare Centre was closed for 13 weeks mainly due to no staff available to work. We permanently closed our Tambellup Mobile Childcare Centre due to no qualified staff to run the centre. Currently, we do not have relief staff, if one of our staff is unable to work, we have to decrease the number of children in our care or close the centre when we could not fulfill the regulation requirement. Being the only childcare centres in all 5 towns, closing a centre has a domino effect to the community. When children are unable to attend the service, parents are unable to work which will greatly affect their workplace as well, no respite for families

with additional needs, disruption of children who thrive on routine/structure, and financial loss to our organisation because we shoulder the pay of our permanent staff.

Another challenge for our organisation is to operate sustainably while maintaining a very low childcare fee in order not to burden the Families. We only have 2 vehicles that is used for operating mobile centres which we need to allocate extra running costs in our budget in order to continue to provide the staff access to that centre which is an added cost that most childcare centres do not face as we're mobile. From July-Dec 2022, our cost related to staff travel alone is almost \$6,500. With the continuous increase in fuel and cost of operation, this is a big threat to our finances.

With the increasing number of children's enrolment and difficulty in retaining/hiring staff, our waitlist is increasing, resulting to uncertainty of Families that someone will be able to take care of their children when they are working.

The objective of this project is to provide a fuel subsidy to all current educators to continue working in our centres. The support will serve as an incentive for them. Furthermore, travel subsidy can also be an attracting factor for prospective educators to join our organisation and to be able to work in our mobile centres. This objective is in line to our 2022-2025 goals to find retention strategies to have long term employees. Through this grant we will be able to achieve the objective of this project.

**2.3 Attach a detailed project plan, including schedule of key phases/milestones, activities and community engagement to this application.**

Yes, project plan is attached

**2.4 Timeline of your project.**

*Please note: allow three months for the application assessment period from the closing date of this grant program.*

Estimated project start date: April 24, 2023

Estimated project finish date: November 24, 2023

**2.5 In which region/s will your project be delivered?**

- |                        |                                     |             |                          |
|------------------------|-------------------------------------|-------------|--------------------------|
| • Gascoyne             | <input type="checkbox"/>            | • Kimberley | <input type="checkbox"/> |
| • Goldfields-Esperance | <input type="checkbox"/>            | • Mid West  | <input type="checkbox"/> |
| • Great Southern       | <input checked="" type="checkbox"/> | • Peel      | <input type="checkbox"/> |

- Pilbara
- South West
- Wheatbelt

## 2.6 Provide evidence of community need and support for the project.

*Please note: You may like to consider obtaining letters of support.*

Please see the table below for the list of current educators with their weekly mileage:

Staff	Home Location	Work centre	No. of days working per week	Travel/Kms /roundtrip
K. A.	Newdegate	Newdegate	1	80
E. B.	Katanning	Nyabing	1	120
	katanning	Gnowangerup	2	124
D. D.	Nyabing	Gnowangerup	2	112
C. F.	Ongerup	Borden	1	56
J.G.	Lake Toolbrunup	Gnowangerup	3	106
K.S	Ongerup	Borden	1	56
R. M	Nyabing	Ongerup	1	146
S.M	Broomehill	Nyabing	1	158
		Borden	1	156
		Ongerup	1	190
E.M	Borden	Gnowangerup	1	74
		Ongerup	1	58
C.S	Lake Toolbrunup	Gnowangerup	1	106

As you can see above table, our educators requires a lot of travel for them to work in our centre. With the increasing price of fuel and cost of living, it takes a lot of dedication from them to continue working in our centre in order that we could provide the service to the community.

## 2.7 List the intended outcomes of the project.

*Please provide specific details.*

- To support current educators in their travel cost by providing them at least 50% subsidy.
- The incentive will serve as an attraction to prospective educators to work especially in our mobile childcare centres where there are more educators needed in that area.
- To decrease the staff turn over
- To decrease the children's waitlist
- To avoid closing the centre due to no staff available

## 2.8 How will the project be evaluated against the intended outcomes described above and the program priority areas outlined in the grant program Guidelines?

- Project will be evaluated through staff low turn over in 2023. Also, staff survey regarding the incentive will be sent out to identify the impact of travel subsidy.
- The project will also be evaluated against the number of children’s waitlist if it decreases given that we will have sufficient staff available. And decrease of centre closure in year 2023.

## 2.9 Community partnerships

*What other groups, organisations or local governments are involved in planning and implementing your event/activity. Please list ALL the organisations involved, with contact details and how they are contributing.*

Organisation Name	Contact Person/Phone	How is this organisation involved?
Shire of Gnowangerup	Donna Rodney, 08 9827 1007	On planning committee and grant application
Gnowangerup District High School	Fiona Gaze, 08 9827 3000	Active Professional Relationships

### 3. Project Budget

Requested grant amount	\$25,000
------------------------	----------

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

A maximum of \$25,000 (excluding GST) per project may be applied for and the proposed expenditure should be detailed below in the Attraction and Retention Packages for Regional Child Care Workers column only.

Please note: partnerships with more than one Local Government Authority (LGA) may apply for a greater amount of funding commensurate with the number of LGAs in the partnership and the regional coverage.

**Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. The budget should align to the proposed project activities and outcomes specified in this application.**

**Do not include GST in the costings below.**

Budget Item	Department of Communities Grant (\$ excluding GST)	Other Cash or Grants (\$ excluding GST)	In-kind Support	Source of Other Cash or In-kind Support
What the funding is to be spent on	Proposed grant expenditure from the Attraction and Retention Packages for Regional Child Care Workers Program grant only.	Any other cash income anticipated for this project from the applicant and/or project partners.	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners.	Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source.
Travel Subsidy through fuel allowance	\$25,000	\$0	\$0	\$0
Staff Professional Development	\$0	\$10,000	\$0	Gnowangerup Family Support Association Inc
Staff Incentives (uniform and	\$0	\$0	\$3,020	Gnowangerup Family Support Association Inc

Attraction and Retention Packages for Regional Child Care Workers Program 2022

<b>Budget Item</b>	<b>Department of Communities Grant (\$ excluding GST)</b>	<b>Other Cash or Grants (\$ excluding GST)</b>	<b>In-kind Support</b>	<b>Source of Other Cash or In-kind Support</b>
work mobile phone)				
Work Vehicle	\$0	\$0	\$9,500	Gnowangerup Family Support Association Inc
Travel Allowance	\$0	\$3,000	\$0	Gnowangerup Family Support Association Inc
<b>TOTAL</b>	\$25,000	\$13,000	\$12,520	

## Taxation and banking details

This section is to be completed by the organisation managing the grant funds.

### Taxation

Australian Business Number (ABN)	71 892 627 607
Registered for Goods and Services Tax (GST)	Registered for GST <input checked="" type="checkbox"/>
	Not registered for GST <input type="checkbox"/>

### Bank account

Bank name	Bendigo
Branch / suburb	Cranbrook/ Tambellup
Account name	Shire of Gnowangerup
BSB number (must be six digits)	633000
Account number (up to nine digits only)	183706381

### Affiliated body

If the requested grant amount, combined with any other grants or funding received from the Department of Communities (Communities) comprises **more than 50%** of the applicant organisation's total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer's instructions.

Yes, the organisation is an affiliated body	<input type="checkbox"/>
No, the organisation is not an affiliated body	<input checked="" type="checkbox"/>

## Grant conditions

---

Grants provided through the Attraction and Retention Packages for Regional Child Care Workers Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
  - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
  - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.



13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.
14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Communities'.
15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
  - (a) For the purposes of Condition 16:
    - i. "GST" means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
    - ii. "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
    - iii. The terms "supply", "tax invoice", "taxable supply", and "value" have the same meanings as in the GST Act.
  - (b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
  - (c) If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
    - i. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
    - ii. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
    - iii. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

## Declaration

On behalf of the applicant organisation, I declare that:

- I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
- All the information provided in this application, including any attachments, is true and correct.
- The taxation and banking details entered in this application are true and correct.
- The organisation is financially viable and able to meet all accountability requirements.
- I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
- If a grant is provided:
  - I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
  - I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
  - I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

Legally authorised officer signature	
Date	
Legally authorised officer name	David Nicholson
Legally authorised officer position	Chief Executive Officer
Organisation	Shire of Gnowangerup
Legally authorised officer telephone	08) 9827 1007
Legally authorised officer email address	david.nicholson@gnowangerup.wa.gov.au

Witness signature	
Date	
Witness name	

## Application checklist

Before applying, ensure the following have been completed and checked:

Checklist item	Complete
The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering organisation, and any other relevant parties.	<input checked="" type="checkbox"/>
Contact has been made with the Senior Project Officer to discuss the project and confirm eligibility.	<input checked="" type="checkbox"/>
All questions in the application form are complete.	<input checked="" type="checkbox"/>
A project plan is attached.	<input checked="" type="checkbox"/>
Written support from relevant partners/stakeholders is attached (if applicable).	<input checked="" type="checkbox"/>
The taxation and banking details of the administering organisation have been entered and are correct.	<input checked="" type="checkbox"/>
The declaration has been signed by the authorised signatory or delegate of the administering organisation.	<input checked="" type="checkbox"/>
All attachments have been included in the application (i.e. project plan, letters of support, quotes, etc.), where applicable.	<input checked="" type="checkbox"/>

## Submitting an application

Applications close at **4:00pm on Wednesday, 1 February 2023** and will be accepted by email at: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

**Applications received after the closing date will not be accepted.**

All applications will be acknowledged via email within five business days of receipt.

Contact the Department of Communities via [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au) to confirm receipt if no acknowledgement is received by this time.



**GNOWANGERUP DISTRICT HIGH SCHOOL**  
Independent Public School

Yougenup Road, GNOWANGERUP, WA 6335  
T: (08) 9827 3300  
E: [gnowangerup.dhs@education.wa.edu.au](mailto:gnowangerup.dhs@education.wa.edu.au)  
W: [gnowangerupdhs.wa.edu.au](http://gnowangerupdhs.wa.edu.au)

---

12<sup>th</sup> January, 2023.

To Whom It May Concern:

I am writing this letter of support regarding the application made by the Gnowangerup Family Support Association (GFSA) for **the Attraction and Retention Packages for Regional Child Care Workers Grant Program**.

Gnowangerup District High School and Gnowangerup Family Support Association have maintained a very close and strong relationship over many years. We have partnered in ventures that have focussed on the development of positive educational practice in the early years in areas that have an emphasis on educational programs, health and safety, relationships with children, partnerships with families and the wider community, governance and leadership.

We value and support the early education of our children within our community and as the 'local' school we recognise that education is successful when it includes families and agencies such as GFSA. This early education and intervention is invaluable to the transition and achievement of students into our kindergarten program. We actively encourage professional relationships between our staff and regularly collaborate to enhance the educational opportunities for all of our children and as a result the outcomes for our students are overwhelmingly positive and encouraging.

To this end it is imperative that this association is enabled to attract and retain staff in our local area, GFSA provides a valuable and valued service to the community which does not exist in any other avenue. It provides a pathway to employment, training and professional learning. Additionally, working parents are supported and the role of women is valued as it empowers employment and/or the opportunity for a business-like approach to farming and other agricultural enterprises.

Gnowangerup District High School would be highly supportive of the program and offer ongoing support to the venture as the benefits to the community are numerous.

If you require any further information, please feel free to contact me on the details above.

Yours Faithfully

Fiona Gaze

Principal

Staff	Home Location	Work centre	Travel/Km s/roundtrip	Award Rate for Travel allowance (\$0.92)	No. of days working per week	Cost per week	50% subsidy	\$ 25,000.00
K. A.	Newdegate	Newdegate	80	\$ 73.60	1	\$ 73.60	\$ 36.80	
E. B.	Katanning	Nyabing	120	\$ 110.40	1	\$ 110.40	\$ 55.20	
	katanning	Gnowangerup	124	\$ 114.08	2	\$ 228.16	\$ 114.08	
D. D.	Nyabing	Gnowangerup	112	\$ 103.04	2	\$ 206.08	\$ 103.04	
C. F.	Ongerup	Borden	56	\$ 51.52	1	\$ 51.52	\$ 25.76	
J.G.	Lake Toolbrunup	Gnowangerup	106	\$ 97.52	3	\$ 292.56	\$ 146.28	
K.S	Ongerup	Borden	56	\$ 51.52	1	\$ 51.52	\$ 25.76	
R. M	Nyabing	Ongerup	146	\$ 134.32	1	\$ 134.32	\$ 67.16	
S.M	Broomehill	Nyabing	158	\$ 145.36	1	\$ 145.36	\$ 72.68	
		Borden	156	\$ 143.52	1	\$ 143.52	\$ 71.76	
		Ongerup	190	\$ 174.80	1	\$ 174.80	\$ 87.40	
E.M	Borden	Gnowangerup	74	\$ 68.08	1	\$ 68.08	\$ 34.04	
		Ongerup	58	\$ 53.36	1	\$ 53.36	\$ 26.68	
C.S	Lake Toolbrunup	Gnowangerup	106	\$ 97.52	1	\$ 97.52	\$ 48.76	
						\$ 1,830.80	\$ 915.40	
<b>27.31046537</b>								
<b>Note: The \$0.92 travel allowance rate is based from Children Service Award Rate.</b>								
subsidy that will be provided to staff. The \$25,000 grant is divided by the total 50% subsidy resulting to 27weeks support								

**Organisation**

**Name:** Gnowangerup Family Support Association Inc

**Project Title** Provide a travel subsidy to support current educators who travel more than 50kms round trip to work

**Project Manager** Denise Franco

PHASE		DETAILS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
1	Project conception and Initiation	Partnership of the local shire and the childcare centre																		
		Apply for Dept of Communities Funding																		
		Scope and Goal Setting																		
		Budget																		
2	Project Planning	Communication Plan																		
		Work Breakdown Schedule																		
		Meetings with partnered organisation																		
		Staff survey																		
3	Project Launch & Execution	Meetings with the grant beneficiary about the project																		
4	Project Performance & Control	Staff quarterly survey in regards to the impact of the subsidy to their work																		
		Expense Tracking																		
5	Project Close	Assessment of Staff turn over																		
		Assessment of centre's number of week operation																		
		Assesment of the project impact to the organisation's operation																		
		Submission of Grant Acquittal																		

Project End

<b>11.2</b>	<b>Local Government Reforms Proposed for 2023 – Voluntary Pathway</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	6 January 2023
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	David Nicholson – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- Copy of letter dated 20 September 2022 to the Chief Executive Officer from the Minister for Local Government regarding proposed changes to legislation to reform Local Government.
- Copy of notice to ratepayers/residents dated 11 November 2022 with regards to Reduction of Councillors (Elected Members) – Voluntary Pathway for Local Government Reform.
- Formal Review Report - Local Government Wards and Representation Review.

#### PURPOSE OF THE REPORT

At the Ordinary Council Meeting 26 October 2022, Council considered an offer from the Minister for Local Government to voluntarily adopt a reduction in the number of councillors based on size of population.

Referred to as the Voluntarily Pathway option, council resolved to reduce the number of councillors to eight for the 2023 election, and seven for the 2025 election.

Council also agreed to advise the Department of Local Government, Sport and Cultural Industries (Department) that the Shire of Gnowangerup was not divided into wards, and as a consequence a ward review was not required.

Council also requested advice from the Department on how to advance the reduction in the number of councillors, and if any action was required with respect to wards.

Upon informing the Department of Councils resolutions, the Department advised that for the shire to be compliant with the Voluntary Pathway option, it was required to conduct a representation review. The Department also advised this review could be achieved through a public notice to ratepayers/residents requesting their input into the process.

This public notice was released on the 11 November 2022 via the shire's Facebook page, website, local noticeboards and local papers, with a closing time for submissions of 4.00pm, Thursday 5 January 2023.

The public notice advised that based on public submissions, a report would be presented to Council Wednesday 1 February 2023, and the outcome being provided to the Department.

At the closing time for submissions nil had been received.

This report is to consider the next steps required in adopting the Voluntary Pathway option.

### BACKGROUND

The Minister for Local Government advised in a letter dated 20 September 2022 to Local Government Chief Executive Officers, of local government reforms to strengthen local democracy and increase community engagement. Based on these reforms new requirements were to be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

A Bill to amend the Local Government Act 1995 was expected to be introduced to Parliament in early 2023, and as part of the process the Minister sought input from local governments.

In this respect local governments were given the option to proactively implement the proposed changes (referred to as the Voluntary Pathway) or wait for the reform process to be implemented via 2023 council elections (referred to as the Reform Election Pathway).

At its Ordinary Council meeting held on the 26 October 2022, Council resolved to adopt the Voluntary Pathway option.

### COMMENTS

While Council agreed to adopt the Voluntary Pathway option, the process also required community consultation (representation review). This was sought via public notice 11 November 2022. Nil response was received.

### CONSULTATION

This matter was discussed at the Councillor and Executive Workshop 12 October 2022, addressed in a Council report at the Ordinary Council meeting 26 October 2022, and community input sought via public notice 11 November 2022.

### LEGAL AND STATUTORY REQUIREMENTS

The proposed changes will be passed into law in 2023 by an Amendment Act which will see the changes included in the Local Government Act 1995 and any Regulations affected by those changes.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

There will be a reduction in sitting fees and other allowances as a result of the reduction in Councillor numbers.



**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Our Community; Our Organisation

A reduction in the number of councillors may negatively impact community engagement.

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Primary Strategic Risk Category	Adverse regulatory change
Description	Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability maintain adequate compliance. The main area of concern (at present) is the potential legislative obligations on local governments from changes to the Local Government Act and other relevant legislation.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

**IMPACT ON CAPACITY**

Potential changes to the Local Government Act and associated Regulations may adversely impact upon the Shire’s ability to maintain compliance under the current operating model.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

The Minister for Local Government has been clear in their agenda to modernise the Local Government Act 1995. The proposed reforms detailed in the Ministers letter dated 20 September 2022 are part of this process and are designed to provide greater consistency between districts.

Council previously agreed to follow the Voluntary Pathway option and seeking community input into the process has been the final stage.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

Moved: Cr M Creagh

Seconded: Cr L Martin

0123.02      That Council:

1. Notes there was a nil response from the public into the review of representation - Reduction of Councillors (Elected Members) – Voluntary Pathway for Local Government Reform, and
2. Directs the CEO to submit to the Department of Local Government, Sport and Cultural Industries Local Government Advisory Board a Formal Review Report advising outcome from the review, including Councils resolutions from the Ordinary Council Meeting dated 26 October 2022 and Special Council Meeting dated 25 January 2023.

**UNANIMOUSLY CARRIED: 9/0**



**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

---

Our Ref: 78-08502 (Category 5)

20 September 2022

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS**  
**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS**  
**(CHANGES TO COUNCIL SIZE)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the *Local Government Act 1995* (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

Level 7, Dumas House, 2 Havelock Street, West Perth, WA, 6005  
Telephone: +61 8 6552 5300 Facsimile: +61 8 6552 5301 Email: minister.carey@dpc.wa.gov.au

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.**

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

### **Voluntary Pathway**

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met. While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms.

Further information is attached to this letter to assist with this process.

### **Reform Election Pathway**

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.

### **Next Steps**

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022. Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at [advisoryboard@dlgsc.wa.gov.au](mailto:advisoryboard@dlgsc.wa.gov.au).

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



**HON JOHN CAREY MLA**  
**MINISTER FOR LOCAL GOVERNMENT**

Att: Timeline and steps – local government ward and representation reviews

## Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the **30 June 2023** timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for ‘regular’ reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023**.

**Table 1 – proposed timeframes for local government actions**

<b>Due date (latest possible)</b>	<b>Requirements/actions</b>
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

**Table 2 - Ward and representation review process – for local governments**

	<b>Existing requirements/actions</b>	<b>Timeframe</b>
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	
6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation	Variable
10	The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable



11 November 2022

Dear Ratepayer/Resident

**Reduction of Councillors (Elected Members) - Voluntary Pathway for Local Government Reform**

As part of an overhaul of the *Local Government Act 1995* being undertaken by the Minister for Local Government, there is a requirement for all Councils to review both ward boundaries and the number of Elected Member to best represent their community.

At its meeting held Wednesday 26 October 2022, Council resolved, in part:

*'1022.123 That Council:*

*(1) Advises the Department of local Government Sport, and Cultural Industries (the Department) that it chooses the Voluntary Pathway for Local Government Reform, outlined by the Minister for Local Government in his letter to the Shire dated 20 September 2022, by advising that it will reduce the number of Councillors for the Shire of Gnowangerup from nine to seven over two elections:*

- with a reduction to eight for the 2023 election*
- with a reduction to seven for the 2025 election'*

By electing the Voluntary Pathway, Council is now required to seek submissions from residents/ratepayers on the matter.

After careful consideration, Council has made the decision to reduce the number of Elected Members from nine to seven over two election cycles. This decision was made as a reduction in numbers was inevitable and it was felt that by being proactive, it will reduce, if not eliminate, the risk that the Shire of Gnowangerup be directed by the Minister for Local Government to declare all Elected Member positions vacant and reduce the number of Elected Members to five.

Council considers seven Elected Members will still allow for the community to be well represented. With no ward boundaries, Councillors can be elected from anywhere within the Shire.

You are encouraged to submit a response via email to [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au) or mail to 28 Yougenup Road, Gnowangerup, WA, 6335 providing feedback on Council's Resolution. This consultation period will close on Thursday 5 January 2023 at 4.00pm and a report presented to Council on Wednesday 1 February 2023 based on submissions received with the outcome then being provided to the Department of Local Government, Sport and Cultural Industries.

If you seek further information, you are encouraged to contact one of your Elected Members or you can call Mr David Nicholson, CEO at the Shire Administration Office on 9827 1007.

Kind Regards

Cherie Delmage  
Acting Chief Executive Officer



## **Formal Review Report - Local Government Wards and Representation Review**

### **Local Government Name**

Shire of Gnowangerup

### **Outcome of Council Deliberations**

Resolved by simple majority at its Ordinary Council Meeting held on the 26 October 2022:

That Council:

1. Advises the Department of local Government Sport, and Cultural Industries (the Department) that it chooses the Voluntary Pathway for Local Government Reform, outlined by the Minister for Local Government in his letter to the Shire dated 20<sup>th</sup> September 2022, by advising that it will reduce the number of Councillors for the Shire of Gnowangerup from nine to seven over two elections:
  - with a reduction to eight for the 2023 election
  - with a reduction to seven for the 2025 electionand:
2. Advises the Department that the Shire of Gnowangerup is not divided in to wards and therefore a ward review is not required.  
and:
3. Would appreciate any advice that the Department can provide in advancing the resolutions in (1) and (2)

Copy of Minutes attached

Resolved by simple majority at its Special Council Meeting held on the 25 January 2023:

That Council:

1. Notes there was a nil response from the public into the review of representation - Reduction of Councillors (Elected Members) – Voluntary Pathway for Local Government Reform, and
4. Directs the CEO to submit to the Department of Local Government, Sport and Cultural Industries Local Government Advisory Board a Formal Review Report advising outcome from the review, including Councils resolutions from the Ordinary Council Meeting dated 26 October 2022 and Special Council Meeting dated 25 January 2023.

Copy of Minutes attached

## **Review Process**

As part of the Local Government Reforms – Changes to Council Size, the Shire of Gnowangerup approached its residents and ratepayers via public notice (attached) to gain feedback on a reduction in the number of elected members. Period for comment was from 11 November 2022 to 5 January 2023. The public notice was posted in the shire’s Facebook page, website, local noticeboards and papers.

This notice was following Council’s resolution dated 26 October 2022, to adopt the Voluntary Pathway option for Local Government Reform.

The shire does not have separate wards.

Community consultation via public notice was seen as appropriate and commensurate given the size of the shire and the issue at hand, and this was confirmed by the Department of Local Government, Sport and Cultural Industries Voluntary Pathway for Local Government Reform Strategy and Research Officer.

No comments or submissions were received.

## **Conclusion**

Following council resolution, it was determined that the Shire of Gnowangerup would adopt the Voluntary Pathway option. This was based on Councils desire to ensure a transparent, well managed and consistent approach to the downsizing of Council. Through public notice, nil response was received from the community on this subject or approach.

Accordingly, it was resolved to submit a report to the Local Government Advisory Board recommending the Shire of Gnowangerup adopt the Voluntary Pathway option to reducing the number of Councillors.

The Shire of Gnowangerup confirms that the resolutions as stated above are consistent with the requirements of the local government electoral reforms.

<b>11.3</b>	<b>DEVELOPMENT WA: REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION FOR CUNEO CLOSE LAND RELEASE</b>
<b>Location:</b>	Lot 561 (Reserve 51639) Cuneo Close, Gnowangerup
<b>Proponent:</b>	Development WA/Shire of Gnowangerup
<b>Date of Report:</b>	18 January 2023
<b>Business Unit:</b>	Strategy & Governance
<b>Officer:</b>	Phil Shephard, Planning Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

Nil.

#### PURPOSE OF THE REPORT

To consider the request from Development WA for Council to relinquish the Management Order for Lot 561 (Reserve 51639) Cuneo Close, Gnowangerup as part of the Regional Development Assistance Program (RDAP) requirements.

#### BACKGROUND

Council at its 25 May 2022 meeting (Resolution 0522.46) resolved to endorse the RDAP application submitted to Development WA for the release of additional land at Cuneo Close, Gnowangerup.

#### COMMENTS

The Shire of Gnowangerup is the Primary Interest Holder listed on the Crown Land Title for Lot 561 (Reserve 51639) for the purpose of use and requirements of the Shire of Gnowangerup. The Shire has prepared a Structure Plan for the land to enable it to be developed for service/light industry and residential purposes.

The endorsed RDAP application included a requirement for Council to cede the project land to Development WA prior to the commencement of any construction and they have now requested Council complete this requirement. Council should now relinquish the Management Order to enable the project to proceed.

#### CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Development WA

#### LEGAL AND STATUTORY REQUIREMENTS

*Land Administration Act 1997*

Crown Land reserves are controlled under Part 4 of the Act.

#### POLICY IMPLICATIONS

Nil.

#### IMPACT ON CAPACITY

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

Strategic Risk Category	Compliance
Consequence Rating	Insignificant
Likelihood Rating	Rare (1)
Acceptance Rating	Low (1)
Risk Acceptance Criteria	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

Our Economy	
Community Priority	Action
2.3 Local businesses and the Shire have access to diverse skills, and appropriate services	2.3.2 Work with relevant stakeholders to attract small business and trades to the Shire

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Whilst the Council may either agree or reject the request from Development WA, given the Shire has prepared the RDAP application which included the requirement to relinquish the Management Order, the only reasonable option is to agree to the request.

**CONCLUSION**

The relinquishing of the Management Order for the land at Cuneo Close is consistent with Council’s RDAP application requirements and will enable Development WA to proceed with acquiring the land and their plans for the subdivision of the land.

**VOTING REQUIREMENTS**

Simple Majority.

**COUNCIL RESOLUTION**

**Moved: Cr R Kiddle**

**Seconded: Cr G Stewart**

**0123.03 That Council:**

**Resolves to relinquish the Management Order over Lot 561 (Reserve 51639) in favour of Development WA and request the Department of Planning, Lands and Heritage revoke the management order and excise the required land from the reserve for future development by Development WA.**

**UNANIMOUSLY CARRIED: 9/0**

**12. REPORT FOR DECISION – CONFIDENTIAL ITEMS**

Nil

**OTHER BUSINESS AND CLOSING PROCEDURES**

**13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL**

Nil

**14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**15. DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be held on the 15 February 2023.

**16. CLOSURE**

The Shire President thanked Council and staff for their time and declared the meeting closed at 5.11 pm.