



Local Government Professionals Australia WA Central Wheatbelt Branch Meeting

Meeting Minutes

Friday 3 May 2019

At 10.00am

Venue: Corrigin Recreation and Events Centre
Larke Street Corrigin

TERMS OF REFERENCE

INTRODUCTION

Local Government Professionals Australia WA is committed to continual improvement in local government leadership, governance, management and service delivery for local communities and ensuring that members are at the forefront of change and innovation.

LG Professionals WA provides a range of services for members and local government professionals including:

- Advice and support for local government officers and encourage good practice,
- Advocacy, representation and policy development,
- Training and professional development, and
- Conferences and events.

Members are further supported by branches throughout the state based on regional locations and also networks which have been formed based on areas of expertise. Each branch and network has an executive committee including a President and Secretary and members who are local government officers and members of LG Professionals WA.

LG Professionals WA branch meetings provide an opportunity for officers to meet colleagues from neighbouring councils, discuss topical issues and participate in professional development activities.

LG Professional WA networks provide professional development opportunities that are tailored to meet the needs of officers, build their knowledge and understanding and ensure that they are up to date with the latest news and information. The networks provide an opportunity to connect officers with their colleagues and professional leaders from across the local government sector and the LG Professionals WA Board. There are several existing and new networks including:

- Finance Professionals Network
- Community Development Network
- Integrated Planners Network
- Age Friendly Communities Network
- Governance Network
- Young Professionals Network
- Benchmarking Performance Network
- People and Culture Network
- Communications Network
- Executive Support Professionals Network

BRANCH COMMITTEE

Committee members are elected for a three year term or longer as determined by members at the Annual General Meeting held in November. The role of the branch committee is to set meeting agendas and share information among members as well as plan professional development and networking activities. The committee also promotes training opportunities and encourages career development of branch members.

MEMBERSHIP

Branch membership includes all members of LG Professionals WA in the Shires of Bruce Rock, Corrigin, Kellerberrin, Kondinin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Tammin, Trayning, Yilgarn, Westonia and Wyalkatchem. Members are able to invite a non-member to meetings.

MEETINGS

Meetings are generally held at least twice per year with a quorum being six members. The location of meetings will be spread across the Central Wheatbelt region based on a schedule of meetings as developed by the committee members.

1. MEETING OPENING

Meeting opened 10.00am

2. ATTENDANCE / APOLOGIES

2.1 Attendance

| | |
|------------------------|---|
| Natalie Manton | CEO Shire of Corrigin |
| Catherine Ospina Godoy | Finance Manager Shire of Corrigin |
| Darren Mollenoyux | CEO Shire of Bruce Rock |
| Melissa Schilling | Executive Officer Shire of Bruce Rock |
| Raymond Griffiths | CEO Shire of Kellerberrin |
| Brett Taylor | Senior Finance Officer Shire of Kellerberrin |
| Kellie Bartley | DCEO Shire of Merredin |
| Scott Wildgoose | Executive Manager Corporate Services Shire of Narembeen |
| Jasmine Geier | Manager of Corporate Services Shire of Westonia |
| Peter Clarke | CEO Shire of Yilgarn |
| Candy Choo | CEO Local Government Professional WA |
| Stephen Grimmer | Facilitator Strategy and Improvements City of Albany |
| Lisa Lough | Director CATALYSE Pty Ltd |

2.2 Apologies

| | |
|-------------------|---|
| Jennifer Bow | Manger Finance & Compliance Shire of Bruce Rock |
| Alan O'Toole | DCEO Shire of Bruce Rock |
| Ashleigh Waight | Community Development Officer Shire of Bruce Rock |
| Heather Talbot | Shire of Corrigin |
| Lana Foote | Manager of Finance & Administration Shire of Koorda |
| Mia Dohnt | CEO Shire of Kondinin |
| Greg Powell | CEO Shire of Merredin |
| Tanika McLennan | Finance & Admin Manager Shire of Mt Marshall |
| John Nuttall | CEO Shire of Mt Marshall |
| Sandy Wyatt | Admin Officer Shire of Mt Marshall |
| Chris Jackson | CEO Shire of Narembeen |
| Sheree Thomas | Community Development Officer Shire of Narembeen |
| Vanessa Wittstock | Administration Officer Shire of Narembeen |
| Adam Majid | CEO Shire of Nungarin |
| Jamie Criddle | CEO Shire of Westonia |

3. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the committee meeting held on 8 February 2019 by teleconference be accepted as a true and correct record.

Moved: Jasmine Geier

Seconded: Raymond Griffiths

4. REPORTS

4.1 President's Report

Natalie Manton welcomed members to the firsts meeting of LG Professionals WA Central Wheatbelt Branch for 2019 and thanked members for attendance.

In the absence of any notes on the branch operations the President developed a Terms of Reference

4.2 LG Professionals WA Report

Candy Choo CEO Local Government Professionals WA, provided an overview of the support provided to branch network, plus gave a report to the meeting on the activities and changes in Local Government Professionals WA. Issues raised were;

- **Review of the Local Government Act 1995** LG Professionals WA has advocated for this review.
- **WALGA Partnership** 6 Monthly meetings
- **Integrated Planning and Reporting Workshop** Stephen Grimmer of City of Albany to help participants carry out a self-assessment of current IPR systems and practices and to identify opportunities to simplify and improve using proven tools, templates and techniques.
- **Lighthouse Project 2.0** The Lighthouse Project is a partnership project between the Disability Services Commission and Local Government Professionals Australia WA to increase the employment of people with disability in local government.
- **Membership Structure** Overhaul to all Consolidated Member Benefits
- **Online Portal** LG Professionals WA have been developing a portal to Post Share and distribute documents. Currently under testing and hope to roll out in the New Financial year.
- **Margret River Conference** Considering cancelling due to Low Numbers or running every 2 years. Watch this space “New Development opportunities”
- **Mandatory Training for Elected Members** mandatory training laws for election candidates and councillors as part of a series of local government reforms designed to better equip councillors and provide greater transparency.

5. FINANCIAL REPORT

5.1 Financial Report

Secretary/ Treasurer Jasmine Geier reported that our current Balance is \$6,398.11 of which \$ 5,382.47 held in Shire of Westonia Trust Account and \$1,015.64 held in Shire of Bruce Rock Trust Account. Documents as per Attached

5.2 Budget

Work in progress presented at next Meeting. Guide for 18/19 20% of Corporate Membership Reimbursement \$883.80

5.1 Corporate Membership Contribution

Each year, LG Professionals WA make a financial contribution to the Branch’s operation based 20% of the subscription fees paid by the Branch’s Corporate Members the previous year to support members.

There are three LG Professionals Corporate Members of the Central Wheatbelt Branch being:

- Shire of Koorda
- Shire of Wyalkatchem
- Shire of Bruce Rock

Individual shires to decide if there are benefits for them to be a corporate member.

5.1 Other Reports

Comments or information from members.

6. GENERAL BUSINESS

6.1 Local Government Professionals Australia WA Charter of Operations

The committee members reviewed and endorsed the charter setting out the framework for the operation and governance of the Central Wheatbelt Branch at the meeting in February 2019. The Charter was signed by the branch President and LG Professionals WA President, Ian Cowie, in March 2019.

Branch to endorse the Charter of Operations for the LG Professionals WA Central Wheatbelt branch.

Moved: Raymond Griffiths **Seconded:** Peter Clarke

6.2 Scholarship Finance Professionals Conference

The committee members considered the applications for a scholarship to attend the Finance Conference held on Thursday 14 - Friday 15 March 2019 at Crown Perth and granted a scholarship of up to \$1,160 to Ms Sandy Wyatt, Administration Officer from Shire of Mt Marshall.

Sandy to present report to meeting. As per Attached

6.3 Free Membership

Branch members resolved to consider applications for two free memberships to new members from existing branch funds at the meeting held on 8 November 2018.

The committee decided to grant one of the free memberships to LG Professionals WA to S Wyatt.

Members decided to grant Brett Taylor Senior Finance Officer Shire of Kellerberrin the second free Membership to LG Professionals WA.

Moved: Darren Mollenoyux **Seconded:** Scott Wildgoose

6.4 Mandatory Training for Elected Members

The state government have announced new mandatory training laws for election candidates and councillors as part of a series of local government reforms designed to better equip councillors and provide greater transparency.

Under the training laws, candidates must undertake an online induction prior to nominating and, following the election, will be required to complete a number of training modules within their first 12 months in office

Members request that LG Professionals WA help with Advocating on the following areas: -

1. Grants and/ or Subsidies from the State Government to cover the new Training fees to Local government Councils
2. Advocate for Regional/Rural Training

Moved: Raymond Griffiths **Seconded:** Darren Mollenoyux

6.5 Future Meeting Dates and Guest Speakers/ Professional Development

Proposed Schedule of Future Meetings

Some shires may request that the meeting be held in their shire to showcase a new project so dates and venues can be changes as required.

| Location | Date | Training Professional Development |
|-------------------|---------------------------|---|
| Corrigin | Friday, 3 May 2019 | Peer Support Program Understanding Community Perceptions |
| Bruce Rock | Friday, 30 August 2019 | |
| LG Pro Conference | Thursday, 7 November 2019 | |
| Kellerberrin | Friday, 1 May 2020 | |
| Kondinin | Friday, 28 August 2020 | |
| LG Pro Conference | Thursday, 5 November 2020 | |
| Koorda | | |
| Merredin | | |
| Mt Marshall | | |
| Mukinbudin | | |
| Narembeen | | |
| Nungarin | | |
| Tammin | | |
| Trayning | | |
| Yilgarn | | |
| Westonia | | |
| Wyalkatchem | | |

Potential professional development suggestions included:

WA Super – superannuation and salary sacrifice

Office 365 and One Note.

Easifleet

7. MEETING CLOSURE

There being no further business the President, Natalie Manton declared the meeting closed at 11.20am

The next Branch meeting will be held on Friday, 30 August 2019 commencing at 10.00am



Integrated Planners Network Peer Support Program

STRONGER THROUGH COLLABORATION

IPN PEER SUPPORT PROGRAM – FUNDING PROPOSAL CENTRAL WHEATBELT REGION

1 Document Purpose

The purpose of this document is to request a peer support workshop to help the Central Wheatbelt Local Governments to assess their current IPR Frameworks and to identify opportunities to work together to collectively improve.

2 Background

The IPR Peer Support program was extended in January 2019 through Local Government Professionals Association (LGPA) and Integrated Planners Network (IPN) with funding from the Department of Local Government Sport and Cultural Industries (DLGSC) and support from Western Australia Local Government Association (WALGA).

In May 2019 Stephen Grimmer the Program Facilitator presented an overview of the program at the Central Wheatbelt LG Professionals Branch meeting with feedback requesting an initial visit to help participants review their current IPR systems and agree ways they can make the best possible use of limited resources.

3 Proposal

3.1 Scope

The initial scope is for the peer support program to fund an initial visit from Stephen Grimmer to help participants carry out a self-assessment of current IPR systems and practices and to identify opportunities to simplify and improve using proven tools, templates and techniques. This process will also provide an opportunity to discuss ongoing co-operation across the Central Wheatbelt region.

The participating local governments are:



Integrated Planners Network Peer Support Program

STRONGER THROUGH COLLABORATION

3.2 Project schedule

| Deliverables | | Required Outcome | Who | Due | Status |
|--------------|-------------------------------------|---|-----|-----|--------|
| 1 | Regional Workshop | | | | |
| 1.1 | IPR Self-Assessment | Simple report summarising current levels of compliance and opportunities to improve | | | |
| 1.2 | Strategic Community Plan | Facilitated desk top review of SCP's against proven examples to determine if plans could be improved | | | |
| 1.3 | Corporate Business Plan - Scorecard | Participant agreement on how the business planning and reporting tool could be adapted to suit the region | | | |
| 1.4 | Regional Co-operation | Funding proposal for future regional support that will benefit all participants | | | |

3.3 Project budget

| Ref | Item | Value | Comment |
|-----------------------|---|--------------|---|
| 1.0 | Program Facilitator- Travel & Accommodation | \$500 | To be sourced from the IPR Peer Support Program Funding |
| TOTAL estimate | | \$500 | |

3.4 Local Government contribution

The only cost to participating Local Governments will be their own travel and accommodation costs to attend the regional workshop.

4 Document Control

4.1 Document history

| Version | Date | Who | Purpose |
|---------|------|---------------|-----------------------|
| 1.0 | | Steve Grimmer | Issued for discussion |