

Shire of Exmouth

# SHIRE PRESIDENT COVID-19 RELIEF FUND COMMITTEE MEETING

## MINUTES



12 May 2020

### CONFIRMATION OF MINUTES

I hereby certify that the Minutes and Attachments of the Committee Meeting held on the 12 May 2020 are a true and accurate record of the proceedings contained therein.

.....  
**Matthew Niikkula**  
**Shire President**

.....  
Dated

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# MINUTES

Our Vision To be a prosperous and sustainable community living in harmony with our natural environment.

Our Purpose To responsibly provide governance for the whole community in the best interest of current and future generations.

Our Strategic Objectives

- Diversify and grow our economy in a manner that provides year round employment opportunities
- To protect and value our unique natural and built environment as we grow our economy.
- To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- To provide open transparent, accountable leadership working in collaboration with our community.

## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 3.30pm.

The Shire President acknowledged the aboriginal people both past and present, as the traditional custodians of the land on which we meet.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

Shire President M (Matthew) Niikkula	Chairperson
Deputy Shire President B (Ben) Dixon	Deputy Chairperson
Councillor H (Heather) Lake	Committee Member
Councillor A (Anne) McCarrol	Committee Member

Mr C Woods	Chief Executive Officer
Mr M Bird	Executive Manager Commercial and Community
Mr G Coetzee	Executive Manager Corporate Services
Mr R McGrath	Manager Community, Sport and Recreation
Ms M Head	Minute Taker

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

N/A

## 4. DECLARATIONS OF INTEREST

N/A

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

N/A

**6. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

N/A

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

N/A

UNCONFIRMED

## 8. REPORTS OF OFFICERS

### 8.1.1 APPLICATION PROCESS SHIRE PRESIDENT COVID-19 RELIEF FUND

File Reference:	PH.NO.3.1
Reporting Officer:	Executive Manger Commercial and Community
Responsible Officer:	As above
Date of Report:	11 May 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Proposed Application Guidelines 2. Application Form & Acquittal

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#### **PURPOSE**

That the Committee endorse the application process and for the Shire President COVID-19 Relief Fund to assist with the impacts of the COVID-19 pandemic.

#### **BACKGROUND**

At the 23 April 2020 Special Council Meeting, Exmouth Council approved the Shire of Exmouth 10-point plan to address the COVID-19 impacts.

Included in these response and stimulus initiatives was the creation of a dedicated "Shire President COVID-19 Relief Fund" to be used to support the Exmouth community in dealing with the financial impacts of the pandemic.

**Res No: 02-0420**

#### **OFFICER'S RECOMMENDATION 6**

**That Council APPROVE:**

- 1. The establishment of a Shire President COVID-19 Relief Fund to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund. The purpose of this fund is to provide financial support to the community who are severely financially affected by COVID-19.**
- 2. The establishment of a COVID-19 Committee of Council with delegated authority to determine distribution of the Shire President COVID-19 Relief Fund.**

**CARRIED by ABSOLUTE MAJORITY 6/0**

At the same meeting Council endorsed the Terms of Reference for the establishment of the Shire President COVID-19 Relief Fund Committee as a Special Committee of Council to oversee this fund and ensure any donations and grants made to Council are used to assist the Community in dealing with the impacts of COVID-19.

**Res No: 12-0420**

**MOVED: Cr Mounsey**

**SECONDED: Cr Lake**

**That Council APPROVE:**

- 1. The establishment of the Shire President COVID-19 Relief Fund Committee of council as per Part 5 Administration of the Local Government Act 1995;**
- 2. The Terms of Reference for the establishment of Shire President COVID-19 Relief Fund Committee in Attachment 1 to this report; and**
- 3. The Chief Executive Officer to allocate appropriate staff resources to support the Committee as a priority.**
- 4. The members of the Committee are to comprise of the Shire President, the Deputy Shire President, Councillor Lake and Councillor McCarrol.**

**CARRIED by ABSOLUTE MAJORITY 6/0**

## **COMMENT**

As per the endorsed Terms of Reference for the Shire President COVID-19 Relief Fund Committee the key objectives of the group are:

- Develop the application process of the Fund to assist with the impacts of the COVID-19 pandemic: and
- Approve the disbursements from the Fund to assist with the impacts and aid in the recovery phase of the COVID-19 pandemic.

This report seeks the Committees approval for the application process for the Shire President COVID-19 Relief Fund as per attached guidelines and application form.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council approved the allocation of \$25,000 to the Shire President's COVID-19 Relief Fund. Additional grants and donations will be sought to add to this Fund.

## **RISK MANAGEMENT**

There are no adverse risk implications envisaged from this report.

## **ALTERNATE OPTIONS**

Council may alter the application process and guidelines.

## **STRATEGIC IMPLICATIONS**

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

- Economic: Diversify and grow our economy in a manner that provides year round employment opportunities
- 1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities
  - 1.2 Facilitate the strengthening and growth of our visitor experience.
  - 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.
- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
  - 3.2 Promote facilities/services that enhance public health and safety.
  - 3.3 Champion self-supporting community clubs and associations.
- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
  - 4.2 A local government that is respected and accountable.
  - 4.3 To be a champion for our community

## **VOTING REQUIREMENTS**

Simple Majority

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### **OFFICER'S RECOMMENDATION**

### **ITEM 8.1.1**

That the Committee APPROVE the application and approval process for the disbursement of Shire President COVID-19 Relief Funds as per Attachments 1 and 2 of this report and specifically endorse;

#### 1. Eligibility Requirements

- Funding is available only to not-for-profit groups based in the Shire of Exmouth. Ideally all applications should be submitted from groups participating via the Exmouth Local Recovery Coordinating Group framework.
- Individuals seeking assistance should be directed to appropriate agencies and support groups in first instance.
- Applications must demonstrate that funding will meet an identifiable need from the Exmouth community relating to the impacts of the COVID-19 pandemic and that is not currently addressed by other State and Federal government support and relief agencies and programs.
- Applicants must consult with nominated Shire of Exmouth officers prior to submitting funding requests. This can be done via attending any of the Local Recovery working groups or approaching Shire officers direct.
- All applications must be submitted using the nominated Shire of Exmouth form.
- Applicant groups do not need to be incorporated.
- Applicants are required to complete a brief acquittal form.

2. Application and Approval Process

- Funding applications can be made up to a maximum of \$4,000 per application however larger amounts may be considered at the discretion of the SPRF Committee.
- Additional applications from the same group are permitted following successful acquittal of a previous submission.
- Shire officer to assess request including identify existing agency responsibilities and funding sources. As a first priority, existing funding and resources to be used wherever possible.
- If a gap is identified between community need and existing agency service/funding then Shire officers make recommendations on funding support.
- Shire officers to work with applicant agency/group to complete SPRF application form.
- Shire officers present reports including completed application form for consideration at the SPRF Committee Meeting.
- The SPRF Committee assess and allocate the Relief Funds via Special Committee resolution.
- Shire officers implement SPRF Committee decisions.
- Shire officers report activities to full Council at monthly OCMs including acquittal outcomes.

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**COMMITTEE RECOMMENDATION**

**ITEM 8.1.1**

**Res No: 01-0520**

**MOVED: Cr Dixon**

**SECONDED: Cr Lake**

**Cr Lake MOVED an AMENDED MOTION**

Include the following two points as eligibility requirements:

- Funds from SPRF be acquitted within 90 days and a report of a general nature be submitted each 30 days.
- SPRF funds to be expended locally where possible.

**SECONDED: Cr Niikkula**

**That the Committee APPROVE the application and approval process for the disbursement of Shire President COVID-19 Relief Funds as per Attachments 1 and 2 of this report and specifically endorse;**

**1. Eligibility Requirements**

- **Funding is available only to not-for-profit groups based in the Shire of Exmouth. Ideally all applications should be submitted from groups participating via the Exmouth Local Recovery Coordinating Group framework.**
- **Individuals seeking assistance should be directed to appropriate agencies and support groups in first instance.**



- **Applications must demonstrate that funding will meet an identifiable need from the Exmouth community relating to the impacts of the COVID-19 pandemic and that is not currently addressed by other State and Federal government support and relief agencies and programs.**
- **Applicants must consult with nominated Shire of Exmouth officers prior to submitting funding requests. This can be done via attending any of the Local Recovery working groups or approaching Shire officers direct.**
- **All applications must be submitted using the nominated Shire of Exmouth form.**
- **Applicant groups do not need to be incorporated.**
- **Applicants are required to complete a brief acquittal form.**
- **Funds from SPRF be acquitted within 90 days and a report of a general nature be submitted each 30 days.**
- **SPRF funds to be expended locally where possible.**

## **2. Application and Approval Process**

- **Funding applications can be made up to a maximum of \$4,000 per application however larger amounts may be considered at the discretion of the SPRF Committee.**
- **Additional applications from the same group are permitted following successful acquittal of a previous submission.**
- **Shire officer to assess request including identify existing agency responsibilities and funding sources. As a first priority, existing funding and resources to be used wherever possible.**
- **If a gap is identified between community need and existing agency service/funding then Shire officers make recommendations on funding support.**
- **Shire officers to work with applicant agency/group to complete SPRF application form.**
- **Shire officers present reports including completed application form for consideration at the SPRF Committee Meeting.**
- **The SPRF Committee assess and allocate the Relief Funds via Special Committee resolution.**
- **Shire officers implement SPRF Committee decisions.**
- **Shire officers report activities to full Council at monthly OCMs including acquittal outcomes.**

**CARRIED 4/0**

**9. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

N/A

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

N/A

**11. CLOSURE OF MEETING**

The Presiding member closed the meeting at 4.17pm.

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