


SHIRE OF CUBALLING



*A progressive, diverse and caring community,
with access to modern services and infrastructure,
in a unique part of the world*

MINUTES

for the

Special Meeting of Council

For the purpose of swearing in newly elected Councillors, electing a President and Deputy President, allocating seating, and nominating Councillors to representative roles

held

4.30 PM, WEDNESDAY 25th OCTOBER 2023

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing 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/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

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Before the opening of the Meeting Crs Harris and Ballantyne completed their Elected Member declarations and oaths of office.

1. DECLARATION OF OPENING:

The Chief Executive Officer, Mr Stan Scott, declared the meeting open at 4.30pm.

2. ELECTION OF PRESIDENT AND DEPUTY PRESIDENT:

2.1.1 Election of President

File Ref. No:	ADM 65, ADM 66, ADM 67
Author:	Stan Scott
Disclosure of Interest:	Nil
Date:	13th October 2023

Summary

It is necessary for Council to elect a Shire President.

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Presiding Member for the next two years are to be addressed to the Chief Executive Officer.

Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office. Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the President is required to make a Declaration.

Statutory Environment

Division 1 — Mayors and Presidents

1. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of councillor mayor or president.

2. When council elects Mayor or President

(1) The office is to be filled as the first matter dealt with —

(a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and

(b) at the first meeting of the council after an extraordinary vacancy occurs in the office.

(2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How Mayor or President is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

[Clause 4 amended: No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

At the conclusion of the election and declaration of office the President will take the chair.

OFFICER'S RECOMMENDATION:

The Chief Executive Officer will conduct an election for the position of Shire President if required.

The CEO advised that a written nomination had been submitted by Cr Dowling. The CEO invited any further nominations. No other nominations were submitted.

Cr Dowling was declared elected unopposed for the position of President of the Shire of Cuballing.

Cr Dowling completed the declaration and oath of office.

Cr Dowling took the chair for the balance of the meeting.

2.1.2 Election of Shire Deputy President

File Ref. No:	ADM 65, ADM 66, ADM 67
Author:	Stan Scott
Disclosure of Interest:	Nil
Date:	13th October 2023

Summary

It is necessary for Council to elect a Deputy Shire President.

Comment

In accordance with Schedule 2.3 of the Local Government Act 1995, written nominations for the office of Deputy President for the next two years are to be addressed to the Chief Executive Officer. Nomination forms are enclosed with Councillors Agenda Package for the purpose. If a Councillor is nominated by another Councillor, the nominee must advise the Chief Executive Officer orally or in writing that he/she is willing to be nominated for the office.

Should there be two or more nominees, a secret ballot will be conducted to determine the holder of the office.

Upon election the Deputy President is required to make a Declaration

Statutory Environment

Division 2 — Deputy Mayors and Deputy Presidents

6. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of Deputy Mayor or Deputy President.

7. When council elects Deputy Mayor or Deputy President

- (1) If the local government has an elector Mayor or President the office of Deputy Mayor or Deputy President is to be filled as the first matter dealt with —
 - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor Mayor or President the office of Deputy Mayor or Deputy President is to be filled —

- (a) as the next matter dealt with after the Mayor or President is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the Deputy Mayor or Deputy President is elected to be the Mayor or President, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

8. How Deputy Mayor or Deputy President is elected

- (1) The council is to elect a councillor (other than the Mayor or President) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the Mayor or President, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

[Clause 8 amended: No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]

9. Votes may be cast a second time

- (1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

OFFICER'S RECOMMENDATION:

The Shire President will conduct an election for the position of Shire Deputy President if required.

The CEO advised that no written nominations had been submitted for the position of Deputy Shire President. The CEO invited any nominations.

Cr Kowald nominated Cr Harris for the office of Deputy Shire President. Cr Harris accepted the nomination. No other nominations were submitted.

Cr Harris was declared elected unopposed for the position of Deputy President of the Shire of Cuballing.

Cr Harris completed the declaration and oath of office.

Cr Dowling took the chair for the balance of the meeting.

2.1.3 Allotment of Councillors Seats

File Ref. No: ADM 65, ADM 66, ADM 67
Author: Stan Scott
Disclosure of Interest: Nil
Date: 13th October 2023

Summary

Council is to allocate seats at the Council table for Councillors.

Comment

Council's Standing Orders Local Law requires that the Chief Executive Officer allocate a position at the Council table at the first ordinary meeting after an election.

The only Councillor not to be allocated a seat at the table is the Shire President who will sit at the head of the Council.

Statutory Environment

Shire of Cuballing -Standing Orders Local Law

8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions.

OFFICER'S RECOMMENDATION:

The Chief Executive Officer will allot seats at the Council table for Councillors.

The CEO invited Councillors to draw lots for seating positions in the chamber. Viewed from the front of the chambers the seating positions, from left to right are as follows:

- *Manager Works and Services*
- *Position 1 – Vacant*
- *Position 2 – Cr Ballantyne*
- *Position 3 – Cr Christensen*
- *Position 4 – Cr Kowald*
- *Position 5 – Cr Harris*
- *Deputy CEO*

3. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

3.1.1 Attendance

Cr Eliza Dowling
Cr Adrian Kowald
Cr Julie Christensen
Cr elect Scott Ballantyne
Cr elect Robert Harris

Mr Stan Scott

Chief Executive Officer

3.1.2 Apologies

Ms Narelle Rowe
Mr Anthony Mort

Deputy Chief Executive Officer
A/ Manager of Works and Services

3.1.3 Leave of Absence

Nil

4. PUBLIC QUESTION TIME:

Nil

4.1 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.2 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:**

Nil

7. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

8. STANDING ORDERS:

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/99

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved Cr Ballantyne,

Seconded Cr Kowald

Carried 5/0

Councillors Ballantyne, Christensen, Kowald, Harris and Dowling voted in favour

9. COMMITTEES AND REPRESENTATION

9.1 Appointment to Committees and of Delegates

Applicant:	N/A
File Ref. No:	ADM 65, ADM 66, ADM 67
Disclosure of Interest:	Nil
Date:	13 th October 2021
Author:	Stan Scott 9.1A Email from WALGA
Attachments:	9.1B State Council Prospectus 9.1C Development Assessment Panel

Summary

Council is to consider appointments to Committees of Council and Council delegate to organisations and Committees to which Council has membership or representation.

Background

At the Ordinary Meeting of Council held on 20th October 2021, Council appointed the following delegates to committees:

No	Committee/Service	Delegate	Proxy
1	Audit Committee	All Councillors	N/A
2	Cemeteries Advisory Committee	Cr Christense	Cr Kowald
3	Bush Fire Advisory Committee	Cr Harris	Cr Bradford
4	Dryandra Regional Equestrian Park Management Committee	Cr Dowdell	Cr Christensen
5	Education (School Awards, etc)	Cr Harris	Cr Bradford
6	Cuballing Wickopin Local Emergency Management Committee	Cr Dowling CEO	Cr Harris
7	Popanyinning Progress Association	Cr Kowald	Cr Christensen
8	Wheatbelt South Regional Road Group	Cr Dowdell	Cr Harris
9	Great Southern Regional Waste Alliance (now abolished)	Cr Dowling	Cr Kowald
10	Dryandra Country Visitors Centre	Cr Bradford	Cr Kowald
11	Central Country Zone of WALGA	Cr Dowling Cr Harris	Cr Christensen CEO
12	Development Assessment Panel	Cr Kowald Cr Dowling	Cr Bradford Cr Dowdell
13	Plant Management Review Group	Cr Bradford Cr Dowdell	CR Harris Cr Kowald

No	Committee/Service	Delegate	Proxy
14	Wheatbelt South Aged Housing Alliance	Cr Christensen	Cr Dowling
15	Cuballing Volunteer Action Group	Cr Kowald	Cr Dowdell
	Shire of Narrogin CATS Stakeholder Reference Group	Cr Bradford	Cr Christensen

Following Cr Dowdell's resignation Council made the following changes to Council nominations and representation:

Dryandra Regional Equestrian Park Management Committee

Delegate: No Nomination

Wheatbelt South Regional Road Group

Delegate: Cr Rob Harris

Deputy Delegate: Cr Dowling

Development Assessment Panel (DAP)

That no new appointments be made until after the October 2023 Ordinary Election.

Plant Management Review Group

Delegates: Cr Bradford and Cr Harris

Cuballing Community Volunteer Group

Delegate: Cr Dowling

Comment

A review of some of the committees and delegates that Council participates in may be appropriate. Does the group still exist and is it still active? Is Council representation still appropriate and worthwhile?

Council has scheduled an Extraordinary Election for 16 December 2023. The Nomination period opens on 26 October and closes on 2 November. This means that there could be a new Councillor appointed as early as 2 November or as late as 16 December.

Where representation may not be required between now and 16 December there may be a case for deferring consideration of some appointments until the December OCM.

Committee/Service	Comment
Audit Committee	<p>An audit committee is a mandatory requirement under the Local Government Act:</p> <p style="text-align: center;">Division 1A — Audit committee <i>[Heading inserted: No. 49 of 2004 s. 5.]</i></p> <p>7.1A. Audit committee</p> <p>(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.</p> <p>(2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.</p> <p style="text-align: center;"><i>* Absolute majority required.</i></p> <p>(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.</p> <p>(4) An employee is not to be a member of an audit committee.</p> <p>In the past all Councillors have been members of this committee. Council can continue this or select only a portion of the Council. Council can also appoint delegates with valuable or worthwhile skills to the committee from outside Council.</p> <p>This Committee meets irregularly and nearly always prior to Council Meetings.</p>

Committee/Service	Comment
Cemeteries Advisory Committee	<p>This committee met for the first time in October 22. It was be established to make recommendations to Council on matters relating to the Popanyinning Cemetery, the Cuballing Cemetery, lonely and heritage graves, niche facilities, the Shire of Cuballing Cemeteries Local Law 1998 generally, including but not limited to;</p> <ul style="list-style-type: none"> • Fees and charges; • Maintenance quality, practices and procedures; • Infrastructure requirements; • Design elements; • Relevant and required Policies; • Availability of supply and; • Trends in cemetery management and community expectations and needs <p>This Committee has one Council delegate and 4 delegates appointed by Council. The CEO has advertised for community delegates and sought responses from existing members to see if they wish to continue. The committee presently meets twice per year with the next meeting due in October / November.</p>
Bush Fire Advisory Committee (BFAC)	<p>Council can appoint any people it is believes appropriate to this Committee under the Bush Fires Act. It is appropriate to have a Councillor and the CEO appointed as delegates to this committee. This committee meets twice a year, in evenings in April and September.</p> <p>The Committee consists of all FCOs, but also invites DFES representatives. The committee does not meet again until after the fire season.</p>
Dryandra Regional Equestrian Park Management Committee	<p>Committee with representation from Council, Dryandra Regional Equestrian Assoc. and Dryandra Pony Club. Meet irregularly to discuss management of Dryandra Regional Equestrian Centre.</p>
Dryandra Voluntary Regional Organisation of Councils (DVROC) Dormant	<p>This Committee has not met in the last four years. The Committee's purpose was to allocate Royalties for Regions regional funding allocations. Recommend this group be removed from the list.</p> <p>The Shire is now part of the Hotham Williams Voluntary Regional Council.</p>

Committee/Service	Comment
Education (School Awards, etc)	<p>Council Delegate is anticipated to attend school events to present awards. The intent was that this delegate would be invited to attend events at local schools, particularly presentation nights in October and November.</p> <p>There is usually plenty of lead time for school events. Suggest that invitations be passed on to individual Councillors depending on availability at Council forums.</p>
<p>Cuballing Wickepin Local Emergency Management Committee</p> <p>May be replaced by Cuballing, Narrogin Wickepin LEMC</p>	<p>Propose to continue to nominate CEO and one Councillor – preferably the President as Delegates. In an emergency the President will be called upon to speak on behalf of Council and lead a recovery committee, so involvement is important.</p> <p>This committee meets twice a year, in afternoons in April and September, but if the replacement committee is formed it will meet 4 times per year.</p>
Popanyinning Progress Association	<p>No formal membership of this committee is required and there is no formal role for the delegate. While Councillors may choose to nominate and be appointed, other Councillors with interests in Popanyinning may still attend meetings.</p> <p>This Committee meets at 6.30pm on the last Wednesday of each month other than December and January.</p> <p>Cr Kowald is presently treasurer and the CDO is president of the PPA. The CEO attends meetings from time to time.</p>
Wheatbelt South Regional Road Group	<p>The Regional Road Group is responsible for distributing State Road funds to Local Government. The Wheatbelt South RRG has 4 subgroups each consisting of 4 or 5 Shires. We are in the Narrogin Sub-group.</p> <p>Each sub-group nominates a member to the RRG and this member becomes a voting decision maker for the RRG. Sub-Groups also nominate delegates to the Technical Advisory Group which provides advice to the RRG.</p> <p>The sub-Group meets as required. The RRG meets several times a year, normally on mornings in Wickepin, and CEOs and subgroup members may attend. The Delegate will attend subgroup meetings in Williams accompanied by either the CEO or MWS.</p> <p>The sub-Group also elects a delegate to the Wheatbelt Secondary Freight Network Steering Committee and Technical Advisory Committee</p>
Great Southern Regional Waste Alliance	This group has been wound up and the balance of funds distributed to member Councils.

Committee/Service	Comment
<p>Dryandra Country Visitors Centre Committee</p> <p>Renamed Narrogin Dryandra Visitor Centre</p>	<p>While Cuballing is notionally still a member, Cuballing attractions no longer feature on the website and the administration is now part of the Shire of Narrogin. We were not invoiced for our financial contribution in 2022-23, though it remains in the budget.</p> <p>It is suggested that Council not nominate a delegate at this stage.</p>
<p>Central Country Zone of WALGA</p>	<p>The Zone structure is part of the governance arrangement for WALGA. Each Council is a member of a Zone, in our case Central Country Zone. This group is made up of 13 member Councils of the WALGA. Council is entitled to two delegates on the Zone. The Zone in turn elects a representative and a proxy for the WALGA State Council.</p> <p>The Zone meets 5 times per year, with the venue rotating alphabetically between members. Cuballing hosted one of the meetings in 2023, so won't host again until 2026. The Next Zone meeting is scheduled from Friday 17th November in Lake Grace</p> <p>While there are 2 voting delegates for each Local Government, Councillors are welcome to attend as observers at any time.</p> <p>See attachments 9.1A and 9.1B.</p>
<p>Development Assessment Panel</p>	<p>Council can nominate 2 delegates and 2 Deputy delegates to this panel to sit on DAP reviews of large planning applications in the Shire of Cuballing. Council's nominees must be appointed by the Minister and are required to complete training.</p> <p>The term of current members expires on 24 January 2026, and new nominations must be provided to the Department by 24 November 2023 to allow sufficient time for Ministerial approval.</p> <p>Shire of Cuballing last convened a DAP meeting in 2020.</p> <p>See Attachment 9.1C</p>
<p>Plant Management Review Group</p>	<p>This is an informal group of 2 elected members, CEO and MWS who meet to discuss Council plant management. The group makes recommendations to Council in relation to plant, including input into the 10-year plant replacement program and budget deliberations.</p>

Committee/Service	Comment
Wheatbelt South Aged Housing Alliance	This group has worked to obtain aged housing in this region. It was through this group that the funding for the Independent Living Units was obtained. Council should appoint a delegate and a proxy delegate. This committee has not convened during the last 2 years. The group could be revived if more funding becomes available for aged housing.
Cuballing Volunteer Action Group	No formal membership of this committee is required and there is no formal role for the delegate. The group meets on an ad hoc basis, and even though we have encouraged them to invite someone from the Shire it does not seem to happen.
Shire of Narrogin's CATS Stakeholder Reference Group	This committee is made up of contributors to the Shire of Narrogin's Community Assisted Transport Service (CATS) program. This group meets once each year, to make recommendations on funding matters of the program.
Hotham Williams Voluntary Regional Council	<p>This group is a Voluntary Regional Organisation of Councils which is an unincorporated group of Councils seeking to cooperate on joint projects and common issues. The group consists of Boddington, Cuballing, Wandering and Williams.</p> <p>The establishment agreement specifies Shire Presidents and CEOs as delegates. Council may wish to appoint a Deputy Delegate.</p>

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.
Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.

	Strategy	Outcome
4.4	Actively engage with the community to inform decision making and improve conversations within the community.	The community have a variety of opportunities to be involved and are able to make meaningful contributions to decision making.

Statutory Environment

Local Government Act (1995)

5.10 Appointment of committee members

- (1) A committee is to have as its members -
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish -
- (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the committee;
 - (c) the committee is disbanded; or

- (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the term of the person's appointment as a committee member expires;
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.

Policy Implications – Nil

Financial Implications

Council has delegates to several committees that have significant influence over annual funding allocations to Council.

Economic Implication – Nil

Social Implication

Council has delegates and representatives on several community groups.

Environmental Considerations – Nil

Consultation – Nil

Options

Council can resolve an allocation of elected members to the various committees.

Voting Requirement – Absolute Majority

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION 2023/100

1. That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following:

Committee / Body	Delegate	Deputy Delegate / Proxy
Audit Committee	Entire Council	
Cemeteries Advisory Committee	Cr Christensen	Cr Kowald
Bush Fire Advisory Committee	Cr Harris CEO	Cr Christensen

Dryandra Regional Equestrian Park Management Committee	Cr Dowling	Cr Kowald
Cuballing Wickepin Local Emergency Management Committee (LEMC)	Cr Dowling CEO	Cr Harris
Popanyinning Progress Association	Cr Kowald	Cr Dowling
Wheatbelt South Regional Road Group – Narrogin Subgroup	Cr Ballantyne	Cr Kowald
Central Country Zone of WALGA	Cr Dowling	Cr Harris
Development Assessment Panel	Cr Dowling Cr Kowald	Cr Ballantyne Cr Christensen
Plant Management Review Group	Cr Kowald	Cr Harris
Cuballing Volunteer Action Group	Cr Ballantyne	CEO
Shire of Narrogin's CATS Stakeholder Reference Group	Cr Christensen	Cr Ballantyne

2. That Council NOT nominate delegates for the following bodies or purposes at this time:

- **Dryandra Voluntary Regional Organisation of Councils (DVROC)**
- **Dryandra Country Visitors Centre**
- **Wheatbelt South Aged Housing Alliance**
- **Education (School Awards, etc)**

3. That Council note that the following has been wound up:

- **Great Southern Regional Waste Alliance**

Moved Cr Christensen, Seconded Cr Ballantyne

CARRIED BY ABSOLUTE MAJORITY 5/0

Councillors Ballantyne, Christensen, Kowald, Harris and Dowling voted in favour

Stan Scott

From: Chantelle O'Brien <cobrien@walga.asn.au>
Sent: Tuesday, 10 October 2023 12:16 PM
To: Stan Scott
Subject: Election of Zone Delegates and State Councillors

Sent on behalf of Nick Sloan, Chief Executive Officer, WALGA

10 October 2023

Stan Scott
Chief Executive Officer
Shire of Cuballing

ELECTION OF ZONE DELEGATES AND STATE COUNCILLORS

The Local Government elections, to be held on Saturday, 21 October, will affect Council appointments to external committees including the WALGA Zone. As a consequence, Councils are requested to elect / appoint Elected Members as delegates and deputy delegates to the Zone and notify WALGA preferably by no later than Friday, 3 November.

The first item of business at the November meeting will be for Zones to elect their State Council representative(s) and Deputy representative(s), as well as their Zone Chair and Zone Deputy Chair.

A chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 21 October.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9:00am on Friday, 3 November.
- Zones to meet in November and elect their State Council representatives and deputy representatives.
- Zones to advise WALGA of their elected State Council representative(s) and deputy representative(s) immediately following the November Zone meeting.
- An Induction Session will be held for all incoming State Councillors and Deputy State Councillors on Thursday, 30 November at the WALGA offices in West Leederville.
- The new State Council will take office at the Ordinary Meeting of State Council on Wednesday, 6 December.
- The positions of President and Deputy President of WALGA will be elected at the Ordinary Meeting of State Council on Wednesday, 6 March 2024.

Further information regarding the nomination and election process for State Council representatives will be provided before the November Zone meetings.

WALGA's [Elected Member Prospectus](#) will assist in providing further information on becoming a Zone Delegate or State Councillor. If you can please distribute the Prospectus to your Elected Members for their information that would be much appreciated.

For further information and to provide details of your Zone Delegates by Friday, 3 November, please contact Chantelle O'Brien, Governance Support Officer, on (08) 9213 2013 or cobrien@walga.asn.au.

Yours sincerely



Nick Sloan
Chief Executive Officer



www.walga.asn.au | www.youeveryday.com.au

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. The WA Local Government Association accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

2023

About WALGA

WALGA is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our purpose is to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

What does WALGA do?

WALGA provides value to Member Local Governments by advocating and facilitating sector solutions and policy, and by delivering member-centric, quality services.

How does WALGA work?

WALGA employs approximately 100 staff across the areas of:

- Policy, including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA funded?

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Local Governments. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- elect one or more State Councillors;
- consider the State Council agenda;
- provide direction and feedback to their State Councillor; and
- any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- developing and advocating on positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy efforts in two critical ways:

1. by passing resolutions on items contained in the State Council Agenda; and
2. by generating new Agenda items for consideration by State Council.

Zone Motions

To generate new Agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council. However, as Zones are self-governing and autonomous, individual Zone Delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council or has been submitted by an individual Zone Delegate.

Role of a Zone Delegate

Zone Delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's representative, the Zone Delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone Delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24-member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 5 metropolitan Zones and 12 country Zones. All 139 WA Local Governments are invited to be Members of WALGA and a Zone.

Elected Members are able to nominate to represent their Local Government on their Zone and in turn, through the Zone election process, to represent the Zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- Strategy formulation and policy making;
- Development, evaluation and succession of the Chief Executive Officer;
- Monitoring financial management and performance, including the annual budget;
- Monitoring and controlling compliance and organisational performance;
- Ensuring effective identification, assessment and management of risk;
- Promoting ethical and responsible decision making;

- Ensuring effective communication and liaison with members and stakeholders; and;
- Ensuring an effective governance framework and culture.

Role of a State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA;
- financial operations and solvency; and
- all matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be champions for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are five ordinary meetings per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid an annual sitting fee and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance & Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the WA Local Government sector. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

Chantelle O'Brien, Governance Support Officer
(08) 9213 2013 cobrien@walga.asn.au

Kathy Robertson, Manager Association and Corporate Governance
(08) 9213 2036 krobertson@walga.asn.au

Tony Brown, Executive Director Member Services
(08) 9213 2051 tbrown@walga.asn.au



Department of **Planning,**
Lands and Heritage

Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Mr Stan Scott
Chief Executive Officer
Shire of Cuballing
Via email to: ceo@cuballing.wa.gov.au

Dear Mr Scott

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form

9.2 Board Vacancy – Wheatbelt Development Commission

File Ref. No: ADM 74
Author: Stan Scott
Disclosure of Interest: Nil
Date: 16th October 2023
Attachments: 9.2A Email from WDC – Nominations Open 24 Oct 2023

Summary

Council is to consider whether or not to support a nomination to the Board of the Wheatbelt Development Commission.

Comment

Teresa Drew, Executive Officer, Wheatbelt Development Commission wrote on behalf of the board in the following terms:

The Wheatbelt Development Commission Board nominations for two Local Government representative vacancies on its Board, will open on 24 October and close at 4:00pm on 4 December 2023.

In accordance with the Regional Development Commissions Act 1993, nominees for the vacancies must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Wheatbelt region will be invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment. The Commission will be seeking nominees from highly motivated and enthusiastic people, with the following experience:

- Understanding of key issues impacting the development of the Region;
- Demonstrated involvement in the economic and/or social development of the Region; and
- The ability to work cooperatively to achieve agreed goals across a wide range of issues and stakeholders.

The Minister for Regional Development, Hon Don Punch MLA will make the appointments to the Board after consultation with WA State Cabinet.

Further details, including the application forms will be emailed to you when the nomination period commences on the 24 October 2023.

Statutory Environment

The WDC is a state government agency

Policy Implications – Nil

Financial Implications

There is no cost to the Local Government. Board members are paid sitting fees and travel allowances.

Economic Implication – Nil

Social Implication

The Community can benefit from local representation.

Environmental Considerations – Nil

Consultation – Nil

Options

Council can resolve to support and application from within Council.

Voting Requirement – Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/101

That Council supports applications by Cr Ballantyne and Cr Christensen for the Board of the WDC.

Moved Cr Kowald,

Seconded Cr Harris

CARRIED 5/0

Councillors Ballantyne, Christensen, Kowald, Harris and Dowling voted in favour

Stan Scott

From: Anita Swift <anita.swift@wheatbelt.wa.gov.au>
Sent: Monday, 16 October 2023 3:17 PM
Cc: Teresa Drew; Anita Swift
Subject: Wheatbelt Development Commission Board nominations opening 24 October 2023

Good afternoon, CEO

The Wheatbelt Development Commission Board nominations for two Local Government representative vacancies on its Board, will open on 24 October and close at 4:00pm on 4 December 2023.

In accordance with the *Regional Development Commissions Act 1993*, nominees for the vacancies must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Wheatbelt region will be invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment. The Commission will be seeking nominees from highly motivated and enthusiastic people, with the following experience:

- Understanding of key issues impacting the development of the Region;
- Demonstrated involvement in the economic and/or social development of the Region; and
- The ability to work cooperatively to achieve agreed goals across a wide range of issues and stakeholders.

The Minister for Regional Development, Hon Don Punch MLA will make the appointments to the Board after consultation with WA State Cabinet.

Further details, including the application forms will be emailed to you when the nomination period commences on the 24 October 2023.

With Regards

Teresa Drew | Executive Officer

Wheatbelt Development Commission | Avon

75 York Road | PO Box 250 | Northam WA 6401

Ph: (08) 9622 7222 **direct line:** (08) 9690 2284

Mobile: 0483 156 973

w dpird.wa.gov.au | wheatbelt.wa.gov.au

e: teresa.drew@wheatbelt.wa.gov.au

Supported by the Department of Primary Industries and Regional Development



9.3	Local Government Representation (Inland) on the Peel-Harvey Catchment Council
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File Ref. No:	ADM 227
Author:	Stan Scott
Disclosure of Interest:	Nil
Date:	17th October 2023
Attachments	9.3A Nomination Form – Local Government 9.3B Cuballing Invitation to Nominate

Summary

Council is invited to nominate a member to serve on the Board of the Peel-Harvey Catchment Council (PHCC) either as a member or a proxy member.

Comment

PHCC is seeking a nomination to represent Local Governments in the inland area of the Peel Harvey Catchment. Cr Rob Harris has represented the Hotham Williams catchment since April 2021, and his term expires in December 2023. Cr Harris may be renominated.

- applications are considered by an independent panel.
- recommendations from the panel will be considered and the successful nomination is endorsed by the PHCC Board during the December Board Meeting.
- the successful applicant will become the Local Government Member (or Proxy), representing all Inland local governments within the Peel-Harvey Catchment.
- A minimum of six PHCC Board meetings are held annually, usually on the third Thursday of every second month, with travel costs for these meetings reimbursed by the PHCC.
- Members are expected to be active ambassadors and contribute beyond general meeting attendance, working to ensure informative, productive and inclusive representation on behalf of all Inland Councils.
- The successful applicant will be provided clarity as to membership expectations via an induction process and mentoring.

Applications are requested in writing on the attached form, with endorsement from Council, outlining the applicant's reasons for nominating and their knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

More information on the PHCC can be found on the PHCC Website peel-harvey.org.au/

Statutory Environment

PHCC is a not-for-profit, community based Natural Resource Management organisation.

Policy Implications – Nil

Financial Implications

A Local Government Delegate may claim a committee meeting fee by the Shire. Board members are reimbursed travel costs.

Economic Implication – Nil

Social Implication

The Community can benefit from local representation.

Environmental Considerations

PHCC plays a substantial role promoting responsible environmental management and attracting and distributing funding within the region.

Consultation – Nil

Options

Council can resolve to support an application from within Council. If Cr Harris wishes to renominate Council could support that nomination.

Voting Requirement – Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/102

That Council support a nomination by Cr Harris to serve on the board of the Peel Harvey Catchment Council.

Moved Cr Kowald

Seconded Cr Christensen

CARRIED 5/0

Councillors Ballantyne, Christensen, Kowald, Harris and Dowling voted in favour

Join a Team that Really Makes a Difference!

Nomination for Local Government Representative

The Peel-Harvey Catchment Council (PHCC) is seeking suitably qualified councilors to nominate for the position of Local Government Representative on the PHCC Board.

If you tick any, or many of the following boxes, you may be just what we are looking for:

- Knowledge, interest and understanding of the ecological principles of natural resource management
- Experience and expertise in sustainable natural resource management practice
- Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey Catchment
- Experience in coordinating and managing projects or businesses
- Experience in legislative programs or environmental policy framing
- Ability to communicate and use community networks effectively
- Ability to analyse and work strategically across a wide range of complex integrated issues
- Knowledge and experience in financial management

The term of your tenure will be two years, plenty of time to make a significant impact for the local environment.

If successful, you will be one two local government members, ten community members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission. Meetings are held on the third Thursday of every second month. Some recompense is made for the cost of travel to meetings.

As part of the nomination process, we ask that you provide a letter addressing the selection criteria and complete the ‘Self-Assessment’ over the page using the assessment levels below:

- VERY HIGH** Supported with demonstrated, significant professional experience or extensive, practical experience in the area and/or relevant qualification/s
- HIGH** Supported with demonstrated, professional experience or significant, practical experience in the area and/or relevant qualification/s
- MEDIUM** Supported with demonstrated practical experience in the area
- LOW** Some practical experience in the area
- NONE** Awareness/Interest only with no practical experience. Little or no knowledge or skill in the area

Refer to the ‘Self-Assessment Guide’ below for more information about the requirements of each level as it applies.

VERY HIGH	HIGH as for MEDIUM but also	MEDIUM	LOW
A Post Graduate Degree or higher qualification in a related discipline and at least 8 years of professional experience.	A Degree or Diploma / Certificate in a related discipline and / or at least 5 year’s experience.	At least 3 years practical experience the Natural Resource Management Sector.	Some practical experience (including volunteering) in the Natural Resource Management Sector.

Self-Assessment

The self-assessment requires you to reflect on your level of knowledge, experience and skill in the following key areas:

Knowledge/Skill Area	VERY HIGH	HIGH	MED	LOW	NONE
Knowledge, interest and understanding of the ecological principles of natural resource					
Experience and expertise in sustainable natural resource management practice					
Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey					
Experience in Indigenous engagement, participation and/or capacity building					
Experience in coordinating and managing projects or businesses					
Experience in legislative programs or environmental policy					
Ability to communicate and use community networks effectively					
Ability to analyse and work strategically across a wide range of complex integrated issues					
Financial Management/Audit					
Risk Management					

These criteria are guidelines only and, if you believe you can demonstrate high level skills, knowledge or experience outside of these areas, we encourage you to inform us within your supporting documentation.

Name

Address

Phone Mobile

Email

Checklist to complete and return to PHCC:

- I have completed the self-assessment table above
- I have attached a letter detailing the skills and knowledge I would bring to the PHCC as a Local Govt Representative
- I have completed the Association Liability Insurance Questions for Members/Proposed Members (Attachment 1)

Signed: Date:

Written nominations must be received by **10am, Thursday 16 November 2023** and addressed to:

Peel-Harvey Catchment Council (Inc)

58 Sutton Street

MANDURAH WA 6210

For further information, contact Kellie Beckwith at kellie.beckwith@peel-harvey.org.au or phone 08 6369 8800

Refer also www.peel-harvey.org.au,  and Constitution (http://www.peel-harvey.org.au/?page_id=33)

Association Liability Insurance Questions for Members/Proposed Members/Employees/Volunteers

Name:

Signature:

Residential address:

Bus hrs phone:

Date:

In order to comply with the PHCC Association Liability Insurance Policy, you are required to answer the following questions from the PHCC Association Liability Insurance Schedule. (See bottom of page for definitions.) Please note that all responses will be treated with the utmost confidentiality.

Q 1 – Insured Persons’ details – circle YES or NO

- a. Has the **Insured Person** ever been declared bankrupt? YES / NO
- b. Has the **Insured Person** ever been an **Insured Person** of an organisation placed in receivership, liquidation or provisional liquidation? YES / NO
- c. Has the **Insured Person** ever had a conviction for crimes involving dishonesty? YES / NO

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q11 – Claims History – circle YES or NO

For the purpose of answering this question, please note that reference to “Association” includes all of its past and current subsidiaries.

- d. Has any claim ever been made or civil, criminal or regulatory proceedings brought against the **Insured Person** (whether as **Insured Persons** of the Association or any other entity), in respect of the risks of the kind to which this Proposal Form relates (ie Association Liability)? YES / NO
- e. Has the **Insured Person** ever received a notice to attend an official investigation, examination, inquiry or other proceedings ordered or commissioned by an official body or institution, in respect of the risks of the kind to which this Proposal Form relates? YES / NO
- f. During the past 5 years has the **Insured Person** had any fine or penalty or infringement notice (other than for traffic offences) imposed by any Federal, State, Territory or local government or other regulatory authority, in respect of the risks of the kind to which this Proposal Form relates? YES / NO

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q 12 – Known Circumstances – circle YES or NO

Is the **Insured Person** aware of any act, omission, conduct, fact, event, circumstance or matter which might reasonably be expected to:

- a. Give rise to a claim or lead to civil or criminal proceedings against the Association or any **Insured Person**. YES / NO
- b. Result in the Association or the **Insured Person** being required to attend an official investigation, examination, inquiry or other proceedings? YES / NO
- c. Give rise to a fine or penalty being imposed on the Association or the **Insured Person** (other than for traffic offences) by a Federal, State, Territory or local government or other regulatory authority? YES / NO

If you answered YES to any of the above questions, please provide full details using a separate sheet.

The following answers are required by the Australian Charities and Not-for-profits Commission (ACNC).

1. What is your date of birth: _____
2. Is this person of Aboriginal origin? circle YES or NO
3. Is this person of Torres Strait Island origin? circle YES or NO
4. What language does this person generally speak at home? _____

**** Insured Person** means any natural person who was **prior to the Policy Period**, or is **during or after the Policy Period**; (a) a director, secretary, officer, trustee, committee member, employee (whether salaried or not) or volunteer of the **Association**; or (b) a person acting on behalf of the **Association** at the direction of an officer or board or committee of management of the **Association**, but only in his or her capacity as such. *****Association** means Peel-Harvey Catchment Council (PHCC)

Enquiries: Kellie.Beckwith
Our Ref: 085_2023_10_09_VB
File No: BO_M_100 v4



17 October 2023

Stan Scott
Chief Executive Officer
Shire of Cuballing
PO Box 13
CUBALLING WA 6311
Via email: ceo@cuballing.wa.gov.au

Dear Stan

Call for Nomination for Local Government Representation (Inland) on the Peel-Harvey Catchment Council – closes 10am Thursday 16 November 2023

Councillor Rob Harris has been the Inland Local Government Representative for the Peel-Harvey Catchment Council since his appointment in April 2021. Rob's contribution during this time has been very valuable and we appreciate his time and commitment to date.

As Rob's term expires in December 2023, we again invite you to nominate one of your Elected Members to the PHCC, as a Member or Proxy Member after the October Local Government elections. You may choose to renominate Rob. As you know, all applications are considered by an independent panel which makes recommendations on appointment to the PHCC. A determination on the successful applicant is then made and endorsed by the PHCC Board during the December Board Meeting. The successful applicant will become the Local Government Member (or Proxy), representing all Inland local governments within the Peel-Harvey Catchment.

To assist you to select a nominee who has the capacity and ability to help guide and shape the vision of PHCC, please find attached a copy of PHCC's Strategic Directions, Annual Report, Constitution and a map of the Catchment.

A minimum of six PHCC Board meetings are held annually, usually on the third Thursday of every second month, with travel costs for these meetings reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, working to ensure informative, productive and inclusive representation on behalf of all Inland Councils. The successful applicant will be provided clarity as to membership expectations via an induction process and mentoring.

58 Sutton Street, Mandurah
Western Australia 6210
T: +61 8 6369 8800

www.peel-harvey.org.au

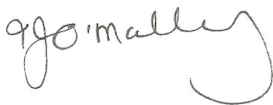
If you choose to nominate an Elected Member and their application is successful, your nominee will be joining a dedicated group with representation from across community, industry and government.

Applications are requested in writing on the attached form, with endorsement from Council, outlining the applicant's reasons for nominating and their knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

If you would like to nominate a representative, please ensure we receive your nomination by **10am Thursday 16 November 2023**. Please don't hesitate to contact Kellie Beckwith on 6369 8800 or email kellie.beckwith@peel-harvey.org.au if you would like any further information.

I look forward to hearing from you.

Yours sincerely



Jane O'Malley
Chief Executive Officer

Enc.

1. *Nomination Form*
2. *Strategic Directions*
3. *Annual Report*
4. *Constitution*
5. *Map of Peel-Harvey Catchment*

10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

12. CONFIDENTIAL MATTERS:

Nil

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm, Wednesday 15TH November 2023 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING:

Meeting Closed 5.00 pm