

PROSPECTIVE ELECTED MEMBER CANDIDATES

Information Session
August 2023



Presentation Overview

Here's what we will cover:

1. Practical steps – what you need to do to nominate
2. A bit about our Local Government Area (the Shire of Carnarvon)
3. The legislative framework
4. The role of the Shire President, the role of Council, the role of individual Councillors, the role of the CEO
5. Values and characteristics
6. What happens if you are elected.



Our Shire

- ▶ Area: 53,000sq km
- ▶ Sealed Roads: 279kms
- ▶ Unsealed Roads: 1256kms
- ▶ Population: 5500
- ▶ No of Electors: 2989
- ▶ No of Dwellings: 3693

Reproduced by permission of the Department of Land Information, Perth, Western Australia, Internet Licence 46-2005. www.DLI.wa.gov.au



Legislative Framework

Grass roots government

Administers over 100 pieces of legislation

Local Government Act 1995 and subsidiary legislation

Range of other Federal and State acts – Planning and Development, Building, Dog and Cat, Public Health, Library Board Act, Caravan and Camping, Records

Local Laws

ROLE OF COUNCIL



As defined in the LG Act is:

To direct and control the local government's affairs

To be responsible for the performance of the local government's functions



It does this by:

Setting the strategic direction

Overseeing the allocation of the Shire's finances and resources

Determining the Shire's policies

Making Local Laws

Resolving matters at Council meetings (as required by legislation)

Managing the performance of the CEO

ROLE OF SHIRE PRESIDENT

First among equals

- ▶ Presides at Council Meetings
- ▶ Provides leadership and guidance to the community
- ▶ Carries out civic and ceremonial duties on behalf of the Shire
- ▶ Speaks on behalf of the Shire
- ▶ Performs other functions specified by legislation
- ▶ Liaises with the CEO on the Shire's affairs and performance of its functions



ROLE OF COUNCILLORS

- ▶ Represent the interest of all electors, ratepayers and residents
- ▶ Provide leadership and guidance to the community
- ▶ Participate in decision making processes at Council meetings
- ▶ Perform other functions as required by legislation

▶ OUR ORGANISATIONAL VALUES

▶ CARE CHIP

▶ Courage

▶ Authenticity

▶ Respect

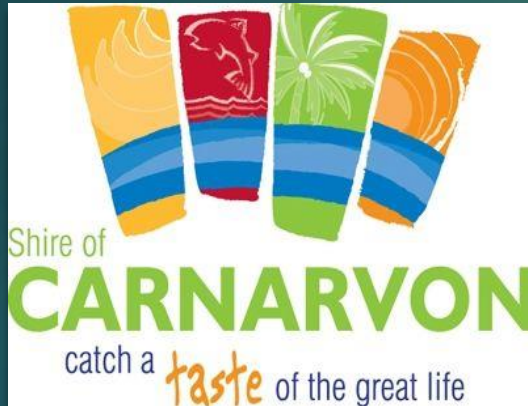
▶ Excellent

▶ Commitment

▶ Humility

▶ Inclusion

▶ Passion



CHARACTERISTICS AND COMMITMENTS

- ▶ resilience
 - ▶ openness and transparency
 - ▶ honesty and integrity
 - ▶ equity and fairness
 - ▶ a commitment to attend meetings and be fully prepared to participate in the decision-making process
 - ▶ a collegiate approach to serving the community
 - ▶ a commitment to networking and community consultation
 - ▶ a willingness to listen to and consider other peoples' views
 - ▶ awareness and management of conflicts of interest
- ▶ **And did I mention resilience???**



Why diversity is important





**TEAM WORK
IS THE KEY
TO SUCCESS**



ANDREA SELVEY
CHIEF EXECUTIVE
OFFICER

ALAN THORNTON
DEPUTY
CHIEF EXECUTIVE OFFICER

DAVID NIELSEN
EXECUTIVE MANAGER,
INFRASTRUCTURE SERVICES

EMERGENCY MANAGEMENT
FINANCIAL MANAGEMENT

COUNCIL'S CHIEF ADVISOR
STRATEGY AND POLICY
COMPLIANCE AND GOVERNANCE
HUMAN RESOURCES & SYSTEMS
COMMUNICATIONS
WORK HEALTH & SAFETY
ECONOMIC DEVELOPMENT AND
TOURISM
COMMUNITY AND CULTURAL
DEVELOPMENT
REGULATORY SERVICES

PROJECT MANAGEMENT
ASSET MANAGEMENT
ROADS
PLANT AND EQUIPMENT
PARKS AND GARDENS
BUILDING MAINTENANCE
AIRPORT OPERATIONS
WASTE SERVICES

CEO's FUNCTIONS (LG Act s5.41)

- Advise the Council in relation to the functions of the local government under the LG Act (and other laws)
- Ensure that advice and information is available to the Council so that it can make informed decisions
- Ensure Council decisions are implemented
- Manage the day-to-day operations of the local government
- Liaise with the President on the local government's affairs and performance
- Speak on behalf of the local government (with the endorsement of the President)
- Be responsible for the employment, management, direction and dismissal of employees
- Ensure that the records of the local government are properly and legally kept
- Perform any other function required by the local government, or imposed under any written act or law

KEY DOCUMENTS

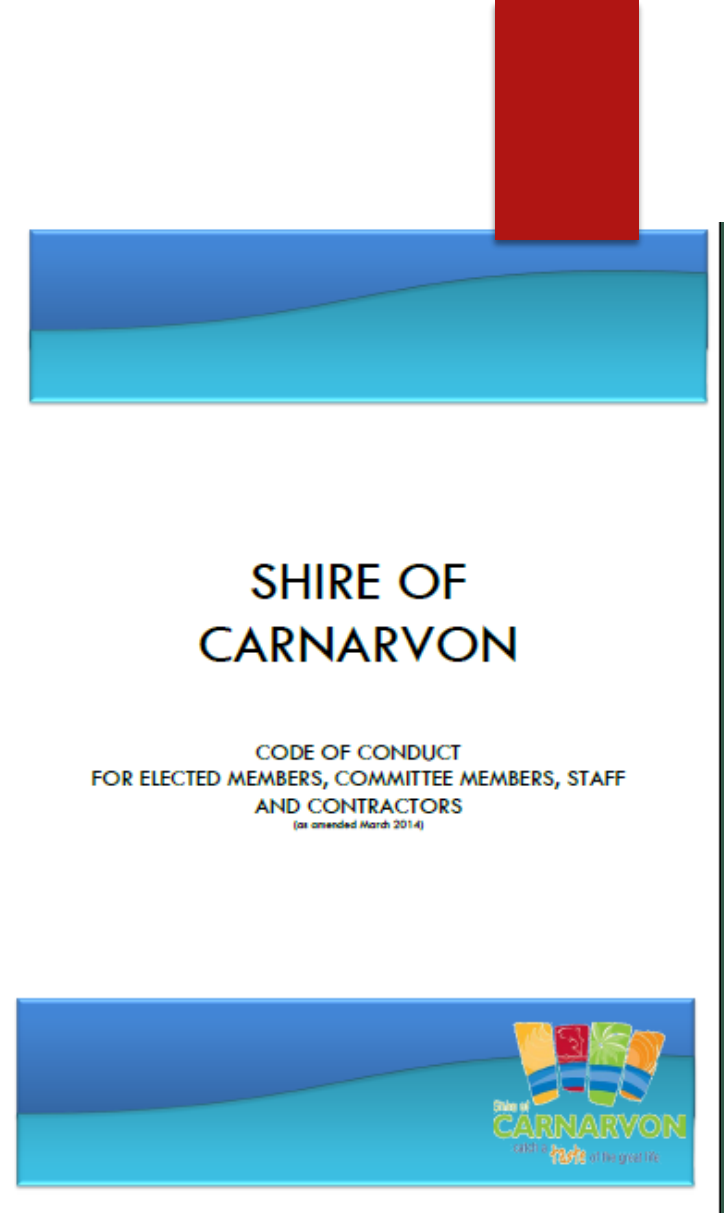
- ▶ Strategic Community Plan
- ▶ Corporate Business Plan
- ▶ Long Term Financial Plan
- ▶ Asset Management Plan
- ▶ Annual Budget
- ▶ Policies
- ▶ Delegation Register
- ▶ Project Prioritisation



▶ INTERACTION WITH STAFF

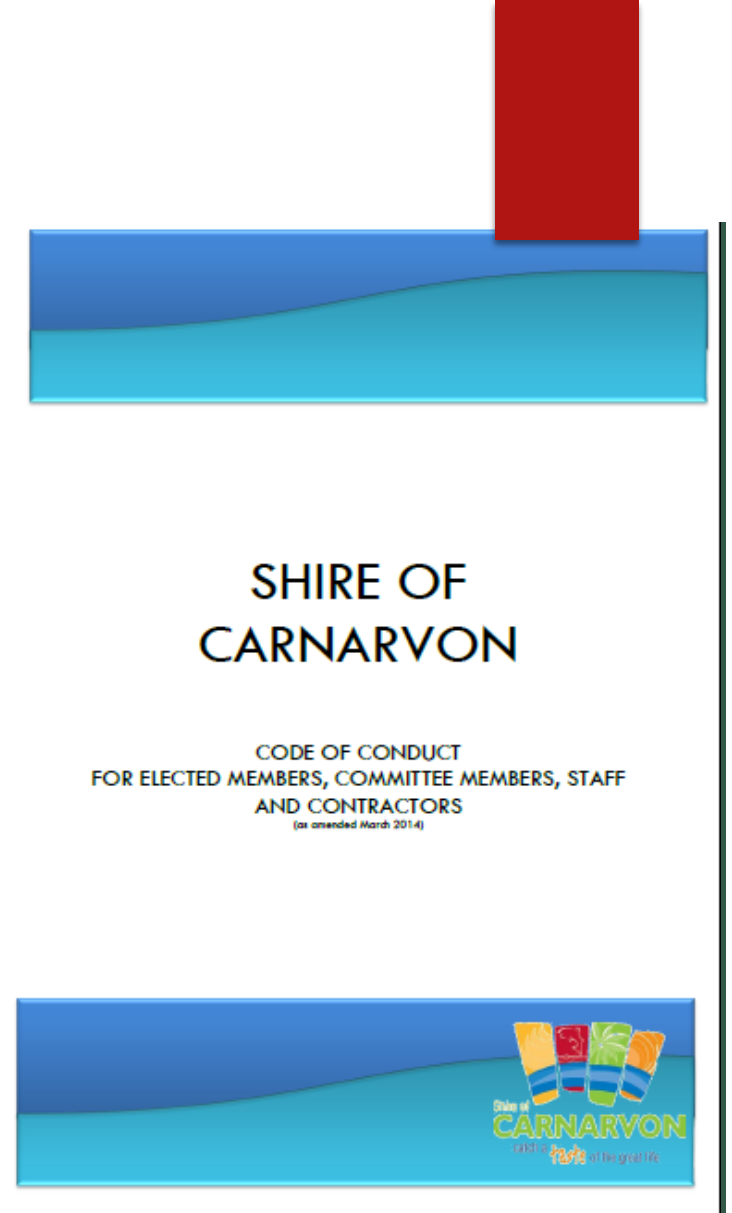
- ▶ Councillors are encouraged to contact the CEO, DCEO or Executive Manager Infrastructure if they have a question or need any assistance.
- ▶ Contact between Councillors Shire Employees in relation to any Shire matter is not permitted, as other staff may not be aware of the full implications of each issue

(refer to the Code of Conduct on the Shire's website [Code-of-Conduct-Amended-DRAFT-2021.pdf](#))



INTERACTION WITH COMMUNITY MEMBERS AND THE CUSTOMER SERVICE REQUEST SYSTEM

- ▶ Councillors will often be contacted by Community Members for service requests or complaints.
- ▶ What should you do?



MEETING PROCEDURES LOCAL LAWS

What is it?

- A local law adopted by Council that governs how Council and Committee Meetings operate
- Councillors are provided with a copy of this local law once sworn in. This document is also available at <https://www.carnarvon.wa.gov.au/your-council/shire-publications>





INTERESTS

Councillors and staff are required under the Local Government Act 1995 to disclose various types of interests in a particular matter, namely:

- ▶ Financial Interests
- ▶ Proximity Interests
- ▶ Impartiality Interests

COUNCILLOR FEES AND ALLOWANCES

- ▶ Currently the Shire pays the President and each Elected Member \$18,750 per year, in lieu of individual meeting attendance fees.
- ▶ The Shire President also receives \$48,300 per year as an annual allowance, and the Deputy President receives \$12,076 per year for additional responsibilities
- ▶ Councillors are entitled to travelling expenses, under the Public Service Award 1992.
- ▶ The Shire maintains a budget allocation to cover costs associated with Councillor training.



▶ COUNCILLORS EQUIPMENT

- ▶ Personal Laptop
- ▶ Corporate Uniform (if required)
- ▶ Diary (if required)
- ▶ Business Cards
- ▶ Name Badges



COUNCIL MEETINGS AND BRIEFINGS

- ▶ **Ordinary Council Meetings:** once per month, currently on Tuesday afternoons
- ▶ **Twice annual meeting in Coral Bay**
- ▶ **Special Council Meetings:** convened on 'as required' basis with the approval of the Shire President
- ▶ **Electors' Meeting** conducted once a year, usually January/February
- ▶ **Agenda Briefings:** On the mornings of the Council meeting
- ▶ **Corporate Information Sessions (CIS)** – second Tuesday of every month

Please Note: This schedule is determined by the Shire President and Councillors to fit in around their schedules and other commitments. Discussion after elections to find the most suitable time for the majority.





▶ ABSENCE FROM MEETINGS

- ▶ A Council may, by resolution, grant leave of absence for an Elected Member
- ▶ Leave cannot be granted to an Elected Member in respect of more than 6 consecutive Ordinary Meetings without approval of the Minister for Local Government
- ▶ The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes of the meeting
- ▶ A Member who is absent without obtaining leave of the Council throughout 3 consecutive Ordinary Meetings is disqualified from continuing their membership on Council, unless all of the Meetings are within a 2-month period

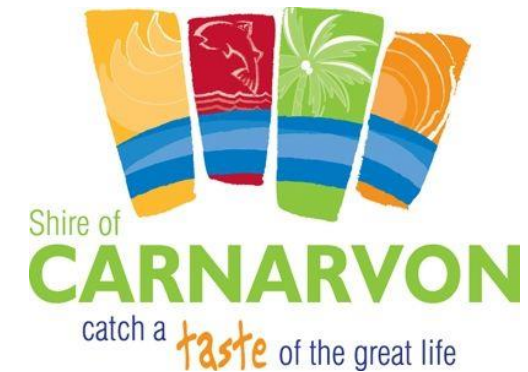
COUNCIL MEETING MINUTES

- ▶ Every effort is made to complete the Minutes from the Council Meeting by the Friday afternoon following the meeting.
- ▶ Minutes are be uploaded onto the Shire website to ensure public availability.
- ▶ An email containing the Minutes is sent to Councillors.
- ▶ Councillors are encouraged to report anything incorrect in the Minutes, as soon as possible.
- ▶ Meeting Minutes are endorsed by Council as a true and accurate record at the next Council meeting



SO YOU ARE ELECTED – CONGRATULATIONS. WHAT NOW?

- ▶ Sworn in at the Ordinary Meeting of Council on 24 October
- ▶ Welcome and introduction to Local Government with the CEO
- ▶ Mandatory training – changes to the Local Government Act - all Councillors to undertake training within the first 12 months of being elected.
- ▶ October and November Shire-delivered induction program involving all Councillors.





QUESTIONS