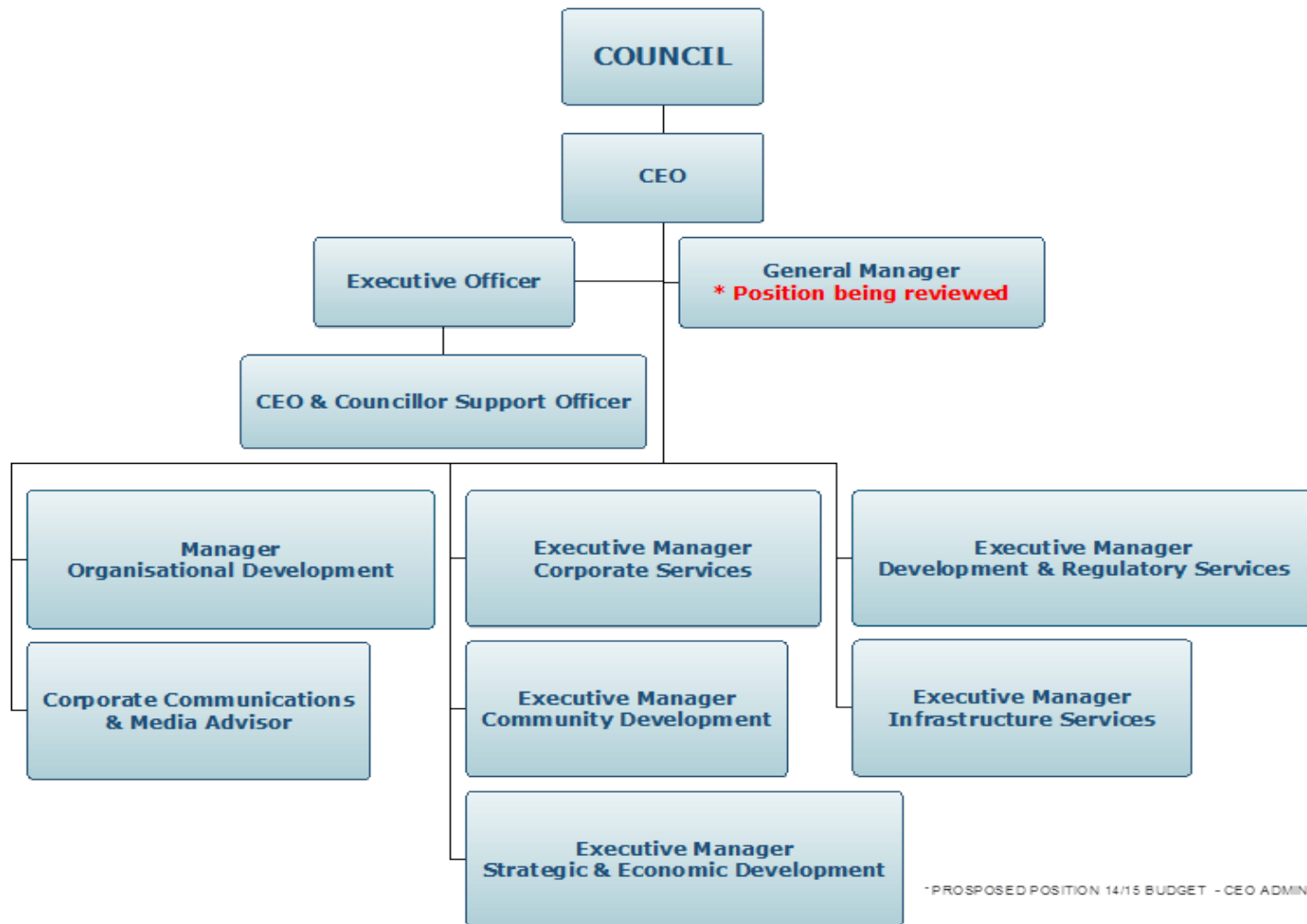


Information Session Prospective Councillor Candidates

April 2015

Governance and Executive Team



* PROPOSED POSITION 14/15 BUDGET - CEO ADMIN ASSISTANT

Role of Council

- Similar to the Board of any \$100million public company in many aspects
- Role of the Council is strategic – not operational
- Defined in the LG Act as:
 - - 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 City's finances and resources
 - Determining the City's policies
 - Making Local Laws
 - Resolving matters at Council meetings (as required by legislation)

Role of President

- 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 (at all times)
- 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 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

CEO's functions (LG Act S5.41)

- Advise the Council in relation to the functions of a local government under the Local Government Act (and other written 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 President's endorsement);
- Be responsible for the employment, management, direction and dismissal of employees;
- Ensure that the records of the local government are properly and legally kept; and
- Perform any other function required by the local government (or imposed under any written Act or law).

Interaction with Staff

- Councillors are encouraged to contact the CEO or Executive Managers only if they have any questions or need any assistance
- Contact between Councillors and other staff is not encouraged as other staff may not be aware of the full implications of each issue (refer to Code of Conduct)

Committees

Councillors will be appointed to Council and external committees at the Ordinary Council Meeting.

Appointments on these committees are for a period of 2 years (or as per committee Terms of Reference).

As a member of an external committee, Councillors are required to represent the views of the Council.

If you receive any records from these external committee meetings (e.g. agendas/minutes) please provide these to the Administration for retention.

- All Councillors are welcome to observe any Council Committee Meetings to which they are not a member, however only the appointed members have speaking and voting rights (unless these are given).
- Agendas will be provided to all Councillors several days before every Council Committee meeting, and minutes will be emailed out shortly afterwards

Standing Orders

A Local Law created by Council to explain how Council and Committee Meetings will operate.

Councillors have been provided with a copy of the local law. It is also available at www.ashburton.wa.gov.au

Standing Orders

What it governs:

Business to be conducted at meetings

Presiding Member and Quorum for Meetings

Order of Business (what happens when)

- Public Participation
- Minutes (recording of)

Questions from the public

What it Controls:

- Community Submissions.
- Petitions.
- Notices of motion.
- Conduct at Meetings (by Councillors, officers and public).
- Conduct of Members during Debate.
- Procedures for Debate of Motions.
- Procedural Motions (detailed in local law).

Standing Orders

- The main things that Councillors need to be familiar with are the requirements to:
 - Wait for the Chair to give you permission to speak
 - Use official titles
 - Restrict any discussion to the agenda item at hand
 - Not disclose confidential items to other people or discuss confidential subjects in open Council

Disclosure of Interest

- Different types of interest:
 - Financial
 - Proximity
 - Impartiality
 - Department of Local Government and communities Guideline 20 – **Disclosure of Financial Interests at Meetings** has been incorporated in the induction pack issued to new Councillors

Financial Interests

- You have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in a financial gain, loss, benefit or detriment for you.

Indirect Financial Interests

- You have an indirect financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in a financial gain, loss, benefit or detriment to someone that you associated with.

Proximity Interests

You (or a person with whom you are closely associated) have a proximity interest in any matter that concerns:

- a proposed change to a planning scheme affecting land that adjoins the person's land;
- a proposed change to the zoning or use of land that adjoins the person's land; or
- a proposed development of land that adjoins the person's land. (Development refers to the development, maintenance or management of the land or of services or facilities on the land)

Impartiality Interests

You (or a person with whom you are closely associated) have an impartiality interest in any matter if there could be a reasonable belief that your impartiality would be adversely affected, eg: you are a Member or an unpaid office bearer of a not for profit organisation.

This type of interest is all about public perception

After making a disclosure, you are still able to participate.

Exempt Interests

You are exempt from declaring a financial or proximity interest if it is a matter about:

- Something you have in common with a significant number of other electors/ratepayers
- The imposition of a fee, charge, rate etc
- Fees, allowances etc for Councillors
- Pay conditions etc of employees
- Membership of a regional local government

Declaring Interests

If you have a financial or proximity interest in relation to a matter being discussed at a Council meeting, you should ideally make a disclosure in writing before the meeting. Alternatively, at the meeting verbally.

In most cases, you will be required to leave the Council meeting while this item is discussed.

Primary/Annual Returns

- All Councillors, and some staff are required to complete a Primary Return within 3 months of their start date, and an Annual Return at the end of every financial year.
- These returns are able to be viewed by members of the public

Primary and Annual Returns give a “snapshot” of;

- what interests you have
 - what property you own
 - what shareholdings you have etc
- In the event of a complaint being made, a Councillor’s Primary and Annual Return is one of the first documents to be assessed

Council Policies

- Council Policies are reviewed annually (although not all at the same time).
- New policies can be made or existing policies altered or removed at any time during the year.
- Policies should be viewed online:
- <http://www.ashburton.wa.gov.au/policies>

Local Laws

- Shire of Ashburton Activities on Thoroughfares and Public Places and Trading 2013
 - Shire of Ashburton Dogs Local Law 2012
 - Shire of Ashburton Cemeteries Local Law 2013
 - Joint Standing Committee Delegated Legislation Local Law Amendment July 2013
 - Shire of Ashburton Extractive Industries Local law 2013
 - Shire of Ashburton Health Local Law 2013
 - Shire of Ashburton Local Government Property Local Law 2013
 - Joint Standing Committee Delegated Legislation Local Law Amendment July 2013
 - Shire of Ashburton Standing Orders Local Law 2012
 - Parking and Parking Facilities Local Law 2013
 - Fencing Local Law 2014
 - Joint Standing Committee on Delegated Legislation - Fencing Local Law 2014
-
- Local Laws must be reviewed at least every 8 years
 - Local Laws should be viewed online at: <http://www.ashburton.wa.gov.au/locallaws>

Councillor Fees and Allowances

- Currently, the Shire pays the President \$20,385 per year and each member \$22,660 per year, in lieu of individual meeting attendance fees.
- Additionally, the President currently receives \$60,000 per year as an annual local government allowance and the Deputy President receives \$15,000 per year.
- Each member also receives \$500 per year as an annual Information & Communications Technology allowance.
- Elected members are also entitled to Child Care allowance reimbursed at the actual cost per hour or \$25 per hour, whichever is the lesser amount.
- Travelling Expenses, as issued under the Public Service Award 1992 by the Western Australian Industrial Relations Commission, will be paid

Councillor Requests

- Please use form available at:
 - Internet – <http://www.ashburton.wa.gov.au/xxxxxxxxx>
 - On Chambers desk at OCMs
 - On request from Janyce Smith
- A summary of all Councillor Requests and Responses is emailed to Councillors each week

Training and development

- A budget allocation of \$5000 per Councillor to cover costs associated with training / course cost and any associated travel.
 - Councillors are encouraged to attend the annual WALGA “Local Government Week” Conference, which is budgeted for separately.
- NOTE: Telephone expenses accrued on overseas travel will not be reimbursed unless prior approval has been obtained in writing and reimbursements will be for Shire business related activities only.
- THIS IS TO BE REMOVED BUT INCLUDED IN THE INDUCTION MANUAL.
- To Apply – please view the Policy and complete the form at <http://www.asburton.wa.gov.au/xxxxxxxxxx>
- The Shire will book training and make all the relevant arrangements

Councillors' Equipment

- Personal Computer (internet connection to be organised directly by Councillor using Communications Allowance)
- Ipad
- Corporate Uniform – Jacket , 2 x Blouses/shirts.
- Diary (if required)
- Business Cards
- Name Badges

Ordinary Council Meetings

- Occur 3rd Wednesday every month (apart from the meeting in December which is held on the 2nd Wednesday and January which is held on the 4th Wednesday)
- Dinner is scheduled to start at 6.00pm
- Council meetings start at 1.00pm on a rotation across the four Towns in the Shire.
- Agendas are distributed electronically generally on the Friday prior to the meeting.
- Uploaded to the City's website www.ashburton.wa.gov.au
- An email will be sent to Councillors notifying them that the Agenda is available and a link will be provided

Absence from Meetings

- A council may, by resolution, grant leave of absence, to a member.
- Leave can not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister
- The granting of the leave, or refusal to grant the 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 of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

Minutes

- Every effort is made to complete the Minutes from the Council meeting by the Friday afternoon following the Council Meeting. These minutes are then:
- Uploaded to the City's website www.ashburton.wa.gov.au
- An email will be sent to Councillors notifying them that the Minutes are uploaded and a link will be provided.
- Please let us know, as soon as possible, if you feel anything is incorrect in the Minutes.
- Hard copies are available for inspection at the Library and Administration Centre.

Politicians

The Council -

Actively builds and improves on relationships with State and Federal politicians from both of the major parties.

Regularly invites politicians to meetings to brief them on major issues affecting the Shire and to seek their support with funding, political pressure etc.

Civic Functions

Major civic events in the Shire of Ashburton include:

- Building openings/commencement ceremonies
- Councillors are encouraged to attend community events (with their badges on!)

Human Resources

Approximately 180 full time, part time and casual staff across 4 Towns

Detailed Workforce Plan

Staff Values established

2014/15 approx. 12% (approx. \$13.5 mill) of our operating budget is allocated to wages.

Customer Service Charter in place.

QUESTIONS?