

**14.3 APPOINTMENT OF WALGA ZONE DELEGATES AND ATTENDANCE AT NOVEMBER PILBARA ZONE MEETING**

**Author:** Governance Officer  
**Authorising Officer:** Director Corporate Services  
**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION**

That Council:

1. Appoint Commissioner Fredrick Riebeling and Chief Executive Officer as Pilbara zone delegates for Town of Port Hedland;
2. Notify WALGA of the appointments made above by 8 November 2019; and
3. Approve the attendance of Commissioner Fredrick Riebeling and Chief Executive Officer at the Pilbara zone meeting on 25 November 2019.

*SIMPLE MAJORITY VOTE REQUIRED*

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**PURPOSE**

The purpose of this report is for Council to consider the appointment of elected delegates to represent the Pilbara zone and to consider approving the attendance of the delegates at the Pilbara zone meeting to be held on Monday, 25 November 2019.

**DETAIL**

On 10 October, the Town of Port Hedland received correspondence from the Western Australian Local Government Association (WALGA) requesting the appointment of delegates to the Pilbara zone and requesting that the Town notify WALGA of the appointments by Friday 8 November 2019.

*Background*

The Town is a member of WALGA, which is an association that exists to advocate, negotiate and provide consolidated representation on behalf of the local government sector in the best interests of its members. WALGA is governed by a President and State Council representatives, which are elected from various local governments from both regional and metropolitan constituencies.

WALGA State Council is the decision making representative body of all member Councils, who are responsible for sector-wide policy making and strategic planning on behalf of local government.

### *Zone Representation*

The Town of Port Hedland is located in the Pilbara zone. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing local and regional issues to the State decision making table.

In 2000, the Pilbara Regional Council (PRC) was established to represent the Pilbara zone at a strategic regional level. The PRC consisted of representatives from the Town of Port Hedland, City of Karratha and Shires of Ashburton and East Pilbara. Following the establishment of the PRC, the Town adopted a policy which formally appointed the Mayor and Deputy Mayor as its delegates to represent the Town on the PRC.

Since the disbanding of the PRC in 2018, and the suspension of the Town's Council in mid-2019, this has effectively left a void in the representation of Port Hedland in the Pilbara zone. As a consequence, zone delegates must be appointed to ensure that Port Hedland is fairly represented on a regional, State and possibly Federal level.

### *Pilbara zone meeting*

Following the appointment of delegates within the Pilbara zone, a meeting is to be held via teleconference on Monday 25 November 2019. At this meeting, the zone is required to conduct an election of zone delegates to the WALGA State Council.

Elected zone delegates represent their zone at State Council meetings. The next WALGA State Council Meeting will be held on Wednesday, 4 December 2019 in West Leederville, Perth.

## **LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, but does not require public consultation.

## **CONSULTATION**

### *Internal*

Acting Chief Executive Officer  
Acting Manager Governance

### *External Agencies*

WALGA

### *Community*

Not applicable.

## **LEGISLATION AND POLICY CONSIDERATIONS**

The Town's policy 4/007 'Elected Member Representation with External Organisations' is applicable in relation to this matter.

## FINANCIAL AND RESOURCES IMPLICATIONS

If, during the zone meeting, the Commissioner is elected as a representative to the WALGA State Council, the costs to attend future meetings will need to be considered. There are approximately six State Council meetings per year in various locations across WA. Costs associated with travel to and from these meetings will be funded by the members of Council travel and accommodation budget which has a balance of approximately \$21,000.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section of the Town's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 4.a.1 Town of Port Hedland is represented and advocated for in International, Federal, State and regional forums and policy development

There are no significant identifiable environmental, social or economic impacts relating to this item.

### *Corporate Business Plan*

The following action of the Town's Corporate Business Plan 2018-2022 apply in relation to this item:

- 4.a.1.1 Research and develop a coordinated response to town issues in line with the Strategic Community Plan

## RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because if a delegate is not appointed and reported to WALGA, the Town may miss this important opportunity to represent Port Hedland at a regional, and possibly State level. The risk rating is considered to be low (4), which is determined by a likelihood of rare (1) and a consequence of major (4).

This risk will be eliminated upon adoption of the officer's recommendation.

## OPTIONS

*Option 1 – Adopt officer's recommendation*

*Option 2 – Do not adopt officer's recommendation*

## CONCLUSION

The importance of ensuring the Town of Port Hedland is fairly represented and advocated for is paramount. It is recommended that the Commissioner and CEO are appointed as delegates to the Pilbara zone on behalf of the Town of Port Hedland. Appointing delegates to the zone ensures that the community's ambition of having Hedland represented on a regional, State and potentially Federal level identified in the Strategic Community Plan is achieved.

## ATTACHMENTS

1. Letter from WALGA regarding Zone Delegates and State Council
2. Elected Member Prospectus

**10 October 2019**

**Our Ref: 02-002-05-0001 NS:CO**

Attention: Chief Executive Officer

### **Election of Zone Delegates and State Councillors**

The Local Government elections, to be held on Saturday 19 October 2019, will affect Council appointments to external committees including the WALGA Zone.

As a consequence, Councils are requested to elect / appoint Elected Member delegates and deputy delegates to the Zone and notify WALGA by no later than Friday 8 November 2019.

WALGA's Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair.

A Chronological overview of the process is detailed below:

- Local Government elections occur on 19 October 2019.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9am, Friday 8 November 2019.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, Zones are required to hold these elections at their November 2019 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2019 November Zone meeting.
- State Councillor Induction Session – morning of 4 December 2019.
- New State Council will take office at the Ordinary Meeting of State Council on 4 December 2019.
- The position of President and Deputy President of WALGA, will be elected at the March 2020 State Council Meeting.

Further information regarding the nomination and election process to State Council will be provided before the November Zone meeting.

Please find attached WALGA's Elected Member Prospectus. This document will assist in providing further information on becoming a Zone Delegate or State Councillor. If you can please distribute 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 8 November 2019, please contact Chantelle O'Brien on (08) 9213 2013 or [cobrien@walga.asn.au](mailto:cobrien@walga.asn.au).

Yours sincerely



**Nick Sloan**  
**Chief Executive Officer**



# **Elected Member Prospectus**

## **Becoming a Zone Delegate or State Councillor**

## About WALGA

WALGA is the Western Australian Local Government Association, formed in 2001 with the merging of the WA Municipal Association, Local Government Association of WA, Country Urban Councils Association, and Country Shire Councils Association.

WALGA is not a government department or agency; WALGA exists to advocate and negotiate on behalf of the WA Local Government sector in the best interests of its Member Councils.

## What Does WALGA Do

WALGA aims to provide value to Member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services;
- Building a positive profile for Local Government;
- Providing effective advocacy and leadership on behalf of the sector; and,
- Ensuring representation in the interests of Local Government in WA.

## How Does WALGA Work

WALGA employs approximately 100 staff across the areas of:

- Policy portfolios 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 Councils. 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 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 agenda in two critical ways: by passing resolutions on items contained in the State Council agenda, and 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 Zone Delegates**

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 delegate, 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 12 metropolitan zones and 12 regional 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:

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



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

## **Role of 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 six 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 also 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 a sitting fee of \$3,500 per annum 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 and Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the Local Government sector in WA. 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.

There is also the potential for State Councillors, as Local Government leaders in WA, to play a role in supporting and mentoring other Elected Members, either informally or through WALGA's Member Advisor Program.

## 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 you play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

## Contacts

For more information contact:

Chantelle O'Brien, Governance Support Officer – (Zones)  
(08) 9213 2013 [cobrien@walga.asn.au](mailto:cobrien@walga.asn.au)

Margaret Degebrodt, Executive Officer Governance – (State Council)  
(08) 9213 2036 [mdegebrodt@walga.asn.au](mailto:mdegebrodt@walga.asn.au)

Tim Lane, Manager Strategy and Association Governance  
(08) 9213 2029 [tlane@walga.asn.au](mailto:tlane@walga.asn.au)

Tony Brown, Executive Manager, Governance and Organisational Services  
(08) 9213 2051 [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)