



North Metropolitan Zone

Minutes

23 June 2022

North Metropolitan Zone

Hosted by the City of Wanneroo

23 Dundobar Road, Wanneroo – 9405 5000

Thursday 23 June 2022

The meeting commenced at 6:34pm.

Minutes

In the absence of the Chair and Deputy Chair, the WALGA Secretariat opened the meeting and sought nominations for the position of Chair for the duration of the meeting.

Cr Felicity Farrelly (City of Stirling) nominated for the position and was elected unopposed.

Cr Farrelly assumed the position of Chair.

MEMBERS

4 Voting Delegates from each Member Council

City of Joondalup	Cr Russ Fishwick JP Cr Adrian Hill Cr Nige Jones
City of Stirling	Cr Felicity Farrelly Cr Stephanie Proud (Deputy) Cr Chris Hatton (Deputy) Ms Candice D'Castro, Service Lead Council and Civic Governance – non-voting delegate
City of Wanneroo	Cr Jordan Wright Cr Frank Cvitan JP Cr Glynis Parker Mr Daniel Simms, Chief Executive Officer – non-voting delegate Mr Michael Berkeley-Hill, Executive Manager Governance and Legal – non-voting delegate
WALGA Representatives	Nicole Matthews, A/Executive Manager Strategy, Policy and Planning. Kathy Robertson, Executive Officer Sarah Twyford, Graduate Policy Officer, Environment
Roadwise	Katherine Celenza, Regional Road Safety Advisor
Guest Speakers	Jodie Dutton, Employment Facilitator, Local Jobs Program

APOLOGIES

City of Joondalup	Mayor Hon. Albert Jacob JP Mr Jamie Parry, Director Governance and Strategy – non-voting delegate Mr James Pearson, Chief Executive Officer – non-voting delegate
City of Stirling	Mayor Mark Irwin Cr David Lagan - Chair Cr Elizabeth Re – Deputy Chair

ABSENT

City of Stirling Mr Stuart Jardine, Chief Executive Officer – non-voting delegate
 Mr Jamie Blanchard, Manager Governance – non-voting delegate

City of Wanneroo Cr Chris Baker

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ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda prior to the Zone meeting to the Chair and Secretariat.

Agenda Papers were emailed 7 days prior to the meeting date to your Council for distribution to Zone Delegates.

Confirmation of Attendance an attendance sheet was circulated prior to the commencement of the meeting.

Acknowledgement of Country All attendees acknowledged the traditional owners of the land that the meeting is held on and paying respects to Elders past, present and future.

ATTACHMENTS WITHIN THE AGENDA

1. Draft Minutes of previous meeting
2. Zone Status Report
3. Standing Orders
4. President's Report

1. DECLARATION OF INTEREST

Elected Members must declare to the Chair any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil

2 DEPUTATIONS

2.1 Local Jobs Program

Jodie Dutton, Employment Facilitator provided information on the Local Jobs Program.

3. CONFIRMATION OF MINUTES

RESOLUTION

Moved: Cr Glynis Parker
Seconded: Cr Jordan Wright

That the Minutes of the meeting of the North Metropolitan Zone held on 21 April 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

4. BUSINESS ARISING

A Status Report outlining the actions taken on the Zone's resolutions was enclosed as an attachment to the Agenda.

Noted

5. STATE COUNCIL AGENDA - MATTERS FOR DECISION

(Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council)

The full State Council Agenda can be found via link: [State Council Agenda 6 July 2022](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Review of advocacy positions relating to Emergency Management

That State Council:

1. Endorse the removal of the following Emergency Management Advocacy Positions
 - 8.1 Community Resilience
 - 8.2 Disaster Mitigation
 - 8.3 Emergency Services Levy
2. Endorse the following Emergency Management Advocacy Positions:
 - 8.1 Emergency Management Principles
 - 8.2 State Emergency Management Framework
 - 8.3 Sustainable Grant Funding Model for Emergency Management
 - 8.4 Consolidated Emergency Services Act
 - 8.5 Resource Sharing
 - 8.6 Lessons Learnt Management
 - 8.7 Emergency Services Levy
 - 8.8 Local Government Grants Scheme (LGGS)

5.2 New Emergency Management Advocacy Position – Community Emergency Service Manager Program

That the following WALGA Advocacy Position relating to the Community Emergency Service Manager (CESM) Program be endorsed:

8.9 Expansion of the Community Emergency Services Manager Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

5.3 Draft WA Public Libraries Strategy 2022-2026 and Updated Advocacy Position

That:

1. the draft WA Public Libraries Strategy 2022-2026 be endorsed.
2. WALGA's existing Advocacy Position on Public Libraries be deleted and replaced as follows:

3.8 Public Libraries

1. Western Australian Local Government public libraries provide valuable local cultural infrastructure, creating social and community hubs for community capacity building, recreation, education and literacy, digital inclusion, and social connection, cohesion and inclusion.
2. WALGA supports the provision of Public Library services in Western Australia through a formal partnership between Local Government and the State Government of Western Australia, governed by the Library Board Act 1951, namely the State and Local Government Agreement for the Provision of Public Library Services in Western Australia (2020).
3. The WA Public Libraries Strategy 2022-2026 provides a framework for a shared vision, strategic direction and collaborative action in the provision of a vibrant and sustainable 21st century public library network.
4. It is essential that a sustainable funding model enables Local Governments to continue to deliver library services to support continued growth and adaptation to changing community needs.

RESOLUTION

Moved: Cr Chris Hatton

Seconded: Cr Frank Cvitan

That the North Metropolitan Zone:

1. Supports all Matters for Decision as listed above in the July 2022 State Council Agenda, subject to an amendment to the recommendation in item 5.3 by adding a third point as follows:

“Request details be given to Local Governments on the next phase, particularly the process and stakeholder engagement plan, on developing an implementation plan.”

2. Notes all Matters for Noting and Organisational Reports as listed in the July 2022 State Council Agenda.

CARRIED

6. EXECUTIVE REPORTS

6.1 President's Report to the Zone

The State Councillor representative or WALGA representative presented the President's Report. Report was distributed with the Agenda.

Noted

6.2 State Councillor's report to the Zone

WALGA State Councillor presented on the previous State Council meeting.

Noted

6.3 Department of Local Government, Sport and Cultural Industries Representative Update Report.

The Department of Local Government, Sport and Cultural Industries representative, was an apology for this meeting.

Noted

7. BUSINESS

7.1 Safe Use of eRideables


By City of Wanneroo


Background


Changes to the Road Traffic Code 2000 implemented by the State Government on 4th December 2021 now enable the use of eRideables on public roads and pathways. Full details of the new legislation can be found at [eRideables \(www.wa.gov.au\)](http://www.wa.gov.au).


As the regulations controlling the use of these devices are contained in the Road Traffic Code, enforcement is the sole responsibility of WA Police and not by Local Government Authorities. A summary of the laws and classification of eRideables is shown below:


WHAT IS CONSIDERED AN E-RIDEABLE DEVICE?





**E-SKATEBOARDS**


**E-SCOOTERS**


**E-WHEELS**


**HOVERBOARDS**


**E-UNICYCLE**


**E-SKATES**



**EPTs (SEGWAYS)**


**ELECTRIC BIKES**


**MOTORISED WHEELCHAIRS**

**MOTORISED SCOOTERS <200W**


These devices are already governed by their own regulations under the Road Traffic Code 2000 and will not be included in the eRideable device framework.


ERIDEABLE CURRENT LAWS

Night riding permitted

Helmets required

Age requirement**16+**

Bell or verbal warning

Lights and reflectors required

Speed on footpaths**10**

Speed on bike paths, shared paths and local roads**25**

No travel on roads**>50 km/h**

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Immediately on release of the new laws, the Road Safety Commission (RSC) launched a mass media campaign to ensure all West Australians are familiar with the new rules around eRideables.

Comment

Rather than separated facilities, the design of new and upgraded shared pathways by the City of Wanneroo will continue to ensure that pathways are constructed with sufficient width and other relevant infrastructure is provided in accordance with current standards, to promote the safe sharing of these spaces by all active transport users.

The City makes note that new legislation pertaining to the safe use of eRideables contained in the Road Traffic Code 2000 defines how and where they can be used and consequently enforcement of this is the sole responsibility of the WA Police and not Local Government.

It is also noted that the Road Safety Commission (RSC) implemented a media campaign at launch and is continuing an ongoing eRideables media campaign, with messaging surrounding their safe use a primary focus in their latest campaign, which can be seen state-wide through television advertising. The RSC has also provided free to use media assets, which can be utilised to build any future campaign material related to the safe use of eRideables to help keep all active transport users in Western Australia safe:

https://www.wa.gov.au/organisation/road-safety-commission/erideables?fbclid=IwAR0Q-4k1Y-nFAK_TSnE2avzLKtYjpXmGrIN2kj_d_hfKLxcAjjydLUb2BMNY

Despite this, The City of Wanneroo recognises growing concern amongst Council Members and the community regarding unsafe user behaviours, including excessive speeds on heavily used shared paths and footpaths. Although often in isolated circumstances, this identifies that there is a need for further promotion of the safe use of eRideables across all Local Government areas in the State.

The City recommends that the Western Australian Local Government Authority (WALGA) implement a state-level campaign through their channels to promote and support the safe use of eRideables, in addition to media circulated by the RSC.

Through the RoadWise Advisory Group, the City of Wanneroo supports and will continue to support media campaigning by WALGA and the RSC by promoting available content across media platforms and will promote the safe use of eRideables in the City of Wanneroo Active Transport Plan.

RESOLUTION

Moved: Cr Frank Cvitan
Seconded: Cr Jordan Wright

That the Western Australian Local Government Association (WALGA) advocate for State Government to implement a State-level campaign to further promote and support the safe use of eRideables in addition to media circulated by the RSC.

CARRIED

7.2 Power Outages over Christmas

By Ian Duncan, Executive Manager Infrastructure

BACKGROUND

In February 2022 the North Metropolitan Zone resolved that WALGA writes to the Minister for Energy and request a report be provided to WALGA detailing specific issues relating to Western Power outages during late December 2021 and the heatwave period during Christmas.

WALGA met with the independent reviewer, Michelle Shepherd and her team on 25 February. Information available to WALGA at the time was provided, and a commitment received to contact the office of the Chief Executive in each affected Local Government, including those in the North Metropolitan Zone. Michelle conveyed her understanding that the report would be made public by tabling in Parliament.

Independent Review of Christmas 2021 Power Outages

The [Independent Review of Christmas 2021 Power Outages](#) was tabled in Parliament in March 2022. The report identifies that the electricity distribution system did not have the technical capacity to deliver electricity to meet demand, resulting in system overload that led to power outages.

Western Power did not forecast the unusually high level of peak demand. The expansion of roof top solar generation and peak demand are noted as factors that contribute to difficulty in forecasting peak load. It had identified many of the impacted areas as facing capacity risks in the future. In accordance with its planning criteria, action to relieve capacity issues is only taken when the load forecast exceeded the criteria. An example provided is the Clarkson Substation that was anticipated to face capacity risks in coming years and had a project planned for 2025 to reduce these risks.

The report makes no findings or recommendations in relation to payments to households and business affected by extended power outages.

As a regulated Government Trading Enterprise, Western Power seeks approval for capital expenditure from the Economic Regulation Authority (ERA). The ERA is currently considering the proposed Access Arrangement for the 2022 – 2027 period (AA5) and WALGA has made several [submissions](#) to the ERA that include network reliability and performance measurement. The ERA decision will ultimately determine the allowable expenditure for upgrade of the power networks to reduce the risk of future power outages

Secretariat Comment

Changes to service standards, customer payment and investment in reducing network risk will largely be determined by the Economic Regulation Authority. The consultation process for AA5 closed on 21 April 2022. Western Power is undertaking supplementary engagement with customers regarding several matters, including improving outage information. It is anticipated that the ERA will provide a further opportunity for stakeholder feedback after the draft access arrangement is published around September 2022. The North Metropolitan Zone is encouraged to actively participate in this engagement directly and / or through WALGA.

Noted

7.3 Meeting Attendance Protocols – Online Attendance

By Chantelle O'Brien, Zone Executive Officer

BACKGROUND

As a consequence of the Covid-19 pandemic, attendance at meetings and forums via video conference has been widely adopted as a standard practice and is, in many cases, an expectation of attendees.

While Zone meetings have historically been conducted in-person, there have been occasions when Zone meetings have been held as a fully virtual meeting due to Covid restrictions or Covid risk.

Recently, as the technical capacity to host virtual meetings (with a mix of in-person and online attendance) has developed, there has been an increase in requests from Zone Delegates to attend otherwise in-person Zone meetings via a video-conferencing platform.

The WALGA secretariat is seeking Zone guidance on this matter to put in place Zone protocols going forward.

COMMENT

There are several considerations regarding the suitability of hybrid meetings.

Firstly, there is an argument that in-person Zone meetings are preferable, as has been past practice, as in-person meetings (including sharing a meal and refreshments) facilitate relationship building, information sharing, networking opportunities and engagement between member Local Governments and between Local Governments and the WALGA secretariat including office bearers and senior staff.

Secondly, while there may be circumstances that prevent a Council Delegate from attending in-person, each Council has one or more Deputy Delegates who may be available to attend in-person and contribute to the meeting. For instance, it is unclear which is preferable: in-person attendance by a Deputy Delegate or online attendance by a Delegate.

Thirdly, from a meeting management perspective, there are challenges for the chairperson facilitating participation and managing a hybrid meeting, particularly given the chair may not be familiar with the technical arrangements at the host Local Government for any given meeting.

Fourthly, there are technical considerations for the host Local Government. While many Local Governments now have suitable facilities, it would be expected that the host Local Government would provide the necessary technical support (potentially outside of business hours) to ensure the meeting can transpire smoothly.

Finally, the Zone's direction in relation to guest speakers is also sought. From the secretariat's point of view, in-person attendance by guest speakers is preferable, however there may be instances when a guest speaker is unable to attend in-person but is able to attend virtually.

From the perspective of the secretariat, there are significant benefits to continue holding Zone meetings primarily in-person – relationship building, information sharing and engagement – and there are technical and meeting management challenges associated with hybrid meetings.

On balance, it is recommended that, restrictions notwithstanding, Zone meetings continue to be held primarily in-person.

Accordingly, and given Councils appoint Deputy Delegates to ensure representation when a Delegate is unable to attend, it is recommended that preference is given to Deputy Delegate attendance in-person ahead of online Delegate attendance and the hybridisation of the meeting. If Deputy Delegate attendance is not possible, the secretariat will liaise with the host Local Government to facilitate online attendance.

If Zone meetings are to be held in a hybrid format, the secretariat will liaise with the host Local Government to check whether a hybrid meeting can be facilitated, to ensure technical setup is undertaken and to confirm technical support will be provided.

It is also recommended that the secretariat continue to liaise with the Zone Chair in relation to guest speakers, as is current practice.

RESOLUTION

Moved: Cr Chris Hatton
Seconded: Cr Glynis Parker

That the Zone adopt the following protocols:

1. That, Covid-19 or other restrictions notwithstanding, Zone meetings continue to be held primarily in-person;
2. That, given Zone meetings are to be held primarily in-person:
 - a. first preference will be for in-person Deputy Delegate attendance, before online attendance of Delegates is considered, and
 - b. If Deputy Delegates are unable to attend in-person, the secretariat will liaise with the host Local Government with the aim of facilitating online attendance in a hybrid meeting format;
3. That, if Zone meetings are to be held in a hybrid format, the host Local Government will provide technical setup and support in liaison with the WALGA secretariat; and,
4. That the WALGA secretariat liaise with the Zone Chair in relation to attendance and arrangements for guest speakers, and if online attendance of a guest speaker is to be facilitated, the secretariat will liaise with the host Local Government to make the necessary arrangements.

CARRIED

7.4 WALGA Best Practice Governance Review Update

By Tony Brown, Executive Manager Governance and Organisational Services and Tim Lane, Manager Strategy and Association Governance

BACKGROUND

WALGA has embarked on a significant project to review WALGA's governance model to ensure the organisation is governed by a contemporary, sound, and agile governance model that:

- Facilitates meaningful engagement with Local Government members,
- Enhances WALGA's legitimacy among members and stakeholders, and
- Enables sound and focused decision making to guide advocacy, policy, and service delivery.

WALGA's [Corporate Strategy 2020-25](#) identifies "contemporary governance and engagement models" as a key strategic priority leading to State Council's commissioning of the Best Practice Governance Review project.

A further goal of the project is to fundamentally review, and subsequently amend, WALGA's governance documentation – Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – to ensure consistency and alignment.

To oversee the project, State Council appointed a Steering Committee with the following membership:

President Cr Karen Chappel JP	WALGA President (Chair)
Cr Paul Kelly	WALGA Deputy President
President Cr Phil Blight	Country State Councillor
Mayor Carol Adams OAM	Metropolitan State Councillor
President Cr David Menzel	Country Elected Member
Mayor Albert Jacob	Metropolitan Elected Member
Andrew Sharpe	Country Chief Executive Officer
David MacLennan	Metropolitan Chief Executive Officer
Nick Sloan	WALGA Chief Executive Officer

Senior WALGA staff are providing executive support and PwC has been appointed to facilitate meetings of the Steering Committee and to produce an Options Paper and a Final Report.

The Steering Committee has met twice. At the first meeting, held on 5 May 2022, the Committee:

- Adopted Terms of Reference

- Reviewed the Project Plan
- Considered existing governance documentation
- Discussed the project methodology, and
- Agreed five comparator organisations whose governance models would be reviewed:
 - i. Australian Hotels Association (AHA)
 - ii. Australian Medical Association (AMA)
 - iii. Chamber of Commerce and Industry WA (CCIWA)
 - iv. Chamber of Minerals and Energy (CME), and
 - v. Pharmacy Guild of WA

The comparator organisations were selected for their similarity to WALGA as membership organisations (with organisations as members) and their perceived effectiveness as advocacy peak bodies.

At the Steering Committee's second meeting, held on 8 June 2022, the Committee reviewed the governance models of comparator organisations presented by PwC and identified initial performance assessment criteria that will guide the evaluation of alternative governance model options.

The Steering Committee will be meeting again in late June to consider an Options Paper which will present alternative governance model options. The Options paper will be presented to State Council at the 6 July Strategic Forum. Member feedback will then be sought on the Options Paper during July and August.

Following member feedback, the Steering Committee will direct the development of an agenda item outlining high level principles and non-negotiables of a future governance model for the 2022 Annual General Meeting. This agenda item and debate will gauge members' views on the direction of the project.

The final report due to be completed by mid-October 2022 will be the subject of further consultation with members, including through a full round of Zone meetings in November in the lead-up to the December State Council meeting.

Substantive structural changes to WALGA's governance model will require amendments to the Constitution, which must be approved by a special (75 percent) majority at both a meeting of State Council and an Annual General Meeting. As such, any proposed changes will need to have strong support of members for Constitutional change to be ratified. The aim of the project is to put forward constitutional amendments to members at the 2023 Annual General Meeting.

COMMENT

The Best Practice Governance Review Project represents a significant opportunity to improve WALGA's governance model to improve decision making effectiveness while ensuring meaningful member representation and participation.

Past reviews since the formation of WALGA as the single Local Government sector peak body over 20 years ago have led to significant process and other improvements while the structure and composition of State Council has remained broadly unchanged. WALGA receives mixed feedback on its governance model through member surveys and other mechanisms suggesting there is room for improvement.

Any future governance model will need to balance member representation and participation in decision making processes with efficiency and strategic focus. The forthcoming Options Paper will present potential options that aim to balance competing objectives identified by the Steering Committee.

Member engagement and consultation will be crucial to the success of the project and very high levels of member support will be required for constitutional amendments to be ratified, as outlined above. Consequently, members should anticipate opportunities to contribute to the project and provide insight in relation to options put forward over coming months.

RESOLUTION

Moved: Cr Frank Cvitan
Seconded: Cr Jordan Wright

That the update on the WALGA Best Practice Governance Review Project be noted.

CARRIED

7.5 Proposed Advocacy Position for Management of Bushfire Brigades Discussion Paper

By Susie Moir, Policy Manager Resilient Communities

BACKGROUND

WALGA is seeking the views of the sector on a new Advocacy Position on the management of Bushfire Brigades, as per the Discussion Paper, [Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position](#).

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

The Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the Consolidated Emergency Services Act which is expected to be released for stakeholder consultation in early 2023.

Four options are identified for the future management of BFBs:

1. Status quo – continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements – continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model – Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer – Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

COMMENT

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined in the paper, it is considered appropriate for the Association to support a hybrid model for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require additional support and resourcing which should be provided by the State Government, including:

- Development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- Expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- Universal access to DFES training for BFBs; and
- Development of mandatory and minimum training requirements including recognition of competency for volunteers.

Local Governments are encouraged to provide a written response to this Paper or to complete the survey. Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

Questions are provided at the end of the Paper to guide feedback.

Feedback should be provided in response to the questions via email to em@walga.asn.au by 5pm Friday 8 July 2022.

Noted

7.6 WALGA Training

By City of Wanneroo

Background

Raising concern at the cost of WALGA's Elected Member training and inquiring if it is possible for courses to be more affordable for Elected Members.

Secretariat Comment

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

WALGA Training offers highly specialised training solutions for Elected Members and Local Government Officers, supporting members to develop and maintain their professional capabilities and to meet the requirements of the Local Government Act 1995 and its subsidiary Regulations.

Course charges are to cover cost on a fee for service basis and our costings are much lower than compatible other options e.g. a compatible course at AIM is charged between \$ 950.00 - \$ 1300.00 per day vs at WALGA charges are between \$ 450.00 to \$ 630.00 per day. To assist Local Governments and Elected Members, we offer different delivery options which are very cost effective e.g. eLearning options for Council Member Essentials Training where the cost is 50% - 70% less compared to attending in person. Another price effective and flexible option is for neighbouring Local Governments to collaborate and have a course delivered on site, sharing the cost between the participants.

To provide an outline of the fees the following is provided for an example course being Elected Member Meeting Procedures held in-person at WALGA;

- | | |
|-------------------------------|-------|
| • Trainer/Presenter Fee | \$120 |
| • Course Development costs | \$100 |
| • Course Materials – Printing | \$ 30 |

• Catering	\$ 25
• RTO administration and overhead cost	\$175 (includes venue)
Total	\$450

WALGA is constantly developing new courses for the sector. Recently the following courses have been developed;

- New Elected Member courses on Economic Development, Environment, Record Keeping Awareness, Emergency Management, Role of Mayors/Presidents
- New Diploma in Local Government Elected Member
- New Officer Courses – Meeting practices for good governance, Records Management (x3), additional procurement courses.

In addition, WALGA is looking to add a Certificate III in Local Government as a Traineeship and Work Health & Safety representative courses.

Noted

8. OTHER BUSINESS

8.1

Nil

9. DATE, TIME AND PLACE OF NEXT MEETING

That the next ordinary meeting of the North Metropolitan Zone will be held on Thursday, 25 August at the City of Joondalup, commencing at 6:30pm.

10. CLOSURE

There being no further business the Chair declared the meeting closed at **7:55pm**.