



CENTRAL COUNTRY ZONE

Minutes

Friday 27 November 2020

Lake Grace Sports Pavilion

Bishop Street Lake Grace

Commencing at 10.04am

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Minutes

Central Country Zone of WALGA

Friday 27 November 2020, commencing at 10.04am

1.0 OPENING AND WELCOME

1.1 Announcement by the Zone President, Cr Brett McGuinness regarding COVID-19 Rules for the Meeting

Zone President Cr McGuinness opened the meeting at 10.04am, welcoming all in attendance and asked all delegates to review the COVID-19 Plan for the Lake Grace Sports Pavilion.

1.2 Welcome – Cr Len Armstrong, President Shire of Lake Grace

Cr Len Armstrong, President Shire of Lake Grace extended a welcome to delegates and guests.

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Brett McGuinness (Chair)	Councillor, Shire of Quairading
Cr Don Davis	President, Shire of Beverley
Cr Chris Pepper	Deputy President, Shire of Beverley
Mr Stephen Gollan	CEO, Shire of Beverley
Cr Katrina Crute	President, Shire of Brookton
Cr Neil Walker	Deputy President, Shire of Brookton
Mr Ian D'Arcy	CEO, Shire of Brookton
Cr Des Hickey	President, Shire of Corrigin
Cr Mike Weguelin	Deputy President, Shire of Corrigin
Cr Mark Conley	President, Shire of Cuballing
Mr Gary Sherry	CEO, Shire of Cuballing
Cr Marilyn Hasleby	Councillor, Shire of Dumbleyung
Cr Barry West	President, Shire of Kulin
Cr Grant Robins	Deputy President, Shire of Kulin
Mr Garrick Yandle	CEO, Shire of Kulin
Cr Len Armstrong	President, Shire of Lake Grace
Mr Alan George	CEO, Shire of Lake Grace
Mr Chris Paget	DCEO, Shire of Lake Grace
Cr Tim Wiese	Deputy President, Shire of Narrogin
Mr Frank Ludovico	Executive Manager Corporate and Community Services, Shire of Narrogin
Cr Bill Mulrone	President, Shire of Pingelly
Ms Julie Burton	CEO, Shire of Pingelly
Cr Jo Haythornthwaite	Deputy President, Shire of Quairading
Mr Nathan Gilfellon	A/CEO, Shire of Quairading
Cr Phillip Blight	President, Shire of Wagin
Mr Bill Atkinson	CEO, Shire of Wagin
Cr Ian Turton	President, Shire of Wandering
Mr Barry Gibbs	A/CEO Shire of Wandering
Cr Kevin King	President, Shire of West Arthur
Ms Nicole Wasmann	CEO, Shire of West Arthur
Cr Julie Russell	President, Shire of Wickiepin
Mr Mark Hook	CEO, Shire of Wickiepin
Cr Jarrad Logie	President, Shire of Williams
Mr Geoff McKeown	CEO, Shire of Williams

Mr Bruce Wittber, Joint Executive Officer
Ms Helen Westcott, Joint Executive Officer

WALGA Representatives

Ms Jo Burges, Intergovernmental, Relations and Risk
Mr Dale Chapman, Manager Commercial Management

Department of Local Government, Sport and Cultural Industries Representative

Ms Jenifer Collins, Manager Wheatbelt

Main Roads WA Representatives

Mr Craig Manton, Wheatbelt Regional Manager
Mr Brad Pearce, Operations Manager Narrogin

Regional Development Australia (RDA) Wheatbelt

Ms Mandy Walker, Director RDA Wheatbelt

Wheatbelt Development Commission

Mr Robert Cossart, CEO
Ms Kristen Twine, Project and Research Officer

Guests

Ms Helen Morton, Project Officer Pingelly Somerset Alliance

Apologies

Ms Natalie Manton, CEO Shire of Corrigin
Cr Eliza Dowling, Deputy President Shire of Cuballing
Cr Julie Ramm, President Shire of Dumbleyung
Cr Ross Chappell, Deputy President Shire of Lake Grace
President Leigh Ballard, President Shire of Narrogin
Mr Dale Stewart, CEO Shire of Narrogin
Cr Jackie McBurney, Deputy President Shire of Pingelly
Cr Greg Ball, Deputy President Shire of Wagin
Cr Julie McFall, Councillor Shire of West Arthur
Cr Sarah Hyde, Councillor Shire of Wickepin

Hon Mia Davies MLA, Member for Central Wheatbelt
Hon Martin Aldridge MLC, Member for Agricultural Region
Hon Laurie Graham MLC, Member for Agricultural Region

Mr Rick Wilson MP, Member for O'Connor

Ms Jodie Holbrook, Director Local Government Policy & Engagement Department of Local Government, Sport and Cultural Industries

3.0 DECLARATION OF INTEREST

Nil

4.0 GUEST SPEAKERS

4.1 Mr Dale Chapman, Manager Commercial Management WALGA – Remodelling of WALGA Preferred Supplier Model

As Member Councils are aware, the WALGA Preferred Supplier Program has recently undergone a major review and restructure. Key features of this review include WALGA:

- Undertaking a review and redrafting of its Panel Term and Conditions;
- Reducing the number of Preferred Supplier Panels from 38 to 11;
- No longer running tenders for local governments, instead establishing a new panel for the delivery of tender management services; and
- Establishing a Commercial Management Team.

Dale Chapman, Manager Commercial Management will provide Member Councils with an overview of the changes to the Preferred Supplier Model.

4.2 Mr Robert Cossart, CEO Wheatbelt Development Commission (WDC) – WDC Strategic Plan

Mr Rob Cossart, CEO Wheatbelt Development Commission, has requested time to meet and discuss with Member Councils the WDC's Strategic Plan.

4.3 Hon Helen Morton, Project Officer for the Pingelly Somerset Alliance

The Shire of Pingelly requested an opportunity to present to Member Councils on its Staying in Place Project.

The work is being undertaken through the Pingelly Somerset Alliance. Formed in 2016 to create an aged focused organisation in Pingelly, the Alliance enables the community to have input and an impact on aged care decisions and accommodation options in Pingelly.

The presentation will be made by Helen Morton, the Alliance's Project Officer.

4.4 Ms Mandy Walker, Director RDA Wheatbelt - Wander the Wheatbelt Project (Attachment)

Mandy Walker the RDA Wheatbelt's Regional Director has requested time to provide a short PowerPoint presentation regarding its Wander the Wheatbelt Project. The presentation will include showing Member Councils a mockup of the website to be used.

A copy of the PowerPoint presentation used forms an attachment to the minutes.

4.5 Mr Craig Manton, Wheatbelt Regional Manager, Main Roads WA (MRWA) (Attachment)

Mr Craig Manton, Wheatbelt Regional Manager MRWA, provided an update on total expenditure from 2017 to 2020 and estimated funding for 2020/2021 together with details of major capital project.

A copy of the PowerPoint presentation used forms an attachment to the minutes.

5.0 MINUTES

5.1 Confirmation of Minutes from the Zone Meeting held Friday 28 August 2020 (Attachment)

RECOMMENDATION:

That the Minutes of the Meeting of the Central Country Zone held Friday 28 August 2020 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Cr Crute** **Seconded: Cr Mulroney**

That the Minutes of the Meeting of the Central Country Zone held Friday 28 August 2020 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Business Arising from the Minutes of the Zone Meeting held Friday 28 August 2020

Nil

5.3 Minutes of the Executive Committee Meeting held Wednesday 4 November 2020 (Attachment)

Presenting the Minutes of the Executive Committee Meeting held Wednesday 4 November 2020

Executive Officer Comment:

Any recommendations from the meeting are included as separate agenda items.

RECOMMENDATION:

That the Minutes of the Central Country Zone Executive Committee Meeting held Wednesday 4 November 2020 be received.

RESOLUTION: **Moved: Cr Russell** **Seconded: Cr Crute**

That the Minutes of the Central Country Zone Executive Committee Meeting held Wednesday 4 November 2020 be received.

CARRIED

Footnote: With respect to Agenda Item 5.8, the Executive Officer is to meet with Mr Manton from MRWA on Wednesday 2 December 2020.

11.54am Meeting adjourned for short break

12.06pm Meeting resumed

6.0 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

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

6.1 State Councillor Report

Cr Phillip Blight

Central Country Zone State Councillor Report WALGA State Council Meeting September 2020

The following comments/notes are provided on the WALGA State Council Meeting held 2 September 2020 to highlight the main points.

Most items on the agenda followed the CC Zone's positions except:

5.5 Local Government Review Panel Final Report (05-034-01-0001 TB

There was substantial debate mainly focused on how to handle this issue. Several zones recorded their desire for more time to consider their response.

An alternate motion was proposed and passed:

Moved: Cr Paul Kelly

Seconded: President Cr Karen Chappel

That WALGA:

- 1. Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;**
- 2. Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and**
- 3. Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.**

RESOLUTION 119.4/2020 CARRIED

By now delegates should have seen the collective work done by WALGA staff titled: Advocacy Paper: Positions for a New Local Government Act

6.2 WALGA Status Report (Attachment)

Presenting the Status Report for November 2020

RECOMMENDATION:

That the Central Country Zone notes the:

- State Councillor Report; and
- WALGA Status Report.

That the Central Country Zone notes the:

- **State Councillor Report; and**
- **WALGA Status Report.**

CARRIED

6.3 Review of WALGA State Council Agenda - Matters for Decision

From Executive Officer

Background:

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

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

5.1 Local Government Act Review Advocacy Paper – Key Issues From Recent Inquiries into Local Government (05-034-01-0001 TL)

WALGA Recommendation:

That:

1. Ongoing advocacy relating to the Review of the *Local Government Act 1995* be noted; and,
2. The Advocacy Positions for a New Local Government Act: *Key issues from recent Inquiries into Local Government* – be endorsed.

Executive Officer Comment:

WALGA has developed an Advocacy Paper focusing on key issues identified in the final reports of three recent Local Government Inquiries:

1. [Final Report of the Local Government Review Panel](#)
2. [Report of the Inquiry into the City of Perth](#)
3. [Select Committee into Local Government Final Report](#)

The three reports make recommendations relating to a range of topics and issues relevant to the Review of the Local Government Act.

Each report can be accessed by following the links shown above.

The Advocacy Paper aims to highlight strategic policy issues, leveraging previous detailed policy development work, at a key stage of Phase Two of the Review of the *Local Government Act 1995*.

WALGA's Advocacy Paper is contained within Item 5.1 of the WALGA State Council Agenda which can be accessed by following the link shown below:

<https://walga.asn.au/About-WALGA/Structure/State-Council/Agendas-and-Minutes>

The policy positions encapsulated in the Advocacy Paper are consistent with WALGA's existing policy positions.

The Advocacy Paper addresses the issues listed below:

- New Local Government Act
- Legislative Intent
- Intergovernmental Cooperation
- Elections
- Rating Exemptions
- Fees and Charges
- Road Funding
- Regional Collaboration

- Community Engagement
- Roles and Responsibilities
- External Oversight
- Financial Management and Procurement
- Accountability and Audit

WALGA's objective in preparing the Advocacy Paper is to:

- Ensure the Local Government sector's key concerns are prominent during Stage Two of the Local Government Act Review;
- Leverage the timing and inherent legitimacy of the three key reports to highlight ongoing strategic advocacy priorities;
- Concentrate engagement at the strategic policy level, rather than the detail of specific proposals that may or may not represent government policy, and
- Link to WALGA's state election advocacy campaign.

The recommendations contained within the Advocacy Paper cover each of the issues detailed above and are aligned to key sector policy positions. For the convenience of Zone Delegates each is listed below.

New Local Government Act

That the State Government prepare a new Local Government Act as a priority.

Legislative Intent

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

Intergovernmental Cooperation

That a Partners in Government Agreement promoting a collaborative partnership approach be signed by the Premier, Minister for Local Government and Local Government leaders at the commencement of each term of the State Government.

Elections

The Local Government sector supports:

1. Four year terms with a two year spill
2. Greater participation in Local Government elections
3. The option to hold elections through:
 - Online voting

- Postal voting, and
 - In-person voting
4. Voting at Local Government elections to be voluntary
 5. The first past the post method of counting votes
 6. Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)
 7. Local Governments to determine if the Mayor or President is elected by the Council or the community at large.
 8. Continuation of the property franchise.

Rating Exemptions

That an independent review of all rate exemptions be undertaken.

Fees and Charges

That:

1. An independent review be undertaken to remove fees and charges from legislation and regulation and,
2. Local Government be empowered to set fees and charges for Local Government services.

Road Funding

That the Government returns to Local Government at least 27 percent of motor vehicle licence fee collections.

Regional Collaboration

That:

1. Local Governments be empowered to form single and joint subsidiaries, and beneficial enterprises, and
2. Compliance requirements of Regional Councils be reviewed and reduced.

Community Engagement

The Local Government sector supports:

1. Responsive, aspirational and innovative community engagement principles
2. Encapsulation of aims and principles in a community engagement policy, and
3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.

Roles and Responsibilities

That clarification of roles and responsibilities for mayors/presidents, councillors and CEO's be considered in conjunction with the separation of powers between the Council as governing body and the administration of the Local Government.

External Oversight

The Local Government sector supports:

1. Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against elected members and undertake inquiries.
2. Remove the CEO from being involved in processing complaints.

3. That an early intervention framework of monitoring to support local governments be provided.

Financial Management and Procurement

That the Local Government sector:

1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Reports for the Local Government sector, in consultation with the Office of the Auditor General;
2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General;
3. Supports Local Governments being able to use freehold land to secure debt;
4. Supports Building Upgrade Finance being permitted for specific purposes such as cladding, heritage and green improvements;
5. Supports the alignment of Local Government procurement thresholds, rules and policies with the State Government.

Accountability and Audit

That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.

ZONE COMMENT:

RECOMMENDATION:

That the Central Country Zone:

1. Note WALGA's ongoing advocacy relating to the Review of the *Local Government Act 1995*;
2. Endorse all the Advocacy Positions for a New Local Government Act: *Key issues from recent Inquiries into Local Government* other than those considered separately.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr Turton**

That the Central Country Zone alter the WALGA Recommendation to read as follows:

That:

1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted; and;
2. The Advocacy Positions for a New Local Government Act: Key issues from recent Inquiries into Local Government – be endorsed subject to the following:
 - Intergovernmental Cooperation
Local Government Position include that LG Professionals not be a signatory to any future Partners in Government Agreement (currently known as the State Local Partnership Agreement); and
 - Roles and Responsibilities
Local Government Position be amended to read:
That clarification of roles, responsibilities and powers for Mayors/Presidents, Councillors and CEO's be considered to ensure that there is no ambiguity.

CARRIED

5.2 Submission – Registration of Building Engineers in WA (05-015-02-0010 VJ)

WALGA Recommendation

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported.
2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool, Patio installers and Demolition contractors.
3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers.
4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement.

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item.

Since 2017, WALGA has been advocating for the registration of technical experts within the building approval and construction process. Concerns with technical specialists providing incorrect information on critical aspects such as fire safety, wind ratings and cyclone suitability, has resulted in numerous problems over the years for ratepayers. The ACT and WA are the only jurisdictions with no regulatory requirements for building-related engineers. All other jurisdictions regulate engineers in the building industry to varying degrees through building or occupational licensing legislation.

In July 2020, Department of Mines Industry Regulation and Safety (DMIRS) released a Consultation Regulatory Impact Statement (CRIS) which focused on the registration of Building Engineers in WA. Consultation on the CRIS opened on 8 July 2020, closing on 3 December.

The Consultation Regulatory Impact Statement (CRIS) proposes to amend the *Building Services (Registration) Act 2011* to require the following categories of engineers to be registered to carry out building engineering work: civil engineers; structural engineers; hydraulic engineers; mechanical engineers; geotechnical engineers and fire safety engineers. The proposals in the CRIS are aligned with the national registration model being developed by the Australian Building Codes Board.

The CRIS seeks responses to a total of 23 questions, primarily focused on the professional qualifications, ongoing professional development processes, and registration costs and funding arrangements to establish the registration process. Broad support of the registration of the proposed categories of building related engineers is provided as it aligns with previous WALGA policy positions.

At its 30 April 2020 meeting, the Central Metropolitan Zone considered a report on the process surrounding Dilapidation Reports and recommended that “WALGA lodge a submission to State Government, in support for formal registration of practitioners conducting dilapidation reports to industry standards”. The concerns of the Central Metropolitan Zone are not covered within this CRIS. If the new registration process specifically indicates that dilapidation reports can only be undertaken by one of these qualified professionals, then this may be a solution. Clarity is therefore required when DMIRS prepares the upcoming Decision Regulatory Impact Statement.

Finally, the CRIS released addresses the registration of Structural and Fire Engineers, however, the registration of Electrical and Façade Engineers, Energy Assessors, Bush Fire consultants and Access consultants has not been considered in this paper.

Feedback was also sought from members on other professions or businesses that should be registered; the registration of swimming pool and patio installers, and demolition contractors would also assist in improving the rigor around these professionals involved in the building process.

This report was circulated to Local Government Building Surveyors for comments, with feedback received from officers at the Cities of Perth, Joondalup and Melville.

The proposed recommendation is aligned with the March 2017 State Council meeting (Resolution 7.1/2017).

ZONE COMMENT:

Zone supports the WALGA recommendation

5.3 Family and Domestic Violence and the Role of Local Governments (05-086-03-0004 MM)

WALGA Recommendation

That:

1. WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments can play in addressing gender equity and promoting respectful relationships in their local community.
2. WALGA advocates to the State Government:
 - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
 - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
 - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
 - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
 - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item.

Family and domestic violence is an ongoing pattern of behaviours intended to coerce, control or create fear between family members or in current or past intimate partner relationships.

In December 2011 WALGA State Council endorsed a submission to the State Government's former 'Enough is Enough Interpersonal Violence Prevention Strategy', along with adopting a now outdated set of principles that aligned with that Strategy at the time - RESOLUTION 144.7/2011.

During 2019 WALGA received requests from both the South West Country Zone to analyse the role of Local Governments in addressing family and domestic violence.

In response to these requests, a discussion paper has been prepared. The discussion paper encompasses the roles of all three levels of Government and comparison across States and Territories as well as Local Government Associations. The discussion paper can be found by following the link shown below:

<https://walga.asn.au/getattachment/Documents/Item-5-3-attachment-Local-Government-and-FDV-Discussion-Paper-FINAL.PDF?lang=en-AU>

Historically Local Governments around Australia have not had a defined role and are not legislatively obligated to address family and domestic violence, except for Victorian Local Governments. The Commonwealth Government however recognises the role of Local Governments in the primary prevention of family and domestic violence outlined in the National Plan, as well as through the release of the Prevention Toolkit for Local Government which was piloted in five Local Governments across Australia, including the City of Mandurah.

Some WA Local Governments with capacity are taking action by developing policies and delivering community initiatives targeted towards the primary prevention of family and domestic violence. This includes installing 'purple benches' to raise awareness of the issue in partnership with the Women's Council for Domestic and Family Violence Services WA.

The State Government developed and released the State Strategy in July 2020 without the opportunity for Local Governments and WALGA to provide input. WALGA's main role therefore is to advocate

rather than administer a specific program or network, as there are no specific funding commitments from the State Government to Local Governments and there is an absence of legislation compelling Local Government to address the issue unlike in Victoria. The survey conducted by WALGA with 26 Local Government responses, supports the position that WALGA should strengthen advocacy efforts including updating the outdated 2011 WALGA State Council endorsed policy position to align with current approaches and evidence.

The analysis in the discussion paper recommends that WALGA should strengthen advocacy efforts, including updating the outdated 2011 WALGA State Council endorsed policy position.

In August 2020 the discussion paper was provided to the South West Country Zone and the East Metropolitan Zone for consideration. Both of the Zones supported progressing the recommendations from this paper, with a minor amendment from the East Metropolitan Zone.

In September 2020 all Local Governments were then provided an opportunity to review and provide further comment on the discussion paper for a period of five weeks, with the feedback received being incorporated. Feedback was received from the City of Swan and the City of Wanneroo, as well as the community alliance 'Peel Says No to Violence' which the City of Mandurah supports.

ZONE COMMENT:

Zone supports the WALGA recommendation

RECOMMENDATION:

That the Central Country Zone requests that WALGA organises a presentation that address family and domestic violence to be delivered at the February 2021 Meeting of the Zone.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr Walker**

That the Central Country Zone alter the WALGA Recommendation to read as follows:

That:

- 1. WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence.**
- 2. WALGA advocates to the State Government:**
 - a. for adequate funding for family and domestic violence programs and services, particularly in regional areas.**
 - b. for appropriate resources and funding to be allocated to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.**
 - c. to continue advocacy to the Commonwealth Government for additional funding and support.**

CARRIED

5.4 Underground Power (05-049-02-0001 ID)

WALGA Recommendation

That Local Government supports the:

1. continuation of cooperative arrangements between the State Government, Western Power and Local Government to progressively replace the overhead electricity distribution network in residential areas with underground power.
2. development of a new approach to identifying and prioritizing areas for investment in underground power, initiated by the need to invest in the overhead network to meet safety, reliability and capability requirements.
3. development of a new approach to allocating State Government resources to facilitate projects proceeding in areas with a high electricity network need and lower economic capacity of ratepayers while retaining a commitment to funding an average of 25% of program costs.
4. opportunity for Local Governments to initiate projects to convert areas to underground power be retained with Western Power to continue to contribute the amount recoverable as an efficient investment as calculated by the New Facilities Investment Test (NFIT).

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item, which informs the recommendation for this item.

Since 1996 Local Governments, Western Power and the State Government have worked together to replace overhead electricity distribution wires with underground cables. At the conclusion of the current Round 6 of the State Underground Power Program (SUPP), it is anticipated that 70 Major Residential Projects will have been completed, converting approximately 105,000 residences to underground power. All new residential subdivisions are required to have underground power distribution. Nearly 60% of residential properties in the Perth metropolitan area are now served by underground power. However, there remains more than 350,000 residential properties in Perth and 90,000 properties in regional urban areas that have overhead power connections.

A program to retrospectively provide underground power in residential areas has enjoyed bi-partisan political support for 25 years.

In its Executive Summary, WALGA makes the following comments:

- The last projects identified under Round 6 of the State Underground Power Program will be completed in late 2022.
- It is timely for the Association to review its policy position in relation to underground power and formulate an advocacy position for future investment.
- The current, competitive process is unlikely to be sustainable, as conversion to underground power the inner, coastal and river front suburbs is nearly completed. The current costs borne by householders (50 – 90% of project costs) are too high in lower socio economic areas.
- Western Power will need to invest significantly in parts of the network particularly that built between 1950 and 1980. Investing the avoided costs of this renewal in replacing the overhead network with underground power, offers the potential to significantly reduce the costs faced by residents.
- The State Government should continue to financially support underground power, targeting investment in those areas with high network need and lower financial capacity of ratepayers.

ZONE COMMENT:

Zone supports the WALGA recommendation

5.5 CEO Recruitment and Selection, Performance Review and Termination Standards Regulations (05-034-01-0001 JM)

WALGA Recommendation:

1. That WALGA support the establishment of CEO Recruitment, Selection and Performance Review Standards subject to:
 - a) removal from the Regulations the requirement to re-advertise CEO positions after 10 year's continual service;
 - b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
 - c) The retention of Regulation 18C of the *Local Government (Administration) Regulations*;
 - d) Deletion of the requirement under Regulation 18FB(4) to provide a copy of a council resolution certifying compliance with the CEO standards to the Departmental CEO;
 - e) The conduct of an independent assessment of potential industrial and employment law consequences arising from the proposed regulations under Schedule 2, Division 4 'Standards for termination of employment of CEOs'; and
 - f) Deferral of Regulation 18FC pending an independent assessment of the Schedule 2, Division 4 'Standards for termination of employment of CEOs'.
2. Seek that the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened to oversee the development of CEO Standards Regulations.

Note: The recommendation shown above differs from the one emailed by the Executive Officer to Member Councils on Friday 20 November 2020. This version provided by

WALGA to the Executive Officer was a final draft and not the final recommendation as provided above.

Executive Officer Comment:

The text shown in italics is taken directly from the WALGA State Council Agenda.

Executive Summary

- *The Local Government Legislation Amendment Act 2019 was proclaimed in July 2019. This Act contemplated the introduction of model CEO Standards for recruitment, performance review and termination (Sec. 5.39A) and mandatory Code of Conduct for Elected Members, Committee Members and Candidates (Sec. 5.103)*
- *The Department of Local Government, Sport and Cultural Industries conducted a process in relation to the proposed CEO Standards, with State Council adopting an advocacy position in December 2019.*
- *The Department released draft Local Government (Administration) Amendment Regulations 2020 in October 2020, and agreed to extend consultation with the sector to permit WALGA Zones and State Council to provide comment.*

Attachment

The Draft Local Government (Administration) Amendment Regulations 2020 can be found [here](#).

Background

Prior to the proclamation of the Local Government Legislation Amendment Act 2019, the Department established a Working Group to assist develop the CEO Standards. Following is a precis of the timeline of consultation on the Model Standards for CEO Recruitment, Performance and Termination:

- *March 2019 : Working Group formed by Department involving WALGA, LG Professionals, Public Sector Commission, Ombudsman. First draft CEO Standards discussed at meeting of 28 March 2019;*
- *May 2019 : Second draft released to Working Group. Sector consultation proposed for late May 2019. Working Group did not adopt preferred model and no further meetings were held;*
- *September 2019 : Departmental Circular 9 announced consultation on the draft CEO Standards (and Mandatory Code of Conduct);*
- *October 2019 : WALGA released Draft Submission on CEO Standards for Sector consultation;*
- *December 2019 : WALGA Zones provided feedback leading to State Council resolution 145.7/2019:*

That WALGA:

1. *Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and*
2. *Refer the following matters to the Working Group for consideration:*
 - (a) *Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;*
 - (b) *Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;*
 - (c) *Reconsideration of the proposal for independent review of the recruitment process;*
 - (d) *Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and*
 - (e) *Further investigate a role for a Local Government Commissioner.*
3. *Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.*

Following the communication of the above advocacy positions, WALGA communicated with the Department throughout 2020 to seek advice on progress and encouragement of a collaborative approach. Despite informal reassurances, the release of the draft Regulations in October 2020 was the first instance of a formal communication between the Department and WALGA.

WALGA subsequently released an InfoPage on 30 October 2020, whilst strongly objecting to the unreasonably short timeframe permitted for feedback. On 6 November, WALGA advised the sector of the Department's agreement to extend the consultation period from 13 November 2020 to 6 December 2020.

At the time of writing, WALGA received a response from the following Local Governments:

Shire of Bruce Rock
City of Canning
Shire of Carnamah
Shire of Dowerin
City of Gosnells
City of Greater Geraldton
City of Joondalup
City of Kalamunda
Shire of Kent
City of Kwinana
Shire of Laverton
Shire of Leonora
Shire of Manjimup
Shire of Mingenew
Shire of Murray
Shire of Narrogin
Shire of Ngaanyatjaraku
Shire of Plantagenet
Shire of Shark Bay
Shire of Waroona
Shire of Upper Gascoyne
Shire of Yilgarn

The CEO Standards will be introduced by amending the Local Government (Administration) Regulations and the prescription of Model Standards for CEO Recruitment, Performance and Termination in a new Schedule 2.

Comment

The above timeline associated with the development of the CEO Standards is highly material to the commentary that follows. In essence, the proposed CEO Standards presented to the sector in 2019 form the basis for the development of the draft Regulations without any apparent consideration of WALGA's advocacy positions.

For this reason, the concerns that WALGA expressed to the Department on behalf of the sector in 2019 remain and it is therefore both unfortunate and inevitable that recent sector feedback on the CEO Standards mirror the same concerns in evidence in State Council resolution 145.7/2019.

In addition to the aforementioned State Council advocacy position, member feedback raised additional concerns that are summarized below:

CEO Recruitment

- Deletion of Regulation 18C 'Selection and appointment process for CEOs

Currently a Local Government is required to approve a process for the selection and appointment of a CEO under Regulation 18C of the Local Government (Administration) Regulations 1996. The deletion of this provision, which is both unexplained and not contemplated in the Department's earlier consultation, is not supported as it provides opportunity for a clear and transparent process to be developed and adopted by Council. This remains an important feature of the CEO recruitment process and is not replaced in the Local Government (Administration) Amendment Regulations 2020. It is therefore recommended that Regulation 18C be retained.

- New Regulation 18FB 'Certification of compliance with adopted standards for CEO recruitment'**
- New Regulation 18FC 'Certification of compliance with adopted standards for CEO termination'**

Regulation 18FB(4) introduces a requirement for certification of compliance with the adopted standards for CEO recruitment to be sent to the Departmental CEO. This was not proposed in the Department's 2019 consultation.

Regulation 18FC(4) introduces a similar requirement, but related to compliance with adopted standards for CEO termination. A proposal that there be an independent review of termination was contemplated in the Department's 2019 consultation, with State Council resolving:

'Reconsideration of the proposal for independent review of the recruitment process'

Regulation 18FB(4)

There is no evident benefit in requiring Local Governments to provide a copy of certification of process to the Departmental CEO. The CEO standards require the recruitment process to be publicly advertised and the Minutes of Council meetings are now required to appear on a Local Government's official website under recent introduction of Section 5.96A(1)(f) of the Act. The Minutes are therefore readily accessible to the Department and the proposed regulatory requirement is both inefficient and indicative of unnecessary red tape. It is therefore recommended that Regulation 18FB(4) be deleted.

Regulation 18FC

This Report highlights concerns with the proposed CEO termination standards, recommending an independent assessment. It is therefore recommended that Regulation 18FC be deferred until the terminations standards achieve an independent warranty in terms of compliance with industrial and employee law frameworks.

- Schedule 2, Clause 8 'Establishment of selection panel for appointment of CEO'

This provision will mandate the involvement of an external panel member, being neither a council member or employee of the Local Government; the panel is not required to be formed under Section 5.8 of the Local Government Act as a committee of Council, and therefore the Code of Conduct will not apply to an external participant. Additionally, there is no requirement for a Local Government to engage a suitably qualified, independent licensed employment consultant to assist in the process.

- Schedule 2, Clause 9 'Recommendation by selection panel' and Clause 10 'New process to be commenced if no suitable applicants'

Particular sector feedback identified concern with the following provision under Clause 9(2)(b):

'if the selection panel considers that none of the applicants are suitable for appointment to the position of CEO – advise the local government of that fact'

The apparent authority for the selection panel to determine an unsuccessful outcome to the CEO recruitment process is confirmed by Clause 10(1):

'If the selection panel advises the local government under clause 9(2)(b) that the selection panel considers that none of the applicants are suitable for appointment to the position of CEO, the local government must carry out a new recruitment and selection process for the position in accordance with these standards.'

Clause 10 therefore mandates that Council is bypassed in determining the suitability of applicants for the role and 'must' (which denotes the lack of any discretion) restart the recruitment and selection process on the advice of the selection panel.

Should Clauses 9 and 10 remain unchanged, it is predictable that a local government will appoint a majority, or all, council members to the selection panel to ensure the Council effectively makes the determination that no candidate is suitable, thus ensuring the decision to restart the recruitment and selection process is a decision of Council. The inefficiency of such an outcome is self-evident.

CEO Performance Review

- Schedule 2, Clause 13 'Recruitment to be undertaken on expiry of certain CEO contracts'

WALGA's InfoPage of 2 November 2020 contained the following commentary on CEO contracts:

Section 5.39(2)(b) of the Local Government Act already limits CEO contracts to a maximum of 5 years and Councils have general competence powers to consider whether to renew the incumbent's contract

or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 or more years is likely to prove unworkable or counterproductive in any case as:

- Councils conducting a selection process known to involve an incumbent CEO will risk allegations of non-compliance with Section 5.40 of the Local Government Act 'Principles affecting Local Government employees' due to actual or perceived bias, nepotism and lack of merit and equity in relation to other applicants;
- May result in highly performing incumbent CEOs actively seeking alternative employment as the 10-year horizon approaches, meaning that a CEO that has provided satisfactory or perhaps exemplary service will be unnecessarily lost to the local government;
- Where a CEO is re-employed as a consequence of re-advertising after the 10 year period, this process would incur unnecessary costs and time waste for the local government, distracting from achieving its strategic objectives and may further entrench perceptions that contracts are for life, thus negating the very purpose of this proposal.

Further, Division 3 of the Draft Regulations seeks to improve the capacity of local governments to effectively manage CEO employment. This is a far more appropriate and adapted mechanism to address a perceived issue of 'contracts for life', by ensuring that the performance of CEOs, whether long serving or newly appointed, is appropriately assessed and managed.

WALGA therefore recommends the removal from the Regulations of the requirement to re-advertise CEO positions after 10 or more year's continual service.

CEO Termination

WALGA's Employee Relations service has reviewed the proposed termination standards in the context the contemporary industrial and employment frameworks in providing the following comment:

- The manner in which the regulations have been drafted presumes termination will be the outcome of a disciplinary / performance management process;
- The regulations indicate that if you follow these steps a CEO can be terminated. Following these regulations will not reduce industrial risk nor guarantee a fair and just process;
- The language used, for example 'impartial, transparent and procedural fairness' is open to inconsistent interpretation;
- The level of detail in the draft regulations does not contemplate employment law or the framework set out in State and Federal legislation with respect to employment and may give rise to a conflict.

WALGA is concerned the proposed termination standards are foreseeably problematic and with potential for unintended consequences to arise. It is therefore recommended that there be an independent assessment of the proposed CEO termination provisions, to identify, ameliorate and warranty against potential industrial and employment law consequences.

The Executive Officer in providing comment on the WALGA recommendation draws on an extensive career across both the public and local government sectors.

The task of any advocacy group to be heard by government is difficult and even more so when its message is not one the government of the day wishes to hear. Such is the situation WALGA finds itself in with regard to the current changes proposed to the *Local Government (Administration) Amendment Regulations 2020*.

Because of this the Executive Officer does not believe simply seeking the removal of a clause, which may be strongly supported by the State Government, without offering a viable alternative, is fraught with difficulties. Simply opposing the changes is not enough, particularly given the Minister through the Department of Local Government, Sport and Cultural Industries has declined, based on the timeline in the report, to enter into any discussions to hear or debate the sector's concerns. It is clear the State Government intends to keep this clause.

Given that the Working Group established to assist in developing the Model Standards for CEO Recruitment, Performance and Termination has not met in almost a year it is clear that the State Government does not wish to hear any views other than its own. WALGA appears to have been "sidelined" on this important issue.

It is therefore critical that WALGA offers a viable alternate position to at least, in part, soften the effect of changes to the regulations. The issue of the requirement to re-advertise CEO positions after 10 or more years continual service is a case in point. Whilst still opposing the inclusion of this clause perhaps WALGA should put forward an argument to provide for a transition arrangement before this

clause is applied fully. This would help those Councils with long-serving CEOs (more than 10 years) who may be nearing the end of a contract.

Similarly, with WALGA's request for the deferral of Regulation 18FC pending an independent assessment of the Schedule 2, Division 4 'Standards for termination of employment of CEOs'. Consideration should be given to whether a viable alternative can be developed by WALGA to allow the State Government to consider a different approach.

ZONE COMMENT:

Zone supports the WALGA recommendation

5.6 Model Code of Conduct for Council Members, Committee Members and Candidates Regulations (05-034-01-0001 JM)

WALGA Recommendation

That WALGA generally supports the *Local Government (Model Code of Conduct) Regulations 2020* with the following recommendations:

- a) Amend Division 2, Clause 4(d) to read '*identify and appropriately manage any conflict of interest*';
- b) Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and
- c) Supports an external oversight body to manage local level complaints involving council members as prefaced in the *Local Government Review Panel Report, City of Perth Inquiry Report* and *Select Committee into Local Government Report*, to be considered in a future Local Government Act.

Executive Officer Comment:

The text shown in italics is taken directly from the WALGA State Council Agenda.

Executive Summary

- *In December 2019, State Council adopted an advocacy position in response to proposals released for public consultation by the Department in October 2019;*
- *The draft Local Government (Model Code of Conduct) Regulations 2020 ('Model Code') was released for comment by the Department of Local Government, Sport and Cultural Industries on 30 October 2020;*
- *In addition to introducing a mandatory Model Code of Conduct, the draft Regulations will repeal and replace the current Local Government (Rules of Conduct) Regulations 2007.*

Attachment

The Draft Local Government (Model Code of Conduct) Regulations 2020 can be found [here](#).

Background

Prior to the proclamation of the Local Government Legislation Amendment Act 2019, the Department established a Working Group to assist develop the Model Code. Following is a precis of the timeline of consultation:

- *February 2019 : Working Group formed by Department involving WALGA, LG Professionals, Public Sector Commission, Ombudsman with preliminary meeting held on 18 February 2019;*
- *April 2019 : First draft Model Code released to Working Group and no further meetings were held;*
- *September 2019 : Departmental Circular 9 announced consultation on the draft Model Code;*
- *October 2019 : WALGA released Draft Submission on Model Code for Sector consultation;*
- *December 2019 : WALGA Zones provided feedback leading to State Council resolution 144.7/2019:*

That WALGA:

1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;
2. Refer the following matters to the Working Group for further consideration:
 - (a) Part A – Principles - Supported
 - (b) Part B – Behaviours
 - i. ensuring principles of natural justice can be adequately upheld in all circumstances;
 - ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;
 - iii. development of a template Complaints Management Policy;
 - iv. reconsider the purpose of allowing ‘any person’ to make a complaint;
 - v. ensuring Committee Members and Candidates are included in Part B; and
 - vi. re-naming ‘Rules’ to an appropriate term throughout Part B.
 - vii. Develop a complaint process that is carried out by DLGSC or another party (which must be external of the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.
 - (c) Part C – Rules of Conduct
 - i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and
 - ii. review the proposal to amend the definition of an ‘interest’ relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.
 - iii. Develop a complaint process that is carried out by DLGSC or another party (which must be external of the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.
 - iv. Review the appropriateness of the elements of the rule of conduct to only apply to a person who is a Council Member or Candidate both at the time of the conduct and at the time of the panel decision.
3. Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector

The development of the Model Code then followed a similar path to the CEO Standards, in that WALGA communicated with the Department throughout 2020 to seek advice on progress of State Council’s advocacy position and encouraged a collaborative approach. Despite informal reassurances, the release of the draft Model Code in October 2020 was the first instance of a formal communication between the Department and WALGA.

WALGA subsequently released an InfoPage on 6 November 2020, whilst strongly objecting to the unreasonably short timeframe permitted for feedback. On 6 November, WALGA advised the sector of the Department’s agreement to extend the consultation period of 13 November 2020 to 6 December 2020.

At the time of writing, WALGA received a response from the following Local Governments:

City of Busselton
Shire of Carnamah
City of Canning
City of Greater Geraldton
City of Joondalup
Shire of Manjimup
Shire of Mt Marshall
Shire of Murray
Shire of Plantagenet

Shire of Shark Bay
Shire of Waroona
Shire of Yilgarn

The Model Code will be result in the repeal and replacement of the Local Government (Rules of Conduct) Regulations.

Comment

The Model Code will be given effect by the introduction of Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2020:

- **Division 2- General Principles** [Section 5.103(2)(a)]
- **Division 3 – Behaviour** [Section 5.103(2)(b)]
- **Division 4 – Rules of Conduct** [Section 5.103(2)(c)]

Member feedback received at the time of writing is summarized in the comments below:

Division 2 – General Principles

Feedback indicates the General Principles expressed in Division 2 are adequate, with the exception of Division 2, Clause 4(d):

;identify and appropriately manage any conflict of interest including by the refusal of gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour’.

The Local Government Legislation Amendment Act 2019 made substantial changes to the gift declaration requirements affecting council members and CEOs, and introduced an additional provision that permits council member attendance at events that are encompassed in a Local Government policy. It is the sector’s view that modernized gift provisions adequately and clearly define the responsibilities associated with receiving and declaring gifts and attendance at events, with non-compliance representing a serious breach of the Local Government Act.

Division 3 - Behaviour

- **Division 3, Clause 10 ‘Complaints about alleged breach’**
- **Division 3, Clause 11 ‘Local government to deal with complaints’**

State Council’s 2019 resolution identified the potential for the impartiality of the local level complaints handling process to be affected by actual or perceived factionalism:

‘The Mandatory Code informs that the complaints handling process must observe the principles of natural justice (the hearing rule; the bias rule; the evidence rule). A number of respondents commented that if a Council became factionalised, whether actual or perceived, it may hinder application of natural justice (e.g. the bias rule) when dealing with complaints or lead to a rash of complaint upon complaint.’

Since that time, the Local Government Review Panel Report (Recommendations 57 to 59), City of Perth Inquiry Report (Recommendation 323 – 332) and Select Committee into Local Government Report (Recommendation 25) collectively propose some form of external oversight which will encompass dealing with complaints involving elected members and the removal of the administration, particularly the CEO, from involvement.

The Report Recommendations were formulated during the hiatus in consultation by the Department on the Model Code and it is arguable that Division 3, Clauses 10 and 11 are now surpassed by recognition that an independent approach to local level complaint handling is an optimal outcome, and one that is likely to feature in consideration of a future Local Government Act.

It is therefore recommended that the local level complaint provisions Division 3, Clauses 10 and 11 be deleted from the draft Regulations, and be considered as a matter for external oversight in the development of a future Local Government Act.

Division 4 – Rules of Conduct

State Council resolved in 2019 that there be reconsideration of a proposal to create a new Rule of Conduct for continued behavioural breaches under Division 3:

'review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel'

It is noted that Division 4 does not contain a provision for this purpose.

- **Division 4, Clause 19 'Disclosure of interests'**

State Council resolved in 2019 that there be reconsideration of a proposal to amend the definition of 'impartiality interest':

'review the proposal to amend the definition of an 'interest' relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.'

It is noted the definition of 'impartiality interest' in Division 4, Clause 19 remains as currently worded in the Local Government (Rules of Conduct) Regulations 2007.

ZONE COMMENT:

Zone supports the WALGA recommendation

RECOMMENDATION:

That the Central Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

RESOLUTION: **Moved: Cr Mulrone** **Seconded: Cr Haselby**

That the Central Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

CARRIED

6.4 Review of WALGA State Council Agenda - Matters for Noting/Information

6.1 Submission to the Infrastructure WA State Infrastructure Strategy Discussion Paper (05-085-03-0001 DM)

WALGA Recommendation

That the endorsed Submission to the Infrastructure WA State Infrastructure Strategy Discussion Paper be noted.

Executive Officer Comment:

The following is the Executive Summary from the item in the WALGA State Council Agenda.

- *WALGA has prepared a submission in response to the Infrastructure WA (IWA) Discussion Paper to guide the development of a State Infrastructure Strategy.*
- *The Discussion Paper focusses on the guiding principles, objectives, methodology and governance for the development of the strategy, as well as opportunities and challenges over the medium to long term. It does not consider specific infrastructure projects, but is focused on the broader strategic framework.*
- *WALGA's submission advocates for the following issues.*
 1. *A sound strategic framework to guide the development of the State Infrastructure Strategy. This should contain a number of key elements including:*
 - *A long-term vision for infrastructure in WA which is underpinned by the broader vision for our State and its economy, environment and social fabric. The vision should be developed in consultation with the community.*
 - *Infrastructure needs should be considered as a whole, rather than examining specific regions or projects in isolation. The Strategy should recognise the interconnectivity of systems and flows of people and goods.*
 - *The strategy should bring together existing plans for the state (for example, regional plans, land use, transport, community plans etc.), to ensure alignment and consistency. Any existing plans should be reviewed to ensure that they remain relevant and fit for purpose.*
 - *The strategy should be developed based on a robust and objective assessment of evidence including data, stakeholder engagement and other analysis to determine the most pressing needs and priorities.*
 2. *An integrated approach to infrastructure planning and provision across all levels of Government and the private sector. The Discussion Paper makes little reference to the role that Local Government plays in the planning and delivery of infrastructure, with the focus instead in on infrastructure owned and delivered by the State Government agencies, GTEs and statutory authorities.*
 3. *Local Government plans to be used to inform the State Infrastructure Strategy through a bottom up approach. Local Governments have extensive community and land use plans that provide valuable local level insights to inform the Strategy.*
 4. *Clear targets to measure progress against the State Infrastructure Strategy. The objectives identified in the Discussion Paper are appropriate but broad, and should be distilled into clear targets to ensure that progress in achieving the Strategy can be clearly measured.*
 5. *A focus on technology, data and digital connectivity as a key objective to underpin the State Infrastructure Plan. Digital technology will have significant implications for both our economy and community going forward, and appropriate digital connectivity should be designed and built into all public infrastructure.*
 6. *Innovative solutions to deliver on the state's future infrastructure needs in a fiscally constrained environment, including leveraging funding from other sources such as the private sector and broader policy reforms and non-build solutions. For Local Governments, amendments to the Local Government Act 1995 to allow for the creation of Beneficial*

Enterprises will be an important reform to facilitate investment and collaboration with the private sector for infrastructure delivery.

7. *A focus on getting the most out of existing infrastructure and improving maintenance. The infrastructure strategy scope should include maximizing the benefits of and minimising the lifecycle costs of existing infrastructure.*
 8. *Prioritisation criteria to not only consider a project's economic impacts, but also the social and environmental implications. There is a need to strike a balance between promoting new economic development and improvements in core service delivery.*
 9. *Resilience of infrastructure to be considered when it is planned, designed, delivered and managed, and should be of an appropriate standard to withstand the known climate change impacts likely to be experienced in the future.*
 10. *Infrastructure WA to explore the use of functional economic regions (which group a number of Local Government areas together based on real economic linkages) as a way to identify and deliver large-scale opportunities across regional borders. In some circumstances, it may be useful to consider a program of work that cuts across regional boundaries to support a particular strategic outcome, rather than individual projects.*
 11. *Greater use of technology to allow people to stay in regional areas and stem the decline in population, but will require access to fast and reliable telecommunications infrastructure.*
 12. *A clear way of facilitating bottom up input from outside of State Government agencies through the engagement process to develop the State Infrastructure Strategy.*
- *The submission also provides commentary on the trends and issues related to the WA economy and infrastructure sectors identified in the Discussion Paper.*

WALGA's submission to the Infrastructure WA State Infrastructure Strategy Discussion Paper can be found by following the link shown below:

<https://walga.asn.au/getattachment/Documents/Item-6-1-attachment-IWA-Discussion-Paper-Submission-FINAL.PDF?lang=en-AU>

WALGA is broadly supportive of the Discussion Paper.

In developing its submission, WALGA provided the opportunity for the Infrastructure Policy Team and broader membership to provide feedback. WALGA received written feedback from five Local Governments for inclusion in the submission (the Cities of Armadale, Canning, Gosnells and Swan and Shire of Serpentine-Jarrahdale).

The submission was endorsed by the Infrastructure Policy Team and subsequently endorsed by WALGA's State Council via Flying Minute (RES 112.FM/2020), and the submission was forwarded to Infrastructure WA.

6.2 Draft Amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015 (05-047-01-0017 VJ)*

WALGA Recommendation

That the endorsed Submission on the Draft Amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015*, be noted.

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item, which informs the recommendation for this item.

The WA Planning Commission released draft amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015*, with the public comment period closing on 18 September 2020.

A submission was prepared. It can be viewed by following the following link:

https://walga.asn.au/getattachment/Documents/Item-6-2-attachment-WALGA_Response-to-LPS-Regulations_2020-FINAL-06102.pdf?lang=en-AU

The submission was presented to the People and Place Policy Team for feedback on 9 September 2020. Members discussed the complex technical nature of the changes, but supported the submission as the comments have been prepared by both Local Government and WALGA technical officers.

The submission was subsequently endorsed by WALGA's State Council via Flying Minute on 17 September 2020 (**RESOLUTION 137.FM/2020**) and the submission was forwarded to the WAPC to meet the 18 September 2020 deadline.

6.3 Interim Review – State Planning Policy 3.1 Residential Design Codes (05-015-02-0002 CH)

WALGA Recommendation

That the endorsed submission on the interim review of State Planning Policy 3.1 Residential Design Codes, be noted.

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item, which informs the recommendation for this item.

On 11 July 2020, the WA Planning Commission released the interim review of the State Planning Policy 3.1 Residential Design Codes (R-Codes) for public comment. The comment period closed on 10 September 2020.

A submission was prepared to outline the sector's position. A copy of the submission can be found by following the link shown below:

<https://walga.asn.au/getattachment/Documents/Attachment-1-Submission-Interim-RCodes-Review-2020-Final-v1.pdf?lang=en-AU>

The submission was endorsed by WALGA's State Council via Flying Minute on 9 September 2020 (RESOLUTION 136.FM/2020), with the submission was forwarded to the WAPC to meet the 10 September 2020 deadline.

6.4 State and Federal Budgets (05-088-03-0001 DM)

WALGA Recommendation

That the update on the 2020 Federal and State Budgets be noted.

Executive Officer Comment:

The State and Federal Budgets were handed down in recent weeks. The Budgets revealed the significant and lasting impact of the COVID-19 pandemic on our economic and financial position.

Documents related to both Budgets can be found by following the links shown below:

https://walga.asn.au/WalgaWebsite/media/WALGA_Media/Comms%20and%20Events/state-budget-202021v1.pdf

<https://alga.asn.au/alga-analysis-of-the-2020-21-federal-budget/>

<https://walga.asn.au/getattachment/e262974b-efa9-47e6-a8fe-09d10f5f06ef/WALGA-Economic-Briefing-October-2020.pdf>

6.5 Noongar Heritage Agreement for Local Government (05-032-01-0001 SM)

Also refer to Agenda Item 10.5

WALGA Recommendation

That the update on the Noongar Heritage Agreement for Local Government be noted.

Executive Officer Comment:

The information detailed below is a summary of that provided in the WALGA State Council item, which informs the recommendation for this item.

Since 2018 WALGA has participated in the South West Native Title Settlement Group (SWNTS Group), which comprises WALGA, SWALSC, the Department of Planning, Lands and Heritage (DPLH), and Department of Premier and Cabinet (DPC). Meeting quarterly, the purpose of the SWNTS Group is to keep Local Government engaged and informed about the progress of the SWNTS. A key priority that the SWNTS Group identified was supporting Local Government to engage more closely and build lasting relationships with local Aboriginal communities, and to comply with the requirements of the *Aboriginal Heritage Act 1972*. To this end, the SWNTS Group agreed to develop a template Noongar Heritage Agreement for Local Government.

A Template Noongar Heritage Agreement for Local Government (NHALG) template has been developed to offer Local Governments an additional tool to assist them to fulfil their obligations under Western Australia's Aboriginal cultural heritage legislation, to build positive relationships with SWALSC and local Aboriginal knowledge holders, and to facilitate a consistent approach to Aboriginal heritage in the SWNTS area. The Template was endorsed in August 2020 by the WALGA State Council.

In October 2020 SWALSC requested that commencement of the NHALG be delayed whilst they determine resourcing requirements to enter into NHALGs in a timely manner.

SWALSC's resourcing issues also mean that they are unable to respond to Local Government's directly on heritage matters and have requested Local Governments within the area of the SWNTS to contact DPLH for heritage advice. Instead SWALSC will advise Local Governments who have heritage enquiries to make contact directly with DPLH.

DPLH upon receipt of a request will continue its current system of providing advice directly to Local Governments which may include:

- Advice on application of the Due Diligence Guidelines (DDG) and the likelihood of impacting heritage;
- Advice on whether a Regulation 10, section 16 or section 18 may or may not be required; and
- Where a survey is being undertaken by Local Government, provide the names of informants for the survey.

Local Governments within the area of the SWNTS are encouraged to send emails to heritageenquiries@dplh.wa.gov.au and copy in the South West Heritage team on swsheritage@dplh.wa.gov.au if there are questions on the process.

6.6 Aboriginal Cultural Heritage Bill Consultation (05-032-01-0001 SM)

Also refer to Agenda Item 10.5

WALGA Recommendation

That the update on the consultation on the Aboriginal Cultural Heritage Bill be noted.

Executive Officer Comment:

The public consultation period for the Aboriginal Cultural Heritage Bill 2020 recently closed. Occurring over more than two years it included consultation with Aboriginal people, industry representatives, heritage professionals and the Western Australian community.

This new legislation will replace the *Aboriginal Heritage Act 1972*.

The purpose of the Bill is to establish a modern approach to protecting Aboriginal cultural heritage in Western Australia.

WALGA lodged a response to the final round of consultation on 1 October 2020.

Copies of WALGA's submissions made over the entire consultation period can be found by following the links shown below:

WALGA Aboriginal Heritage Act 1972 – 2018 Review Submission – Stage 1 – July 2018

<https://walga.asn.au/getattachment/Documents/Item-6-6-Attachment-1-July-2018-WALGA-State-Council-Aboriginal-Heritag.pdf?lang=en-AU>

WALGA Submission – Aboriginal Heritage Act Review Consultation Phase 2 – May 2019

<https://walga.asn.au/getattachment/Documents/Item-6-6-Attachment-2-July-2019-WALGA-State-Council-Aboriginal-Heritag.pdf?lang=en-AU>

WALGA Response to ACHB Consultation Survey – October 2020

<https://walga.asn.au/getattachment/Documents/Item-6-6-attachment-3-ACHB-Survey-Response-1-October-2020.pdf?lang=en-AU>

To quote from the WALGA State Council Agenda:

In broad terms the sector supports the development of new Aboriginal cultural heritage legislation for Western Australia that recognizes the rights of Aboriginal people to protect their cultural heritage and provides the same rights to Aboriginal people and proponents of activity. Issues raised in WALGA's submissions have highlighted the need for adequate resourcing and governance support to be provided to Aboriginal Cultural Heritage Services and the Aboriginal Cultural Heritage Council; clarification of the relationship between the ACHB and aspects of the Planning and Development Act 2005; the need for further guidance and the development of a support package for Local Government as to their heritage obligations when undertaking particular types of infrastructure works and the definitions of exempt activities; and the need for fees for heritage services to be managed.

DPLH will shortly be commencing a twelve month consultation on the development of the Regulations to support the ACHB. WALGA will refresh the Sector Reference Group in the coming months and continue to provide input into that process.

6.7 Local Government Animal Welfare in Emergencies Grant Program (06-081-01-0001 EDR)

WALGA Recommendation

That State Council note:

1. The Local Government Animal Welfare in Emergencies Grant Program is a collaboration between the Department of Primary Industries and Regional Development (DPIRD) and WALGA to build the capacity of Local Government to assist their communities in responding to, and recovering from, emergencies.
2. Recipients of the Grant funding have been notified and will commence their projects in November.

Executive Officer Comment:

To quote from the Executive Summary for this item:

- *The Local Government Animal Welfare in Emergencies Grant Program has been funded by DPIRD and administered by WALGA.*
- *Individual grants up to a maximum of \$10,000, and collaborative grants of up to \$5,000 per Local Governments were made available.*
- *Local Governments will use the funding to prepare or update a Local Government Animal Welfare in Emergencies Plan, procure equipment to house animals in the event of an emergency, host an exercise, facilitate training, or to develop their own project to build their capacity to respond to, and recover from emergencies.*
- *Twenty grants have been funded, including seven in the metropolitan area and thirteen in regional areas.*

The project team, comprising staff from DPIRD and WALGA, assessed the twenty grant applications, with all twenty of the applicants successful in receiving grant funding. Seven Local Government recipients are from the metropolitan area and 13 from the regions, including two collaborative grants.

Grant recipients will have between November 2020 and June 2021 to complete their projects. A full list of grant recipients is available on the WALGA [website](#).

6.8 2020 Annual General Meeting (01-003-02-0003 TL)

WALGA Recommendation

That the actions taken on the resolutions from the 2020 WALGA Annual General Meeting be noted.

Executive Officer Comment:

To quote from the Executive Summary for this item:

- *WALGA's 2020 Annual General Meeting was held on Friday, 25 September 2020*
- *The meeting resolved for WALGA to take action in relation to two policy issues:*
 1. *Drought in Western Australia, and*
 2. *State Owned Unallocated Crown Land (UCL) House Blocks.*
- *Both items are consistent with WALGA Policy Positions and action has been undertaken consistent with the intent of the motions.*

The Minutes from the 2020 WALGA Annual General Meeting can be accessed by following the link shown below:

[WALGA 2020 Annual General Meeting Minutes.](#)

6.9 COVID-19 - Update

Please note: The information in this report is up-to-date as of 30 October 2020. Supplementary information will be provided at Zone and State Council meetings, as well as through other channels, such as the COVID-19 Update from the WALGA President and CEO if required.

WALGA Recommendation

That the information contained in this report be noted.

Executive Officer Comment:

To quote from the Executive Summary for this item:

- *At the time of writing there has been no community transmission of COVID-19 in WA since 11 April. Significant recent increases in WA's active cases are due to returning international travelers in quarantine and crew members of arriving international vessels.*
- *The national picture has improved, with the number of active cases falling, the Victorian outbreak coming under control and restrictions relaxed.*
- *The Premier announced on 30 October that effective 14 November WA will move from a 'hard' to a 'controlled' interstate border, subject to advice from the WA Chief Health Officer. The modified 2 sqm rule (with exemptions) and remote Aboriginal community restrictions will remain in place.*
- *The State Government's COVID-19 priorities continue to be promoting economic recovery, the development and testing of COVID-19 outbreak and surge plans and ensuring the integrity of the quarantine management system.*
- *WALGA has continued to provide dedicated COVID-19 support and advocacy for members, including regular updates, webinars, guidance and analysis.*

With an outbreak of COVID-19 linked to a quarantine hotel in Adelaide, Western Australia has reimposed a "hard" border with South Australia.

The latest information on COVID-19 in WA (including by Local Government Area) and nationally can be found on the WA Health website [here](#).

Member Councils can seek further information on any further changes to COVID-19 controls and restrictions at the meeting on 27 November.

6.5 Review of WALGA State Council Agenda - Organisational Reports

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)

7.1.4 Report on Key Activities, Strategy, Policy and Planning (01-006-03-0014 MJB)

6.6 Review of WALGA State Council Agenda - Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Economic Development Policy Forum

There have been no Policy Forum meetings since the last State Council meeting.

6.7 WALGA President's Report (Attachment)

RECOMMENDATION:

That the Central Country Zone notes the following reports contained in the WALGA State Council Agenda:

- Matters for Noting/Information;
- Organisational reports;
- Policy Forum reports; and
- WALGA President's Report.

RESOLUTION: **Moved: Cr Russell** **Seconded: Cr Blight**

That the Central Country Zone notes the following reports contained in the WALGA State Council Agenda:

- **Matters for Noting/Information;**
- **Organisational reports;**
- **Policy Forum reports; and**
- **WALGA President's Report.**

CARRIED

7.0 FINANCE

7.1 Central Country Zone 2019/2020 Audit Report (Attachment)

Reporting Officer: Bruce Wittber, Executive Officer
Disclosure of Interest: Nil
Date: 12 November 2020
Attachments: 2019/2020 Financial Report and Management Letter

Background:

Presenting the finalised Financial Report and Management Letter

Executive Officer Comment:

The Draft Financial Report and Management Letter have been received and presented to the Zone Executive Committee for review prior to signing.

The Zone Executive Committee having reviewed the Draft Audited Financial Report, Audit Report and Management Letter resolved as follows by flying minute on 17 September 2020:

- 1. That the Central Country Zone Executive Committee endorse the Representation Letter and Draft Financial Statement and authorise the Zone President and Executive Officer, as appropriate, to sign the documents.*
- 2. That the Audited Financial Statements be submitted to the Zone Meeting on Friday 27 November 2020 for acceptance.*

The Audit was undertaken by Anderson Munro & Wylie and was undertaken efficiently and in a timely manner.

RECOMMENDATION:

That the Central Country Zone 2019/2020 Audited Financial Report and Management Letter be accepted.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr Crute**

That the Central Country Zone 2019/2020 Audited Financial Report and Management Letter be accepted.

CARRIED

8.0 ZONE REPORTS

8.1 Zone President's Report

Cr Brett McGuinness

In presenting his report Cr McGuinness expressed his thanks to the Zone Delegates and Executive for their support during 2020 which has been a trying and extraordinary 12 months.

8.2 Local Government Agricultural Freight Group (LGAFG)

Cr Katrina Crute

8.2.1 Minutes of Local Government Agricultural Freight Group Meeting Friday 10 July 2020 (Attachments)

Presenting the Minutes of Local Government Agricultural Freight Group (LGAFG) Meeting Monday 5 October 2020.

A copy of information provided by Cr Crute, regarding Main Roads WA planning for the Great Southern and Brookton Highways, to members of the LGAFG also forms an attachment to the meeting agenda.

The Group's next meeting is scheduled for 12 February 2021.

RECOMMENDATION:

That the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 2 October 2020 be received.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr Mulroney**

That the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 2 October 2020 be received.

CARRIED

8.3 Great Southern District Emergency Management Committee (DEMC)

President Leigh Ballard

The Great Southern DEMC was not scheduled to meet until Wednesday 18 November 2020. At the time of preparing this meeting agenda a Communiqué had not been released.

9.0 ZONE BUSINESS - MEMBER COUNCIL MATTERS

9.1 Matters for Noting

- **New guidelines to promote Aboriginal language for place naming**

On 11 November 2020 the Minister for Lands, Hon Ben Wyatt MLA launched the Aboriginal and Dual Naming Guidelines for naming Western Australian geographic features.

Developed in consultation with local governments, Aboriginal organisations and other key stakeholders, the guidelines give communities across Western Australia the tools to identify opportunities for Aboriginal place naming and implement them.

The guidelines can be accessed by following the link shown below:

<https://www0.landgate.wa.gov.au/maps-and-imagery/wa-geographic-names>

- **Report of the Inquiry into the Town of Cambridge**

On 18 November 2020 the Minister for Local Government; Heritage; Culture and the Arts, Hon David Templeman Dip Tchg BEd MLA, tabled the report into the Town of Cambridge in State Parliament.

A copy of the report can be accessed by following the link shown below:

https://www.dlgsc.wa.gov.au/docs/default-source/local-government/inquiries/report-of-the-inquiry-into-the-town-of-cambridge.pdf?sfvrsn=1f54b650_1

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION: **Moved: Cr Crute** **Seconded: Cr Blight**

That the matters listed for noting be received.

CARRIED

9.2 Review of the Central Country Zone Constitution and Standing Orders (Attachments)

Reporting Officer:	Helen Westcott, Executive Officer
Disclosure of Interest:	Nil
Date:	16 November 2020
Attachments:	Central Country Zone Constitution with proposed tracked changes Central Country Zone Standing Orders with proposed tracked changes

Background:

At the Executive Committee Meeting held 12 August 2020 it was proposed that a review of the Central Country Zone's Constitution and Standing Orders be undertaken with the meeting resolving as shown below:

RESOLUTION: Moved: Cr West Secinded: Cr Crute

That the Central Country Zone Executive undertake a review of the Central Country Zone's Constitution and Standing Orders with a report to be prepared for consideration by the Zone at the meeting scheduled for Friday 27 November 2020.

CARRIED

The review was proposed because the Zone's current Constitution and Standing Orders were last reviewed in 2013 and in order to maintain good governance a review was considered timely. It was also acknowledged that of the delegates that oversaw the review in 2013 only a small number of delegates remain.

As outlined in the above resolution the Executive Officer reviewed both the Zone's Constitution and Standing Orders, with the Zone's Executive Committee reviewing the revised documents at a meeting held Wednesday 4 November resolving as shown below:

RESOLUTION: Moved: Cr Armstrong Secinded: Cr Russell

- 1. That the Central Country Zone Executive Committee recommend to the Zone Meeting on Friday 27 November 2020 that the proposed amendments to the Central Country Zone's Constitution and Standing Orders as outlined in the attached documents be approved.*
- 2. That the proposed amendments to the Central Country Zone's Constitution and Standing Orders be distributed to Member Councils no later than Wednesday 11 November 2020.*

CARRIED

Executive Officer Comment:

Member Councils received copies of the revised Central Country Zone's Constitution and Standing Orders on Wednesday 11 November as per the resolution above. This is in accordance with Clause 24 of the current Constitution which states:

This Constitution may be altered, added to or repealed by a resolution passed by not less than 75% of representatives present at an Ordinary Meeting of the Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all Member Councils by the Executive Officer prior to the meeting.

It is recommended that meeting delegates have a copy of each document to assist in reading through each of the two documents.

It is proposed to consider each of the significant amendments detailed in each document.

RECOMMENDATION:

1. That the Central Country Zone amend the Central Country Zone Constitution as follows:
2. That the Central Country Zone amend the Central Country Zone Standing Orders as follows:

RESOLUTION: **Moved: Cr Crute** **Seconded: Cr Russell**

That the Central Country Zone:

- 1. Adopt the amended Central Country Zone Constitution as presented; and**
- 2. Adopt the amended Central Country Zone Standing Orders as presented.**

CARRIED

9.3 Engagement of Executive Officer Services for the Central Country Zone

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 16 November 2020

Attachments: Nil

Background:

At the Executive Committee Meeting held 14 August 2019 the Executive Officer advised the meeting that BHW Consulting had indicated to then Zone President, Cr Mark Conley that it was unlikely it would continue in the Executive Officer role beyond 30 June 2020.

The Executive Committee Meeting further considered the engagement of a new Executive Officer at a meeting held Wednesday 3 February 2020 at which time it was resolved as shown below:

RESOLUTION: *Moved: Cr Blight* *Seconded: Cr West*

That the Central Country Zone Executive Committee:

- 1. Proceed to develop recruitment documentation for the Executive Officer position to advertise and explore the market place, noting the current Executive Officer ends their service on 30 June 2020;*
- 2. Request an Expression of Interest (EOI) proposal (without obligation) from WALGA with such EOI indicating how Central Country Zone's independence will be retained, the oversight and performance management of an assigned senior officer, together with the cost structure of the service (eg. expenses such as travel and accommodation, rate for work required outside of offered services); and*
- 3. Further discuss the potential of seeking an Expression of Interest from CEO's currently offering services as "relief pool" for a short term appointment, should it be required.*

CARRIED

The outbreak of COVID-19 disrupted the plans for the Zone to advertise and fill the position of Executive Officer to the Central Country Zone.

Following discussions with BHW Consulting agreement was reached to renew its contract with the Central Country Zone until 30 June 2021, with the Executive Committee resolving as shown below:

RESOLUTION: *Moved: Cr Blight* *Seconded: Cr Crute*

That the Executive Committee recommends to the Central Country Zone Meeting on 19 June 2020 that its action in extending the Executive Officer contract of W Squared Pty Ltd t/a BHW Consulting until 30 June 2021 be endorsed.

CARRIED

This recommendation was endorsed by the Zone when it met on Friday 19 June 2020.

At a meeting held Wednesday 12 August 2020 the CCZ Executive Committee resolved as shown below:

RESOLUTION: *Moved: Cr Blight* *Seconded: Cr Russell*

That:

- 1. To assist in the appointment of a new Executive Officer to the Central Country Zone the Executive Officer develop a timeline for consideration by the Executive Committee;*
- 2. The Central Country Zone Executive Committee consider the proposed timeline with any decisions around the endorsement of the timeline for the recruitment process be by way of "flying email";*
- 3. Following agreement on a timeline for the recruitment of a new Executive Officer, all documents required for the recruitment be prepared by the Executive Officer; and*
- 4. The Executive Committee meet in-person to review all documentation prepared, with any decisions made to be endorsed by the Central Country Zone when it meets on Friday 27 November 2020.*

CARRIED

Executive Officer Comment:

As requested, the Executive Officer prepared a timeline for consideration by the Executive Committee, with the Executive Committee resolving on 4 November as shown below:

RESOLUTION: Moved: Cr Armstrong Seconded: Cr Russell

That:

1. *The following timeline for the appointment of the new Executive Officer for the Central Country Zone be adopted:*
 - *Friday 27 November 2020*
Endorsement from the Central Country Zone for the work undertaken by the Executive Committee around the appointment of a new Executive Officer.
 - *Week commencing Monday 25 January 2021*
In the week commencing Monday 25 January 2021 the position will be advertised.
 - *Week commencing Monday 8 February 2021*
Advertising period closes. The advertising will be for a period of 10 business days, with the closing date determined by the date on which advertising for the position takes place. It will also take into account that the Australia Day public holiday falls during this period.
 - *Monday 15 February 2021*
An in-person meeting of the Executive Committee to consider all applications received (the venue has yet to be determined). The meeting will also need to:
 1. *Determine who the applicants for interview will be;*
 2. *Review the interview questions and matrix prepared by the Executive Officer for use during the interviews;*
 3. *Determine membership to the interview panel; and*
 4. *Determine, date, time and venue for the interviews, with the interviews scheduled to be held during the week commencing Monday 8 March 2021.*

This meeting date chosen will not clash with Council meetings scheduled for the third and fourth weeks of a calendar month.
 - *Friday 26 February 2021*
A summary report on the work undertaken by the Executive Committee around the appointment of the new Executive Officer will be provided to the Zone when in meets on 26 February.
 - *Week commencing Monday 8 March 2021*
Interviews for the new Executive Officer to be held during the week commencing Monday 8 March 2021, with the date, time and venue for the interviews determined at the Executive Committee Meeting held Monday 15 February 2021. The interview panel will prepare a recommendation for consideration at a Special Meeting of the Executive Committee.
 - *Wednesday 31 March 2021*
Special Meeting of the Executive Committee to consider the recommendation for the appointment of a new Executive Officer to the Central Country Zone. The meeting format, ie whether the meeting is either a teleconference or an in-person meeting will be determined by the Executive Committee.
 - *Friday 9 April 2021*
Special teleconference Meeting of the Central Country Zone to consider the recommendation of the Executive Committee regarding the appointment of a new Zone Executive Officer.
 - *Tuesday 1 June 2021*
Commencement of the new Executive Officer's contract. The date chosen is prior to the conclusion of the current Executive Officer's contract to allow time the incoming Executive Officer to attend the June meetings for both the Central Country Zone and its Executive Committee. It will also allow for a "handover" of duties from the current Executive Officer to the incoming Executive Officer.
2. *Advertisements for the position of Executive Officer be placed online using www.seek.com and www.LGnet.com.au.*

3. *Subject to amendment, the draft position description and position information documents provided to the Executive Committee via confidential email on 8 October 2020 be approved.*
CARRIED

Endorsement for the work undertaken by the Central Country Zone Executive Committee around the recruitment of the Zone's new Executive Officer is sought.

RECOMMENDATION:

That the Central Country Zone endorses the work undertaken by the Executive Committee in recruiting a new Executive Officer.

RESOLUTION: **Moved: Cr Mulroney** **Seconded: Cr Conley**

That the Central Country Zone endorses the work undertaken by the Executive Committee in recruiting a new Executive Officer.

CARRIED

9.4 Central Country Zone Meeting Dates 2021

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 18 November 2020

Attachments: Nil

Background:

Since 2018 the Central Country Zone has worked on a meeting schedule that has resulted in a mix of in-person and teleconference meetings, with some teleconference meetings held to deal solely with WALGA State Council related matters.

The meeting schedule for 2020 is as shown below:

Meeting Date	Type of Meeting	Consideration of WALGA State Council
Friday 21 February 2020	In-person meeting	Yes
Friday 1 May 2020	Teleconference	Yes, and only WALGA business
Friday 22 May 2020	In-person meeting	No
Friday 19 June 2020	Teleconference	Yes, and only WALGA business
Friday 28 August 2020	In-person meeting	Yes
Friday 27 November 2020	In-person meeting	Yes

With the outbreak of COVID-19 and the resultant restrictions imposed on gatherings for both business and personal activities, the Zone meeting held scheduled for Friday 22 May 2020 was cancelled.

WALGA advised the Executive Officer on 6 October that the State Council Meeting schedule for 2021 is as follows:

PREFERRED DATES FOR 2021 ZONE MEETINGS	STATE COUNCIL MEETING DATES 2021
Friday 19 Feb to Friday 26 Feb	Wednesday 3 March WALGA
Friday 23 April to Friday 30 April	Wednesday South Metro Regional Meeting (Cockburn) 5 May TBC
Friday 25 June to Friday 2 July	Wednesday 7 July WALGA
Friday 21 Aug to Friday 27 Aug	Broome Regional Meeting Thursday and Friday 3-4 September TBC
Friday 19 Nov to Friday 26 Nov	Wednesday 1 December WALGA

The Zone's Executive Committee considered a meeting schedule for the coming 12 months when it met on 4 November 2020, resolving as shown below:

RESOLUTION: *Moved: Cr Russell* *Seconded: Cr Armstrong*

That the Central Country Zone Executive Committee recommend to the Central Country Zone Meeting on Friday 27 November 2020 that the 2021 meeting schedule be as follows:

Meeting Date	Type of Meeting	Consideration of WALGA State Council
Friday 26 February 2021	In-person meeting	Yes
Friday 9 April 2021	Special teleconference meeting	No - only to consider the recommendation of the Executive Committee regarding the appointment of a new Zone Executive Officer
Friday 30 April 2021	In-person meeting	Yes
Friday 25 June 2021	In-person meeting	Yes
Friday 27 August 2021	In-person meeting	Yes
Friday 26 November 2021	In-person	Yes

CARRIED

WALGA advised the Executive Officer on Monday 16 November that the preferred dates had changed to the following:

PREFERRED DATES FOR 2021 ZONE MEETINGS	STATE COUNCIL MEETING DATES 2021
Wednesday 17 Feb To Monday 22 Feb	Wednesday 3 March WALGA
Wednesday 21 April to Monday 26 April	Wednesday South Metro Regional Meeting (Cockburn) 5 May TBC
Wednesday 23 June to Monday 28 June	Wednesday 7 July WALGA
Wednesday 18 Aug to Monday 23 Aug	Broome Regional Meeting Thursday and Friday 3-4 September TBC
Wednesday 17 Nov to Monday 22 Nov	Wednesday 1 December WALGA

The reason given was to enable the secretariat more time to collate the Zones feedback prior to the State Council meetings.

Executive Officer Comment:

In putting forward the above meeting schedule the Executive Committee gave consideration to the following factors:

- A special meeting of the Zone is required to consider the appointment of a new Zone Executive Officer; and
- A late meeting date for the April Zone meeting is required to ensure there is no conflict with the Anzac Day long weekend.

The November meeting will also be the meeting at which elections take place for positions on State Council and the Zone Executive.

A review of the Zone meeting records shows that it has traditionally met on a Friday in the 4th week of the month since at least the early 2000's.

Given 11 of the 15 Member Councils hold their Council meetings during the third week of the month, the Executive Officer considers this a compelling reason to hold in-person Zone meetings on the fourth or last Friday of the month. An exception to this may be where the meeting date clashes with a public holiday.

Given that there are fewer items now being included in the WALGA State Council agenda as Matters for Decision than has been the case previously the Executive Officer finds it a little puzzling that more time is required to collate Zone responses.

Following the Zone Meeting the Executive Officer prepares the minutes in a timely way to ensure that they are with WALGA secretariat no later than the Monday prior to the WALGA State Council Meeting.

A shortened timeframe over which to conduct Zone meetings potentially will also exclude Member Councils from taking the WALGA State Council Agenda to their Council for consideration thereby diminishing their input into the WALGA decision making process.

The Executive Officer is of the view that the proposed meeting schedule for 2021 allows adequate time for the details of Zone matters to be provided to WALGA.

The Executive Officer is unaware of any consultation with the Zones on the proposed changes for the preferred meeting dates.

RECOMMENDATION:

That the Central Country Zone adopt the following meeting schedule for 2021:

Meeting Date	Type of Meeting	Consideration of WALGA State Council
Friday 26 February 2021	In-person meeting	Yes
Friday 9 April 2021	Special teleconference meeting	No - only to consider the recommendation of the Executive Committee regarding the appointment of a new Zone Executive Officer
Friday 30 April 2021	In-person meeting	Yes
Friday 25 June 2021	In-person meeting	Yes
Friday 27 August 2021	In-person meeting	Yes
Friday 26 November 2021	In-person meeting	Yes

RESOLUTION: Moved: Cr Crute Seconded: Cr West

That the Central Country Zone adopt the following meeting schedule for 2021:

Meeting Date	Type of Meeting	Consideration of WALGA State Council
Friday 26 February 2021	In-person meeting	Yes
Friday 9 April 2021	Special teleconference meeting	No - only to consider the recommendation of the Executive Committee regarding the appointment of a new Zone Executive Officer
Friday 30 April 2021	In-person meeting	Yes
Friday 25 June 2021	In-person meeting	Yes
Friday 27 August 2021	In-person meeting	Yes
Friday 26 November 2021	In-person meeting	Yes

CARRIED

9.5 Template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill (Draft) 2020

Reporting Officer: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 16 November 2020
Attachments: Correspondence from Marcus Holmes, Land Equity Legal

Background:

At the Central Country Zone Executive Committee Meeting held 4 November 2020 both the Template Noongar Heritage Agreement for Local Government and the Aboriginal Cultural Heritage Bill 2020 (Draft) were discussed.

Whilst these matters are also covered within the WALGA State Council Agenda (refer to Agenda Items 6.5 and 6.6), with the Zone recommendation being to support the WALGA recommendation the issue needs further consideration by the Zone as the Executive Committee resolved on 4 November as detailed below:

RESOLUTION: Moved: Cr Russell Secoded: Cr Armstrong

That the Central Country Zone Executive Committee recommend to the Central Country Zone Meeting on Friday 27 November 2020 as follows:

- a) That the information on the Aboriginal Cultural Heritage Bill 2020 (Draft) and Draft Noongar Heritage Agreement for Local Government be noted; and*
- b) That Mr Marcus Holmes of Land Equity Legal be invited to the February 2021 Zone Meeting to provide comments on the likely impact on Member Councils of the Draft Noongar Heritage Agreement for Local Government.*

CARRIED

A copy of the letter received from Mr Marcus Holmes of Land Equity Legal that gave rise to part b) of the above resolution forms an attachment to the meeting agenda.

Land Equity Legal has previously advised the Central Country Zone on indigenous land issues.

Executive Officer Comment:

The Zone's Executive Committee's recommendation arises from its uncertainty about the potential impact of the Draft Noongar Heritage Agreement for Local Government on Member Councils.

Given that the South West Aboriginal Land and Sea Council (SWALSC) has advised due to resourcing issues it is unable to respond to Local Government's directly on heritage matters and have requested all Local Governments' to contact DPLH for heritage advice (refer to WALGA State Council Agenda Item 6.5) a presentation from Marcus Holmes may be desirable.

When Mr Holmes has presented at previous Zone Meetings he did not charge a fee.

RECOMMENDATION:

That Mr Marcus Holmes of Land Equity Legal be invited to the February 2021 Zone Meeting to provide comments on the likely impact on Member Councils of the Draft Noongar Heritage Agreement for Local Government.

Meeting Comment:

The Executive Officer advised the meeting that Hon Ben Wyatt MLA, Minister for Aboriginal Affairs had issued a media release advising that the High Court of Australia had dismissed all special leave applications challenging the registration of the six Indigenous Land Use Agreements that form the South West Native Title Settlement. The High Court decision means that all avenues for review have been exhausted. As such the Settlement will proceed in early 2021.

RESOLUTION: Moved: Cr Mulroney Seconded: Cr Haselby

That Mr Marcus Holmes of Land Equity Legal and representatives of the Department of Premier and Cabinet and Department of Planning, Land and Heritage be invited to the February 2021 Zone Meeting to provide comments on the likely impact on Member Councils of the Draft Noongar Heritage Agreement for Local Government and the South West Native Title Settlement.

CARRIED

10.0 ZONE BUSINESS - OTHER BUSINESS/URGENT BUSINESS

Nil

11.0 ZONE BUSINESS - EMERGING ISSUES

(The intent of the item is to enable Member Councils to bring to the attention of the delegates a matter that is developing. It is proposed that the matter will be tabled for discussion but not decision and then enable Member Councils to take the information away and consider an outcome for possible consideration at the next Zone meeting.)

LATE ITEM

11.1 ROADS 2040: Development Strategies for Regionally Significant Local Roads

BACKGROUND

The WALGA State Agenda, at 7.1.3 Report on Key Activities, Infrastructure, includes an update on the Roads 2040 process including:

ROADS 2040: Development Strategies for Regionally Significant Local Roads

The criteria for roads to be included in the development strategies for regionally significant roads are under review. Outside the metropolitan area, only these roads are eligible for Road Project Grant funding through the *State Road Funds to Local Government Agreement*. The selection guidelines have been revised and a draft has been provided to all Regional Road Groups for feedback. When finalised, the Regional Road groups will be tasked to review their roads and strategies for development of the next version of this important strategic document. The current version, ROADS 2030, was published in 2013 with some updates published since.

The Shire of Cuballing has been provided the *DRAFT GUIDELINES AND CRITERIA for the Identification of Significant Local Government Roads by Main Roads WA*.

These draft guidelines require local government roads satisfying two of four criteria for inclusion as a Significant Local Government Road.

These criteria are:

1. NETWORK / SIGNIFICANT

- Roads connecting areas of significant population (>500) Census quick stats data 2016 - [Link Here](#) - use quick search to check ABS Census population of town (UCL). See also link below in Useful Links.
- A road that is a Regional or Inter Regional Route providing the main connection between this region and other regions, in the State and interstate. Note – “region” does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.
- A road that connects major transport terminals or connects a major transport terminal to a major route. (see definition below)
- A road that serves a major resource or industrial site. (see definition below)
- A road providing access to regional institutions or regional community service centres. (see definition below)
- A road that provides access to a remote indigenous community with a population of more than 250. (see definition below) OR a road that is the only land access between a remote indigenous community (population more than 50) and at least one town centre. (see definition below)
- URBAN ROADS – A road which is the main connector to a significant industrial area, port facility, airport, major shopping centre or similar.

2. ROAD FUNCTION/FREIGHT
 - RURAL ROADS ONLY - A Major Route that performs a Regional Distributor function as shown in the Road Hierarchy.
 - URBAN ROADS ONLY – A road that is a Local Distributor or higher category in the Road Hierarchy.
 - RURAL ROADS ONLY - A road that forms part of the Restricted Access Vehicle notice network 2 or above.
 - URBAN ROADS ONLY A road that forms part of the Restricted Access Vehicle notice network 4 or above.
 - A road used for hauling grain from an off road rail bin to a railhead OR is included in a network such as the Secondary Road Freight Network Map. (Follow link and see page 24).
3. TRAFFIC VOLUME
 - Has a PCU adjusted traffic AADT count (see the attached table) of over 200 AADT. (PCU = Passenger Car Unit. AADT = Annual Average Daily Traffic)
 - URBAN ROADS ONLY- has a PCU adjusted traffic count (see the attached table) of over 10% of the town or cities current population OR a minimum 200 PCU, whichever is the greater. If under the required PCU traffic count, the road has a minimum of 200 AADT heavy vehicle count.
4. TOURISM
 - Roads that provide access to tourist attractions or recreation areas of State or regional significance as per the Tourism WA website link below, OR Roads that form part of a State tourist drive or way.

COMMENT

In assessing the Shire of Cuballing's five routes currently included in ROADS 2030 against the draft ROADS 2040 criteria only two of these routes meet the criteria.

The Shire of Cuballing understands that the three Shire of Cuballing routes not included in ROADS 2040 would no longer be eligible to receive funding under the State Road Funds to Local Government Agreement.

The Shire of Cuballing had planned to develop these routes over the next decade and had completed State Government clearing approvals to do this.

Based on the limited information received, the Shire of Cuballing expects that a number of routes within the Central Country Zone region may also not meet the draft ROADS 2040 criteria.

RECOMMENDATION:

That the Central Country Zone seek comment from WALGA:

1. on the progress of implementation of the *DRAFT GUIDELINES AND CRITERIA for the Identification of Significant Local Government Roads*; and
2. on the anticipated inclusion of routes/roads within the Central Country Zone of WALGA region into ROADS 2040 that are currently included in Roads 2030.

RESOLUTION: **Moved: Cr Russell** **Seconded: Cr Conley**

That the Central Country Zone seek comment from WALGA on:

1. **the progress of implementation of the *DRAFT GUIDELINES AND CRITERIA for the Identification of Significant Local Government Roads*; and**
2. **the anticipated inclusion of routes/roads within the Central Country Zone of WALGA region into ROADS 2040 that are currently included in Roads 2030.**

CARRIED

12.0 MEMBERS OF PARLIAMENT

Nil

13.0 OTHER REPRESENTATIVES REPORTS

13.1 Department of Local Government, Sport and Cultural Industries (DLGSC)

Ms Jenifer Collins

A copy of the Department's latest newsletter can be read by following the link shown below:

[Local Matters November 2020](#)

Jen Collins advised the meeting of the soon to be mandated contact registers which Local Governments would be required to have for their various facilities.

13.2 Wheatbelt Development Commission (WDC)

Mr Rob Cossart, CEO WDC

Refer also to Agenda Item 4.1

13.3 Regional Development Australia (RDA) Wheatbelt

Ms Mandy Walker, Director RDA Wheatbelt

Refer also to Agenda Item 4.4

13.4 Main Roads WA (MRWA)

Mr Craig Manton, Regional Manager Wheatbelt MRWA

Refer also to Agenda Item 4.5

14.0 DATE, TIME AND PLACE OF NEXT MEETING

Central Country Zone Executive Committee – Monday 15 February 2021 – an in-person meeting (venue still to be determined);

Central Country Zone Meeting – Friday 26 February 2021 — Narrogin

15.0 CLOSURE

There being no further business the Chair declared the meeting closed at 1.32pm

DECLARATION

These minutes were confirmed by the Central Country Zone at the meeting held on Friday 26 February 2021

Signed _____
Person presiding at the meeting at which these minutes were confirmed

CENTRAL COUNTRY ZONE



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Constitution

Adopted: 23 September 2005

Amended: 23 August 2013

Amended:

1. NAME

The name of the organisation is “**Central Country Zone of the Western Australian Local Government Association**”.

2. INTERPRETATION

2.1 Throughout this Constitution, if not inconsistent with the context:

“**Absolute Majority**” has the meaning given in the Act;

“**Act**” means the *Local Government Act 1995*;

“**Constitution**” means the Constitution of the Zone;

“**Councillor**” has the same meaning as under the Act, except that it includes a mayor or president elected by electors and includes a Commissioner appointed under section 2.6(4) or section 2.36A(3) of the Act;

“**Delegate**” means a Councillor nominated or appointed to represent a Member Council at meetings of the Zone;

“**Deputy Delegate**” means the deputy to a Delegate nominated or appointed to represent a Member Council at meetings of the Zone;

“**Deputy President**” means the Deputy President for the time being of the Zone;

“**Deputy Representative**” means a deputy to a member on the State Council elected or appointed by the Zone in accordance with the provisions of clause 10;

“**Executive Committee**” means the Executive Committee of the Zone.

“**Executive Officer**” means the Executive Officer of the Zone.

“**Local Government**” means an entity constituted under Part 2 of the Act;

“**Meeting**” means all meetings of the Zone.

“**Member Council**” means Ordinary Members of the Zone.

Commented [BW1]: When the Code of Conduct is legislated the Zone will need to give consideration to adopting such a document

Commented [BW2]: Using absolute majority instead of 75% majority, where it appears, makes it consistent with the LG Act.

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Deleted: *Local Government Act 1995* (WA);

Deleted: “*Local Government Act*” means the *Local Government Act 1995* (WA);

Deleted: , Observer and Associate Member Councils

“**Observer**” means a person attending a meeting, who does not have voting rights

“**Ordinary Member**” means a Local Government admitted to membership of the Zone in accordance with this Constitution.

“**President**” means the President for the time being of the Zone;

“**Representative**” means a member on the State Council elected or appointed by the Zone in accordance with the provisions of clause 9;

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“**Simple Majority**” means a majority comprising more than 50% of the number of voting representatives that are present.

“**State Council**” means the State Council of WALGA;

Deleted: Executive

“**WALGA**” means the Western Australian Local Government Association;

“**Zone**” means the Central Country Zone of WALGA.

2.2 In this Constitution:

- a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- b) words meaning persons include natural persons, corporations and associations; and
- c) the headings shall not affect the interpretation or construction of this Constitution.

3. OBJECTS

The objects of the Zone shall be:

- a) to provide a united voice for Local Governments in the Zone;
- b) to work collectively to enhance the sustainable social, environmental and economic development of the Zone at strategic and project levels;
- c) to promote the profile of Local Government within the region encompassed within the Zone;
- d) to speak on behalf of Local Governments in the Zone;
- e) to elect, nominate and appoint Committees and representatives of the Zone to other organisations;
- f) to enter into agreements, formal or informal, with organisations having similar aims and objectives;
- g) to represent the views of Local Governments within the Zone at the State Council of the Association;
- h) to do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and
- i) to use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes.

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4. MEMBERSHIP

4.1 Ordinary Members of the Zone are those Local Governments included in the Zone in accordance with clause 14 of the WALGA Constitution.

4.2 Any Local Government seeking admission as an Ordinary Member shall make written application to the State Council, who shall consider the application and may admit or refuse the application.

5. CHANGES OF MEMBERSHIP STATUS

- 5.1 Any Ordinary Member may withdraw from membership of WALGA, and therefore from the Zone, at any time by giving not less than three (3) months' notice in writing of their intention to WALGA.
- 5.2 An Ordinary Member withdrawing from membership of WALGA and therefore from the Zone, shall not be entitled to a refund of any portion of their subscription.
- 5.3 An Ordinary Member may be disqualified from membership if:
 - a) the annual subscription as determined by the Zone remains in arrears after three months unless the Zone determines otherwise, or
 - b) the Zone considers there to be sufficient reason for disqualification.
- 5.4 An Ordinary Member disqualified under clause 5.3b) has the right, within 30 days of the notice of disqualification, to seek a review by the Executive Committee who shall make a recommendation to the next Ordinary Meeting.

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6. MEETINGS – ORDINARY AND SPECIAL

- 6.1 Meetings of the Zone shall be:
 - a) Ordinary – held in person or by such other means¹, generally on the Friday prior to State Council meetings, or such other time as may be agreed or directed by the Zone, to transact any business of the Zone.
 - b) Special – held in person or by such other means², shall be called by the Executive Officer upon the written request of the President or at least 4 Ordinary Members, to only transact the business notified.
- 6.2 Notice, proceedings and business of meetings of the Zone shall be conducted according to the Standing Orders as adopted, from time to time.

Commented [BW4]: It was not clear who could call the Special Meeting

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7. QUORUM

- 7.1 The Zone shall not conduct business at a meeting unless a quorum is present.
- 7.2 At Ordinary and Special Meetings of the Zone, a quorum shall be at least one Delegate representative from a minimum of (9) Ordinary Members³.
- 7.3 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting is adjourned.
- 7.4 The business that could have been transacted had there been a quorum at the meeting may be transacted at the resumption of the adjourned meeting, or listed for the next scheduled meeting of the Zone.
- 7.5 If at any time during a meeting a quorum is not present, the President shall suspend proceedings of the meeting for a period of up to fifteen (15) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it to some later time.
- 7.6 Notice of a meeting adjourned because of the absence of a quorum shall be given to all Member Councils.

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¹ For the avoidance of doubt "by such other means" includes teleconference, video conference or other electronic methods as appropriate.

² For the avoidance of doubt "by such other means" includes teleconference, video conference or other electronic methods as appropriate.

³ The effect of this clause is that an Ordinary or Special Meeting can be held with as few as 9 Delegates, providing each Delegate represents a different Ordinary Member.

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7.7 Notice of resumption of an adjourned meeting shall be not less than five (5) days.

8. PRESIDENT

- 8.1 The Zone shall elect a President.
- 8.2 The President shall be elected at the first Ordinary Meeting following local government general elections for a two (2) year term, commencing immediately upon election and shall be eligible for re-election.
- 8.3 A person shall not be eligible for election as President unless they are a Councillor and Delegate of an Ordinary Member.
- 8.4 The President shall generally exercise the powers and role of President as defined in the Act.

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9. DEPUTY PRESIDENT

- 9.1 Following election of the President under clause 8, the Delegates of the Zone shall elect a Deputy President.
- 9.2 The Deputy President shall be elected at the first Ordinary Meeting following local government general elections for a two (2) year term, commencing immediately upon election and shall be eligible for re-election.
- 9.3 A person shall not be eligible for election as Deputy President unless they are a Councillor and Delegate of an Ordinary Member
- 9.4 The Deputy President shall generally exercise the powers and role of Deputy President as defined in the Act.

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10. REPRESENTATIVE TO STATE COUNCIL

- 10.1 The Zone shall elect a Representative to State Council.
- 10.2 The Representative shall be elected at the first Ordinary Meeting following local government elections to hold office in accordance with, and for a term as specified by, the WALGA Constitution.
- 10.3 A person shall not be eligible for election as Representative unless they are a Councillor and Delegate of an Ordinary Member.
- 10.4 The Representative to State Council shall represent the Zone at meetings of State Council, and shall report on those meetings to the Zone as considered appropriate, at the next Ordinary Meeting.

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11. DEPUTY REPRESENTATIVE TO STATE COUNCIL

- 11.1 The Zone shall elect a Deputy Representative to State Council.
- 11.2 The Deputy Representative shall be elected at the first Ordinary Meeting following local government elections and hold office in accordance with, and for a term as specified by, the provisions of the WALGA Constitution, and shall be eligible for re-election.
- 11.3 A person shall not be eligible for election as Deputy Representative unless they are a Councillor and Delegate of an Ordinary Member.

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Commented [BW6]: This has been changed to align with the WALGA Constitution

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11.4 As necessary, the Deputy Representative to State Council shall represent the Zone at meetings of State Council, and shall report on those meetings to the Zone as considered appropriate, and at the next Ordinary Meeting.

12. EXECUTIVE OFFICER

12.1 The Zone may appoint an Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it thinks fit, and may terminate the appointment of the Executive Officer.

12.2 The Zone may delegate to the Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the Zone determines. The Executive Officer shall not be delegated powers which require an absolute majority. The Executive Officer shall be responsible for the establishment and maintenance of a Register of the Powers, Authorities, Discretions and Duties delegated by the Zone.

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12.3 The Executive Officer shall be the custodian of records, books, documents and securities of the Zone.

12.4 The Executive Officer shall generally, and prudently, exercise the powers and role of the Chief Executive Officer as defined in the Act.

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13. MANAGEMENT OF THE ZONE

The final authority for the management and affairs of the Zone is vested in the Zone comprising two (2) Delegates from each Ordinary Member.

14. ZONE EXECUTIVE COMMITTEE

14.1 The Zone Executive Committee shall consist of up to six delegates, being:

- a) President, ex-officio,
- b) Deputy President, ex-officio,
- c) Representative to State Council, ex-officio, if not President or Deputy President, and
- d) Three Delegates elected from Member Councils, as necessary.

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14.2 The elected members of the Executive Committee shall be elected at the first Ordinary Meeting following local government general elections for a two (2) year term commencing immediately upon election and shall be eligible for re-election.

14.3 A person shall not be eligible for election to the Zone Executive Committee unless they are a Councillor and Delegate of an Ordinary Member.

14.4 The quorum for the Executive Committee shall be three (3) members.

14.5 The Executive Committee shall meet from time to time as considered necessary by the President or a majority of the Executive Committee.

14.6 The Executive Committee is permitted to act on behalf of the Zone in matters of urgency, and exercise the powers of the Zone delegated to it, in order to further the objects of the Zone.

14.7 Where a vacancy occurs in the office of Deputy President, Deputy Representative to State Council or nominee to any agency or committee, for any reason, the Executive Committee shall have the power to appoint a person to act in that position, until the matter can be brought to the next Ordinary Meeting of the Zone.

14.8 Should both the substantive and deputy position be vacant, the Executive Committee shall have the power to appoint a person to act in that position, until the matter can be brought to the next Ordinary Meeting of the Zone.

15. COMMITTEES AND SUB-COMMITTEES

15.1 The Zone may from time to time as necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:

- a) acquire, hold and dispose of real property;
- b) adopt the annual Zone budget;
- c) borrow money; and
- d) progress any matter requiring an absolute majority resolution of the Zone.

Commented [BW7]: This makes it clear that the budget is adopted by the Zone Members and cannot be delegated.

15.2 The person or the members of any committee shall be comprised of Delegates to the Zone, Councillors or any other person so nominated by the Zone.

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15.3 Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the Zone.

15.4 Other than the Executive Committee, each Committee shall elect a Chairman from the members of the Committee.

16. ZONE NOMINEES AND REPRESENTATIVES

16.1 The Zone may from time to time as necessary or expedient, appoint or nominate person to other agencies or committees in order to represent the Zone, and to further the objects of the Zone.

16.2 The person appointed or nominated shall provide a report to the Zone when requested.

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17. ELECTION PROCEDURE

17.1 Any election held by the Zone shall be conducted having regard to the general principles and procedures of the Act.

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17.2 The Executive Officer shall act as Returning Officer for all Zone elections.

Deleted: 1995 as amended

17.3 All elections are to be conducted by secret ballot.

17.4 The Executive Officer shall notify all Member Councils of vacancies prior to any election, inviting nominations for the position vacant or becoming vacant, the term of office and other relevant matters.

17.5 Nominations shall be in writing prior to the election; however where no nominations are received for a position or office, nominations may be accepted from the floor immediately prior to the ballot.

17.6 A nomination is cancelled if it is withdrawn, in writing to the Returning Officer, before the close of nominations or within 72 hours after the close of nominations.

Commented [BW8]: This has been added to give direction based on the recent situation relating to the election of the Deputy President.

18. VACATING OF OFFICE

18.1 A person shall cease or be disqualified from being:

- a) President,
- b) Deputy President,
- c) Representative to State Council,
- d) Deputy Representative to State Council,
- e) a member of the Executive or any other Committee of the Zone, or

f) a nominee or representative to another agency or organisation,

if that person:

- g) dies,
- h) ceases to be a Councillor and Delegate,
- i) resigns the position by notice in writing delivered⁴ or sent by post to the President or the Executive Officer,
- j) is elected a member of State or Federal Parliament,
- k) in convicted of an offence under the Act;
- l) is permanently incapacitated by mental or physical ill-health, or
- m) is removed from office by an absolute majority resolution passed at an Ordinary Meeting or a Special Meeting.
- n) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the Act.

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Commented [BW10]: These clauses align generally with the WALGA Constitution

18.2 If an office becomes vacant, the deputy (if any) for that position shall hold office until the next Ordinary Meeting of the Zone, and the person elected at that Meeting shall hold office for the balance of the term originally elected.

19. FINANCES

- 19.1 The financial year of the Zone shall commence on 1 July and conclude on 30 June of the following year.
- 19.2 The finances shall be under the control of the Executive Officer who shall submit financial reports as appropriate or required, to the Zone.
- 19.3 The Zone's budget shall be prepared annually by the Executive Officer in consultation with Ordinary Members, including such other Committees as the Zone may deem expedient.
- 19.4 The accounting records of the Zone shall be open for inspection by Member Councils or their representatives during normal working hours and on reasonable notice.
- 19.5 At least once a year, the Executive Officer shall cause the Zone's accounts to be audited.

20. SUBSCRIPTIONS

- 20.1 The annual subscriptions of all Members to the Zone shall be as determined by the Zone.
- 20.2 Subscription levels shall be submitted for approval by the Zone together with the relevant budget each year.
- 20.3 Subscriptions shall be due and payable 30 days after the issue of the request for payment (invoice).
- 20.4 A Local Government, on becoming an Ordinary Member, shall pay a pro-rata subscription for the balance of the financial year.

21. BANKING

21.1 All funds received shall be banked without deduction, in a clearly identifiable account. Payments drawn on the account shall be paid by cheque or such other means⁵ authorised by any two of the President, Deputy President or Executive Officer, jointly.

⁴ Delivered shall also include delivery by email.

⁵ For the avoidance of doubt this also includes by electronic fund transfer.

21.2 The operating account to be so established, are to be utilised solely for the purposes of paying operating expenses and for other purposes authorised by a resolution of the Zone.

22. CONSTITUTIONAL DISPUTES

22.1 In the event of any dispute arising as to the interpretation or application of this Constitution and an agreement as to interpretation are not reached, the matter is to be referred to an Ordinary or Special Meeting to determine the question.

22.2 Should an agreement or resolution not be reached by the Zone, the dispute shall be referred to the **President** of WALGA for resolution, whose decision shall be final and binding on the Zone.

23. DISSOLUTION

Dissolution of the Zone shall only be by a resolution passed by not less than **an absolute majority** at an Ordinary **or Special** Meeting of the Zone. Details of the proposed dissolution and arrangements shall be forwarded to all Member Councils by the Executive Officer prior to the meeting.

Upon dissolution of the Zone, and after all debts have been satisfied, any funds remaining shall be equitably apportioned between the Ordinary Members at the time of dissolution, or paid to such organisation or person as the Zone directs in the resolution to dissolve.

24. AMENDMENTS TO THE CONSTITUTION

This Constitution may be altered, added to or repealed by **an absolute majority** resolution passed at an Ordinary **or Special** Meeting of the Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all Member Councils by the Executive Officer **not less than 14 days** prior to the meeting.

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Commented [HW11]: This change was agreed to at the Executive Committee Meeting on 4 November 2020.

Deleted: Chief Executive Officer

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Commented [BW12]: Using absolute majority makes it consistent with the LG Act.

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Commented [BW13]: This change makes it clear the number of days that details of changes to the Constitution need to be sent to Member Councils.

REGISTER OF ORDINARY MEMBERS – as at [October 2020](#)

Deleted: August 2013

Shire of Beverley
Shire of Brookton
Shire of Corrigin
Shire of Cuballing
Shire of Dumbleyung
Shire of Kulin
Shire of Lake Grace
Shire of Narrogin
Shire of Pingelly
Shire of Quairading
Shire of Wagin
Shire of Wandering
Shire of West Arthur
Shire of Wickepin
Shire of Williams

REGISTER OF POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

CENTRAL COUNTRY ZONE



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Standing Orders

Adopted: 23 September 2005

Amended: 23 August 2013

[Amended:](#)

1. INTERPRETATION

1.1 For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

[“Absolute Majority”](#) has the meaning given in the Act;

[“Act”](#) means the *Local Government Act 1995*;

[“Constitution”](#) means the Constitution of the Zone;

[“Councillor”](#) has the same meaning as under the Act [except that it includes a mayor or president elected by electors and includes a Commissioner appointed under section 2.6\(4\) or section 2.36A\(3\) of the Act](#);

[“Delegate”](#) has the meaning given in the Constitution;

[“Deputy Delegate”](#) has the meaning given in the Constitution;

[“Deputy President”](#) means the Deputy President for the time being of the Zone;

[“Executive Committee”](#) means the Executive Committee of the Zone;

[“Executive Officer”](#) means the Executive Officer of the Zone;

[“Local Government”](#) means an entity constituted under Part 2 of the [Act](#);

[“Meeting”](#) means all meetings of the Zone;

[“Member Council”](#) means Ordinary Members of the Zone;

[“Observer”](#) means a person, including an invited guest attending a meeting, who does not have voting rights;

[“Ordinary Member”](#) means a Local Government admitted to membership of the Zone in accordance with the Constitution;

[“President”](#) means the President for the time being of the Zone;

[“Representative”](#) means a member on the State Council elected or appointed by the Zone in accordance with the Constitution;

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Deleted: Local Government Act 1995 except that it includes a mayor or president elected by electors

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Deleted: “Local Government Act” means the Local Government Act 1995 (WA);

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“**Simple Majority**” means a majority comprising more than 50% of the number of voting representatives that are present.

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“**State Council**” means the State Council of WALGA;

“**WALGA**” means the Western Australian Local Government Association;

“**Zone**” means the Central Country Zone of WALGA.

1.2 In these Standing Orders:

- a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- b) words meaning persons include natural persons, corporations and associations; and
- c) the headings shall not affect the interpretation or construction of these Standing Orders.

2. CONDUCT OF MEETINGS

Notice, proceedings and business of meetings of the Zone shall be conducted according to these Standing Orders.

3. NOTICE OF MEETING

- 3.1 The Executive Officer shall give notice of meeting to Member Councils sent to the main administration centre of each Member Council as follows:
 - a) Ordinary – at least 21 days notice
 - b) Special – at least 5 days notice, and shall notify the purpose of the Special Meeting.
- 3.2 An agenda for the meeting and will be deemed to have been delivered immediately if transmitted electronically or, on the second date after posting, and shall be delivered:
 - a) Ordinary – at least 7 days prior to the meeting,
 - b) Special – at least 3 days prior to the meeting.
- 3.3 Ordinary Meetings shall be called by the Executive Officer pursuant to sub-clause 3.1.
- 3.4 Special Meetings shall be called by the Executive Officer pursuant to sub-clause 3.1 upon the written request of:
 - a) the President, or
 - b) four (4) Ordinary Membersand:
 - c) shall be notified to the Member Councils within three (3) days of receipt of the request by the Executive Officer, and
 - d) held within 28 days of giving notice to the Member Councils.

4. MEETINGS OPEN TO MEMBERS OF THE ASSOCIATION

The business of the Zone shall be open to Member Councils of the Zone and the public, except upon such occasions as the Zone may by resolution otherwise decide.

5. BUSINESS

5.1 The business at Ordinary Meetings shall generally be dealt with in the order listed in the agenda unless varied by the President or the meeting, and shall include, but is not limited to:

- a) Recording of attendance and apologies;
- b) Announcements;
- c) Adjourned business (if any);
- d) Confirmation of minutes of previous meetings;
- e) Presentations from guest speakers and visitors;
- f) [Review of the agenda for the next meeting of the State Council](#);
- g) Matters for decision; [and](#)

Deleted: :

h) Urgent business with the consent of the President and/or delegates.

5.2 The business of Special Meetings is limited to that business notified to Member Councils, and shall include:

- a) Recording of attendance and apologies;
- b) Announcements;
- c) Adjourned business if any; [and](#)
- d) Matters for decision as previously notified.

6. URGENT BUSINESS

At any time during an Ordinary Meeting a Delegate may introduce a motion relating to urgent business that calls for an expression of opinion from the meeting, with the approval of the Delegates present at the meeting.

7. PRESIDENT

In the construction of these Standing Orders unless the context requires otherwise, "President" shall in the absence of the President include the Deputy President or the Delegate chosen by resolution to preside as Chair, at any meeting.

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8. DELEGATE AND DEPUTY DELEGATE

8.1 In the construction of these Standing Orders unless the context requires otherwise, the word "Delegate" shall in the absence of the Delegate include the deputy Delegate.

8.2 A deputy Delegate elected to act in the capacity of a Delegate unable to attend a meeting shall exercise all rights of that Delegate.

8.3 Each Ordinary Member is entitled to have two voting Delegates at any meeting of the Zone.

8.4 Voting delegates shall be [councillors](#) of the Ordinary Members, except as provided in sub-clause 8.5 following.

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8.5 Where an Ordinary Member does not have two councillors in attendance to exercise their full voting right, the CEO or such other employee of the member council may exercise a maximum of one vote on behalf of that Ordinary Member.

8.6 [An](#) invited guest may question or address the meeting at the invitation of the President or with the President's approval, but do not have voting rights.

Deleted: Associate Members and observer or

9. PRESIDENT TO PRESIDE

9.1 The President shall preside at all meetings of the Zone but in absence of the President, the Deputy President shall preside.

9.2 In the absence of the President and Deputy President, the Zone shall choose by resolution a Chair, from the Delegates present to preside at that meeting.

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10. QUESTIONS

Any Delegate seeking to ask a question at any meeting of the Zone shall direct the question to the President.

11. DELEGATES TO ADDRESS THE PRESIDENT

A Delegate moving or seconding a motion or amendment or taking part in a discussion thereon shall address the President.

12. POINT OF ORDER

A Delegate who is addressing the President shall not be interrupted except on a point of order, in which event the Delegate shall wait until the Delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the Delegate so interrupted may, if permitted, continue.

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13. SUBSTANCE OF MOTION TO BE STATED

A Delegate seeking to propose a motion or amendment shall state its substance before addressing the meeting and, if so required by the President, shall put the motion or amendment in writing.

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14. PRIORITY OF SPEAKERS

If two or more Delegates wish to speak at the same time the President shall decide who is entitled to priority.

15. PRESIDENT TO BE HEARD

Whenever the President signifies a desire to speak during a debate, any Delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

16. PRESIDENT MAY CALL TO ORDER

The President shall preserve order, and may call any Delegate to order when holding an opinion that there shall be cause for so doing.

17. RULING BY PRESIDENT

The President shall decide all questions of order or practice, whose decision shall be final and be accepted by the Zone without argument or comment unless in any particular case the Zone shall thereupon resolve that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

18. LIMITATION OF SPEECHES

- 18.1 A Delegate shall not speak upon any motion or amendment or in reply for a longer period than five (5) minutes without consent of the Zone which shall be signified without debate.
- 18.2 No Delegate shall speak more than once on any motion unless in exercising a right to speak in closing the debate on a motion which the Delegate has moved.

19. RESOLUTIONS

- 19.1 Except as otherwise provided in these Standing Orders or the Constitution, all motions concerning the affairs of the Zone shall be passed by a simple majority.
- 19.2 Subject to the Constitution, the following motions shall not be passed unless they receive an absolute majority resolution:
 - a) any addition, amendment, withdrawal, modification or substitution to, of or in the Constitution or Standing Orders;
 - b) any allocation or change in allocation of any representation or voting rights on the Zone;
 - c) rescission of a motion without the specified notice of motion to rescind;
 - d) the annual budget, including annual subscriptions; or
 - e) removal from office.

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20. NO DISCUSSION

Where there is no discussion on a motion the President may deem the motion to be passed unless the meeting resolves otherwise.

21. PERMISSIBLE MOTIONS DURING DEBATE

- 21.1 When a motion is under debate, no further motion shall be moved except the following:
 - a) that the motion be amended;
 - b) that the meeting be adjourned;
 - c) that the debate be adjourned;
 - d) that the question be now put;
 - e) that the meeting proceed with the next business; or
 - f) that the meeting sits behind closed doors.
- 21.2 Any Delegate who has not already spoken on the subject of a motion at the close of the speech of any other Delegate may move without notice any one of the motions listed in clause 21.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 21.3 When a debate is adjourned, the Delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the Delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers.

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22. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands.

23. DIVISION

The result of voting openly is determined on the voices or by a show of hands and, upon a vote being taken, a Delegate may call for a division.

24. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover, with the consent of the meeting, which shall be signified without debate. No Delegate may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

25. ALL DELEGATES TO VOTE

- 25.1 At meetings of the Zone, a Delegate present at the meeting when a question is put shall vote on the question.
- 25.2 Each Delegate including the President shall be entitled to exercise one deliberative vote on any matter considered by the Zone. In the event of the votes of Delegates being equal the President shall exercise a second vote.
- 25.3 Except as provided in the Constitution or Standing Orders, all matters considered at a Meeting of the Zone shall be passed by a simple majority of the Delegates voting.
- 25.4 If a Delegate abstains from voting, then their vote shall be considered a vote in the negative.
- 25.5 All voting at a Meeting is to be in person and proxy voting is not permitted.

26. PRESIDENT'S RIGHT TO VOTE

The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the Zone.

27. RESCISSION OF RESOLUTION

Unless a greater majority is required for a particular kind of decision under the Constitution (in which event that shall be the majority required), the Zone may rescind or alter a resolution:

- a) At the same meeting – by simple majority if all the Delegates who were present at the time the original resolution was passed are present when the rescission or alteration is proposed,
- b) At a later meeting –
 - i. by simple majority, where written notice of the intended motion has been given to each Member Council at least seven (7) days before the meeting by the Executive Officer; or
 - ii. by an absolute majority resolution passed at an Ordinary or Special Meeting, if sufficient notice has not been given.

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28. SUSPENSION OF STANDING ORDERS

- 28.1 If necessary or appropriate, any of these Standing Orders may be suspended on a motion duly proposed and resolved by the meeting.
- 28.2 Any Delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place thereon.

29. NO ADVERSE REFLECTION ON ZONE

A Delegate of the Zone shall not reflect adversely upon a resolution of the Zone, except on a motion that the resolution be rescinded.

30. NO ADVERSE REFLECTION ON DELEGATE

A Delegate of the Zone shall not reflect adversely upon the character or actions of another Delegate nor impute any motive to a Delegate unless the Zone resolves, without debate, that the question then before the Zone cannot otherwise be adequately considered.

31. MINUTES OF MEETINGS

- 31.1 Minutes of meetings shall be permanently recorded and copies supplied to all Member Councils within ten (10) working days of the meeting.
- 31.2 The minutes of any preceding meeting, whether Ordinary or Special, not previously confirmed shall be submitted at the next Ordinary Meeting of the Zone and no discussion thereon shall be permitted except as to their accuracy as a record of the proceedings.

32. AMENDMENTS TO STANDING ORDERS

These Standing Orders may be altered, added to or repealed subject to an [absolute majority](#) resolution passed, at an Ordinary or [Special](#) Meeting of the Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all Member Councils by the Executive Officer prior to the meeting.

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