

Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

2023

About WALGA

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

Our purpose is to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

What does WALGA do?

WALGA provides value to Member Local Governments by advocating and facilitating sector solutions and policy, and by delivering member-centric, quality services.

How does WALGA work?

WALGA employs approximately 100 staff across the areas of:

- Policy, including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA funded?

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Local Governments. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- elect one or more State Councillors;
- consider the State Council agenda;
- provide direction and feedback to their State Councillor; and
- any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- developing and advocating on positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy efforts in two critical ways:

1. by passing resolutions on items contained in the State Council Agenda; and
2. by generating new Agenda items for consideration by State Council.

Zone Motions

To generate new Agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council. However, as Zones are self-governing and autonomous, individual Zone Delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council or has been submitted by an individual Zone Delegate.

Role of a Zone Delegate

Zone Delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's representative, the Zone Delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone Delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24-member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 5 metropolitan Zones and 12 country Zones. All 139 WA Local Governments are invited to be Members of WALGA and a Zone.

Elected Members are able to nominate to represent their Local Government on their Zone and in turn, through the Zone election process, to represent the Zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

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

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

Role of a State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA;
- financial operations and solvency; and
- all matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be champions for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are five ordinary meetings per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid an annual sitting fee and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance & Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the WA Local Government sector. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

Chantelle O'Brien, Governance Support Officer
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Kathy Robertson, Manager Association and Corporate Governance
(08) 9213 2036 krobertson@walga.asn.au

Tony Brown, Executive Director Member Services
(08) 9213 2051 tbrown@walga.asn.au



Department of **Planning,
Lands and Heritage**

Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Ms Lana Foote
Acting Chief Executive Officer
Shire of Koorda
Via email to: dceo@koorda.wa.gov.au

Dear Ms Foote

**DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT
NOMINATIONS**

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anthony Kannis', with a long, sweeping flourish extending to the right.

Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form



CEO RECRUITMENT COMMITTEE/PANEL TERMS OF REFERENCE

OCTOBER 2023

1. Establishment of Committee/Panel

Pursuant to Section 5.36 of the Local Government Act, and the Local Government (Administration) Amendment Regulations 2021 amended in February 2021 the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination, a local government is required to employ a person to the Chief Executive Officer (CEO) of the Local Government.

Whilst the decision is a whole of Council responsibility, the Council has established a CEO Recruitment Committee/Panel ("the Panel") to facilitate the recruitment and selection process and must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the Local Government.

2. Purpose of Panel

The purpose of the Panel is to provide general oversight of the recruitment and selection process for the Chief Executive Officer; to make recommendations to the whole of Council (Elected Members) on the most suitable candidate for the position; and to ensure the recruitment and selection process is fair, robust, and carried out to relevant legislation and regulations.

The Panel will achieve this by:

- (a) Working with the appointed Recruitment Consultant
- (b) Facilitating the preparation and recommendation of the position description for the role of Chief Executive Officer to whole of Council.
- (c) Recommend to Council for endorsement the draft employment contract.
- (d) Facilitating the preparation of the advertisement and approve mediums to be used.
- (e) Recommending to Council the total remuneration package and employment conditions in line with Council policies.
- (f) Approving the Candidate Applicant Information Package.
- (g) Review the application shortlisting report as provided by the Recruitment Consultant.
- (h) Agree on the shortlisted applicants for interview.
- (i) Agree on the interview process to determine preferred applicant(s) for the position.
- (j) Facilitate and agree on the interview questions provided by the Recruitment Consultant.
- (k) Interviewing short listed applicants.
- (l) Facilitate the interview process of preferred candidates in consultation with Recruitment Consultant.

3. Membership

Membership of the Panel is to consist of (endorsed by Council /10/2023):

- Cr Jannah Stratford
- Cr Gary Greaves
- Cr Gina Boyne
- Cr Nick Chandler
- Cr
- Mr/Ms – Independent Representative
- Lydia Highfield – Recruitment Consultant (Facilitator)

The Presiding Member is to be determined in accordance with Section 5.12 of the Local Government Act 1995.

If the Presiding Member of the Panel is absent from a meeting of the panel, the Deputy Presiding Member will preside at the meeting.

4. Quorum

The Quorum for the meeting is at least 50% of the number of panel members.

5. Panel Terms of reference – Roles and Responsibilities

- (a) To provide general guidance and participate in the recruitment process for the position of Chief Executive Officer of the Shire of Koorda, in accordance with the indicative process agreed by the Council.
- (b) To make recommendation to the Council at each stage of the selection process, including but not limited to:
 - The position description
 - The Draft CEO employment contract
 - The preferred candidate(s) report and recommendation to Council
- (c) To consider the assessment of applicants for the position of Chief Executive Officer.
- (d) To consider the advertisement and/or re-advertisement or other additional steps (if necessary) in consultation with the Recruitment Consultant.
- (e) Ensure appropriate advertising mediums are used such a social media, websites, SEEK and written formats such as West Australian professional and/or local government job section.
- (f) A report to Council with recommendation of the preferred candidate including negotiated employment contract to be considered and endorsed by Council for the appointment of the Chief Executive Officer.
- (g) Any other matter which is not stipulated within these terms of reference, but which is within the powers and functions of the Panel or other matters which are specifically referred by the Council to the Panel and related to the selection of the Chief Executive Officer.

6. Terms of Reference – Operational Matters

- (a) The Panel does not enjoy the delegation of any powers, functions, and duties of the Council.
- (b) All decisions of the Panel will, therefore, constitute recommendations to the Council.
- (c) The Panel shall always act in strict accordance with relevant legislation and regulations (being the Local Government Act 1995 and associated Regulations) and in accordance with these Terms of Reference in the performance of its function.
- (d) For the purposes of reporting and accountability requirements, the Panel must keep minutes of all meetings of the Panel. The Reporting of the recommendations of the Panel to the Council in this manner is sufficient to satisfy the reporting and accountability requirements of the Council.
- (e) All recommendations of the Panel shall be made on the basis, of a majority decision of the members present.
- (f) Meetings of the Panel will be held at a location as determined by the Presiding Member of the Panel in consultation with Panel Members.
- (g) The Panel shall meet as often as the Panel considers necessary.
- (h) The Panel can utilise video conferencing as and when considered necessary.
- (i) The procedure to be observed in relation to the conduct of the meeting of the Panel is generally to be in accordance with the Local Government Act, associated regulations and the Shire of Koorda Standing Orders Local Law and these terms of reference.

7. Independent Recruitment Consultant (IRC) – Role & Responsibilities

- (a) Should not be associated with the local government or any of its Council members.
- (b) Provides independent human resources consultant provides advice to the selection panel on how to conduct the recruitment process that covers the following aspects of the process:
 - Development or review of the position description
 - Development of the selection criteria
 - Development of assessment methods in relation to the selection criteria
 - Drafting of the advertisement
 - Executive search
 - Preliminary assessment of the applications
 - Shortlisting recommendation to the Panel
 - Drafting questions for interview
 - Coordinating interviews
 - Preparing the selection summary assessment and recommendations
 - Arranging all the due diligence for integrity checks and/or police clearance, qualifications etc.
 - Assisting the Panel in preparing the employment contract
 - As directed by the Panel commence preliminary negotiations of employment contract.
 - Conduct referee checks and provide written report to the Panel of referee outcome.
 - Preparation of report as directed by Panel for Council endorsement of preferred candidate and employment contract.
- (c) The Consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (d) All documents managed by the Recruitment Consultant must be provided to the Shire in line with the Shire recording keeping policy and procedure.

8. Independent Person other than Recruitment Consultant– Role & Responsibilities

The independent person cannot be a current elected member, human resource team member, or staff member of the Local Government.

An independent person could include:

- Former elected members or staff members of the Local Government
- Former elected members (such as a Shire President or Councillor) or staff members of another local government
- A prominent or highly regarded member of the community; or
- A person with experience in the recruitment of CEO's and senior executives

Their role is;

- (a) An advisory and cannot be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (b) To follow the agreed recruitment process and to contribute professionally.
- (c) Available to attend meetings as agreed by the Panel.

9. Confidentiality Agreement

All Panel members must sign a Confidentiality Agreement before the recruitment process commences and a copy be provided to the Recruitment Consultant for record keeping purposes.

10. Tenure

The Panel which is established for the purpose of assisting the Council in taking steps to fill the vacancy in the position of Chief Executive Officer of the Shire of Koorda will be concluded upon the date that the Council makes the appointment to the office of Chief Executive Officer of the Shire of Koorda.

ROLES & RESPONSIBILITIES APPROVED BY COUNCIL	
COMMENTS	
SHIRE PRESIDENT NAME	
DATE	
SIGNATURE	



Chief Executive Officer Shire of Koorda Application Package

Lydia Highfield
Principal Consultant
PO Box 296
BEECHBORO WA 6063

Email: highfieldlydia@gmail.com

Mobile: 0400 142 110

Advertisement



Chief Executive Officer Shire of Koorda

Located 236kms north east of Perth in the heart of Western Australia's great Wheatbelt, the Shire of Koorda is an integral part of the Central Agricultural Division.

The Council is in search of a motivated and an experienced senior executive who has comprehensive understanding of Local Government Statutory requirements to fill the position of Chief Executive Officer.

Applicants who have the ability to think laterally and creatively in driving the organisation and promoting the development of the Shire. The position requires strong strategic and operational leadership together with the ability to develop and sustain positive relationships with the community.

The position is offered under a performance based contract of up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4 up to \$213,356 per annum. Salary and benefits are subject to negotiation and could include, but not limited to; base salary, superannuation, professional memberships, utilities and private use of a motor vehicle. In addition, rent free housing in a Shire owned executive residence is available. Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained at www.koorda.wa.gov.au Further information about the position is available by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 296, Beechboro WA 6063 by **COB Tuesday November 2023.**

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, pre-employment medicals, provide evidence of all claimed qualifications prior to commencing employment.

Position Description



- 1. TITLE** Chief Executive Officer
- 2. LEVEL** Band 4 Salaries and Allowances Tribunal
- 3. DEPARTMENT/SECTION** Office of the Chief Executive Officer
- 4. POSITION OBJECTIVES**
 - 1. Objectives of this Position**
 - To implement the strategic goals and objectives of the organisation.
 - To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Koorda as a local government and achievement of its goals.
 - To provide overall leadership and direction for the administration of the Shire of Koorda and to provide the primary link through communications and consultation between the Council and staff.
 - 2. Within Department/Section**
 - Meet corporate objectives.
 - Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
 - Lead the organisation in providing a high level of service to the Community and Elected Members.
 - 3. Within Organisation**
 - Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
 - Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
 - Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
 - Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
 - Provide strategic direction and effective leadership to the organisation.

- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

1. Leadership

- Proven leadership at a senior management level with Local Government experience along with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders.
- Experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting and facilitating sustainable economic development.
- Manage the local government's infrastructure/assets.

2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding and implementing policy and procedures with all stakeholders.

3. Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal and contractual obligations.

4. Financial Results

- Experience of and evidence in successful financial management.

5. Community Development

- A proven history of building and maintaining positive strategic relationships.
- Demonstrated experience in accessing grants and maximising grant opportunities.
- Experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

6. General Management

- Excellent interpersonal and communication skills focussing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Degree in relevant Management is desirable, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to current Police Clearances and other checks

6. KEY DUTIES/RESPONSIBILITIES

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Management Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the integrated planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Institute a staff training program that will improve staff skills across the board, which will assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

7. PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually, during the term of the employment contract.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

8. ORGANISATIONAL RELATIONSHIPS

1. Responsible to

The President and Council of the Shire of Koorda.

2. Supervision of

All staff by delegation to relevant senior Managers.

3. Internal and External Liaison

Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

9. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

Total Reward Package and Benefits

The position is offered under a performance based contract of up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4 up to \$213,356 per annum.

Salary and benefits are subject to negotiation and could include but are not limited to; base salary and superannuation 11%, additional superannuation of 6% (Council Policy), utilities, private use of a motor vehicle, professional memberships and development.

In addition, rent free housing in a Shire owned executive residence comprising:

- Modern 4 (four) bedroom residence with study (master with en-suite)

The Council will pay reasonable relocation expenses for the successful applicant.

Removal expenses are restricted to furniture and personal effects.

Reasonable travel costs to Koorda will also be paid to a total amount of up to \$5,000 any excess negotiable with reimbursement by the employee will be required at 100% if the Officer leaves within the first 12 months of employment, and 50% if the Officer leaves within 24 months of employment.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:

Your application should include a covering letter explaining your interest in the position, address of the selection criteria and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council either face to face or by video link if required. The final decision on this position will be taken by Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.koorda.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Koorda's Chief Executive Officer Position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Koorda, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Koorda reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Koorda during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Koorda, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____

Finance

Grants - Community Grants Program

Objective

To enable Council to plan its support of community projects and initiatives.

Policy

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council’s general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“**CGP**”).

Grants of up to \$5,000 (exc GST) are available to community organisations.

Funding Rounds

The CGP will run over two rounds, (with half of the allocated budget per round) as per the below time frames;

- **Round 1:**
Applications open on 1 July and close 31 July.
To be considered at the Public Ordinary Council Meeting in August.
Acquittal Due: 28 February.
- **Round 2:**
Applications open on 1 November and close 30 November.
To be considered at the Public Ordinary Council Meeting in December.
Acquittal Due: 25 June.

Late applications will not be accepted.

Objective of the CGP

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;
- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

Advertising

Before and during the funding round, advertising of the CGP will commence.

The advertisements will be placed in:

- Local newspapers ‘Narkal Notes’;
- The Shire of Koorda website;
- The Shire of Koorda Facebook page; and
- Shire notice boards.

Who can apply?

Eligible groups and organisations must be:

- An incorporated Not for Profit organisation; or sub committees of organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- An unincorporated Not for Profit organisation, applying through the auspice of a Not for Profit incorporated body.

Who cannot apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for-profit organisation;
- Government Agencies (including Education, Health, Transport etc);
- Organisations that currently have an application with the Quick Response Grants Program for a project that is ongoing;
- Organisations that have not provided an acquittal from a previous Community Grants Program are ineligible to apply until the required documentation has been submitted; or
- Applicants who have received funding for the same event/initiative two years in a row.

Eligible project costs can include:

- Printing of posters/flyers;
- Advertising and promotion;
- Purchase of equipment required for the ongoing operations of the group, e.g. shade tent, tables, chairs etc;
- Assistance towards workshops/projects that benefit the Koorda community;
- Entertainment; or
- Costs associated for public events or functions in Koorda.

What items will not be funded:

- Assistance towards Councils rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery etc;
- Alcohol;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in the Shire of Koorda;
- Political activities;
- Projects that duplicate an existing or similar project/service within the community;
- An item benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

Selection Criteria

Each application will be assessed against the following criteria:

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Public Liability Insurance and Auspicing

The Not for Profit organisations must have Public Liability Insurance and provide a copy of their current Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

ABN & GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a Statement by a Supplier form and submit it with your application.

The Shire of Koorda cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Shire Values and Commitment

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Koorda Integrated Strategic Plan available to view on the Shire website <https://www.koorda.wa.gov.au/documents/integrated-planning-and-reporting>.

Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

How to Apply

Applicants must complete an application form, located on the Shire of Koorda website. The application must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration. Unsuccessful applicants will be advised.

Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

Documents Required to be Provided

Please be aware that all documents provided are included in the Council Meeting attachments and are visible to the public. If you wish to have any information (such as contact details) remain confidential, please let the Shire Officer know once they have confirmed receipt of your application.

- A completed application form;
- Certificate of Currency showing current Public Liability;
- Letter of support by the organisation that is the auspice body for the grant (if applicable);
- Letters of support from other supporting groups (not compulsory but encouraged);
- Statement by a supplier form if you are not registered for GST; and
- Quotes for all expenditure items on the project budget.

Application Process

Step 1	Access the Shire of Koorda Community Grants Program (CGP) Guidelines to review and confirm your project/initiative falls within the guidelines.
Step 2	Complete the application form.
Step 3	Submit the application by the closing date, making sure to acquire and provide all supporting documents in the application checklist. Late applications will not be accepted. You will receive a confirmation email from a Shire Officer within 5 working days of your application being received. If you have not had confirmation, please call the Shire on 9684 1219 as soon as possible.
Step 4	Recommendations of applications received are considered at a Koorda Grants Committee Meeting, held prior to the Ordinary Council Meeting, with applications being referred to the Council for endorsement. As Council Meetings are generally open to the public, applicants are welcome to attend the meeting where applications are determined.
Step 5	Applicants are notified of the outcome via written correspondence.
Step 6	A grant agreement between the Shire of Koorda and the applicant is to be signed.
Step 7	Project is complete.
Step 8	Complete the evaluation and acquittal report by the required deadline, or within 10 days of the project being delivered to the Shire of Koorda Administration or CEO. (Applicants to ensure that all supporting documentation as per Acquittal Form is submitted)
Step 9	Payments of acquitted funds are paid to the Group/Organisation upon receipt of an invoice being sent to the Shire of Koorda.

Koorda Grants Committee

The CGP Assessment Committee shall consist of three (3) Elected Members, and one (1) Elected Member acting as a Deputy Member.

The Elected Members shall be resourced by self-nomination at the biennial "Election of Delegates and Deputy Delegates to Committees."

Conflicts of Interest

Councillors and Council employees involved in assessing applications for assistance must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding that declaration.

Administration of Financial Assistance

Financial assistance approvals shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, e.g.: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to written request to the CEO.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisations.
- Where funding from an outside source is approved, any CGP monies (as approved) shall be paid to the applicant, on acquittal of the project.
- Where approved financial assistance is not claimed by the acquittal due date of the year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the CEO shall advise the organisation that the approval is revoked and that they should then re-apply.
- Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to

meet the funding shortfall. In such circumstances the CGP Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.

- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- Council's decision is FINAL and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year.
- If the applicant does not satisfactorily acquit its grant, the applicant will be ineligible to apply for further Shire of Koorda funding and action may be taken to recover the grant funds if they have paid up front.

Shire Acknowledgement

Approved applications must acknowledge that the Shire of Koorda has provided funding towards their project/initiative as per application form.

The Shire of Koorda logo will be made available for all promotional and marketing material.

All sponsored equipment, where possible, must acknowledge the Shire of Koorda (eg; by erecting a plaque or placing an acknowledgement sticker, as provided by the Shire of Koorda), and provide supporting evidence within the acquittal.

Approved applications will be published on the Shire of Koorda Social Media, Website and relevant publications.

Advertising the success of and positive outcomes of the project may be requested and the Shire requests that cooperation is provided to enable this to happen. It is envisaged that these examples may encourage other community groups to get involved with the CGP experience.

Shire Councillors must be invited to the event/launch/first use of equipment etc.

Acquittal Process and Outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a completed acquittal report form to the Shire of Koorda, by the deadline, or within 10 days of project completion. The acquittal form will be sent to applicants when funding applications are approved.

The acquittal shall also include a post event/initiative summary following the completion, inclusive of at least three (3) photos that the Shire can use for promotional purposes, as well as proof of acknowledgment.

Payment of the CGP funds to successful community organisations will be made once the acquittal document along with supporting documentation is provided. Payments in advance can be agreed upon written request and at the approval of the CEO. Requests for extensions may be requested and approved by the CEO in writing.

Failure to complete the acquittal by the due date of the applicable funding round will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation. Failure to complete the acquittal will disqualify the applicant for future CGP funding.

This information is to be disseminated to the Koorda Grants Committee. The CGP is to be reported via the Shire's Annual Report.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Koorda Community Grants Program (CGP) Guidelines
Koorda Community Grants Program (CGP) Application Form
Koorda Community Grants Program (CGP) Evaluation Form
Koorda Community Grants Program (CGP) Acquittal Form

Review History

Date	Council Resolution	Description of review/amendment
	RES:	Adoption of Policy





**Shire of
Koorda**

Drive in, stay awhile

Koorda Community Grants Program (CGP) Application Form

Round 1: Applications open on 1 July and close 31 July. To be considered at the Public Ordinary Council Meeting in August. Acquittal Due: 28 February.

Round 2: Applications open on 1 November and close 30 November. To be considered at the Public Ordinary Council Meeting in December. Acquittal Due: 25 June.

Late applications will not be accepted.

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (Eg; 2023/2024)	
What round are you applying for? (Eg; Round 1)	

APPLICATION ROUND/YEAR	
Group/organisation name:	
Postal address:	
ABN:	
Does your group/organisation have Public Liability Insurance?	<input type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No - you will need an auspicing organisation to apply for the CGP that has a Certificate of Currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input type="checkbox"/> Yes <input type="checkbox"/> No - please complete and attach a Statement by Supplier form available on the ATO website. <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON

Contact Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

GROUP/ORGANISATION ALTERNATE CONTACT PERSON

Contact Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

AUSPICING ORGANISATION (IF APPLICABLE)

Auspicing organisation Name:	
ABN of auspicing organisation:	
Contact Person Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

ABOUT GROUP/ORGANISATION

Briefly describe your group/organisation's aims?

The services/activities your group/organisation provide to the community?

Which are your main target groups?

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> General Community | <input type="checkbox"/> Women | <input type="checkbox"/> Aboriginal and Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10 | <input type="checkbox"/> Men | <input type="checkbox"/> People with disabilities and/or carers |
| <input type="checkbox"/> Youth 11-25 | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____ |

If your application is successful, how will you recognise the Shire of Koorda's contribution to this project?

- | | |
|--|---|
| <input type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Equipment: a sticker or plaque attached, where possible, on the item/s purchased recognising the Shire's contribution. |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Flyers | |

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- No - skip to Project Details
 Yes - please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year: _____ Amount: _____

Year: _____ Amount: _____

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- Yes - The organisation's acquittal has been received by the Shire.
 No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS

Project Title

Please outline your project/funding request?

Funding Requested (excluding GST)

Total Project Cost (excluding GST, please include in-kind and financial sources and contributions)

On what date/dates will your project/initiative start and finish? (Please attach a timeline for you project if applicable)

How and where will your project/purchases take place?

What is your group/organisation's contribution to your project? Please include in-kind and financial sources and contributions.

How many people do you anticipate will attend your event or participate in your project/initiative once completed? (reference should be made to those anticipated to attend/participate from within the Shire of Koorda, and those from the outer regions)

Explain how you know the project is needed and supported by the Community, and explain what benefits will your project/initiative deliver to the Koorda community?

Name any other group/individuals that will be involved in the project? (please attach letters of support)

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

If your application is unsuccessful, or only partly funded, in the CGP, how will the project be delivered?



PROJECT INCOME

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL IN-KIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

In-kind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations in-kind hours for the project.

PROPOSED PROJECT INCOME	BUDGET (ex GST)	STATUS
<i>For example: CGP grant request</i>	1,000	Unconfirmed
<i>For example: Own organisation cash contribution</i>	500	Confirmed
<i>For example: Own organisation in-kind contribution</i>	200	Confirmed
<i>For example: Lotterywest Grant</i>	2,000	Pending
Total Income:		

PROJECT EXPENDITURE	BREAKDOWN (ex GST)	FUNDING SOURCE
<i>For example: Newspaper Advertisement</i>	500	CGP
<i>For example: Purchase of chairs and tables</i>	500	CGP
<i>For example: Venue hire</i>	200	Own organisation in-kind contribution
<i>For example: Bouncy castle hire</i>	2,000	Lotterywest
Total Expenditure:		

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration, costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

CHECKLIST

Please ensure you have:

- Read the application guidelines carefully
- Completed **ALL** sections of the Application Form
- Attached copies of quotes/pricing for all expenditure requested through the CGP
- Attached a copy of the Certificate of Currency for Public Liability Insurance
- Attached a Letter of Support from the auspice organisation (if applicable)
- Attached a Statement of Supplier (if applicable)
- Attached a Project timeline (if applicable)
- Attached any Letters of Support from other groups.

For assistance with your application or to have it proofed before submission, please email to ceo@koorda.wa.gov.au

Please send this application via one of the following:

Mail

Shire of Koorda
PO BOX 20, Koorda WA 6475

Email

ceo@koorda.wa.gov.au

In person

10 Haig Street, Koorda

From: HVSrouteassessments <HVSrouteassessments@mainroads.wa.gov.au>

Sent: Monday, October 9, 2023 8:40 AM

To: Darren West <works@koorda.wa.gov.au>

Subject: Route Determination - Shire of Koorda - WBR - Multiple Roads - RAV 7 - RAV Route Assessment Form - Graves Rd 4110030 Kulja - Mollerin Rock Rd 4110020 - application

Good morning,

In addition to your existing roads mentioned below – Heavy Vehicle Services wishes to add road(s), within your local government boundaries, onto the Restricted Access Vehicle (RAV) Network. In accordance with our [RAV Access Approval & Review Policy](#) we seek your input. This is to improve network connectivity – discovered upon assessing the mentioned roads below:

Requested Networks:

Dimension Requirements						Road Manager to Complete	
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	School Bus Route Y/N	Current Traffic Volumes (vehicles per day)
4110030	Graves Rd	Kalannie – Kulja Rd (0.00)	Martin Rd(0.124)	Tandem Drive Network 4	Tandem Drive Network 7		
4110020	Kulja – Mollerin Rock Rd	Koorda – Kulja Rd (4.95)	Commonwealth Rd (14.73)	Tandem Drive Network 4	Tandem Drive Network 7		
Mass Requirements							
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level		
4110030	Graves Rd	Kalannie – Kulja Rd (0.00)	Martin Rd(0.124)	AMMS Level 1	No Change		
4110020	Kulja – Mollerin Rock Rd	Koorda – Kulja Rd (4.95)	Commonwealth Rd (14.73)	AMMS Level 1	No Change		

For details of the RAVs approved on the requested networks, please refer to the following RAV Category Charts:

- [Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)
- [Accredited Mass Management Scheme \(AMMS\) Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)
- [Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)
- [Accredited Mass Management Scheme \(AMMS\) Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

RAV Access Benefits:

While RAV access provides productivity benefits to the transport industry, there are also considerable benefits to road managers and the local community. These benefits are all based around reducing the number of heavy vehicle movements on the road and include reducing risk exposure (e.g. reducing potential for serious crashes), reducing carbon emissions, reducing heavy vehicle noise, and in some cases reducing congestion and reducing road wear. For further information of the benefits of RAV access, please refer to our [RAV Access Benefits](#) document.

What we need from you:

HVS will conduct onsite assessments and consider the safety aspects of approving RAV access in accordance with our [Standard Restricted Access Vehicle Route Assessment Guidelines](#) and [Guidelines for Approving RAV Access](#).

To assist HVS in this process, please provide us with estimated traffic volumes and any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the requested RAV network or increasing the mass level. The [Preliminary Assessment Checklist](#) can be used to assist you in identifying any significant deficiencies that may render the road(s) unsuitable for the requested RAV access.

It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process.

It is important to ensure that any comments are provided with sufficient reasoning, as this will be used to justify our decision to the applicant.

Your reference for this request is D23#144422.

Should you require any further information or assistance regarding this request, please contact the HVS Route Assessment team on 138 486 or hvsrouteassessments@mainroads.wa.gov.au

HVSrouteassessments



Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.