

# CANDIDATE INFORMATION SESSION

18 August 2025

“You don’t have to do everything, but you can do something – and that something might just matter a great deal to your community.” *Tim Costello AO*



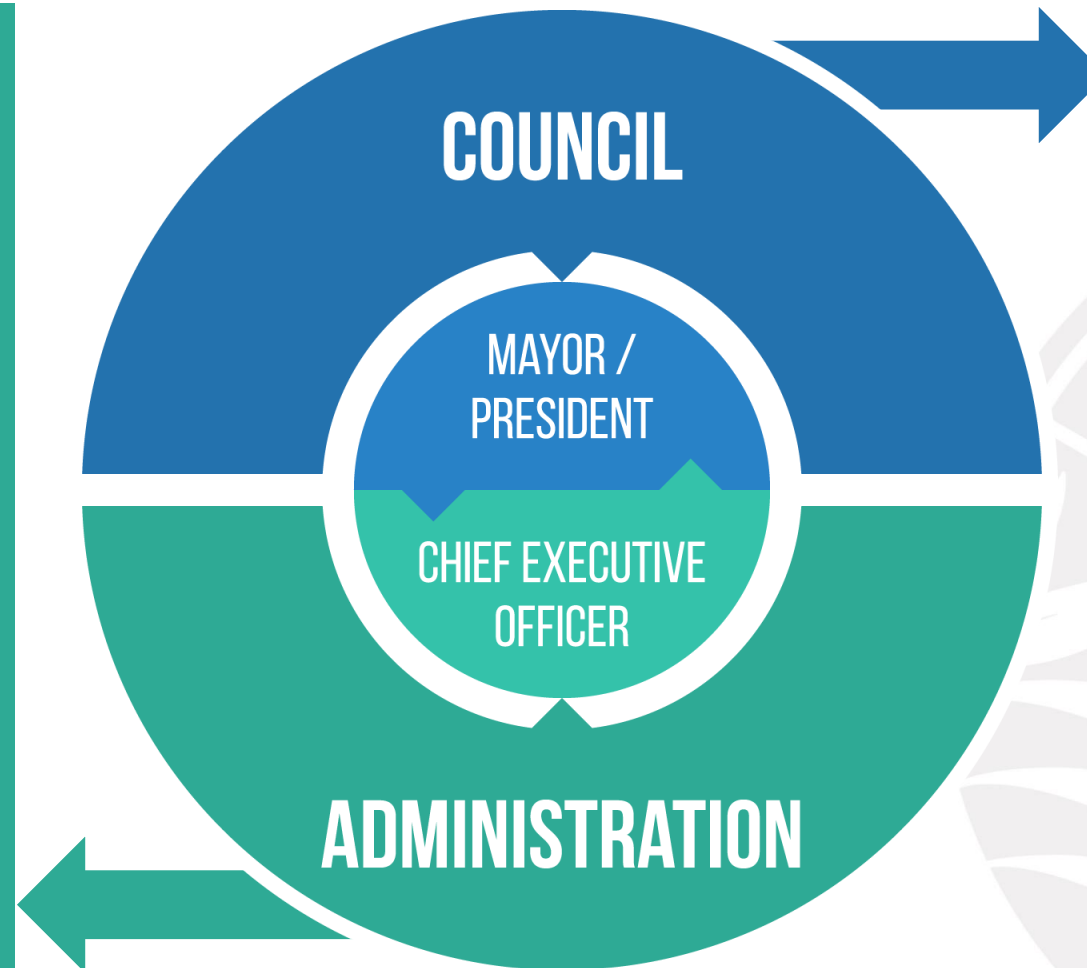
# Roles



# Separation of Roles & Functions

## Administration

- Provide advice and information to Council
- Implement Council decisions
- Manage assets of the Local Government
- Direct employees
- Manage day to day operations



## Council

- Make decisions on behalf of the community
- Sets the future direction
- Decides policy
- Allocates the funding to meet resource needs
- Decides on the level of community services
- Responsible Authority for Land Use Planning

# Roles & Responsibilities



- Council employs the CEO
- The CEO employs the staff
- Council decides via resolution
- Councillors cannot act/decide matters on their own right
- Shire President & CEO authorised to speak on behalf of the Shire

# Integrated Planning & Reporting

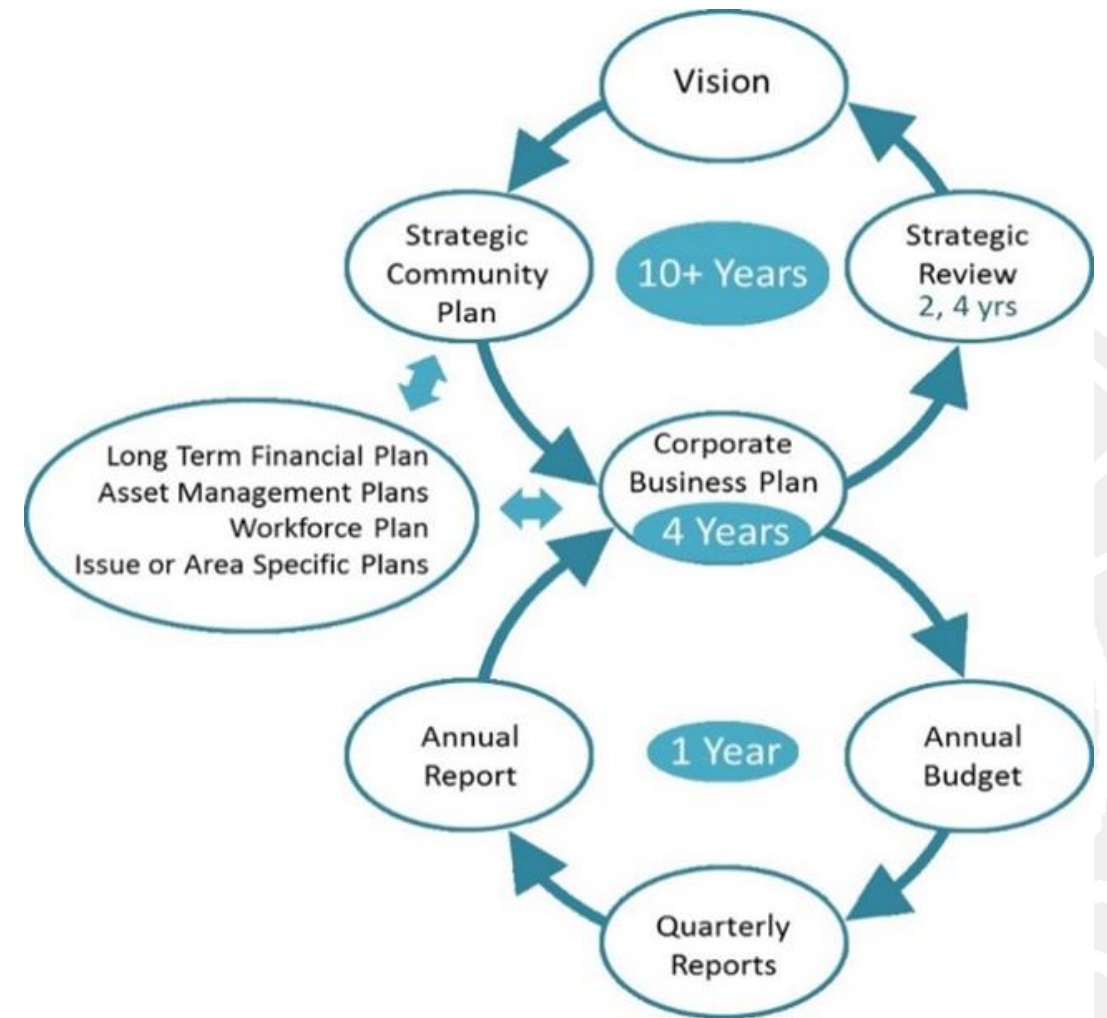


# Plans & Cycle

- Council Plan (SCP & CBP)
- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan

## Informing Plans

- Age Friendly Community Plan
- Wellbeing Plan
- Access & Inclusion Plan
- Reconciliation Action Plan
- CBD Revitalisation Plan

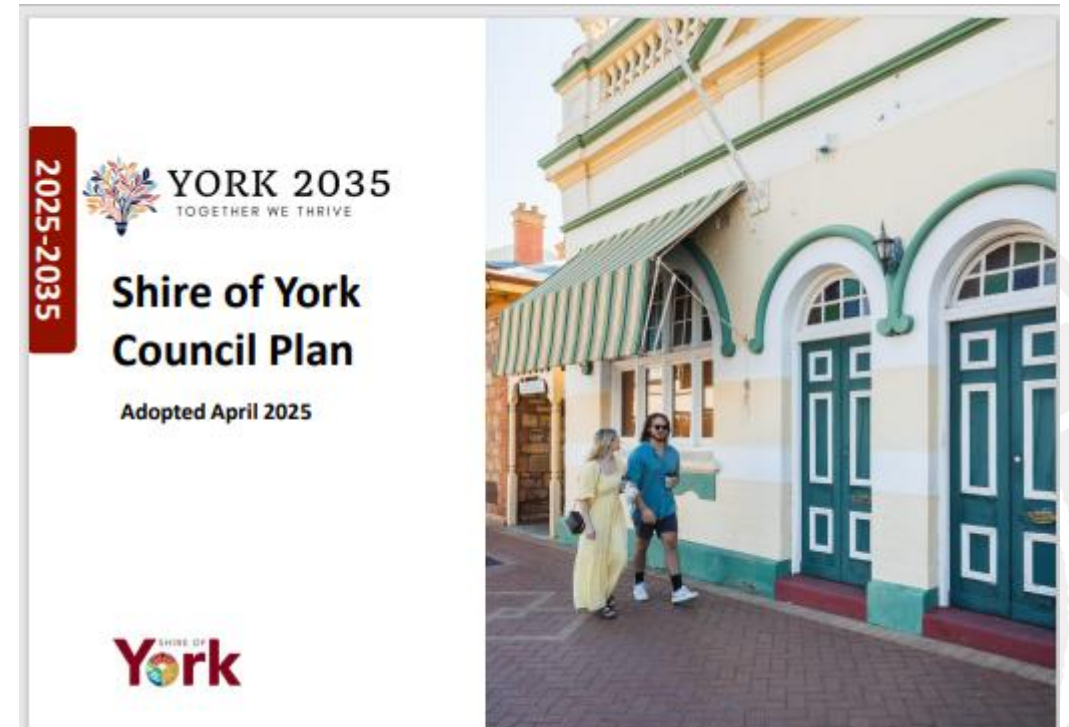




# Council Plan 2025-2035



- 10 year horizon - high level strategies to guide Council planning, resourcing and service delivery
- 4 year deliverables – details projects and initiatives to support strategic priorities
- 1 year annual budget – how funding will be allocated to deliver projects and initiatives in that year of Council Plan



# How to read Council Plan 2025-2035

**10 year horizon**

## The future aspiration:

A strong, inclusive community supporting all cultures and generations



## Council Plan 10-year priorities

- 1.1 Assist place, education and employment opportunities for young people
- 1.2 Strengthen First Nations and cultural identity
- 1.3 Advocate for housing supply and diversity
- 1.4 Advocate for improvements in healthcare services and infrastructure for an aging population
- 1.5 Facilitate access to community facilities for all life stages
- 1.6 Strengthen community stewardship and volunteerism

## Example of the relationship between the Shire's Council Plan and Annual budget (indicative only)

This diagram demonstrates how to read the Council Plan, showing the relationship between:

- Its 10-year strategic horizon – the vision and 10-year priorities
- The four-year deliverables (to achieve to the strategic horizon)
- The annual budget, which allocates funding to achieve the four-year deliverables in line with forecast timing and available resources.

**4 year deliverables**

### 4 year deliverables

	25/26	26/27	27/28	28/29
1.1.1 A youth strategy developed to identify and prioritise needs and opportunities	x			
1.1.2 In line with youth strategy, initiatives defined in key areas such as: <ul style="list-style-type: none"><li>• Place (public realm / entertainment / hang out spaces)</li><li>• Infrastructure and facilities (recreation, cultural, other)</li><li>• Connectivity (including Wi-Fi)</li><li>• Recreation programs</li><li>• Wellbeing programs</li></ul>		x		
1.1.3 Partnerships with local employers and tertiary and training providers in place		x		
1.1.4 Shire facilities such as the Community Resource Centre (CRC) are 'fit for purpose' to facilitate community networks and training opportunities			x	

**1 year Annual Budget**

Funding is allocated in the Annual Budget for actions specified in that year.





# Commitments & Allowances



# Known Meeting Commitments



## February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10 Council Reports Close	11
12	13	14 Concept Forum Commences 5.00pm	15	16	17 Agenda Distribution	18
19	20	21 Agenda Briefing Commences 5.00pm	22	23	24	25
26	27	28 Ordinary Council Meeting Commences 5.00pm	1	2	3	4



- New Councillor Induction (ongoing program including some weekends)
- Elected Member Engagement Calendar - outcome from Action 5.2.1 Council Plan 2025-2035 (to be determined with new Council)
- Annual budget workshop and strategic workshop (Saturdays)
- Special Council Meetings as required (approx. 3-4 per year)
- Annual Electors Meeting (held once annually approx. 1-2 hours)
- Time to read and understand emails, requests, agendas, plans and documents
- Complete and attend training, professional development and conferences

- Second Tuesday of the month from 5pm to (approx.) 7pm
- Closed to the public (presenters by prior arrangement with Administration)
- Policy G11 – Conduct of Council Agenda Briefings and Concept Forums applies
- To present and discuss current matters of local or regional significance, matters relating to future direction of the Shire or emerging changes to the local government sector and implications to the Shire
- There is no debate on any matter, no decisions are made, conflicts of interest are to be declared

- Third Tuesday of the month from 5pm to (approx.) 6pm
- Open to the public, although no public participation
- Policy G11 – Conduct of Council Agenda Briefings and Concept Forums applies
- Opportunity for Councillors to ask questions or seek clarification on reports presented in the Agenda
- There is no debate on any matter, no decisions are made, conflicts of interest are to be declared
- Held in Greenhills and Talbot once annually

# Ordinary Council Meeting



- Fourth Tuesday of the month from 5pm to (approx.) 6.00pm-6.30pm
- Open to the public with participation possible through Public Question Time, Petitions and Deputations
- Local Government (Council Meetings) Local Law 2016 applies
- Councillors to consider items on the agenda comprising of Officer's reports and recommendations, and make decisions on those items
- Conflicts of interest are to be declared



- Section 5.98 of *Local Government Act 1995* stipulates requirements for payment of fees for Councillors
- Fees are set in accordance with the Local Government Bands determined by Salaries and Allowances Tribunal WA (*WA Salaries & Allowances Act 1975*)
- Payments made must be within the range set for those Bands
- York is a Band 3 local government (in comparison Northam is a Band 2, Beverley is a Band 4)

# Allowances – Method & Amount



- Payment of the allowance is made via EFT monthly (ie September payment received by end of month September)
- Adopted for 2025/26 at Special Council Meeting 18 August 2025:

<b>Sitting Fee – Shire President</b>	<b>\$22,708</b>
<b>Sitting Fee – Councillors x6</b>	<b>\$14,668</b>
<b>Allowance – Shire President</b>	<b>\$24,833</b>
<b>Allowance – Deputy President</b>	<b>\$6,028</b>
<b>IT &amp; Communications Allowance x7</b>	<b>\$2,020</b>

- Council have resolved not to pay superannuation for Councillors

# Provision of Information



- Shire-owned iPad provided
- [Policy E10](#) – Provision of IT Equipment for Councillors
- Documents distributed electronically via OneDrive/SharePoint
- Shire-email profile established (first name.last name@york.wa.gov.au)
- Email & calendar should be checked daily (at minimum weekly)
- Hard copy documents not provided (limited exclusions)
- Weekly Update provided cob Friday each week - snapshot of key activities and progress across the organisation

# Code of Conduct & Interests



- Applies to all Council Members, Committee Members (both internal and external) and Candidates (who have been elected)
- Sets out the general principles to guide behaviour and the rules of conduct during your time as a Councillor
- Modelled on the *Local Government (Model Code of Conduct) Regulations 2021*
- You are required to sign a commitment that you will uphold the Code of Conduct at all times
- Can be reported for breaches of the Code
- [Council Policies » Shire of York](#)



- **Personal Integrity** – covers use of social media; use of drugs and alcohol; be compliant with all policies and resolutions of Council
- **Relationships with Others** – no bullying or harassment; no offensive or derogatory language; do not disparage another Councillor, Committee Member, candidate or employee; not be dishonest or unethical
- **Meetings** – follow Standing Orders Local Law; comply with directives from Presiding Person; do not disrupt the meeting or act in an abusive or threatening manner; do not make false or misleading statements

- Financial (direct and indirect)
- Proximity
- Impartiality

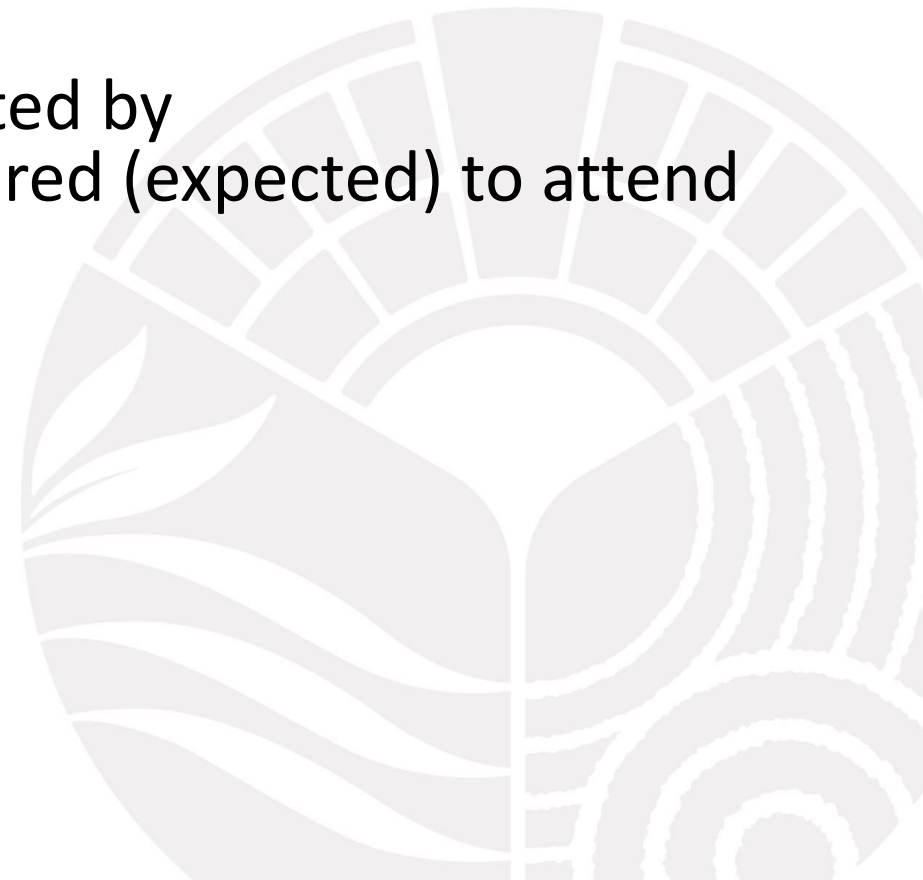
The onus is on Councillors to determine whether you are affected by the interest provisions in relation to a matter being considered by Council

This may be not only whether there is an identified interest, but also whether there is the *perception* that there may be an interest

# Induction & Training



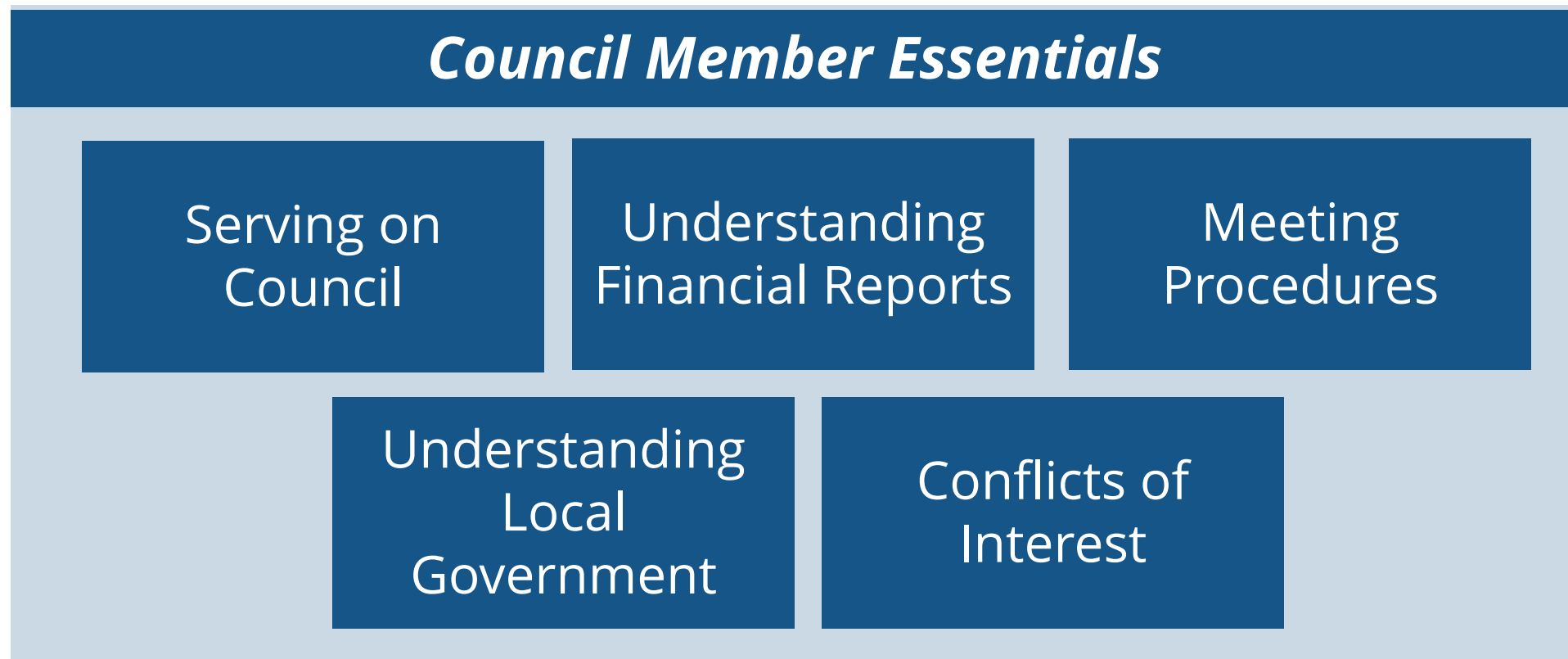
- Provides an opportunity for new Elected Members to hear from key stakeholders and experienced Councillors, learn the scope of responsibilities and skills required and to network with fellow Elected Members
- Normally held within weeks of elections and hosted by WALGA/Department. New Councillors are registered (expected) to attend
- Key topics include:
  - The experience of being a new Councillor
  - Elected Member legal responsibilities
  - Community leadership
  - The essentials of planning
  - Support and information available



# Elected Member Essentials




5 core training units to be completed within 12 months of election



# E-Learning Subscription



- The five modules are available through WALGA's online e-learning platform
- You will need to establish a login/account
- An assessment is required to be completed at the end of each module
- 100% pass rate required



Username, Email or Mobile

Password

[Forgot your password or can't sign in?](#)

**Sign In**



- Report on Councillor training is to be published on website annually
- Act Reform proposing penalties for non-completion of training
- [Policy E2](#) – Councillors: Training & Continuing Professional Development - reviewed after each election cycle



# Local Government (Council Meeting) Local Law 2016



- Applies to all Council and Committee Meetings
- Provides rules and guidelines that apply to the conduct of meetings, including motions, debate and voting
- LG Act Reform is introducing standardised Meeting Procedures
- Is intended to result in:
  - Better decision-making by Council and committees
  - The orderly conduct of meetings
  - Better understanding of the process of conducting meetings
  - A more efficient and effective use of time at meetings

# Primary & Annual Returns



- Decision-making could be influenced — or perceived to be influenced — in several ways, including through financial relationships, personal relationships and the receipt of gifts
- The *Local Government Act 1995* sets out requirements for Councillors, CEOs and other employees to ensure transparency and accountability in decision-making
- Those required to disclose information in Returns should always be aware of the link between the disclosure in a Return and the possible need to disclose an interest when dealing with a matter at a meeting

- Within 3 months of your start date (ie the date you are sworn in) you are required to submit a Primary Return
- A Primary Return is a snapshot of personal financial information as it exists upon your start date
- An Annual Return retrospectively discloses any changes to the information previously disclosed in the Primary Return or new interests accumulated for the period since completing the last Return and must be lodged by 31 August each year



# Completing Returns & Reporting



- The Shire utilises Attain, an online platform, to manage the Returns process [Attain Compliance Software](#)
- Section 5.96A of the *Local Government Act 1995* and Regulation 29C of the *Local Government (Administration) Regulations 1996* requires the CEO to report on submitted Returns annually, published on the Shire's website
- More information on Returns is available on the Department's website [Primary and Annual Returns](#)

# CEO Recruitment



- After almost 6 years Chris Linnell has resigned from the role of CEO at the Shire. Chris' last day is Friday 17 October 2025
- Council have appointed Alina Behan as Temporary CEO from 18 October 2025 until a substantive CEO can commence in the role
- The CEO recruitment process is a complex process and prescribed in Schedule 2 of the *Local Government (Administration) Regulations 1996* (also [Policy G26](#) – Model Standards for CEO Recruitment, Performance and Termination)
- The new Council will need to commence this process immediately following the swearing in of Councillors

- WALGA are conducting a CEO Recruitment Course on **Monday 3 November** in West Leederville from 9am to 4.30pm
- Existing and new Councillors who may consider application for the Selection Panel (appointed by Council) to conduct the CEO recruitment process would be expected to attend
- A Selection Panel could consist of (up to) four Councillors
- The aim of the course is to provide Councillors appointed to the Selection Panel with the necessary skills and knowledge to effectively participate in and contribute to the process
- You are encouraged to consider your availability to attend this course and participate in the CEO recruitment process

# Further Information



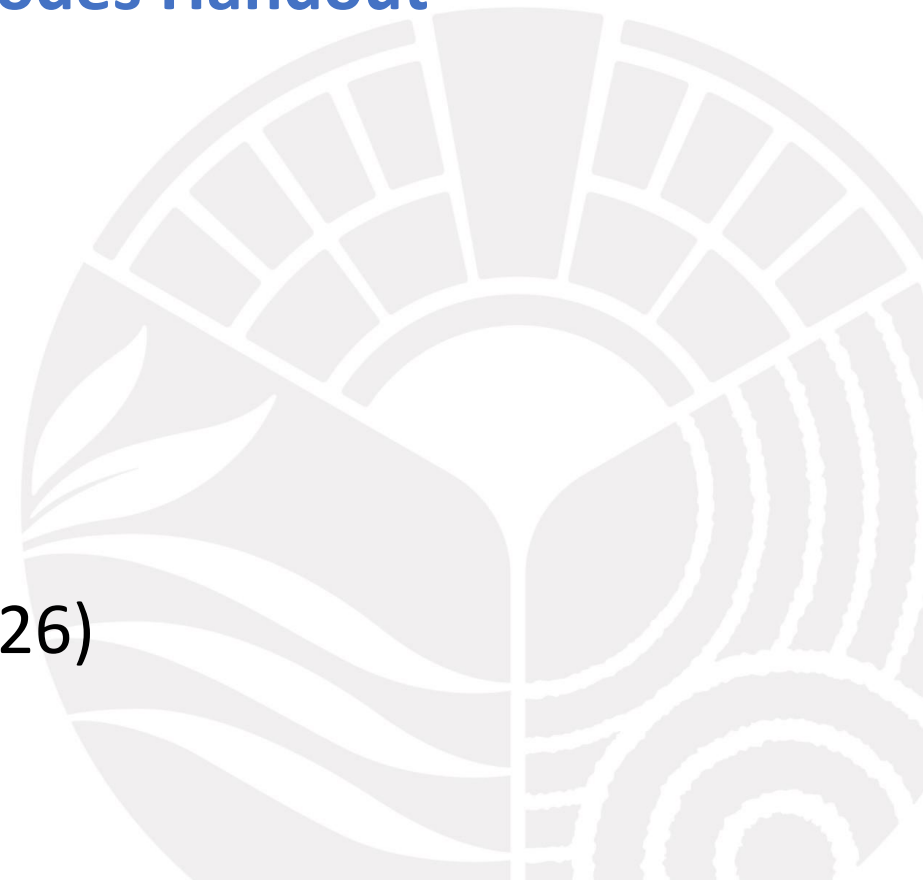
# Documents to review



- Previous Minutes
- Code of Conduct (Policy E1)
- Council Plan 2025-2035
- Asset Management Plans
- Annual Reports
- 2025/26 Budget
- Workforce Plan
- Policies (E1, E2, E3, E4, E9, E14, G9, G10, G11, G26)
- Register of Delegated Authority

[www.york.wa.gov.au](http://www.york.wa.gov.au)

**QR Codes Handout**



Any Questions?

