

Waratah-Wynyard Council

Waratah Community Board Charter

Preamble

The Waratah Community Board Charter (the “Charter”) establishes the future relationship between the Waratah Community Board (the “Board”) and the Waratah-Wynyard Municipality (the “Council”). The Board will give local leadership on decisions that affect local people, deliver with Council the Waratah Community Plan 2017-20, and inform into assets, services and programmes delivered in Waratah.

Part 1: Waratah-Wynyard Council Strategic Vision

1.1 Strategy, vision and values

1.1.1 The Community Board agrees to embody and contribute to the achievement of the vision, mission and values as expressed in Council’s Ten-Year Corporate Strategic Plan 2017-2027:

- **Vision** – To deliver innovative, sustainable services to our community through strong leadership, clear direction and collaborative relationships.
- **Mission** - Building our community and region, providing leadership, a strong voice and delivering outcomes based on value for money.
- **Values** – Respect, Pride, Honesty, Fairness, Ethical Behaviour, Trustworthiness.

1.1.2 The Board, in all its actions, will be aligned with the Council’s vision, mission and values, and contribute to the achievement of the overall strategic plan for the Council.

1.1.3 The Board will operate within the framework and processes of the Long Term Financial Plan and Strategic Asset Management Plan in relation to council services and projects.

Part 2: Waratah Community Board Governance

2.1 Purpose of the Community Board

2.1.1 The purpose of the Board is as follows:

- a) The achievement of Waratah Community Plan 2017-20
- b) Developing and delivering on community priorities
- c) Local and representative leadership for the Waratah community
- d) Effective engagement with the local community and organisations
- e) Liaison with and advice to Council and other relevant authorities.

2.2 Roles, responsibilities of the Community Board

2.2.1 The Community Board’s role is to express the Waratah community’s views on local issues to the Council. To achieve this role, the responsibilities of the Community Board are as follows:

- a) Delivery of Waratah Community Plan 2017-20

- b) Formation of following Community Plan 2020-2023 in partnership with Council
- c) To represent, and act as an advocate for, the interests of its community
- d) Undertake or recommend to the Council the promotion of local cultural, sporting and enterprise initiatives or community events
- e) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Board
- f) Maintain an overview of services provided by the Council within the community
- g) Providing local input, prioritisation and feedback on Council works levels of service, and priorities in local regulations
- h) Engagement with community organisations and special interest groups within the community of Waratah
- i) Local leadership and decision making
- j) Providing input into the local development of community assets, services, projects and programmes
- k) Having input into local priorities for the annual budget and a submission to the Council
- l) Partnering with Council on submissions to other authorities on behalf of the Waratah community
- m) Maintaining close relationship with the Waratah Tourism Association
- n) Providing quarterly formal reporting to the Council on priorities, programmes, projects and expenditure
- o) Advising the Council on appropriate consultation with the Waratah community
- p) Positive collaboration with the Council on the delivery of assets, services and facilities in Waratah
- q) Any other function and duties as may be delegated from time to time to the Community Board by the Council, and by mutual agreement.

2.4 Roles and responsibilities of the Council and staff

2.4.1 In working with the Board, the Council and staff will carry out the following roles and responsibilities:

- a) The Community Board will be consulted by way of a detailed presentation on the contents of the draft Annual Plan or draft Strategic Plan in sufficient time to allow the Community Board to make a meaningful and informed submission to Council
- b) Providing transparent asset and service delivery expenditure in the Waratah community
- c) Liaise with the Waratah community through the Board in the earliest stages of developing strategy and the design of assets, services, projects, programmes and facilities for the Waratah community
- d) Listen to and consider the Board's feedback to the Council on assets, services, projects, programmes and facilities' decisions for the Waratah community
- e) Build the capability of the Board in decision making and governance quality
- f) Consult on submissions and advocacy involving the Waratah community in a timely manner
- g) Provide administrative support to the Board's meetings and a single staff contact with all departments of the Council
- h) Board members will be presented a report detailing the next period's programme of works three times per year
- i) The Board will be consulted by way of a presentation on major policy issues initiated by the Council that have an effect on the Board area. The consultation and presentation will either be made prior to the public submission process to enable the Board to have input into draft documents, or be made in sufficient time to allow the Board to contribute to a meaningful submission.

- j) Council agrees to hold at least one combined workshop per annum, at which the elected representatives and key staff will participate with the Board in discussing issues of mutual interest and clarification will be given on future strategic direction
- k) Council may accept representations from the Board at its ordinary meetings on issues of significance contained within Board Minutes.

2.5 Meetings and protocol

2.5.1 The Board shall meet two monthly; a total of six times per annum.

2.5.2 Meetings shall be run by the Chairperson according to Local Government Meeting Procedures.

2.5.3 All conflicts of interest, or perceived conflicts of interest, must be declared before relevant decisions are discussed or made. These may include monetary interests or involvement in the governance of a relevant organisation.

2.5.4 At each Board meeting there shall be an opportunity for informal discussion by Board members on matters of mutual interest to the Board and Council, not covered by an agenda item.

2.5.5 Each meeting of the Board must have an agenda distributed a week before the meeting and made publicly available. Meetings are to be generally open to the public, with provision for public excluded discussion and decision making according to Local Government Meeting Procedures.

2.5.6 There shall be the following standing agenda items at each meeting:

- a) A works report from the Council quarterly
- b) Achievement and progress on the Waratah Community Plan
- c) Open public forum for each meeting, with speakers making prior arrangements with staff to attend two weeks beforehand

2.6 Decision-making

2.6.1 Most decisions of the Community Board are generally to be by consensus, with all resolutions noted in the minutes. If voting is required, it is to be according to provisions of the Local Government Meeting Procedures.

2.6.2 Sufficient advice is required before decisions are made, so they are well-informed. This would be achieved on basis of a report with all reasonable options, risks and costs identified.

2.6.3 A quorum for decision making is not less than four of the community appointees attending the meeting.

2.7 Accountability

2.7.1 The Board is accountable for the decisions it makes, which means all members are expected to make their best efforts to support the board, its purpose and decisions.

2.7.2 Decisions are made by the Board as a whole. Even if an individual voted against a specific decision, all members are bound by it, and are expected to support the decision as the Board's.

2.7.3 Members are accountable to the keep to the board Charter, as are the Council and its staff.

2.7.4 An annual performance review of the Board will be undertaken by the Council in liaison with the Board Chair.

2.8 Communication

2.8.1 The objective is to retain quality relationships between Council and the Board, and between the Board and the public. Communication by all must be timely and include all relevant information.

2.8.2 Minutes of the Board will be available in a timely manner, sent and circulated to Council with any resolutions highlighted.

2.8.3 The Chairperson is the spokesperson for the Board.

2.8.4 The Council and the Board will refrain from public criticism of each other and deal with issues in good faith by direct and constructive discussion, not in the public arena.

2.8.5 An elected member appointed by the Council will be accountable for reporting back to the Council every two months following the meeting of the Board.

2.9 Conflict resolution

2.9.1 The Council and Board will together work out issues of difference in good faith. It is recognised that issues where different positions are taken will naturally arise, and will generally be resolved positively through discussion.

2.9.2 Where there are substantial issues of performance or illegality, or reputational issues with the Board, the approach will be escalated according to the following approach:

- a) Agreement will first be sought through mediation with an independent and suitably skilled individual who is acceptable to both parties.
- b) Call-in provision: Council may call in any decision made by the Board if it breaches legal, ethical, or prudent financial parameters. Such a call-in can only be made by the joint agreement of the General Manager with the Mayor of the Council.
- c) The Council retains the right to disestablish the Board or remove individual members from office where there is verified serious misconduct.

2.9.3 The Board may be abolished by resolution of the Council in consultation with or as the result of a request from the Board.

Part 3: Board Roles

3.1 Board appointments

3.1.1 The process to appoint Board members will include a transparent expressions of interest process. The Council will make the final selection according to the guidelines on Board Members' skills and attributes. The process will be publicly advertised and widely promoted over a reasonable period of time.

3.1.2 There will be five appointed members, including the Chairperson, according to the Board Mix and Skills clause, below. One of these appointed members will be a local aboriginal community representative.

3.1.3 To support the link with the local Tourism Association one additional position is to be the Chair of the Waratah Tourism Association, or nominee acceptable to the Board. In addition to the five appointees is one elected Council Councillor. This gives a total of five appointees, plus the Tourism Association Chair and Council Councillor; a maximum of seven permanent members, plus up to two co-opted members.

3.1.4 The Board may co-opt up to two members for specific and required expertise, skills; the co-opted roles to also be approved by the Council. Co-opted members will not have a formal vote, and their term is limited to the specific reason for their appointment.

3.1.5 Each member will be appointed for a three-year term coinciding with the term of the current Waratah Community Plan. Board appointees may be re-appointed for a maximum of up to three terms, or nine years in total.

3.1.6 Following the initial appointments, the Council and the Board will discuss and create the Charter together to be signed off by both the Board and Council.

3.1.7 The Chair and Deputy of the Board will be appointed by the Council.

3.1.8 If an appointee resigns, the Council will lead the re-appointment process to replace that Board member.

3.2 Board mix and skills

3.2.1 The appointment process seeks to provide a good mix of skills and backgrounds on the Board, recognising that diversity is a strength in representation and quality decision making. It is therefore expected that there will be a balanced mix of individuals according to gender and age. Other attributes that the Council will consider when making appointments will include:

- a) Preferably living in the Waratah area, or maintain active and regular involvement in the area
- b) A depth of community knowledge, including community group involvement
- c) A team player, including positive skills and attributes that will support the achievement of the Board's roles and responsibilities
- d) Previous leadership in addressing community issues
- e) Previous positive involvement in other boards or similar entities
- f) Good communication skills.

3.3 Remuneration

3.3.1 The community appointees and Tourism Association representative will receive \$50 per meeting attended.

3.3.2 There will be no remuneration for co-opted members except by resolution of the board, and if the budget allows.¹

¹ A total annual budget of \$2,200 is required for meeting attendance fees, provided by the Council.

3.4 Role of the Chair

3.4.1 The role of the Chair shall be as follows:

- a) Chair meetings of the Board
- b) Comment on behalf of the Board
- c) Provide the first point of liaison with elected representative of the Council and its staff
- d) Ensure standards are met and to ensure the integrity of governance processes
- e) Oversee the achievement of the Waratah Community Plan.

3.5 Role of Board Members

3.5.1 Board members have a responsibility to be active members of the Board, adhering to relevant Council policies and procedures in the discharge of their duties.

3.5.3 Board members agree they will take part in any training or workshop sessions arranged by the Council to promote a greater understanding of their role on behalf of the community to enhance the performance of the Board.

3.6 Appointments to other entities

3.6.1 The Board may appoint members to other local entities. The appointment will be with the agreement of the Council. All such appointees will be non-voting members of the other entity.

3.7 Relationship between staff and Community Board

3.7.1 The relationship between the staff and Board members will be mutually respectful and according to the values of the Charter and Council.

3.7.2 The Board recognises that it does not employ staff. The Council employs the General Manager and the General Manager employs all staff. The General Manager is accountable to the Council, not to the Board.

SIGNED:

[Name in full]
Chair of the Community Board

[Name in full]
On behalf of the Waratah-Wynyard Council

DATED: