



EXPRESSION OF INTEREST

Filling in this form lets the Council know you would like to be considered for a role on the Waratah Community Board.

Date		
Name		
Address		
Email		
Telephone	(H)	(M)

Please contact me by phone first **YES / NO** Please contact me by email first **YES / NO**

1. What is your involvement with the Waratah community?

2. Why are you interested in serving Waratah on the Waratah Community Board?

3. Please list boards and committees you have served on in the past

4. What are the skills and abilities you would bring to the Board?

5. What is your previous leadership experience in addressing community issues?

6. How would you describe your communications skills?

Please list two good character referees and their contact details:

1.

2.

POSITION DESCRIPTION

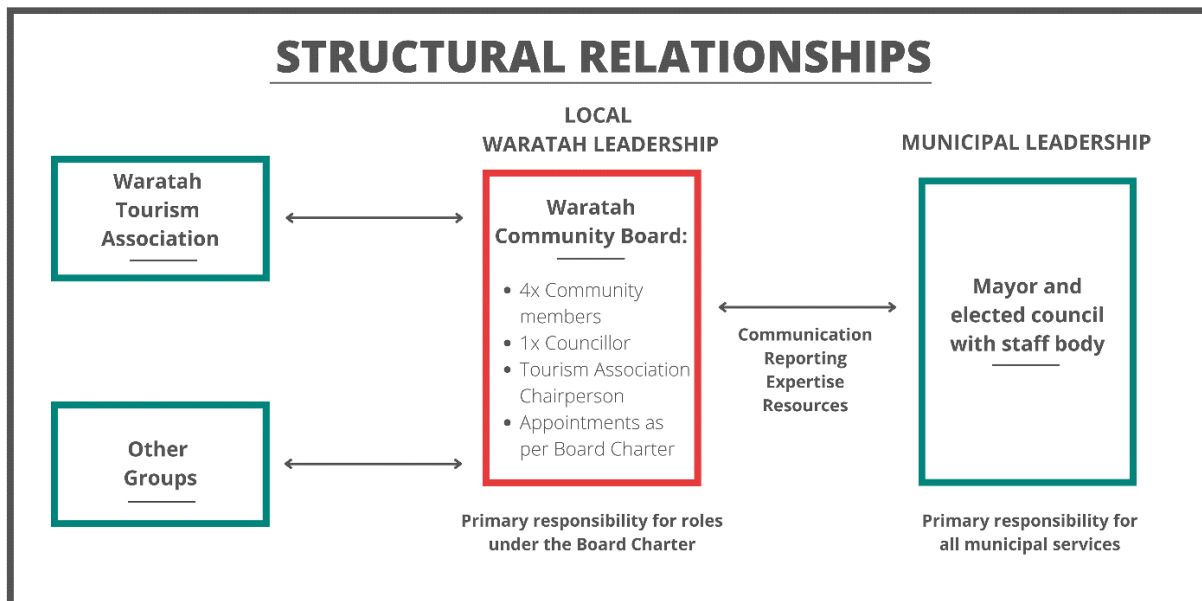
Overall purpose

The purpose of a board member of the Waratah Community Board (the “Board”) is to achieve the Waratah Community Plan, and the range of roles outlined in the Waratah Board Charter. Board members are to provide positive leadership for their community and actively participate in the Community Plan projects. The Board plays an active role in building a sustainable future for Waratah and members are required to work collaboratively and build positive partnerships.

The Board Charter states the overall purpose of the Board is:

- a. The achievement of Waratah Community Plan 2022-25;
- 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; and
- e. Liaison with and advice to Council and other relevant authorities.

Structural relationships



Key relationships

A Board member has key relationships with other Board members, the Board Chair and the general community of Waratah. Board members do not instruct Council staff. The staff relationship with the Board is guided by the Board Charter and the Board Chair. The Board is expected to maintain positive relationships with Council, the Waratah Tourism Association (if active), State bodies and other external organisations, local businesses and key stakeholders, media and the community.

Roles and responsibilities

1. Board members have a responsibility to be active in their role and adhere to relevant Council policies and procedures in the discharge of their duties.

2. 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 to enhance the performance of the Board.
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.
4. The Council and the Board will deal with issues in good faith by direct and constructive discussion.
5. 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 2022-25.
 - b. To represent, and act as an advocate for, the interests of its community.
 - c. Undertake or recommend to the Council the promotion of local cultural, sporting and enterprise initiatives or community events.
 - d. The consideration of and reporting on matters referred to it by the Council or any matter of interest or concern to the Board.
 - e. Maintain an overview of services provided by the Council within the community.
 - f. Providing local input, prioritisation and feedback on Council works levels of service, and priorities.
 - g. Engagement with community organisations and special interest groups within the community of Waratah.
 - h. Local leadership and decision making.
 - i. Providing input into the local development of community assets, services, projects and programs.
 - j. Having input into local priorities for the annual budget submissions to Council.
 - k. Partnering with Council on submissions to other authorities on behalf of the Waratah community.
 - l. Maintaining a close relationship with the Waratah Tourism Association (if active).
 - m. Providing quarterly formal reporting to the Council on priorities, programs, projects and expenditure.
 - n. Advising the Council on appropriate consultation with the Waratah community.
 - o. Positive collaboration with the Council on the delivery of assets, services and facilities in Waratah.
 - p. Any other function and duties as may be delegated from time to time to the Community Board by the Council, and by mutual agreement.

Skill requirements

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

Remuneration and estimated time commitment

The community appointees and Tourism Association representative will receive \$70 per meeting attended.

The Board shall meet every two months; a total of six times per annum. There will be reading requirements for the agenda to ensure Board members come prepared for meetings, and additional time participating in community activities in support of the Community Plan.



BOARD CHARTER

Preamble

The Waratah Community Board Charter (the Charter) establishes the relationship between the Waratah Community Board (the Board) and the Waratah-Wynyard Council (the Council). The Board will give local leadership on decisions that affect local people, deliver with Council the Waratah Community Plan 2022 - 2025, and inform assets, services and programs 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 2022-2025;
- 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; and
- 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 2022-2025.
- b. To represent and act as an advocate for the interests of its community.

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

2.3 Roles and responsibilities of Council

2.3.1 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 Strategic Plan in sufficient time to allow the Community Board to make a meaningful and informed submission to Council.
- b. Provide 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, programs and facilities for the Waratah community.
- d. Listen to and consider the Board's feedback to the Council on assets, services, projects, programs 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 year's program of works.
- 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's area of responsibility. 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.

2.4 Meetings and protocol

- 2.4.1 The Board shall meet up to bi-monthly; a total of six times per annum.
- 2.4.2 Meetings shall be run by the Chairperson according to Local Government Meeting Procedures.
- 2.4.3 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.
- 2.4.4 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.
- 2.4.5 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.
- 2.4.6 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.

2.5 Decision-making

- 2.5.1 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.
- 2.5.2 Sufficient advice is required before decisions are made, so all decisions are well-informed. This would be achieved on basis of a report with all reasonable options, risks and costs identified.
- 2.5.3 A quorum for decision making is not less than four of the members attending the meeting.

2.6 Accountability

- 2.6.1 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.
- 2.6.2 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.
- 2.6.3 Members are accountable to keep to the board Charter.
- 2.6.4 An annual performance review of the Board will be undertaken by the Council in liaison with the Board Chair.

2.7 Communication

- 2.7.1 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.
- 2.7.2 Minutes of the Board will be available in a timely manner, sent and circulated to Council with any resolutions highlighted.

- 2.7.3 The Chairperson is the spokesperson for the Board.
- 2.7.4 The Council and the Board will deal with issues in good faith by direct and constructive discussion.
- 2.7.5 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.

2.8 Conflict resolution

- 2.8.1 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.
- 2.8.2 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.
- 2.8.3 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 expression 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. If possible, diversity within membership is considered,
- 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 (WTA), when and if the WTA is active, or nominee acceptable to the Board. In addition to the five appointees is one Waratah-Wynyard Councillor. This gives a total of five appointees, plus the Tourism Association Chair and Waratah-Wynyard Councillor; a maximum of seven permanent members.
- 3.1.4 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.
- 3.1.5 Council and the Board will discuss and review the Charter to be signed off by both the Board and Council.
- 3.1.6 The Chair of the Board will be appointed by the Board.
- 3.1.7 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 \$70 per meeting attended.

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.

3.5.2 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 and staff are not accountable to the Board.



CODE OF CONDUCT

Purpose

The purpose of this document is to set out the standards of behaviour expected of the Waratah Community Board Members. In agreeing to be part of the Waratah Community Board (WCB), each member must also agree to adhere to these codes at all times.

Codes

Committee Members must:

- a. Be diligent in their role.
- b. Attend Board meetings or forward their apology prior to the meeting
- c. Treat all people associated, including members, volunteers, partners, external stakeholders, and other WCB Members with respect.
- d. Attend to their fiduciary responsibility and make decisions based on what is best for the WCB, not for individual interest or gain.
- e. Not take advantage of their position on the WCB in any way.
- f. Declare any Conflicts of Interest and act to ensure that these conflicts do not pose a risk to the Board.
- g. Be open to feedback from community members and respond appropriately.
- h. Be honest at all times.
- i. Act as a positive role model with respect to good behaviour.
- j. Adhere to the legislative requirements.
- k. Always look for opportunities for improved performance of the WCB and Board functions.
- l. Always represent the WCB in a professional manner.
- m. Not speak to the media about any aspect of the WCB that could damage the WCB or its reputation.