



AGENDA

Special Council Meeting

21 October 2025

5.00pm

**Kambalda Recreation Centre, Barnes Drive,
Kambalda**

Please note that Special Council Meeting will be immediately preceded at 4.30pm by the Swearing In Ceremony for all Council Members elected 18 October, 2025. A Council Member elect cannot act as a Council Member until they have made the declaration.

DISCLAIMER

Members of the public are advised that Council agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore, prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Coolgardie for any act, omission or statement or intimation occurring during Council meetings or during formal/informal conversations with staff.

The Shire of Coolgardie disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk/

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decisions with respect to any particular issue

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Coolgardie acknowledges the Traditional Owners of the land on which we meet and acknowledges their continuing cultural connection to the Land, Waters and Community. We pay our respect to Elders past and present.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire of Coolgardie Meeting Procedures Local Law requires Council Members to be allocated seating, by the CEO, “ alphabetically by Ward...” However since the Shire of Coolgardie has no Wards it is not practical to do so by that method, and as such Council Members will be invited to assume their previous seats, with any new Council Members assuming the seats of the Council Members they replaced.

1.1 ACKNOWLEDGEMENT OF COUNTRY

“The Shire of Coolgardie acknowledges the Traditional Owners of the land, on which we meet and pay our respects to Elders past and present.”

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**3 ELECTION OF PRESIDENT AND DEPUTY PRESIDENT****3.1.1 ELECTION OF SHIRE PRESIDENT**

Location: Shire of Coolgardie

Applicant: Nil

Disclosure of Interest: Nil

Date: 7th October 2025

Author: Aaron Cook, Chief Executive Officer

SUMMARY

For Council to elect a Shire President for a 2-year term.

BACKGROUND

Council is required to elect the President and Deputy President as the first item at the first meeting following an ordinary election day.

The term of the positions is for 2 years (until the next ordinary election).

COMMENT

The process of election is effectively the same, as the process for election of a Council Member, except that there is a different way of dealing with a tied vote for each office.

The CEO is to preside at the meeting until the Office of President is filled. Once a Council Member has been elected as President and completed the Declaration, the President is to assume the Chair.

The Process of electing the Shire President

The CEO, in presiding at the Special Council meeting will:

- invite nominations from Council Members for the position of Shire President - nominations may be provided, **in writing** to the CEO, in advance of the meeting, and at any time up to when the CEO advises that nominations close (Sch 2.3 LGA)
- if a Council Member nominates another Council Member to be President, then latter must accept the nomination, orally, or in writing to the CEO (Sch 2.3 LGA)

- at the close of nominations, the CEO is to announce the nominations for the office of Shire President - if only one candidate, then the CEO is to announce that candidate is elected unopposed, if more than one nomination is received the CEO is to announce that an election will be held (Sch 4.1 LGA):
 - the CEO, or CEO nominated delegate, will prepare each ballot paper in the form prescribed at Form 10 of the Election Regulations, as modified.
 - the CEO will determine whether the names of candidates will be written on the ballot paper either in alphabetical order, or as result of a draw for position Reg 11 A Constitution Regs
 - **the CEO has determined that if an election is to be held that the names of candidates will be recorded alphabetically**
 - the CEO, or CEO nominated delegate, must initial the back of each ballot paper (Sch 11B Const Regs)
 - the CEO will advise that the election will be conducted as though it were an election for Council Members, in that each Council Member:
 - ✓ if there are 2 candidates Council Members must place at least a number 1 against their preferred candidate names
 - ✓ if there are 3 or more candidates Council Members _ place consecutive numerals from 1 in their order of preference
 - although it is to be conducted as a secret ballot, the results of the election will be announced
 - if a Council Member makes an error, they may request a replacement ballot paper and the CEO, or CEO nominated delegate, shall provide it, and endorse "spoilt" on the original ballot paper (Reg 11C Const Regs)
 - the CEO will advise that if there are 3 or more candidates for a position then an absolute majority of the votes cast will be required, to be elected, but that if that does not occur on the count of the 1 votes, the candidate with the least votes will be eliminated, and have their preferences allocated to the remaining candidates and so on until a candidate achieves an absolute majority.
 - If, because there are only 2 candidates remaining in the count, it is not possible for either candidate to achieve an absolute majority, because Council Members have not marked preferences or are otherwise unable to be counted, then if either remaining candidate has more votes (but not necessarily an absolute majority), he/she shall be declared successful and the incoming Shire President.
 - If having counted the ballot papers cast, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and that the count is to be discontinued and the Special Council meeting will be adjourned to held within 7 days (Sch 2.3 LGA) - note - the CEO could determine that the adjourned Special Council meeting is to be held 30 mins after the adjournment of the current Special Council meeting.
 - If at the subsequent resumed Special Council meeting, having followed all the procedures for a fresh election, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and shall proceed to draw lots between the tied candidates, to determine the result of the election. The first drawn name shall be declared to be successful.
- The Council Member elected Shire President shall make the required declaration (Form 7 of Constitution Regs).
- The CEO will give Local Public Notice of the results of the election as required by the LGA and the Elections Regs.
- The CEO will advise the Minister of the results of the election using Form 20 of the Elections Regs.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Various provisions exist in the Local Government Act 1995, the Local Government (Constitution) Regulations 1999 and the Local Government (Elections) Regulations 1997 dealing with how the offices of President and Deputy President are filled, and they are summarised above.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council, congratulate Councillor _____, on being elected Shire President (for the next two years).

3.1.2 ELECTION OF DEPUTY SHIRE PRESIDENT

Location: Shire of Coolgardie
Applicant: Nil
Disclosure of Interest: Nil
Date: 7th October 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

For Council to elect a Deputy Shire President for a 2-year term.

BACKGROUND

Council is required to elect the President and Deputy President as the first item at the first meeting following an ordinary election day.

The term of the positions is for 2 years (until the next ordinary election).

COMMENT

The Process of electing the Deputy Shire President

Having made the declaration, as President, the Shire President will take the Presiding Member chair for the election of the Deputy Shire President (or if the Shire President is unable, or unwilling to do so, then the CEO shall do so – Sch 2.3 LGA).

The CEO will:

- invite nominations from Council Members for the position of Deputy President - nominations may be provided, **in writing** to the CEO in advance of the meeting, and at any time up to when the CEO advises that nominations close (Sch 2.3 LGA)
- if a Council Member nominates another Council Member to be Deputy President, the latter must accept the nomination, orally, or in writing to the CEO (Sch 2.3 LGA)
- at the close of nominations, the CEO is to announce the nominations for the office of Deputy President - if only one candidate, then the CEO is to announce that candidate is elected unopposed, if more than one nomination is received the CEO is to announce that an election will be held (Sch 4.1 LGA):
 - the CEO, or CEO nominated delegate, will prepare each ballot paper in the form prescribed at Form 10 of the Election Regulations, as modified.
 - the CEO will determine whether the names of candidates will be written on the ballot paper either in alphabetical order, or as result of a draw for position Reg 11 A Constitution Regs
 - **the CEO has determined that if an election is to be held that the names of candidates will be recorded alphabetically**
 - the CEO, or CEO nominated delegate, must initial the back of each ballot paper (Sch 11B Const Regs)
 - the CEO will advise that the election will be conducted as though it were an election for Council Members, in that each Council Member:
 - ✓ if there are 2 candidates Council Members must place at least a number 1 against their preferred candidate names
 - ✓ if there are 3 or more candidates Council Members may place consecutive numerals from 1 in their order of preference
 - although it is to be conducted as a secret ballot, the results of the election will be announced
 - if a Council Member makes an error, they may request a replacement ballot paper and the CEO, or CEO nominated delegate shall provide it, and endorse “spoilt” on the original ballot paper (Reg 11C Const Regs)

- the CEO will advise that if there are 3 or more candidates for a position then an absolute majority of the votes cast will be required, to be elected, but that if that does not occur on the count of the 1 votes, the candidate with the least votes will be eliminated, and have their preferences allocated to the remaining candidates and so on until a candidate achieves an absolute majority.
 - If, because there are only 2 candidates remaining in the count, it is not possible for either candidate to achieve an absolute majority, because Council Members have not marked preferences or are otherwise unable to be counted, then if either remaining candidate has more votes (but not necessarily an absolute majority), he/she shall be declared successful and the incoming Shire President.
 - If having counted the ballot papers cast, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and that the count is to be discontinued and a fresh Special Council Meeting will be adjourned to be held within 7 days (Sch 2.3 LGA) - note - the CEO could determine that such a Special Council meeting is to be held 30 mins after the discontinuation of the current Special Council meeting.
 - If at the subsequent resumed Special Council meeting, having followed all the procedures for a fresh election, the CEO ascertains that there is an equality of votes between 2, or more candidates, the CEO will announce the result is a tie and shall proceed to draw lots between the tied candidates, to determine the result of the election. The first drawn name shall be declared to be successful.
- The Council Member elected Deputy President shall make the required declaration (Form 7 of Constitution Regs).
 - The CEO will give Local Public Notice of the results of the election as required by the LGA and the Elections Regs.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Various provisions exist in the Local Government Act 1995, the Local Government (Constitution) Regulations 1999 and the Local Government (Elections) Regulations 1997 dealing with how the offices of President and Deputy President are filled, and they are summarised above.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council, congratulate Councillor _____, on being elected Deputy Shire President (for the next two years).

2 DECLARATIONS OF INTEREST**2.1 Declarations of Financial Interests – Local Government Act Section 5.60A****2.2 Declarations of Proximity Interests – Local Government Act Section 5.60B****2.3 Declarations of Impartiality Interests –Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidates for Election, Code of Conduct for Employees****3 PUBLIC QUESTION TIME****4 APPLICATIONS FOR LEAVE OF ABSENCE****7 REPORTS OF COMMITTEES**

Nil

8 REPORTS OF OFFICERS**8.1 Executive Services****8.1.1 ORDINARY COUNCIL MEETINGS AND AUDIT COMMITTEE MEETINGS 2026**

Location: Shire of Coolgardie

Applicant: Nil

Disclosure of Interest: Nil

Date: 1 October 2025

Author: Rebecca Horan, Executive Manager Governance and Workplace

SUMMARY

That Council approve the timetable for the Ordinary Council Meetings and proposed schedule for Audit Committee Meetings for 2026.

BACKGROUND

Regulation 12 of the Local Government (Administration) Regulations 1996 requires the Council to give local public notice of the date, time and location of its Ordinary Council meetings. In previous years Council has considered the timing of its ordinary meetings.

COMMENT

Ordinary meetings of Council are generally scheduled for the fourth Tuesday of each month with the exception of January and December. Council is convened in the Council Chambers of Coolgardie and Kambalda Community Recreation Facility.

Council meeting dates for the 2026 year will be advertised.

CONSULTATION

Council

STATUTORY ENVIRONMENT

Regulation 12 of the *Local Government (Administration) Regulations 1996*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council:

1. **APPROVE for Ordinary Council Meetings to be scheduled to convene on the fourth Tuesday of every month at the Coolgardie Council Chambers or Kambalda Community Recreation Facility (except for January and December) at 4.30pm on the following dates:**
 - January 2024 – No Meeting**
 - 24 February 2026 – Coolgardie**
 - 24 March 2026 – Kambalda**
 - 28 April 2026 – Coolgardie**
 - 26 May 2026 – Kambalda**
 - 23 June 2026 – Coolgardie**
 - 28 July 2026 – Kambalda**
 - 25 August 2026 – Coolgardie**
 - 22 September 2026 – Kambalda**
 - 27 October 2026 – Coolgardie**
 - 24 November 2026 – Kambalda**
 - 15 December 2026 – Coolgardie**
2. **APPROVE for Audit Committee Meetings to be held in April 2026 and September 2026. The Audit Committee Terms of Reference state to meet no less than two times per year. Additional meetings shall be convened at the discretion of the Chairperson or at the request of the Chief Executive Officer.**

8.1.2 APPOINTMENT OF COUNCIL MEMBERS AS DELEGATES TO REPRESENT COUNCIL ON VARIOUS LOCAL AND REGIONAL COMMITTEES AND WORKING GROUPS

Location: Shire of Coolgardie

Applicant: Nil

Disclosure of Interest: Nil

Date: 7 October 2025

Author: Rebecca Horan, Executive Manager Governance and Workplace

SUMMARY

Council to endorse the appointment of Councillors to various local and regional committees and boards.

BACKGROUND

Council makes many appointments to statutory and community Boards and Committees, including its own internal bodies.

Many such appointments expire after the Ordinary elections every 2 years and it is appropriate that the various appointments Council has made to various committees, boards and groups be reviewed accordingly.

COMMENT**CONSULTATION**

Nil

STATUTORY ENVIRONMENT***Local Government Act 1995***

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS

Policy - Audit Committee – Terms of Reference

FINANCIAL IMPLICATIONS

Travel and accommodation costs for Council members and staff have been provided for in the current budget.

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. DAP Notification
2. Elected Member Prospectus - WALGA Zone
3. Memorandum of Understanding GVROC
4. GVROC and GECZ Meeting Procedures

- 5. Goldfields Esperance Regional Road Group Information for Elected Members**
- 6. Local Emergency Management Committee Terms of Reference**
- 7. Shire of Coolgardie Audit Committee Terms of Reference**

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION**That Council:**

1. By Absolute Majority appoints the following Council Members to the Shire of Coolgardie Audit Committee, for a period expiring at the next Ordinary elections in October 2027:

Shire of Coolgardie Audit Committee

_____ Delegate
_____ Delegate
_____ Delegate
_____ Delegate
_____ Delegate

2. By Simple Majority makes the following appointments, for a period expiring at the next Ordinary elections in October 2027.

Local Emergency Management Committee (LEMC)

_____ Delegate
_____ Delegate
_____ Deputy

Goldfields-Esperance Regional Road Group

_____ Delegate
_____ Delegate
_____ Deputy

Goldfields Voluntary Regional Organisation of Council

_____ Delegate
_____ Delegate
_____ Deputy

WALGA Zone

_____ Delegate
_____ Delegate
_____ Deputy

Development Assessment Panel

_____ Primary Delegate

_____	Primary Delegate
_____	Alternate Delegate
_____	Alternate Delegate



Department of Planning,
Lands and Heritage



Our ref: DG-2025-2387 (PLH2023P1487)
Enquiries: DAP Secretariat, 6551 9919

Dear Local Government CEO

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Representation of local interests is a key aspect of the Development Assessment Panel (DAP) system. The combination of local knowledge with technical expertise provides for informed and balanced decision making by DAPs. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) provides for this local knowledge in the constitution of a DAP by requiring the local government to nominate elected members for inclusion on the register of Local Government DAP Members.

All existing Local Government DAP Members are currently appointed for a term ending 26 January 2026. Prior to this date, your local government is required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands. With the upcoming local government elections on 18 October 2025, there may be changes in the composition of your Council and this is considered to be the appropriate time to review nominations for Local Government DAP Members ahead of the expiry date.

Please note that if an existing member is not re-elected as a Councillor, they will cease to be a Local Government DAP Member as of 19 October 2025.

Pursuant to Regulation 25 of the DAP Regulations, your local government is requested, by Friday 21 November 2025, to nominate four elected council members to sit as DAP members for your local government district. The nominations must include two members who will be the primary Local Government DAP Members for your district and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

Please complete the attached nomination form and provide it to the DAP Secretariat, along with a copy of the council resolution. If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will include the nominees on the register of Local Government DAP Members for the term ending 26 January 2028.

Nominations should be submitted via email to the DAP Secretariat at dapnomination@dplh.wa.gov.au.

140 William Street Perth WA 6000 | Locked Bag 2506 Perth WA 6001 | (08) 6551 8002
info@dplh.wa.gov.au | www.dplh.wa.gov.au
ABN 68 565 723 484



The WA Government is committed to increasing the diversity and backgrounds of Government Board and Committee members along with the total number of women appointed. Therefore, I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further information about can be found in the [Premier's Circular 2025/15 – State Government Boards and Committees](#) as well as the [Department of the Premier and Cabinet's State Government Boards and Committees – Classification and Appointment Guidelines](#).

If you have any queries regarding this request for nominations, please contact Zoe Hendry at the DAP Secretariat on (08) 6551 9919 or via email to dapnomination@dplh.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](#).

Yours sincerely



Anthony Kannis PSM
Director General
10 October 2025

Att 1 – LG DAP Members – Nomination Form
Att 2 – LG DAP Members – Nomination Form FAQ
Att 3 – Local Government Contact List 2025



ELECTED MEMBER PROSPECTUS



**Guide to becoming a Zone Delegate
or WALGA State Councillor – 2025**



THE VOICE OF WA LOCAL GOVERNMENT

The Western Australian Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. Our membership includes all 139 Local Governments in the State.

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.

OUR FOCUS AREAS



Climate resilience



Disaster readiness



Low carbon



High quality
Infrastructure



Diversity, equity
and inclusion



Appropriately resourced and
flexible Local Government

WHAT DOES WALGA DO?

Influence

- **Advocacy:** Lead advocacy and engagement on issues important to Local Government.
- WALGA acts as a single point of contact for the Local Government sector.
- WALGA facilitates connections with Local Government leaders and stakeholders from all regions across WA.
- WALGA represents every Local Government across WA to ensure local communities are heard and considered in policy-making processes.
- **Events:** WALGA events provide a platform to engage with Local Government representatives, industry stakeholders, and experts to discuss key issues, share knowledge, and foster collaboration.

Support

- **Specialist Support Services:** Providing vital support to Local Government in areas such as governance, employee relations and procurement.
- **Training:** WALGA is a Registered Training Organisation (RTO) offering a range of professional development courses that provide the essential knowledge and skills the Local Government sector requires.
- **Collaboration:** Facilitating partnerships and knowledge-sharing among Local Governments to promote best practice and innovative solutions.
- **Preferred Supplier Program:** Offering access to prequalified suppliers, simplifying procurement for Local Government.

Expertise

- **Policy development:** WALGA has one of the largest policy teams outside of Government, with expertise across planning, environment and waste, economics, community and social policy, emergency management, and governance.
- Our collaborative, evidence-based policy positions aim to deliver positive outcomes that meet community needs.
- **Data and insights:** WALGA collects data covering various aspects of Local Government operations, which can provide valuable insights and analysis to inform policy development and program planning.
- **Program support:** WALGA has a long history in the delivery and administration of grant programs on behalf of Government to ensure the smooth delivery of priority programs and initiatives at a community level.

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.

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 Members, and returns from supplier contracts as part of group buying arrangement that guarantees lowest market rates for Members.



ZONES

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government 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 table, but they are also a key player in developing policy and legislative initiatives for Local Government in WA.

ROLE OF ZONES

The key functions of Zones are to:

- elect one or more State Councillor;
- consider the State Council Agenda; and
- provide direction and feedback to their State Councillor.

Additional activities undertaken by Zones may include:

- developing and advocating positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- initiating regional projects relating to the Zone;
- 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 policy and advocacy efforts in two critical ways:

1. passing resolutions on items contained in the State Council Agenda; and
2. passing resolutions requesting that WALGA act on a particular state-wide issue.

ROLE OF A ZONE DELEGATE

Zone Delegates are appointed to represent their Local Government on the Zone and make decisions at the regional level. Each Zone is an autonomous body with the functions set out in WALGA's Constitution. Zones are responsible for deciding how many Delegates will represent each member Local Government, and for electing a Zone Chair and Deputy Chair.

As their Local Government's representative, a Zone Delegate should give regard to their Council's positions on policy issues. There is also an expectation that Zone Delegates will report decisions made by the Zone back to their Local Government.

Zones generally meet five times per year in February, April, June, August and November. The day and time of meetings are determined by the Zone. The length of meetings differs between Zones but generally take two to four hours.

Approximate time commitment per year (excluding travel time):

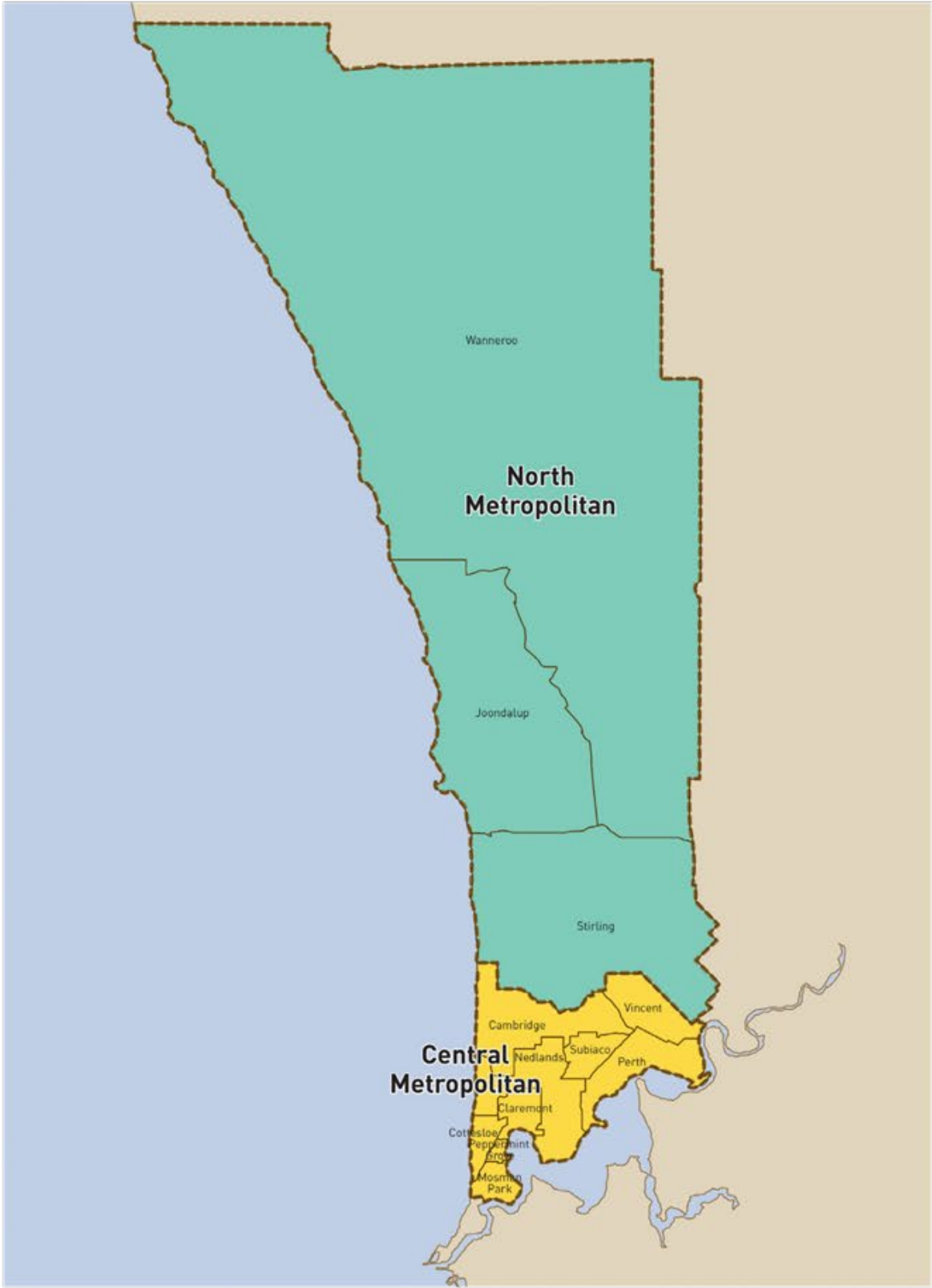
MEETINGS	10 - 20 hours
PREPARATION	Five hours

Zone maps are available on walga.asn.au/who-we-are/corporate-governance/zones

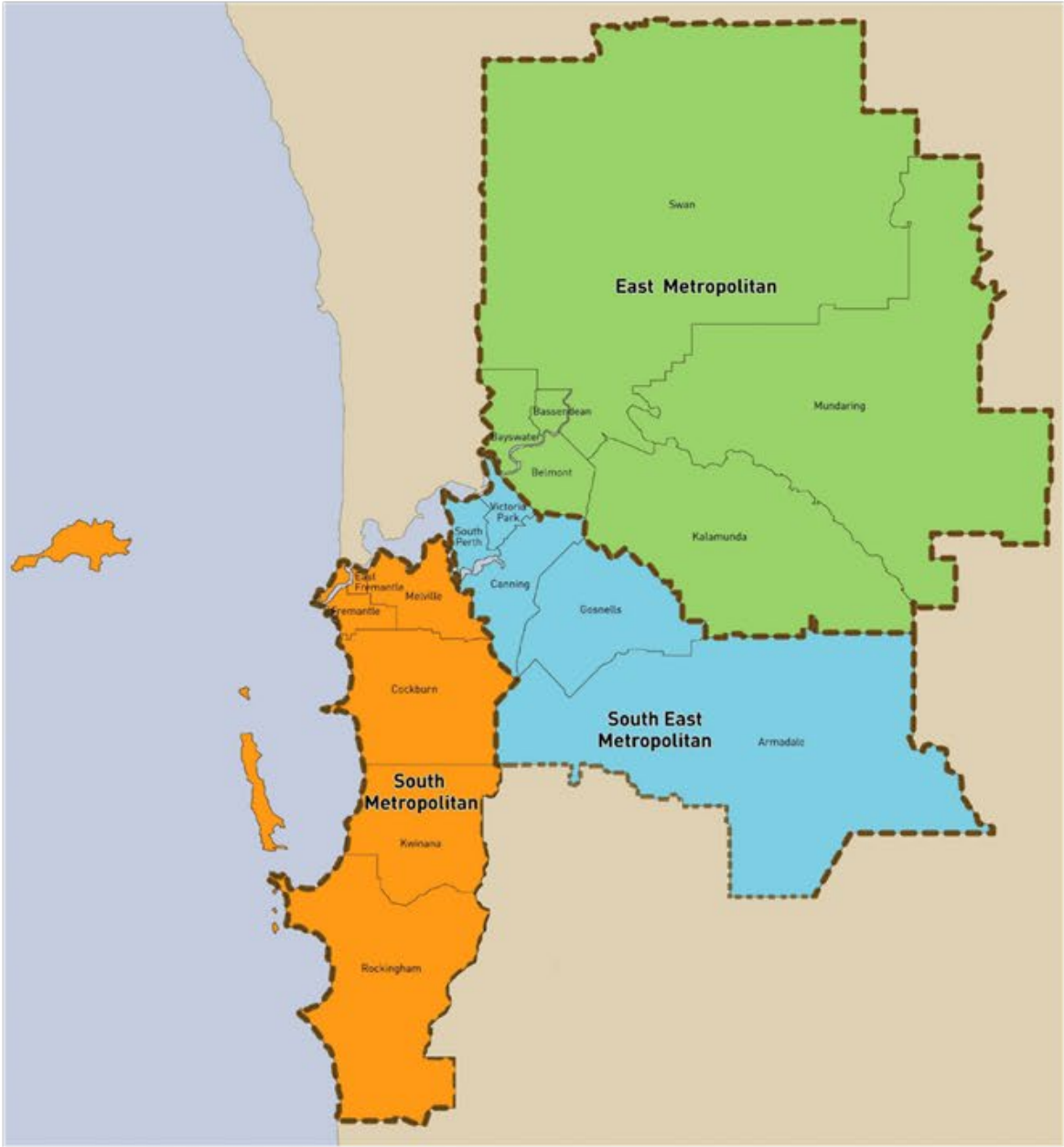


Elected Member Prospectus

ZONE MAP 3



ZONE MAP 4





STATE COUNCIL

WALGA's State Council is the decision-making representative body of all 139 Member Local Governments and is responsible for sector-wide policy making and strategic planning.

WALGA is governed by a President and State Council, consisting of 24 State Councillors – 12 from Country constituencies and 12 from Metropolitan constituencies.

Each State Councillor is elected by and from a Zone.

ROLE OF 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 CEO;
- 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.

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; and
- financial operations and solvency.

State Councillors, as Directors of a Board, are required to act consistently in the best interests of the organisation as a whole.

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

There are five ordinary meetings of State Council per year, generally held in March, May, July, September and December.

State Councillors are required to serve on a Policy Team or Committee which meets every one or two months, and are encouraged to attend

WALGA events and functions, to play an active and engaging role in representing WALGA and the Local Government sector.

As State Councillors are elected by their Zone, they are also expected to attend and play a prominent role in Zone meetings, including reporting back to Zone Delegates about State Council decisions and WALGA's recent activities, events and advocacy efforts.

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

Approximate time commitment per year (excluding optional events and travel time):

MEETINGS	30 - 40 hours plus one full day and one overnight regional visit
PREPARATION	15 hours

GET INVOLVED

Involvement with WALGA through representing your Local Government on the Zone or representing your Zone on State Council is an enriching and rewarding experience.

To learn more about 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 WA, visit the WALGA website.

Contacts

Chantelle O'Brien, Zones Governance Officer
cobrien@walga.asn.au | (08) 9213 2013

Habiba Farrag, State Council Governance Officer
hfarrag@walga.asn.au | (08) 9213 2050

Kathy Robertson, Manager Association and Corporate Governance
krobertson@walga.asn.au | (08) 9213 2036

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

RESOURCES



The Western Australian Local Government Directory 2025

Each year, WALGA produces a directory containing contact information and statistics on every WA Local Government. This is a useful resource for our Members, fostering collaboration and efficiency across the sector.



WALGA Annual Report 2023-24

For more details on how WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities, read our 2023-24 Annual Report.



WALGA's 2025 State Election Priorities

This resource showcases initiatives and solutions WALGA presented to the incoming State Government, and continues to advocate for, to keep the state running at its best.



ONE70
Level 1, 170 Railway Parade
West Leederville WA 6007

08 9213 2000
info@walga.asn.au
walga.asn.au



Memorandum of Understanding

between



Shire of Coolgardie



Shire of Dundas



Shire of Esperance

City of Kalgoorlie-Boulder



Shire of Laverton

Shire of Leonora



Shire of Menzies

Shire of Ngaanyatjaraku

Shire of Wiluna



2023 - 2025



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AGREEMENT

The Local Governments of:

Coolgardie – Irish Mulga Drive, KAMBALDA Western Australia, and
Dundas – Prinsep Street, NORSEMAN, Western Australia, and
Esperance – Windich Street, ESPERANCE Western Australia, and
Kalgoorlie-Boulder – Hannan Street, KALGOORLIE, Western Australia, and
Laverton – MacPherson Place, LAVERTON, Western Australia, and
Leonora – Tower Street, LEONORA, Western Australia, and
Menzies – Shenton Street, MENZIES, Western Australia, and
Ngaanyatjarraku – Great Central Rd, WARBURTON, Western Australia, and
Wiluna – Scotia Street, WILUNA, Western Australia.

Enter into a memorandum of understanding dated March 2023 to recognise the cooperation and shared goals of the member councils.

NAME

The name of the voluntary regional organisation is the Goldfields Voluntary Regional Organisation of Councils (GVROC).

PURPOSE

The purpose for which GVROC is established is to:

Enhance service delivery and infrastructure for our collective and individual communities.

Achieve a sustainable, cost-effective model for sharing of resources.

OBJECTIVES

To form a strategic alliance for the retention of infrastructure and community services, acquiring funding from government grants, economic development initiatives and private sector funding.

To establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

PRINCIPLES

In entering this Memorandum of Understanding (MOU) all the parties agree to abide by the following principles, as established between the local governments.

Overarching Principle

To develop an alliance consisting of Coolgardie, Esperance, Dundas, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjaraku and Wiluna that contributes and works together to ensure the sustainability of individual members.

General Principles

1. Partnerships
 - a) Recognise that partnerships between the Local Governments in the MOU are essential to achieve sustainable social, environmental and economic development of the region.
 - b) Be flexible and open to new approaches to service delivery and funding.

- c) Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
 - d) Recognise that new partnership agreements may be considered if initiated by either Local, State and Federal Government.
- 2. Roles and Responsibilities
 - a) Identify, understand and respect the roles and responsibilities of all parties.
 - b) Be open and transparent in all dealings.
- 3. Communication
 - a) Conduct open discussion on issues relevant to the region.
 - b) Recognise the need for confidentiality when the subject matter requires.
- 4. Consultation
 - a) Appropriate consultation to facilitate understanding and consensus.
- 5. Service Delivery
 - a) Continual improvement practice in the efficiency, effectiveness, timeliness, and appropriateness of local government service delivery.
- 6. Outcomes
 - a) Well defined and agreed outcomes and performance measures for all projects and activities.
- 7. Accountability
 - a) A transparent approach to all dealings within the organisation.
 - b) Have clearly defined reporting, dispute resolution and review mechanisms.

ORGANISATION

Appointment of Members

A participating Council is to appoint two voting members, one of whom shall be an elected member, to be members of the GVROC. Such appointments shall be at the discretion of the participating Council but can be the President/Mayor and Chief Executive Officer (CEO) of a participating Council or two other elected members.

Whilst the functions and decisions of the WALGA Goldfields Esperance Country Zone (GECZ) are incorporated into the meetings of the GVROC, each participating Council will be entitled to two voting delegates one of whom may be the CEO. If, however two elected member delegates are in attendance they shall be the voting delegates.

A participating Council may appoint two other persons as Deputies from the Council who are able to attend the GVROC meetings and who may act temporarily in place of either member of the GVROC during any period in which the member of the GVROC is unable by reason of illness, temporary absence from State, conflict of interest or any other inability to attend meetings.

Tenure of Members of GVROC

A member of GVROC shall hold office until either;

The member ceases to be a member of the participating Council or in the employ of the Council.

The member is removed by the participating Council.

Election of Chairperson and Deputy Chairperson

The members of the GVROC shall elect a Chairperson and Deputy Chairperson.

If the office of the Chairperson or Deputy Chairperson becomes vacant for any reason the members of the GVROC shall elect a new Chairperson or Deputy Chairperson as the case requires.

Tenure of Chairperson and Deputy Chairperson

The Chairperson or Deputy Chairperson will hold office until the election of a new Chairperson or Deputy Chairperson.

Elections for Chairperson and Deputy Chairperson shall be held at the first meeting of the GVROC following the local government elections for a term of two (2) years.

Role of Chairperson

The Chairperson:

- a) Presides at meeting of GVROC;
- b) Speaks on behalf of the GVROC and
- c) Liaises with the Executive Officer on GVROC affairs and the performance of its functions.

Role of Deputy Chairperson

The Deputy Chairperson may perform the functions of the Chairperson if:

- a) The office of the Chairperson is vacant; or
- b) The Chairperson is absent or unable or unwilling to perform the functions of Chairperson.

Role of Executive Officer

An Executive Officer will be appointed by GVROC with duties, conditions and a term to be determined by the GVROC.

FINANCIAL CONTRIBUTIONS

Annual Contributions

- a) As determined at the GVROC Meeting held 31 May 2023, each participating Council will contribute from 2023/24 onwards \$35,000 per year towards the operations and administration of the GVROC.
- b) Annual contributions will be determined and reviewed by the GVROC annually.
- c) The annual contributions paid by the member councils will be utilised in the ongoing employment of an Executive Officer and other expenses.
- d) The secretariat services will be provided by the Executive Officer.

Financial Management

The financial management of the GVROC will be dealt with by the Chief Executive Officer of the member council of the GVROC Chair and will hold the accounts on behalf of the GVROC. The GVROC Executive Officer will assist the Chief Executive Officer of the member council of the GVROC Chair with the financial management.

Ongoing Projects

GVROC members will determine appropriate projects to be undertaken, with participating members to meet the cost of each project on an agreed formula in addition to the annual contribution of \$35,000.

Admitting New Members

On entry a new member shall be required to contribute to GVROC the \$35,000 annual fee.

New members will be admitted to the GVROC upon an absolute majority vote.

Withdrawal of Members

The withdrawal of a participating Council shall take effect from the end of the tenure year, in which notice of the withdrawal is given.

As soon as practicable following a withdrawal taking effect the GVROC shall;

1. Distribute to the participating Council an amount equal to proceeds and any surplus funds which would have been payable if GVROC was wound up; or

2. Be entitled to recover from the participating Council an amount equal to the liability or debt which would have been payable by the Council if the GVROC was wound up.

TERM AND TERMINATION

Term of Agreement

This agreement will be reviewed 12 months from the date of signing.

Winding up by Agreement

- a) The Agreement will be reviewed at the first 12-month anniversary.
- b) The participating Councils may by absolute majority wind up the GVROC.

Division of Assets

If the GVROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of GVROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the participating Councils in the same proportions as the contributions of a particular council.

Division of Liabilities

If GVROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of GVROC then the liability or debt is to be met by each of the participating Councils in the same proportions as the contributions of a particular council to the assets that GVROC bear to the total of such contributions by participants.

DISPUTE RESOLUTION

Dispute

In the event of any dispute or difference arising between the Parties and GVROC or any of them at any time as to any matter or thing arising under or in connection with the Memorandum of Understanding, then a Party or GVROC may give to the other Parties and GVROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Party or GVROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

Arbitration

At the expiration of the 25 business days from the date of sending the dispute notice, the Party or GVROC giving the dispute notice may notify the others in writing (arbitration notice) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

Memorandum of Understanding Goldfields Voluntary Regional Organisation of Councils 2023 - 2025

Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Parties consent to each other and to GVROC being legally represented at any such arbitration.

Memorandum of Understanding in Good Faith

Despite anything expressed or implied to the contrary in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justicable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

SCHEDULE 1 – EXECUTION**EXECUTED by the Parties:**

THE COMMON SEAL of SHIRE OF COOLGARDIE
Was hereunto affixed in the presence of:

[Signature]
President

[Signature]
Chief Executive Officer



THE COMMON SEAL of SHIRE OF DUNDAS
Was hereunto affixed in the presence of:

[Signature]
President

[Signature]
Chief Executive Officer



THE COMMON SEAL of SHIRE OF ESPERANCE
Was hereunto affixed in the presence of:

[Signature]
President

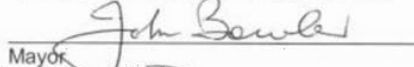
[Signature]
A/Chief Executive Officer



31/07/2020

Memorandum of Understanding Goldfields Voluntary Regional Organisation of Councils 2023 - 2025

THE COMMON SEAL of CITY OF KALGOORLIE-BOULDER
Was hereunto affixed in the presence of:

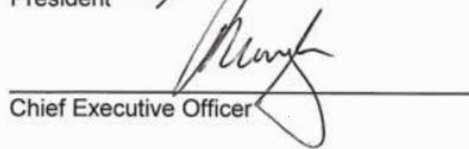

Mayor


Chief Executive Officer



THE COMMON SEAL of SHIRE LAVERTON
Was hereunto affixed in the presence of:


President


Chief Executive Officer



THE COMMON SEAL of SHIRE OF LEONORA
Was hereunto affixed in the presence of:


President


Chief Executive Officer



THE COMMON SEAL of SHIRE OF MENZIES
Was hereunto affixed in the presence of:


President


Chief Executive Officer



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Memorandum of Understanding Goldfields Voluntary Regional Organisation of Councils 2023 - 2025

THE COMMON SEAL of SHIRE OF NGAANYATJARRAKU
Was hereunto affixed in the presence of:

President

Chief Executive Officer



THE COMMON SEAL of SHIRE OF WILUNA
Was hereunto affixed in the presence of:

President

Chief Executive Officer

18 NOVEMBER 2020.





Goldfields Voluntary Regional Organisation of Councils & WALGA Goldfields Esperance Country Zone (GECZ) Meeting Procedures

1. INTERPRETATIONS

For the purposes of these Meeting Procedures, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means:
a total majority of delegates for the time being of the GVROC or Zone, whether present and voting or not.
- 1.2 **"Association"** means:
the Western Australian Local Government Association.
- 1.3 **"Chair"** means:
the Chair for the time being of the GVROC and Zone.
- 1.4 **"Constitution"** means:
the Constitution of the Western Australian Local Government Association.
- 1.5 **"Delegate or Deputy Delegate"** means:
those persons duly elected, from time to time, for a fixed term to represent GVROC or a Council at a Zone of the Western Australia Local Government Association.
- 1.6 **"Deputy Chair"** means:
the Deputy Chair for the time being of the GVROC and Zone.
- 1.7 **"Executive Officer"** means:
a person or persons nominated or appointed by the GVROC and Zone or the Association to undertake executive officer functions as required.
- 1.8 **"GVROC"** means:
the Goldfields Regional Organisation of Councils.
- 1.9 **"Meeting"** means:
a meeting of GVROC and Zone of the Western Australia Local Government Association.
- 1.10 **"Simple Majority"** means:
a majority comprising enough of the delegates for the time being of the GVROC or Zone for their number greater than 50% of the number of voting delegates that are present.
- 1.11 **"State Council"** means:
the Executive of the Western Australian Local Government Association.
- 1.12 **"Zone"** means:
a geographically based subdivision containing Councils and incorporated within the Goldfields Esperance Country constituency as listed in Schedule three of the Constitution.

2. ORDINARY AND SPECIAL MEETINGS

Meetings of the GVROC and Zone shall be of two kinds: "ordinary" and "special". No business shall be transacted at a special meeting other than for which the meeting was called.

3. CONDUCT OF MEETINGS

The proceedings and business of meetings of the GVROC and Zone shall be conducted according to these Meeting Procedures.

4. NOTICE OF MEETING

- 4.1 The Executive Officer shall give at least 7 days notice of a meeting to all delegates of the GVROC and Zone unless all of the delegates have agreed in writing to shorter notice.
- 4.2 Notice shall be given at the destinations appearing in the records of the Executive Officer or electronically to the Chief Executive Officer of the delegate's Council. Notice shall include the agenda for the meeting and will be deemed to have been delivered immediately if transmitted electronically or on the second working date after posting.
- 4.3 Ordinary Meetings of the GVROC and Zone shall be called by the Executive Officer pursuant to sub-clause 4.1.
- 4.4 Special Meetings of the GVROC and Zone shall be called by the Executive Officer on the written request of the Chair or at least one third of the delegates.

5. QUORUM

- 5.1 The GVROC and Zone shall not conduct business at a meeting unless a quorum is present.
- 5.2 At any meeting of the GVROC and Zone, greater than 50% of delegates present and entitled to vote shall form a quorum.
- 5.3 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting shall be adjourned –
 - (a) by the Chair of the meeting;
 - (b) if the Chair is not present, by the Deputy Chair of the meeting;
 - (c) if the Chair or Deputy Chair is not present, by a majority of delegates present;
 - (d) if only one delegate is present, by that delegate; or
 - (e) if no delegate is present by the Executive Officer.

The business that could have been transacted had there been a quorum at the meeting may be transacted at the resumption of the adjourned meeting.

- 5.4 If at any time during a meeting a quorum is not present, the Chair shall suspend proceedings for five (5) minutes and if a quorum is not present after that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it to some future time.

- 5.5 Notice of a meeting adjourned because of the absence of a quorum shall be given to all delegates.

6. MEETINGS OPEN TO THE PUBLIC

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

7. ORDER OF BUSINESS

Unless the meeting should decide otherwise, the order of business at GVROC and Zone meetings, with the exception of special meetings or an adjourned meeting, shall be as follows:

- (a) Opening and Announcements;
- (b) Declarations of Interest;
- (c) Recording of attendance and apologies and leave of absence;
- (d) Guest Speakers;
- (e) Presentations;
- (f) Confirmation of minutes of previous meetings, matters and correspondence for noting;
- (g) GVROC/State Council agenda items;
- (h) Agency Reports – Zone Representatives to State Council;
- (i) Late Items; and
- (j) Future GVROC/State Council meetings.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the Chair of such intention.

9. CHAIR

In the construction of these Meeting Procedures unless the context requires otherwise, the word "Chair" shall in the absence of the Chair or include the Deputy Chair or the delegate chosen by resolution to preside at any meeting.

10. DELEGATE AND DEPUTY DELEGATE

- 10.1 In the construction of these Meeting Procedures unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.

- 10.2 A deputy delegate acting in the capacity of a delegate unable to attend a meeting shall exercise all rights of that delegate.

11. CHAIR TO PRESIDE

- 11.1 The Chair shall preside at all meetings of the GVROC and Zone but in absence of the Chair, the Deputy Chair shall preside.

- 11.2 In the absence of the Chair and the Deputy Chair, the GVROC and Zone shall choose by resolution a delegate present to preside at the meeting.

12. DEBATE PROCEDURES

- 12.1 A delegate moving a substantive motion may speak for –

- (a) 5 minutes in his or her opening address; and
- (b) 5 minutes in exercising the right to reply.

- 12.2 A delegate shall not speak upon any motion or amendment or in reply for a longer period than five (five) minutes without consent of the GVROC and Zone which shall be signified without debate.

- 12.3 No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.

- 12.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.

- 12.5 No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.

- 12.6 The provisions of these Meeting Procedures applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.

- 12.7 When a motion has been moved and seconded and the mover does not wish to speak, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.

- 12.8 No more than two delegates shall speak in succession on one side, either for or against the question before the GVROC and Zone, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment shall at once be put to the vote.

- 12.9 At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the motion be now put". If that motion is seconded and carried by a majority, the motion shall be submitted at once to the GVROC and Zone, after the mover has replied.

13. QUESTIONS

Any delegate seeking to ask a question at any meeting of the GVROC and Zone shall direct the question to the Chair.

14. DELEGATES TO ADDRESS THE CHAIR

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

15. POINT OF ORDER

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

16. MOTION - SUBSTANCE TO BE STATED

A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so, required by the Chair, shall put the motion or amendment in writing.

17. PRIORITY OF SPEAKERS

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

18. CHAIR TO BE HEARD

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

19. CHAIR MAY CALL TO ORDER

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

20. RULING BY CHAIR

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

21. RESOLUTIONS

21.1 Except as otherwise provided in these Meeting Procedures, all motions concerning the affairs of the GVROC and Zone shall be passed by a simple majority.

21.2 Any matter considered by the GVROC and Zone at a Special Meeting shall not be passed unless having received an absolute majority.

22. PERMISSIBLE MOTIONS DURING DEBATE

22.1 When a motion is under debate, no further motion shall be moved except the following:

- (a) that the motion be amended;
- (b) that the meeting be adjourned;
- (c) that the debate be adjourned;
- (d) that the motion be now put;
- (e) that the meeting proceed with the next item of business;
- (f) that the meeting sits behind closed doors.

22.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

22.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the Chair shall then call for further speakers.

23. METHOD OF TAKING VOTES

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

24. DIVISION

The result of voting openly is determined by a show of hands and, immediately upon a vote being taken, a delegate may call for a division.

25. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover, with the consent of the meeting, which shall be signified without debate.

No delegate may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

26. ALL DELEGATES TO VOTE

26.1 At meetings of the GVROC and Zone, a delegate present at the meeting when a motion is put shall vote on the motion.

26.2 Each delegate shall be entitled to exercise one deliberative vote on any matter considered by the Zone.

26.3 The Chair shall exercise a deliberative vote in respect of a matter considered by the GVROC and Zone. In the event of there being an equality of votes in respect of a matter, the Chair shall exercise a second vote.

26.4 Where the Deputy Chair is required to preside at a meeting, the Deputy Chair shall exercise a deliberative vote in respect of a matter considered by the GVROC and Zone. In the event of there being an equality of votes in respect of a matter, the Deputy Chair shall exercise a second vote.

26.5 In the absence of the Chair and Deputy Chair, the delegate chosen by resolution to preside over the meeting shall exercise a deliberative vote in respect of a matter considered by the GVROC and Zone. In the event of there being an equality of votes, the presiding delegate shall exercise a second vote.

27. REVOCATION OF RESOLUTION**27.1 At the same meeting**

Unless a greater majority is required for a particular kind of decision under the Meeting Procedures (in which event that shall be the majority required), the GVROC and Zone may, by simple majority at the same meeting at which it is passed, revoke or alter a resolution if all the delegates who were present at the time the original resolution was passed are present in their seats when the or alteration is proposed.

27.2 At a Future Meeting

Unless a greater majority is required for a particular kind of decision under the Meeting Procedures (in which event that shall be the majority required), the GVROC and Zone may revoke or alter a resolution made at an earlier meeting by absolute majority.

28. SUSPENSION OF MEETING PROCEDURES

28.1 In cases of urgent necessity or whilst the GVROC and Zone is sitting behind closed doors, any of these Meeting Procedures may be suspended by a simple majority.

28.2 Any delegates moving the suspension of a Meeting Procedures shall state the object of the motion, but discussion shall not otherwise take place.

29. NO ADVERSE REFLECTION ON GVROC AND ZONE

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

30. NO ADVERSE REFLECTION ON DELEGATE

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

31. MINUTES

Minutes of meetings shall be permanently recorded, and copies supplied to all delegates.

32. CONFIRMATION OF MINUTES

The minutes of any preceding meeting, whether ordinary or special, not previously confirmed shall be submitted at the next Ordinary Meeting of the GVROC and Zone and no discussion thereon shall be permitted except as to their accuracy as a record of the proceedings.

33. GENERAL BUSINESS

A delegate may under general business introduce a motion relating to any item of interest to the GVROC and Zone or Local Government, but (except as provided for in clause 8) not otherwise.

34. AMENDMENTS

These Meeting Procedures may be altered, added to or repealed subject to a resolution passed by not less than 75% of delegates present at a meeting of the GVROC and Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all delegates by the Executive Officer prior to the meeting.

Goldfields-Esperance Regional Road Group

**Reference information for
Elected Members on a
Regional Road Group**





This reference information aims to inform Elected Members of a Regional Road Group of matters pertinent to the business of that Group.

Specifically, the contents will inform Elected Members of:

- State Road Funds to Local Government Agreement
- Role of the State Road Funds to Local Government Advisory Committee
- Terms of Reference for a Regional Road Group
- Regional Strategies for Significant Local Government roads
- Restricted Access Vehicle (RAV) network
- Accredited Mass Management Scheme (AMMS)
- Funding sources for road projects
- Key Performance Indicators for a Regional Road Group
- WALGA RoadWise

Contact:

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Executive Manager, Infrastructure
WALGA
ONE70, LV 1, 170 Railway Parade West Leederville
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1.0 Governing Documentation

The various documents that govern the existence and processes of Regional Road Groups are listed below for easy reference.

- **State Road Funds to Local Government Agreement** - [state-road-funds-to-local-government-agreement-2023-24-to-2027-28.pdf](https://mainroads.wa.gov.au/state-road-funds-to-local-government-agreement-2023-24-to-2027-28.pdf) (mainroads.wa.gov.au)
- **State Road Funds to Local Government Agreement Procedures** - [Microsoft Word - SRFLGA Procedures - State Road Funds to Local Government Agreement \(D23#763850\)](https://mainroads.wa.gov.au/microsoft-word-srflga-procedures-state-road-funds-to-local-government-agreement-d23#763850) (mainroads.wa.gov.au)
- **Regional Road Group Procedures and Practices** – available on request from the Main Roads secretariat (contact details under 14.0)
- **Roads 2040** - <https://walga.asn.au/policy-and-advocacy/our-policy-areas/infrastructure/resources/roads-2040-regional-development-strategies>

2.0 Regional Road Groups

The State Road Funds to Local Government Agreement mandates the existence and operation of Regional Road Groups, which the State Road Funds to Local Government Advisory Committee oversees.

The State Roads to Local Government management structure identified the following Regional Road Groups:

- | | |
|------------------------|-------------------|
| • Gascoyne | • Mid-West |
| • Goldfields-Esperance | • Pilbara |
| • Great Southern | • South West |
| • Kimberley | • Wheatbelt North |
| • Metropolitan | • Wheatbelt South |

The Chairperson of a Regional Road Group shall be an Elected Member. Each Local Government shall be represented on the RRG by an Elected Member.

A Regional Road Group is responsible for

- Convening at least two meetings per year.
- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Establish and maintain project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate grant acquittal in accordance with the annual budget.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under or over expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.



- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

Main Roads Western Australia provides technical and administrative support to Regional Road Groups.

See Annexure 1 for the Terms of Reference for a Regional Road Group and Annexure 5 for the profile of the Goldfields-Esperance Regional Road Group. The Main Roads secretariat maintains the Regional Road Group procedures and practices document, which outlines the terms of reference, operation of the group, and details of the Multi-Criteria Assessment model used to prioritise Road Project Grant funding submissions. This document is available from the secretariat upon request.

3.0 Regional Road Sub-Groups or Technical Groups

Regional Road Sub Group

A Regional Road Group may establish a Regional Road Sub Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide advice to the Regional Road Group.

A Regional Road Group will determine and approve the Terms of Reference for a Regional Road Sub Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- Voting rights within the Sub Group(s).
- Voting rights of the Sub Group(s) at the Regional Road Group.

A Local Government may apply to the Regional Road Group to transfer from one Sub Group to another.

Regional Road Technical Group

A Regional Road Group may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide technical advice to the Regional Road Group.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Technical Group(s).

The Technical Group(s) is an advisory group with no voting rights at the Regional Road Group.

Elected Members can be members of a Technical Group(s); however, ordinarily, Local Government technical staff comprise a Regional Road Technical Group.



A Local Government may apply to the Regional Road Group to transfer from one Technical Group to another.

4.0 State Road Funds to Local Government Agreement

The State Road Funds to Local Government Agreement (the Agreement) is a formal agreement between State and Local Government in Western Australia.

The Agreement seeks to ensure that funds *are allocated across Western Australia, focusing on areas of strategic importance and areas that will provide maximum benefit to communities. The needs of all road users and the Western Australian community will be considered during the allocation process.* (State Road Funds to Local Government Agreement, Guiding Principles, page 5)

The current Agreement expires in 2027/2028 and states, "On an annual basis, the share of State road funds to be allocated on Local Government roads will be equivalent to 20% of the State Budget estimated motor vehicle licence fees for that year." (State Road Funds to Local Government Agreement, Funding sources, page 8)

The Agreement recognises and determines the membership of:

- State Road Funds to Local Government Advisory Committee
- Regional Road Groups
- Regional Road Sub Groups (if considered necessary)
- Regional Road Technical Advisory Groups (if considered necessary)

Under the Agreement the available funding is split into two categories:

1. Local Government Managed Programs (Category 1)
2. Main Roads Western Australia Managed Programs (Category 2)

The Agreement (page 3) is projected to produce annual allocations from State road funds to Local Government roads for the years 2023/24 to 2027/28 as per the following schedule:

2023/24	2024/25	2025/26	2026/27	2027/28
\$253 million	\$264 million	\$275 million	\$288 million	\$300 million

The revenue is to be distributed to Local Government roads on the basis of¹:

Local Government Managed Programs

(Category 1): 67%

Strategic and Technical Support
Direct Grants
Road Project Grants
State Black Spot
Remote Aboriginal Access Roads

¹ See Annexure 2: Road Funding Sources, and Annexure 3: Indicative timetable for Funding Submissions.

**Main Roads Western Australian Managed Programs****(Category 2): 33%**

Traffic Management, Signs and Pavement Markings
Bridgeworks and Inspections
State Initiatives on Local Roads
Regional Road Group Support

The allocation to the categories and sub categories will move in line with the total Agreement pool or as otherwise approved by the State Road Funds to Local Government Advisory Committee. (State Road Funds to Local Government Agreement, page 9)

5.0 State Road Funds to Local Government Advisory Committee

The Agreement stipulates the State Road Funds to Local Government Advisory Committee (SAC) will oversee, monitor and endorse to the Honourable Minister for Transport, via the Managing Director Main Roads, the allocation of State funds under this Agreement.

The SAC will set in place and be responsible for the overarching policy and procedures covering the administration and functioning of the Agreement.

Membership

The SAC consists of:

- Managing Director of Main Roads Western Australia as Chairperson.
- Chief Executive Officer of the Western Australian Local Government Association (or their nominee).
- Four representatives as nominated by the Western Australian Local Government Association.
- Four Main Roads Western Australia officers as nominated by Main Roads.

Responsibilities

The responsibilities of SAC include:

- Endorsing the Annual Local Roads Program to the Managing Director, Main Roads WA.
- Monitoring the delivery and acquittal of funded programs/projects.
- Redistributing funds between projects, programs and Regional Road Groups if required to suit delivery progress/schedules.
- Reviewing individual Regional Road Group procedures.
- Set and be responsible for these procedures covering the administration and functioning of the Agreement.
- Responding with appropriate strategies when funding changes are made under the Agreement.
- Deciding and approving changes to relevant policies and processes affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

The SAC will meet a minimum of three times each year. Meeting agendas/minutes will be available on the WALGA website at: <http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Funding.aspx>



6.0 Goldfields-Esperance Regional Road Group Road Funding Distribution

The Goldfields-Esperance Regional Road Group has a document titled "Goldfields Esperance Regional Road Group Road Funding Distribution". The guidelines includes information on:

- Road Funding Distribution, which includes information on (1) Distribution of funds between preservation and improvement/expansion projects; and (2) Project proposal submissions
- Project Prioritisation Guidelines, which contains information on (1) Process; (2) Project Evaluation; (3) Application; (4) Road improvement/expansion criteria; and (5) Road preservation projects criteria

The Main Roads WA Goldfields-Esperance Regional Office can provide a copy of the document.

7.0 Regional Strategies for Significant Local Government Roads

Each Regional Road Group has a document known as *Regional Strategies for Significant Local Government Roads*. The document provides a strategic view of regionally significant Local Government roads and the development strategies for those roads. The current version of the document is [Roads 2040](#).

A Memorandum of Understanding between the State Government and WALGA requires that Regional Road Groups review their road development strategies at five yearly intervals to assess the effects of changing circumstances and demand on the local road network.

Local Governments (via Regional Road Groups) work collaboratively to review their local road network to produce an agreed strategic approach to allocate limited funding across the extensive local road network in WA.

It is important to note that only projects on local roads included in the current version of *Regional Strategies for Significant Local Government Roads* are eligible for Road Project Grant funding under the current State Roads Funds to Local Government Agreement.

See Annexure 2 for a breakdown of State Government and Federal Government funding sources for Local Government roads.

The SAC must endorse any amendment to a Regional Road Group's *Regional Strategies for Significant Local Government Roads* document. If a Regional Road Group seeks an amendment for a road crossing into an adjoining region, SAC requires evidence of agreement with the adjoining Regional Road Group.

Access the current version of *Regional Strategies for Significant Local Government Roads* for each Regional Road Group: <https://walga.asn.au/policy-advocacy/our-policy-areas/infrastructure/roads/roads-2040-regional-road-development-strategies>.

8.0 Level One Bridge Inspections

Local Governments are responsible for bridges on local roads and must perform annual level-one inspections of bridges under their responsibility. Local Governments submit inspection reports to Main Roads WA. Demonstration of such inspections is critical for a



Local Government to be eligible for funding from the Agreement to maintain or replace a bridge.

Main Roads WA performs other detailed technical inspections of bridges, known as level-two and level-three inspections, on behalf of and/or in consultation with Local Governments.

Main Roads WA will provide a list each year to every Regional Road Group to monitor annual level-one bridge inspections by member Local Governments. A Regional Road Group may discuss outstanding inspections and, if necessary, consult with Main Roads WA or WALGA to provide support.

To guide Local Governments in their responsibilities, a *Level 1 Bridge Inspection Framework* is available on the WALGA website:

[https://walga.asn.au/awcontent/Web/Documents/Infrastructure/20220803_Level_1_Bridge_Inspection_Framework-\(ID-694010\).pdf](https://walga.asn.au/awcontent/Web/Documents/Infrastructure/20220803_Level_1_Bridge_Inspection_Framework-(ID-694010).pdf)

9.0 Key Performance Indicators for Regional Road Groups

Part 7 of the Agreement relates to Key Performance Indicators (KPIs) for Regional Road Groups. Part 7 states, *Key Performance Indicators will focus on Expenditure Performance, asset management and road safety. KPIs have been established for monitoring purposes and no financial incentives or penalties will apply on the basis of performance against KPIs. Main Roads Western Australia and WALGA will prepare an annual KPI report for SAC. The report will be provided to the Regional Road Groups.*

Expenditure performance

- 1.1 Percentage of Black Spot Programs funding expended. (Includes State Government and Australian Government Black Spot Programs). Target 100%.
- 1.2 Percentage of road project grants expended (includes commodity route supplementary funds projects). Target 100%.

Asset management

- 2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. Target 75%.

Local road inventory data

- 3.1 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years. Target 100%.
- 3.2 Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. Target 100%.

Reporting on the KPIs commenced in 2012-2013. Annexure 4 is the KPI report for 2022/2023. The KPIs listed above reflect the KPIs in the 2023/2024 – 2027/2028 Agreement, while Annexure 4 retains KPIs pertinent to the 2018/2019 – 2022/2023 Agreement.



10.0 Restricted Access Vehicle (RAV) Network

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a permit. A Notice is an instrument of approval that is published in the Government Gazette and grants access for certain types of RAVs on defined networks of roads. All RAVs require a permit unless they are authorised under a Notice.

There are three types of restricted networks; the Standard RAV Network, Concessional Loading RAV Network and the Tri – drive Restricted Access Vehicle Network.

Operators may apply to add or amend a RAV route. It is Main Roads WA policy to consult with Local Governments before adding or amending a RAV route. Local Governments may request that Main Roads WA consider certain conditions for the RAV route. Once a Local Government has provided their conditional approval for a RAV route, Main Roads WA conducts a route assessment and prepares a summary report. The Main Roads Heavy Vehicle Services (HVS) considers the application before the RAV Network is updated.

The Restricted Access Vehicle (RAV) Network consists of ten levels of road network (i.e. RAV Network 1 to RAV Network 10) on which an approved category of restricted access (heavy) vehicle can be driven (i.e. category 1 restricted access vehicle to category 10 restricted access vehicle). Main Roads WA maintains an electronic list of all roads in the RAV Network.

A restricted access vehicle cannot travel on any road not listed in the RAV network - to do so is contrary to the law.

A higher category restricted access vehicle (e.g. a RAV 10) cannot be driven on a lower RAV rated road (e.g. a RAV 5 road); however, a lower category restricted access vehicle (e.g. a RAV 4) can be driven on a higher RAV rated road (e.g. a RAV 7 road).

Restricted Access Vehicles can only operate on a road (RAV route) approved by Main Roads WA. Vehicle operators may apply to Main Roads WA to add or amend a RAV route and it is the policy of Main Roads WA to refer applications to Local Governments for preliminary assessment.

To provide guidance to a Local Government when assessing an application to add or amend a road on the RAV network, WALGA developed a model policy known as "Policy for Assessing Applications to Operate Restricted Access Vehicles on Local Government Roads". Download the model policy from the WALGA website ([here](#)).

Main Roads WA maintains the following guidance documents for the RAV network:

1. Guidelines for Approving RAV Access
<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/rav-access/access-guideline-approving-rav-access.pdf>
2. Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines
<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/rav-access/access-guide-standard-restricted-access-vehicle-rav-route-assessment-guidelines>



As of right vehicles

An *as of right vehicle* is any vehicle not a restricted access vehicle, for example, rigid trucks and semi-trailers. These vehicles may operate state-wide provided they are:

- Not a road train or b-double;
- Within regulation axle mass limits;
- Less than nineteen (19) metres in combination length or less than 12.5 metres in length for rigid vehicles;
- Less than 42.5 tonnes in total combination mass;
- Less than 2.5 metres wide (excluding mirrors and lights); and
- Less than 4.3 metres high.

11.0 Accredited Mass Management Scheme (AMMS)

The Accredited Mass Management Scheme (AMMS) is a scheme allowing heavy vehicles to carry additional payload on an identified and limited part of the road network assessed as suitable by Main Roads WA.

AMMS allows for three concessional mass levels and allows for any product and use of any proven loading control method. Only vehicles accredited under the AMMS can carry additional mass.

A transport operator applies to have local roads assessed for inclusion in the AMMS network. Main Roads WA seek the support of Local Government before assessing the suitability of a local road for inclusion in the AMMS network. At that time, Local Governments can seek to have relevant conditions applied to the use of a particular local road.

Once a road is approved for access, it is included on the AMMS network list of roads published on the AMMS page of the Main Roads WA website.

Similar to the RAV network, transport operators must comply with the particular conditions of the AMMS network on which they are operating.

Information about the AMMS is available on the Main Roads WA website: <https://www.mainroads.wa.gov.au/heavy-vehicles/permit-order-scheme/accredited-mass-management-scheme-amms/>.

12.0 Informing Own Councils

Each Regional Road Group approves and recommends to the SAC a substantial amount of road funding on behalf of member Local Governments. It is useful that delegates to each Regional Road Group keep their own Councils informed of the business and decisions made by the Regional Road Group of which they are a member.

The Procedures state that the "Local Governments RRG representative ensure that the RRG minutes are communicated to each of the LGs other Elected Members."

13.0 WALGA RoadWise

WALGA's RoadWise, through the RoadWise Councils initiative, aims to proactively engage, motivate and support Local Governments in adopting and applying policies and practices that make an effective and sustainable contribution to the achievement of the objectives and targets of the WA road safety strategy.



Local Governments as road managers, planning authorities, community leaders, fleet managers and employers will be supported by WALGA's road safety staff to embed the systems thinking to road safety action.

A team of regional and metropolitan based Road Safety Advisors support RoadWise Councils to achieve this by:

- providing direct assistance and support (services and products),
- applying the safe systems approach within the Local Government context,
- building capacity and capability,
- recognising and showcasing road safety achievements, and
- facilitating opportunities for leadership in local road safety.

Local Governments that are not currently registered as a RoadWise Council will have access to WALGA's road safety information and resources through the RoadWise website and general WALGA communications. WALGA will also provide road safety representation, policy and advocacy on behalf of the Local Government sector.

Visit the RoadWise website; www.roadwise.asn.au or email roadwise@walga.asn.au for further information.

The contact details for the WALGA RoadWise Road Safety Advisor for the Goldfields-Esperance Region are:

Linda Parsons
Telephone: 08 9213 2048
Email: lparkers@walga.asn.au

14.0 Main Roads WA Contact

Contact details for Main Roads WA Goldfields-Esperance Region are:

83 Piesse Street, Boulder WA 6432 or PO Box 99, Kalgoorlie WA 6433
Telephone (08) 9080 1400

15.0 WALGA Contacts

For further information, please contact the people listed below.

Ian Duncan, Executive Manager, Infrastructure
Telephone: 9213 2031
Email: iduncan@walga.asn.au

Mark Bondietti, Manager, Transport and Roads
Telephone: 9213 2040
Email: mbondietti@walga.asn.au

Max Bushell, Senior Policy Advisor, Road Safety and Infrastructure
Telephone: 9213 2086
Email: mbushell@walga.asn.au



ANNEXURE 1 - Terms of Reference for Regional Road Groups

Excerpt from *State Road Funds to Local Government Procedures*
(Part 8 – September 2023 – document number D23#763850, Main Roads WA)

Terms of Reference for Regional Road Groups

Each Local Government shall be a member of a RRG. RRGs operate under the delegated authority of SAC.

These Terms of Reference shall apply to the role and responsibilities of the RRG.

Management and Administration

Region

Each Local Government in Western Australia shall be included in an appropriate RRG as defined by SAC. As a principle, the regional boundaries be as similar as possible to those used by MRWA.

Where there are exceptional circumstances, a Local Government may apply to SAC to transfer from one RRG to another. Supporting documentation shall accompany an application to justify the reasons for a change.

Where SAC approves a Local Government to transfer to another RRG, it will amend funding allocations to reflect the change.

Chairperson

An Elected Member shall be the Chairperson of each RRG. A RRG shall elect a Chairperson at least every second year at its first meeting following Local Government elections.

Membership

Each Local Government shall be represented on the RRG by an Elected Member.

Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only Local Government Elected Members will be voting representatives on the following basis:

- One vote for each Local Government represented at RRG meetings where no Sub-Group(s) exist; or
- One vote for each Sub-Group represented at RRG meeting where Sub-Group(s) exist.

Unresolved issues shall be brought to the attention of SAC by the RRG Chair.

Meetings

The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC.

The schedule of RRG meetings can be found on the WALGA website.

Delegated Representatives

A member of a RRG may delegate authority, including voting rights, to another Elected



Member from the same Local Government to attend and represent them at a meeting.

Quorum

Whilst it is expected that each member will either attend each meeting or arrange for a delegated representative, a quorum of 50% plus one is required to conduct a meeting.

Reporting Structure

The Local Government's RRG representative (being an Elected Member under 8.1.3) ensure that the RRG minutes are communicated to each of that LG's other Elected Members.

RRGs will make recommendations to SAC in relation to the annual Local Roads Program and other issues as they pertain to the Local Road Network.

Observers

A RRG Chair and/ or Secretariat may invite to a meeting any person with appropriate experience or expertise to assist in any matter.

Secretariat

MRWA shall provide technical and administrative support to the RRG. Regional Directors will provide the secretariat contact for each RRG (refer to attachment 5 for a Guide).

Regional Road Sub-Group

A RRG may establish a Regional Road Sub-Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the RRG.
- Provide advice to the RRG.

A RRG will determine and approve the Terms of Reference for a Regional Road Sub-Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub-Group(s).
- Process to elect the Chairperson.
- Membership of the Sub-Group(s)
- Voting rights within the Sub-Group(s)
- Voting rights of the Sub-Group(s) at the RRG.

A Local Government may apply to the RRG to transfer from one Sub-Group to another.

Regional Road Technical Group

A RRG may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Technical Group(s).



Note: the Technical Group(s) is an advisory group with no voting rights at the RRG.

Correspondence

Address all correspondence:

Chairperson

RRG

C/- Regional Director

Main Roads WA (See Attachment 2 for Regional addresses)

Regional Road Group Responsibilities

Within policies and guidelines established by SAC, the RRG shall be responsible for assessing road funding submissions from its members, the annual distribution of funds to Local Government roads, monitoring and reporting on the financial/delivery outcomes of the application of the funds to Local Government roads in its region.

A RRG shall ensure that funds made available by the State are applied to the Local Government road network to:

- Deliver benefits to the community.
- Preserve, improve, and extend the road system; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

A RRG is responsible for:

- Convening at least two meetings per year.
- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Establish and maintain project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate grant acquittal in accordance with the annual budget.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under or over expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

Key Performance Indicators

- Percentage of Blackspot Programs funding expended. (Target 100%)
- Percentage of Road Project Grants expended. (Target 100%)
- Percentage of sealed road length within the region subject to documented visual condition survey in the previous five years. (Target 75%)



- Number of Local Governments by RRG that provided a road inventory data update to MRWA for uploading into the IRIS database in the last three financial years. (Target 100%)
- Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. (Target 100%)

State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

Executive Support

MRWA's Regional Office will provide the executive support and all other administrative, technical support to the RRG. (Where there are Sub Groups or Technical Groups to the RRG, support is to be provided by Local Government.) The following is an outline of the support to be provided:

- Provide information to Regional Road Groups and Local Governments on annual and programs of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the Regional Road Group members and State Funds to Local Government Advisory Committee.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by MRWA to support RRG:

- Correspondence File (which provides background information required to support action of the Regional Road Group).
- Meeting and Agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Three-Year Program of Works including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Roads Projects and Direct Grants.
- An up-to-date Procedures and Road Projects Evaluation Guidelines Manual.
- An up-to-date list of RRG and Sub Group or Technical Group membership.

Meetings

Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG. Consider holding meetings at locations equitable for all participants.

Meeting Agenda

MRWA staff to prepare the Agenda in consultation with Chairperson of the RRG.

Meeting Format

- Chairperson to open meeting, welcome members and observers and call for apologies.



- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last RRG meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - WALGA Representative Submissions from Local Governments
 - Recommendations to State Road Funds to Local Government Advisory Committee
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
 - Black Spot and Road Safety Progress Report
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each RRG member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence

In general, correspondence is to be dealt with in the following manner:

- RRG correspondence is addressed to the Chairperson or the Regional Manager.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG meetings.
- Urgent matters are referred by email/facsimile direct to the Chairperson, or otherwise presented at the RRG meeting.



ANNEXURE 2 - Road Funding Sources

The following funding sources are available to Local Governments for roads.

Direct Grants (State Road Funds to Local Government Agreement)

Provided annually for routine maintenance of Local Government roads. The grants are allocated directly to a Local Government using the Asset Preservation Model formula provided by the Western Australia Local Government Grants Commission.

Road Project Grants (State Road Funds to Local Government Agreement)

Provided annually and used for specific projects assessed and prioritised by a Regional Road Group. Funding may only be used on roads of regional significance for specific road improvements and major preservation works such as resealing to maintain the road asset.

Commodity Routes (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads requiring upgrade or maintenance to accommodate the commodity transport function.

Road and Bridge Condition Data Collection Fund (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for assessing the condition of regionally significant Local Government bituminous sealed roads, as defined in each Regional Road Group's *Regional Strategies for Significant Local Government Roads*, and to assist Local Governments to perform Level 1 bridge inspections on local roads.

State Black Spot Program (State Government)

The Program targets improving the safety of roads with a proven crash history or high-risk location with the likelihood of crashes occurring identified by a road safety audit/inspection. Projects on local roads are funded by a joint contribution of two dollars from the State Government and a one-dollar contribution from the Local Government where the project is located.

State Initiatives on Local Roads (State Road Funds to Local Government Agreement)

Provided annually for works that are generally larger in nature and fall outside the criteria of other funding groups, however are still of strategic importance to the State.

Bridge Works/Bridge Inspections (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for major maintenance and replacement of bridges on Local Government roads. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

Remote Aboriginal Community Access Roads (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government.



Some of this funding is set aside for access roads serving Aboriginal Communities. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

Australian Government Black Spot Program (Australian Government)

The Program aims to reduce the social and economic costs of road trauma by treating locations with a record of casualty crashes or with the likelihood of crashes occurring identified by a road safety audit/inspection. The Australian Government fully funds projects on local roads under this program.

Roads to Recovery (Australian Government)

Funded by the Australian Government, the Roads to Recovery Program commenced in 2001 to address the significant amount of Local Government road infrastructure reaching the end of its economic life. In many cases, replacing this infrastructure was beyond the capacity of Local Governments. Roads to Recovery funds are paid directly to Local Governments for priority road projects chosen by Local Governments.

Low Cost Urban Road Safety Program (WA State Government)

The goal of this program is to identify and prioritise areas within neighbourhoods that have a higher-than-average casualty crash rate. Once identified, funding is available to Local Governments via reimbursement to construct various area-wide or whole-of-street road treatments with the intent of reducing serious injuries and fatalities. Local Governments are responsible for conducting consultation, maintenance, and evaluation under this program.

Disaster Recovery Funding Arrangements Western Australia (WA State Government)

Revised in 2018, the Disaster Recovery Funding Arrangement outlines the necessary details and context for applying for funding for disaster relief and recovery efforts. The funding is divided into four different types with Local Governments most likely to apply for and receive funding under Category B, emergency assistance for the repair of essential public assets, and Category C, a community recovery package supporting holistic recovery.

WA Bicycle Network Grants Program (WA State Government)

Administered through the WA Department of Transport, the WA Bicycle Network Grants Program provides funding to Local Governments for various initiatives intended to encourage people of all ages and abilities to ride bicycles. There are currently two streams of funding, the Perth Bicycle Network and Regional Bicycle Network grants, which supports the development of bicycle plans and infrastructure, and the Active Travel Officer grants, intended to provide financial support to Local Governments in employing Active Travel Officers.

Financial Assistance Grants (Australian Government)

These grants are provided directly to Local Governments from the Australian Government. The funding is provided via two separate streams, a general purpose element allocated based on population and an element specifically for Local Government roads distributed by historical shares. Funding from this source is provided quarterly, is untied, and can be spent in accordance with identified local priorities.

See Annexure 3 – Indicative timetable for funding submissions



ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the Goldfields-Esperance Regional Road Group.

AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Submissions close	July
Submissions assessed	September/October
Prepare recommended program	October/November
Proposed Goldfields-Esperance RRG meeting	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Approved program announced	May

STATE GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Submissions close	July/August
Submissions assessed	September/October
Proposed Goldfields-Esperance RRG meeting	November
Prepare recommended program	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Approved program announced	May

ROAD PROJECT GRANTS

Process step	Month
Local Governments apply to the RRG for project funds with supporting justification	September (for next financial year)
Proposed Goldfields-Esperance RRG meeting	November
RRG's provide project recommendations to SAC	November (for next financial year)
SAC makes project recommendations to the Managing Director, Main Roads WA	December (for next financial year)
Local Governments advised of approved projects	June (for next financial year)
RRG to advise SAC of likely under expenditure of allocated funds (if applicable)	Before end of June (for current financial year)

**COMMODITY ROUTE SUPPLEMENTARY FUNDING**

Process step	Month
Call for submissions	June
Submissions close	September
RRG assesses projects and makes recommendations to Technical Review Group (consists of representatives from WALGA and Main Roads WA, Perth)	September/October
Technical Review Group assesses projects and makes recommendations to SAC	October/November
Proposed Goldfields-Esperance RRG meeting	November
SAC approval	December
To State Government for approval	January
Approved program announced	January



ANNEXURE 4 - Key Performance Indicators

Regional Road Group

Key Performance Indicators Annual Report 2022/2023

1.1 Number of Regional Road Group meetings held. (Minimum 2 meetings per year)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Great Southern	2	1	2	2	2
South West	4	3	3	3	3
Gascoyne	3	3	3	2	3
Mid-West	2	2	2	2	2
Goldfields-Esperance	2	2	2	2	2
Kimberley	2	2	2	2	2
Wheatbelt South	2	3	2	2	2
Wheatbelt North	2	3	2	2	2
Pilbara	1	2	2	2	2
Metropolitan	2	2	4	2	2

All Regional Road Groups met at least twice during the reporting year.

1.2 Percentage of Black Spot Programs funding expended. (Target 100%)

(Includes State Government and Australian Government Black Spot Programs)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
Great Southern	61	58	59	99	41
South West	91	85	63	64	58
Gascoyne	96	100	100	100	88
Mid-West	4*	47	66	67	54
Goldfields-Esperance	66	100	31	46	17
Kimberley	85	58	98	97	32
Wheatbelt South	74	78	44	86	56
Wheatbelt North	83	90	51	53	62
Pilbara	0**	80	22	65	45
Metropolitan	66	61	56	53	43
Total	62	76	54	73	49

With the exception of the Wheatbelt North, annual percentage of funds expended declined in every region. Project delivery performance outside the Metropolitan region can vary significantly from year to year due to the relatively small number of projects in the program.



1.3 Percentage of road project grants expended. (Target 100%)

(Includes Commodity Route Supplementary Fund projects)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
Great Southern	69	86	96	84	91
South West	83	84	90	90	83
Gascoyne	98	93	100	84	100
Mid-West	100	95	100	100	100
Goldfields-Esperance	96	86	94	78	99
Kimberley	84	48	100	78	84
Wheatbelt South	94	89	97	90	89
Wheatbelt North	85	90	90	85	81
Pilbara	55	89	68	75	72
Metropolitan	78	78	87	78	70
Total	84	84	92	84	87

The average annual percentage of road project grant funds expended increased from 84% to 87%. Both the Mid-West and Gascoyne regions expended 100% of the funds, whilst the Goldfields-Esperance region acquitted 99% of their project funding. The remaining regions maintained a project acquittal and delivery percentage broadly in keeping with their records over the past five-year period. Percentage expenditure in the Metropolitan Region declined significantly from 78% to 70%.

Metropolitan Region by Sub Group

Sub Group	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
North West	61	94	93	79	64
West	78	53	43	79	73
Central	93	79	80	100	85
East	91	98	98	96	84
South East	79	91	79	71	57
South West	95	65	95	92	92
Total	79	84	87	86	70

The South West Sub Group acquitted the highest percentage of funding at 92%, while the South East Sub Group acquitted the lowest at 57%. Across every sub group, the percentage of acquitted funding either decreased or remained the same from 2021-22 to 2022-23.


Member Local Governments of Metropolitan Subgroups

North West	Joondalup, Stirling & Wanneroo
West	Cambridge, Claremont, Cottesloe, Mosman Park, Nedlands & Peppermint Grove
Central	Perth, Subiaco & Vincent
East	Bassendean, Bayswater, Kalamunda, Mundaring & Swan
South East	Armadale, Belmont, Canning, Gosnells, Serpentine-Jarrahdale, South Perth & Victoria Park
South West	Cockburn, East Fremantle, Fremantle, Kwinana, Melville & Rockingham

2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. (Target 75%)

Region	% of sealed road length surveyed in the past 5 years				
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Great Southern	54	44	44	81	67
South West	74	53	56	59	45
Gascoyne	89	86	86	56	35
Mid-West	68	49	79	39	80
Goldfields-Esperance	44	52	56	69	71
Kimberley	76	35	35	84	39
Wheatbelt South	90	90	75	100	92
Wheatbelt North	83	72	52	58	83
Pilbara	100	62	100	51	100
Metropolitan	74	70	73	76	61
Total for WA	77	65	64	65	69

The data excludes 21 Local Governments that do not use RAMM. Across WA, only four of ten regions achieved the 75% target with three regions achieving less than 50%.

2.2 Regional Road Groups (other than the Metropolitan RRG) submits a three year works projection for road project grants as part of their Annual Local Government Roads Program to the SAC secretariat for reporting to SAC. (Target 100%)

Region	2021-2022	2022-2023
Great Southern	Y	N
South West	Y	100%
Gascoyne	Y	100%
Mid-West	Y	100%
Goldfields-Esperance	Y	100%



Region	2021-2022	2022-2023
*Kimberley	N	N
Wheatbelt South	N	78% (14/18)
Wheatbelt North	N	83% (20/24)
Pilbara	N	100%

*The Kimberley Region does not have a three-year program as the majority of their RPG projects are standalone one year projects.

Compliance with this requirement has improved, with five Regional Road Groups submitting three-year works projections for road projects grants. Of the Regional Road Groups that complied with this requirement in 2021-22, only the Great Southern Regional Road Group is not in compliance in 2022-23.

2.3 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years. (Target 100%)

Region	Number of Local Governments in RRG	2017-18, 2018-19 and 2019-20	2018-19, 2019-20 and 2020-21	2019-20, 2020-21 and 2021-22	2020-21, 2021-22, and 2022-23
Great Southern	12	10	8	6	4
South West	16	6	8	6	5
Gascoyne	4	1	2	3	4
Mid-West	16	6	4	5	5
Goldfields-Esperance	9	5	5	3	5
Kimberley	4	3	3	0	1
Wheatbelt South	18	7	10	9	7
Wheatbelt North	24	11	12	7	7
Pilbara	4	2	2	2	2
Metropolitan	30	11	19	19	21
Total	137	62	73	60	61

Less than half of Local Governments in WA have updated their road inventory and submitted this information to Main Roads WA for uploading into the IRIS database between 2020-21 and 2022-23. Compliance in regional areas remains well below 50%, with the exception of the Gascoyne Region. Compliance with this requirement in the Metropolitan Region has steadily increased.



2.4 Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to Main Roads WA in the previous reporting cycle as per the WALGA/Main Roads WA framework. (Target 100%)

Region	2020-2021	2021-2022	2022-2023
Great Southern	25%	65%	81%
South West	96%	98%	92%
Gascoyne	80%	80%	100%
Mid-West	36%	73%	25%
Goldfields-Esperance	0%	100%	100%
Kimberley	0%	0%	85%
Wheatbelt South	54%	89%	31%
Wheatbelt North	41%	89%	72%
Pilbara	93%	96%	100%
Metropolitan	90%	93%	91%

During 2022-23, Level 1 Inspections were completed and documented on more than 80% of the bridges in seven of the ten Regional Road Group regions. The Gascoyne, Goldfields- Esperance and Pilbara regions inspected all of their bridges.

3.0 Regional Road Groups (other than the Metropolitan RRG) – percentage of Road Project Grant funded projects that include Safe System improvement treatments to roads and roadsides. (Target 100%) (Note: Prior to 2020/2021, the target was 50%)

Region	2018-2019	2019/2020	2020/2021	2021/2022	2022/2023
	%	%	%	%	%
Great Southern	56	51	54	79	76
South West	58	67	100	100	100
Gascoyne	100	100	100	100	100
Mid-West	100	100	100	100	100
Goldfields-Esperance	50	97	100	57	79
Kimberley	84	71	63	66	22
Wheatbelt South	66	68	100	95	100
Wheatbelt North	63	65	100	78	100
Pilbara	80	50	100	100	100

With the advent of the road safety category in the Multi-Criteria Assessment model and the increased communication and clarification that Safe System treatments can be applied to preservation projects, the percentages by Regional Road Group in this category are expected to increase.

These KPIs pertain to the State Road Funds to Local Government Agreement 2018/2019 to 2022/2023. The new State Road Funds to Local Government Agreement 2023/2024 to 2027/2028 includes a modified set of KPIs:



- Percentage of Blackspot Programs funding expended. (Target 100%)
- Percentage of Road Project Grants expended. (Target 100%)
- Percentage of sealed road length within the region subject to documented visual condition survey in the previous five years. (Target 75%)
- Number of Local Governments by RRG that provided a road inventory data update to MRWA for uploading into the IRIS database in the last three financial years. (Target 100%)
- Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. (Target 100%)



ANNEXURE 5 – Profile of Goldfields-Esperance Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2021/22, Appendix 6, page 77)

Local Governments (9)	Coolgardie, Dundas, Esperance, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjaraku, Wiluna	
Length of roads in Region (km)	Sealed:	1,618
	Gravel:	7,407
	Formed:	3,730
	Unformed:	4,410
	Total:	17,169
Shire of Coolgardie	Total road km*	847
Shire of Dundas	Total road km*	633
Shire of Esperance	Total road km*	4,340
City of Kalgoorlie-Boulder	Total road km*	1,372
Shire of Laverton	Total road km*	4,191
Shire of Leonora	Total road km*	1,226
Shire of Menzies	Total road km*	1,325
Shire of Ngaanyatjaraku	Total road km*	1,328
Shire of Wiluna	Total road km*	1,909
*Includes sealed, gravel, formed and unformed roads		
		



LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Contact Shire of Coolgardie

Street Address	Irish Mulga Drive Kambalda, WA, 6442 Bayley Street, Coolgardie, WA, 6429
Postal Address	PO Box 138, Kambalda, WA, 6442
Phone	(08) 9080 2111
Email	mail@coolgardie.wa.gov.au
Office Hours	Monday to Friday 8.30am to 4.30pm

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Document ID		Version	1
LEMC Endorsement date		Last Review	New
Current Review		Next Review Date	
Prepared by	Sheree Forward		
Documents maintained by	Executive Officer to LEMC		

SHEREE FORWARD

2

AMENDMENT HISTORY

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	29/06/2020	Draft	Sheree Forward
2	2/01/2024	Draft	

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson

Local Emergency Management Committee Shire of Coolgardie

*Shire of Coolgardie
Po Box 138
Kambalda WA 6442*

Or email to: emadmin@coolgardie.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

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LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Name

Shire of Coolgardie Local Emergency Management Committee (LEMC)

2. Aim

The aim of the Shire of Coolgardie Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency or disaster.

3. Objectives

3.1	Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
3.2	Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
3.3	Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
3.4	Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
3.5	Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
3.6	Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
3.7	Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
3.8	Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

4.1	Advise and assist the Shire of Coolgardie in ensuring that local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4.4	Perform at least one emergency training exercise a year to test the effectiveness of the emergency arrangements.
4.5	After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

5. Membership

The LEMC membership consists of local support organisations, hazard management agencies and industry representatives. The committee membership is tabled in Schedule 01.

Membership notes:-

- Special guests may be invited to attend committee meetings as determined by the LEMC;
- Each agency represented on the LEMC has a minimum of one voting member and a maximum of two.
- Each agencies should nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- In the event that an organisation does no longer wish to participate in the LEMC, they shall advise the executive assistant of the resignation in writing.
- Committee membership will be reviewed annually to ensure that it is representative of the Shire of Coolgardie.
- New members may join the LEMC via resolution of the committee;

6. Meeting Management

6.1	Chairperson
The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.	
6.2	Quorum
Quorum will consist of the Chairperson, or Deputy Chairperson and six (6) committee members.	
6.3	Executive Assistant
The Shire of Coolgardie will provide the Executive support to the LEMC.	
6.4	Minutes/Agendas
The Executive Assistant shall be responsible for preparing agendas and minutes of all business transacted at each meeting.	
An agenda will be emailed to members One (1) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments.	
Copies of the meeting minutes will be made available to Council by way of information at next available "Briefing" meeting after LEMC meeting. Meeting minutes will be forward to Committee members two (2) weeks post the meeting.	
6.5	Schedule
Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.	
6.6	Authority
The LEMC shall not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the Shire's endorsement.	
The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.	
6.7	Reporting
The Recovery Coordinator shall submit an annual report to the State Emergency Management Committee regarding the LEMC and any actions taken throughout the year.	

7. Schedule 01- Membership

Community / Agency LEMC Members (Voting)	
Western Australian Police	Mineral Resources
DFES Fire and Rescue Service	Goldfields St Ives
DFES State Emergency Service	Beacon Minerals
Coolgardie Volunteer Fire and Rescue Service	Evolution Mining
Kambalda Volunteer Fire and Rescue Service	Shire of Coolgardie
St John Ambulance Coolgardie / Kambalda	Department of Communities
St John Medical Kambalda	RoadWise
Main Roads	Department of Biodiversity, Conservations, Attractions
Focus Minerals	Water Corporation

Current Terms of Reference

Policy Number 1.02 Audit Committee – Terms of Reference

Legislative Reference: Parts 6, 7 Local Government Act 1995

Relates to: Delegation Sub Delegation NA

Policy Objective:

The objectives of the Audit Committee are to aid and guide Council on the discharge of its duties under Part 6 and 7 of the Local Government Act 1995. The Audit Committee assists Council to monitor the integrity of the Shire's financial statements, risk management, internal controls and compliance with legislative requirements.

Policy Scope:

To establish Terms of Reference for the effective operation of the Audit Committee.

Policy Statement

1.0 INTRODUCTION

- 1.1 The Council of the Shire of Coolgardie has established an Audit Committee (the Committee) pursuant to Part 7 of the Local Government Act 1995 (the Act).
- 1.2 The Committee is established to fulfil the requirements of Local Government (Audit) Regulation 16 and provides oversight of the financial systems of the local government on behalf of the Council.
- 1.3 The Committee operates to assist Council to fulfil its corporate governance, stewardship, leadership, and control responsibilities in relation to financial reporting and audit, internal audit, and risk management.
- 1.4 The Committee is to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and the process to select and appoint an auditor.
- 1.5 The Committee shall act in accordance with the provisions of the Act, the local laws and policies of the Shire of Coolgardie and these Terms of Reference.

2.0 OBJECTIVES

The objectives of the Committee are to oversee:

- 2.1 The credibility and objectivity of financial reporting,
- 2.2 The effective management of financial and other risks and protect Council assets,
- 2.3 Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control, and legislative compliance,
- 2.4 The provision of an effective means of communication between the external auditor, the

CEO and Council,

2.5 The scope of work, objectivity, performance, and independence of the external and internal auditors; and

2.6 The process and systems which protect against fraud and improper activities.

3.0 AUTHORITY

The Committee is a formally appointed committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee has the authority to:

3.1 Review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken,

3.2 Request the CEO to seek information or advice in relation to matters considered by the Committee,

3.3 Formally meet with internal and external auditors as necessary,

3.4 Seek resolution on any disagreements between management and the external auditors on financial reporting; and

3.5 Make recommendations to Council with regards to matters within its scope of responsibility.

4.0 MEMBERSHIP

4.1 The Committee will consist of five (5) members. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

4.2 All members shall have full voting rights. In the event of a tie, the Chairperson will have the casting vote.

4.3 Council shall appoint the remaining two Council Members as a deputy member of the Committee.

4.4. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.

4.5 Council shall appoint new members to the Committee at its first meeting following the ordinary election.

- 4.5 The membership of a member may be ceased in accordance with the Act.
- 4.6 The Chairperson, and Deputy Chairperson of the Committee are appointed by majority vote of the Committee.
- 4.7 In the Chairperson's absence from a meeting, the members of the Committee present at the meeting will select a Chairperson for that meeting.
- 4.8 The CEO and employees are not members of the Committee.
- 4.9 The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the Committee.
- 4.10 The Shire shall provide secretarial and administrative support to the Committee.
- 4.11 A quorum will be a majority of Members.
- 4.12 New Council Members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

5.0 MEETINGS

- 5.1 The Committee shall meet not less than two times a year. Additional meetings shall be convened at the discretion of the Chairperson or at the request of the CEO.
- 5.2 The Committee meetings shall be 'Closed' and therefore not open to the public, and because it has no delegated authority from Council, there is no Public Question Time at the commencement of the meetings of the Committee.
- 5.3 Council Members who are not members of the Committee may attend each Committee meeting.
- 5.4 Using electronic means:
- If a Committee member is not physically present and in accordance with the Local Government (Administration) Regulations 1996 section 14 A or section 14 B, the Committee member may join the meeting using electronic means.
 - The Committee meeting may be held using electronic means if the circumstances of Local Government (Administration) Regulations 1996 section 14 C or section 14 D are activated.
- 5.5 The Committee shall report to Council in accordance with the Shire of Coolgardie Meeting Procedures Local Law.
- 5.6 Notice of meetings shall be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.
- 5.7 A quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

8.0 MINUTES OF MEETINGS

8.1 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the Shire of Coolgardie Meeting Procedures Local Law.

8.2 Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

8.3 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation. Minutes will include the proceedings, resolutions of the meeting including the names of those in attendance.

8.4 The Chairperson shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Conflicts of Interest will be managed in accordance with the Shire's policies and the Local Government Act 1995.

8.5 Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

8.6 Other than confidential papers and attachments, agendas and minutes of the Committee will be made publicly available on the Shire's website.

9.0 DELEGATED AUTHORITY TO AUDIT COMMITTEE

9.1 The Audit Committee has no delegated authority to undertake any duties on behalf of the Council, acting as the local government.

10. ROLES AND RESPONSIBILITIES

In addition to the functions listed in the Local Government Act 1995 (Local Government (Audit) Regulations 1996, section 16), the roles and responsibilities of the Committee include:

External Audits (the Auditor General will be responsible for conducting external audits):

- Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to external audits.
- Meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed
- May meet with the auditor annually to receive the audit report and make a recommendation to Council with respect to that report.
- Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - Determine if any matters raised require action to be taken by the Shire; and
 - Ensure that appropriate action is taken in respect of those matters.
- Consider and recommend adoption of the Annual Report to Council. Review any significant changes that may arise after any such recommendation but before the Annual Report is signed.
- Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's TOR.

Internal Audit:

- Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to internal audits.
- Review and recommend the annual internal audit plan for endorsement by the Council and all major changes to the plan. Monitor that the internal auditor's annual plan is linked with and covers the material business strategic risks and themes.
- Monitor processes and practices to ensure that the independence of the internal audit function is maintained.
- Annually receive the summary of Internal Audit Auditees' satisfaction surveys.
- Review all internal audit reports and provide advice to the Council on significant issues (i.e., high, and extreme) identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- Monitor management's implementation of internal audit recommendations.
- Receive the findings of special internal audit assignments undertaken at the request of Council or CEO.
- Review the annual Compliance Audit Return and report to the Council the results of that review - Local Government Act 1995 section 7.13 (1)(i).
- Consider the CEO's Triennial Review of the appropriateness and effectiveness of the Shire's systems and procedures regarding risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews - Local Government (Audit) Regulations 1996 reg.17.
- Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
- Consider the financial management systems and procedures as per - s.5(2) Local Government (Financial Management) Regulations 1996 - within the statutory timeframe.
- Review all transactions on the CEO corporate credit card for compliance with legislation, and Shire Policies and procedures.

Risk Management:

- Ensure that management has in place a current and comprehensive Enterprise Risk Management Framework and associated procedures for effective identification and management of Shire's business and financial risks.
- Determine whether a sound and effective approach has been followed in managing Shire's major risks including those associated with individual projects, program implementation, and activities.
- Ensure that the Shire identifies, reviews, and regularly updates the strategic and operational risk profiles.
- Understand and endorse the Shire's risk appetite.
- Oversee the periodic review of the Risk Management Framework.

Business Continuity:

- Ensure a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and

disaster recovery plans have been periodically updated and tested.

- Oversee the periodic review of the Business Continuity Management Framework.

Financial Reporting:

- Review significant accounting and reporting issues, recent accounting, professional and regulatory pronouncements, and legislative changes, and understand their effect on the financial report.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the Annual Financial Statements forming part of the Shire's Annual Report and consider whether it is complete, consistent with information known to Committee members, and reflects appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
- Recommend the adoption of the Annual Financial Statements forming part of the Annual Report to Council.

Internal Control:

- Ensure management's approach to maintaining an effective Internal Control Framework is sound and effective.
- Ensure management has in place relevant policies and procedures, including CEO's Instructions or their equivalent, and that these are periodically reviewed and updated.
- Ensure appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- Ensure appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- Review how management identifies any required changes to the design or implementation of key internal controls.

Fraud and Corruption Prevention:

- Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
- Receive and consider information and advice presented by the CEO on the strategies and controls to manage fraud and corruption risks at the Shire.
- Provide oversight over the Shire's exposure and issues raised in relation to fraud and corruption.

Legislative Compliance:

- Oversee the effectiveness of the systems for monitoring compliance with relevant laws, regulations, and associated government policies.

Reporting Responsibilities:

- Reports and recommendations of the Committee which require presentation to Council

will be presented to the next available Ordinary Council Meeting. Additional updates may be appropriate, should issues of concern arise.

Other Responsibilities:

- Monitor the progress of the implementation of external audit recommendations made by the auditor, which have been accepted by the Shire.
- Receive recommendations arising from reviews of local government systems and procedures.
- At least once every two (2) years review and assess the adequacy of the Committee TOR, request Council approval for proposed changes, and ensure appropriate disclosure as required by legislation or regulation.
- Annually confirm that all responsibilities outlined in this TOR have been carried out
- Review all OAG Reports of relevance to Local Government generally, and specifically to the Shire of Coolgardie, and to consider any reports, assessments, and recommendations from the CEO as to the extent of compliance by the Shire, or steps to be taken to ensure same.

- 9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 9.1 Elected Members**
- 9.2 Shire Officers**
- 10 CLOSURE OF MEETING**