

Shire of Denmark

Charter



AUDIT ADVISORY COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Audit Committee, established by Council pursuant to Division 1A, Section 7.1A of the Local Government Act 1995 (the Act) and the Local Government (Audit) Regulations 1996 (the Regulations).

1.0 NAME

The name of the Committee shall be the Shire of Denmark Audit Advisory Committee, hereinafter referred to in its abbreviated form as the Committee (established 12 May 2005).

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 7.1(A) of the Act.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with Division 1A, Section 7.1A of the Local Government Act 1995, the Local Government (Audit) Regulations 1996 and the Local Government (Financial Management) Regulations 1996.

5.0 VISION

For the Shire of Denmark to have consistently clear audits and accurate, meaningful and easy to read Annual Financial Statements.

6.0 TERMS OF REFERENCE

An audit committee has the following functions —

1. [r 16 of the Local Government (Audit) Regulations 1996]
 - (a) to guide and assist the local government in carrying out —
 - i. its functions under Part 6 of the Act; and
 - ii. its functions relating to other audits and other matters related to financial management;

- (b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;
 - (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO’s report**) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO’s report to the council;
 - (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - (e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;
 - (f) to oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - (g) to perform any other function conferred on the audit committee by these regulations or another written law.
2. [r 14(3A) of the Local Government (Audit) Regulations 1996]
 Is to review the annual Compliance Audit Return and report to Council the results of that review.

7.0 MEMBERSHIP

Membership of the Committee will be appointed by an absolute majority decision of Council and can include non-elected members, must include at least 3 Councillors and Councillors must comprise the majority of the Committee.

Neither the Chief Executive Officer nor any other employee of the Local Government can be a member of the Committee.

Membership of the Committee will comprise a total of 6 members consisting of:

6 x Councillors

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as required but not less than annually.

8.3 Quorum:

The quorum for any meeting of the Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with Sections 5.21 and 7.1C of the Act, with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the Act).

8.5 Minutes:

Shall be in accordance with the Act, Section 5.22.

8.6 Presiding Person

The members will elect the Presiding Person and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

8.7 Who acts if no presiding member?

Shall be in accordance with the Act, Section 5.14.

8.8 Meetings

Meetings are open to the public pursuant to section 5.23 of the Act as the Committee has delegated power or duty.

8.9 Public Question Time

Public Question Time shall be held in accordance with the section 5.24 of the Act and Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.

8.10 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995 (Councillors only);
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates; and

- Shire of Denmark's Code of Conduct for Employees, Volunteers, Trainees and Contractors;
with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, as each relates.

8.11 Secretary

The Executive Manager of Corporate Services or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Delegation No. 1.1.1.

FUNCTION

1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
2. Authority to:
 - a) Examine the report of the Auditor and determine matters that require action to be taken by the Shire of Denmark; and
 - b) Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].
3. Authority to review and endorse the Shire of Denmark's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].

CONDITIONS

This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.

RECORD KEEPING

Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Adopted by Council XXX / Resolution No. XXX



Code of Conduct Behaviour Complaints Management Policy

for Council Members, Committee Members and Candidates

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Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Denmark's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer means a person authorised in writing under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Denmark's or other person who has been appointed by the Council to be a member of a Committee, in accordance

with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct [*by Council resolution or by the CEO exercising delegated authority*].

Council means the Council of the Shire of Denmark.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Denmark will take all reasonable steps to maintain confidentiality when dealing with the complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.

The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to a Freedom of Information (FOI) request, noting that they must be consulted before any documents are released, any exemptions may apply.

1.4. Accessibility

The Shire of Denmark will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Denmark's Administration Building and on the Shire of Denmark's website. The Shire of Denmark will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Behaviour Complaints Committee, including the calling and convening of meetings if required.

2.2. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership, purpose and Term of Reference of the Behaviour Complaints Committee is outlined in the Committee Charter.

3. Procedure

3.1. Making a Complaint

A complaint must be made by completing the Behaviour Complaint Form in full, specifying which requirement(s) of the Code of Conduct is alleged to have been breached and providing the completed forms, and any supporting documentation, to the Behaviour Complaints Officer.

Anonymous complaints cannot be accepted.

Further information may be requested from the Complainant by the Behaviour Complaints Officer in order for the complaint to be progressed.

3.2. Candidate Complaints

A complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy.

Timeframes that would otherwise commence on the receipt of a complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the complaint cannot be dealt with.

3.3. Withdrawing a Complaint

A Complainant may withdraw a complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of a complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a complaint has been made in accordance with the Code of Conduct and this Policy;

- includes a copy of the complaint documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Denmark recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the complaint. Alternative Dispute Resolution requires the consent of both parties to the complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the complaint, in accordance with Part 3.3 of this Policy.

Examples of Alternative Dispute Resolution;

- An offer by a Respondent to issue a voluntary apology to the Complainant; or
- Negotiation of an appropriate resolution with the assistance of the Behaviour Complaints Officer.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated by the Behaviour Complaints Officer should they deem it to be unproductive.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those complaints concurrently.

3.8. Search of Local Government Records

Any local government records that are identified by the Behaviour Complaints Officer that are deemed to be directly related to the complaint must be provided to the Respondent.

3.9. Assessment of the Complaint

The Behaviour Complaints Officer will undertake an assessment of the complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Behaviour Complaints Officer must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.10. Complaint Report

The Behaviour Complaints Officer will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the complaint documents, the response documents and any relevant Shire of Denmark records as attachments; and
- include recommendations on each decision that may be made by the Behaviour Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

The Respondent is to be provided a copy of the draft Complaint Report including any recommendations to the Committee and afforded the opportunity to make a submission prior to the Complaint Report being finalised for the Behaviour Complaints Committee's consideration.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Report will be included in an Agenda for a meeting of the Behaviour Complaints Committee as a confidential attachment.

3.11. Behaviour Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for the complaint.

If the complaint is not dismissed, the Behaviour Complaints Committee will consider the complaint and make a Finding as to whether the alleged Breach has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for the complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for the complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.12. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting;
 - or

- (ii) the Respondent has taken remedial action in accordance with the Shire of Denmark Standing Orders Local Law.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Behaviour Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in the local government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Behaviour Complaints Committee considers appropriate (eg. an apology).

The proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Shire of Denmark will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Any administrative arrangements will be managed in accordance with the Shire of Denmark's Continuing Professional Development Policy.

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Shire of Denmark

Charter



BEHAVIOUR COMPLAINTS COMMITTEE

This Charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Behaviour Complaints Committee.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Behaviour Complaints Committee, hereinafter referred to in its abbreviated form as the Committee, established 15 June 2021.

2.0 ESTABLISHMENT

The Committee is established pursuant to section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

To consider any behaviour complaints received in accordance with the Code of Conduct for Council Members, Committee Members and Candidates.

6.0 TERMS OF REFERENCE

The Committee's purpose will be to deal with Behaviour Complaints made under Division 3 of the Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates.

The extent of authority is detailed in Item 9 of this Charter, Delegation No. 1.1.2.

7.0 MEMBERSHIP

Membership of the Committee will be appointed by an absolute majority decision of Council.

Membership of the Committee will comprise a total of 5 members consisting of:

5 x Councillors

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as required.

8.3 Quorum:

The quorum for any meeting of the Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with Sections 5.21 of the Act, with all members of the Committee entitled and required to vote.

8.5 Minutes:

Shall be in accordance with the Act, Section 5.22.

8.6 Presiding Person

The members will elect the Presiding Person and Deputy Presiding Person of the Committee pursuant to the section 5.12 of the Act.

8.7 Who acts if no presiding member?

Shall be in accordance with the section 5.14 of the Act.

8.8 Meetings

Meetings are open to the public pursuant to section 5.23 of the Act as the Committee has delegated functions.

8.9 Public Question Time

Public Question Time shall be held in accordance with the section 5.24 of the Act and Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.

8.10 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Act relating to disclosure of interest;
- Shire of Denmark Standing Orders Local Law 2000;
- Code of Conduct for Council Members, Committee Members and Candidates.

8.11 Secretary

The Chief Executive Officer or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Delegation No. 1.1.2.

1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[r12 (1) and (3)]*.

In making any finding the Committee must also determine reasons for the finding *[r12(7)]*.

2. Where a finding is made that a breach has occurred, authority to:
 - a. Take no further action *[r12(7)]*.
 - b. Prepare an implement a plan to address the behaviour of the person to whom the complaint relates *[r12(4)(b), (5) and (6)]*.
3. Authority to di.smiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal *[r13(1) and (2)]*.

CONDITIONS

1. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy "Code of Conduct Behaviour Complaints Management".
2. That part of a Committee meeting which deals with a complaint will be held behind closed doors in accordance with s5.23(2)(b) of the Act.
3. The Committee is prohibited from exercising this delegation where a Committee Member in attendance at a Committee meeting is either the complainant or respondent to the complaint subject of a Committee agenda item.

Adopted by Council XXX / Resolution No. XXX

Shire of Denmark

Charter



LOCAL EMERGENCY MANAGEMENT COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Local Emergency Management Committee, established by Council pursuant to Section 38 (1) of the Emergency Management Act 2005.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Local Emergency Management Committee (LEMC) hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 38(1) of the Emergency Management Act 2005.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This committee is established with the guiding principles in accordance with the Local Government Act 1995, the Emergency Management Act 2005 and the State Emergency Management Policy No. 2.5.

5.0 VISION

For the Shire of Denmark's residents, ratepayers and businesses to be adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

6.0 TERMS OF REFERENCE

In accordance with section 39 of the Emergency Management Act 2005.

- 6.1 To advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- 6.2 To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- 6.3 To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Emergency Management Act or Regulations.

6.4 Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.

7.0 MEMBERSHIP

That in accord with section 38 (3) (a) of the Emergency Management Act 2005, Council appoint the following members:

POSITION.....	ORGANISATION
<i>Voting Members</i>	
Shire President / Chairperson.....	Shire of Denmark
Councillor	Shire of Denmark
Manager Community Services	Shire of Denmark
Officer in Charge	Denmark Police Service
Officer in Charge	Walpole Police Service
Chief Bush Fire Control Officer	Bushfire Advisory Committee
Director of Nursing.....	Denmark District Hospital
Centre Manager	Walpole Silver Chain
Unit Manager	Denmark State Emergency Service
Unit Manager	Walpole State Emergency Service
Officer in Charge	Denmark St John Ambulance
Officer in Charge	Walpole St John Ambulance
Commander	Denmark Volunteer Marine Sea Rescue
Commander	Peaceful Bay Vol. Marine Sea Rescue
Commander	Walpole Volunteer Marine Sea Rescue
Captain	Denmark Fire & Rescue Service
District Operations Officer	Dept. of Biodiversity, Conservation & Attractions
.....	<i>(Parks and Wildlife Service)</i>
District Officer	Dept. of Communities
.....	<i>(Child Protection and Family Support)</i>
President	Denmark Surf Life Saving Club

Each position holder is entitled to nominate a Deputy Delegate from their organisation for any individual meeting.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil.

8.2 Committee Meetings:

Meetings shall be held at least four times per year or more often as determined by the Committee and shall follow the minimum procedures as set out in State Emergency Management Procedures (Appendix 1).

8.3 Quorum:

The quorum for any meeting of the Local Emergency Management Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA).

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Chair

In accordance with the State Emergency Management Procedures the Chair should be an elected member.

The Chair of the Committee is appointed by the Local Government pursuant to Section 38(3) (a) of the Emergency Management Act 2005. Where Council has failed to nominate a Chair, the default Chair will be the current serving Shire President of the Council.

8.6 Deputy Chair

In accordance with the State Emergency Management Procedures the Deputy Chair should be an elected member.

8.7 Who acts if no Chairperson?

Shall be in accordance with the Local Government Act, Section 5.14.

8.8 Meetings

Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.

8.9 Public Question Time

Nil.

8.10 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995 (Councillors only);
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates; and
- Shire of Denmark's Code of Conduct for Employees, Volunteers, Trainees and Contractors;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, as each relates.

8.11 Executive Officer

The Community Emergency Services Coordinator will fulfil the role of Executive Officer who will be responsible for:

- Coordinating the development and submission of committee documented in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements.
- Provide advice to the Chair and the Committee as required.
- Facilitate communication between the Committee and the Executive Officer of the relevant District Emergency Management Committee.

8.12 Standing Ex-Officio Members

The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as non-voting members.

8.13 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council XXX / Resolution No. XXX

3.7 Local Emergency Management Committee

Background

Under sections 38 - 40 of the EM Act, local governments are required to establish and carry out the functions of a local emergency management committee.

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

Procedure

LEMC

Each local government is required to establish, administer and maintain a LEMC. In order to meet this requirement, a local government may:

- have a single committee (i.e. one LEMC covers the entirety of the local government district)
- have more than one committee (i.e. if there are areas with very different emergency management needs within a local government, each area may have a separate LEMC. The entirety of the local government district must be covered, and the boundaries of the individual committees must be clearly set out)
- join with another local government and establish a LEMC for their combined districts (i.e. if two local governments are closely located and have very similar emergency management needs, the LEMC may cover more than one local government district).

LEMC Membership

Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- the Chair should be an elected member of council
- the Local Emergency Coordinator should be appointed as Deputy Chair
- an Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support
- the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (section 41(4) EM Act), should be appointed a member of the committee
- consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning)
- membership should include representatives from emergency management agencies in the local government district (for example, the Department of Fire and Emergency Services) emergency relief and support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district)
- consideration should be given to appointment of persons able to represent or advise on the interests of CaLD community members or community members with special needs

- LEMCs should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

Where the local government identifies the need for representation from a sector for which there is no local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend.

The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

During the drafting process, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process and legislation).

LEMC Membership Roles and Responsibilities

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC.

The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of emergency management discussion and significant outcomes from LEMC meetings.

The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs
- provide advice to the Chair and LEMC as required
- facilitate communication between the LEMC and Executive Officer of the relevant DEMC.

LEMC Meeting Frequency

LEMCs should meet quarterly or more frequently if required.

LEMC Meeting Business

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders
- committee membership and resources
- status of LEMA including local recovery plans
- exercises that include the local government(s) and/or test the LEMA
- subcommittees or working groups
- projects undertaken
- key achievements.

Additional considerations should include:

- local training needs or opportunities
- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies)
- Incident Support Group (ISG) activations/or incidents
- emergency risk management processes – including any treatment strategies
- post-incident reports and post-exercise reports
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

Meeting Business Cycle Example





South Coast Alliance Incorporated

Mission: To promote the sustainable growth of the Lower Great Southern sub-region.

Membership Policy

Adopted 19 September 2019

Purpose:

To guide the Executive Committee on the process for accepting membership applications to the South Coast Alliance Inc. (SCA)

Scope:

- This policy will form the basis for membership of the Association and should be read in conjunction with the Rules of the Association dealing with membership.
- This policy will inform the Committee as to how applications for membership will be dealt with.
- This policy will inform the Committee as to how membership of the Association will cease.

General Membership:

- General membership is available to all elected members of the City of Albany and the Shires of Denmark, Jerramungup and Plantagenet.
- Membership fees will be set annually by the Association and paid by the respective Local Government Authority on acceptance.
- When any member ceases to be an elected member of either the City of Albany or the Shires of Denmark, Jerramungup or Plantagenet, membership of the Association will cease immediately.
- All members must abide by the Association's 'Code of Conduct'.

Executive Committee membership:

- The Association Executive Committee will be elected at the AGM with three representatives from each Local Government Authority.
- Nominations will be the Mayor or President, Deputy Mayor or President and one elected member from each LGA.
- Committee meetings will be held every quarter and at other times as required to deal with the business of the Association.
- The positions of Chair, Vice Chair, Secretary and Treasurer will be rotated annually between each LGA representative.

This policy will be reviewed annually.

21 November 2023 - Attachment 9.4.2e



Great Southern Regional Road Group

Reference information for Elected Members on a Regional Road Group

June 2021

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

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1.0 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
- Goldfields-Esperance
- Great Southern
- Kimberley
- Metropolitan
- Mid-West
- Pilbara
- South West
- Wheatbelt North
- Wheatbelt South

The Chairperson of a Regional Road Group shall be an Elected Member.

A Regional Road Group is responsible for

- Assessing road-funding submissions from its member Local Governments.
- The annual distribution of funds to Local Government roads.
- Monitoring and reporting on the effectiveness of applying funds to Local Government roads in its region.

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

See Annexure 1 for Terms of Reference for a Regional Road Group and Annexure 5 for the profile of the Great Southern Regional Road Group.

2.0 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.

Elected Members can be members of a Regional Road Sub-Group(s).

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.

3.0 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 is *intended to ensure that the funds available from State Government sources for local roads are allocated across the State of Western Australia, focusing on areas of strategic importance and areas that will provide maximum benefit. The needs of all road users and the Western Australian community will be considered during the distribution process.* (State Road Funds to Local Government Agreement, Guiding Principles, page 2)

The current Agreement expires in 2022/2023 and states, “On an annual basis, the share of State road funds to be allocated on Local Government roads will be equivalent of the State Budget estimated motor vehicle licence fees for that year.” (State Road Funds to Local Government Agreement, Funding sources, page 3)

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)

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 2018/19 to 2022/23 as per the following schedule:

2018/19	2019/20	2020/21	2021/22	2022/23
\$182.3 million	\$188.9 million	\$193.4 million	\$198.4 million	\$203.4 million

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

Local Government Managed Programs

(Category 1): 66%

- Direct Grants
- Road Project Grants
- State Black Spot
- Strategic and Technical Support

Main Roads Western Australian Managed Programs

(Category 2): 34%

- State Initiatives on Local Roads
- Traffic Management, Signs and Pavement Markings
- Bridgeworks and Inspections
- Remote Aboriginal Access 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 4)

4.0 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 recommend to the Minister for Transport the distribution of State funds to Local Government roads.

The SAC sets and is responsible for the procedures covering the administration and functioning of the Agreement.

Membership

The SAC consists of:

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

The Managing Director of Main Roads Western Australia chairs the SAC.

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

Responsibilities

The responsibilities of SAC include:

- Recommending the annual local roads program to the Managing Director, Main Roads WA (for consideration by the Minister for Transport).
- 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 procedures covering the administration and functioning of the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and Main Roads WA.
- Deciding and approving changes to relevant policies and processed affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

The SAC meets four times each year and meeting agendas/minutes are on the WALGA website at: <http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Funding.aspx>

5.0 Great Southern Regional Road Group Policy and Procedure Manual

The Great Southern Regional Road Group has a document titled “Great Southern Regional Road Group Policy and Procedure Manual”. The manual provides information on:

- Representation and Election of Office Bearers
- Local Road Project Funding
- Miscellaneous Policy
- Revision Procedure

The Main Roads WA Great Southern Regional Office can provide a copy of the manual.

6.0 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 2030* and under development 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 *Roads 2030* thus providing 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:

<http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Roads/Roads-2030-Regional-Road-Development-Strategies.aspx>

7.0 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/getattachment/Policy-Advice-and-Advocacy/Infrastructure/Roads/Level-1-Bridge-Inspection-Framework-version1-2020-Final2.pdf?lang=en-AU>

8.0 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 Number of Regional Road Group meetings held. Minimum two meetings per year.
- 1.2 Percentage of Black Spot Programs funding expended. (Includes State Government and Australian Government Black Spot Programs). Target 90%.
- 1.3 Percentage of road project grants expended (includes commodity route supplementary funds projects). Target 90%.

- 1.4 Road project grant applications submitted to SAC (via Main Roads WA) by November each year.

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 50%.

Road safety

- 3.1 Metropolitan Regional Road Group only - Percentage of road project grant funded road improvements subject to road safety audits. Target 100%
- 3.2 Other Regional Road Groups - Percentage of Road Project Grant funded projects that include Safe System improvements to roads and roadsides. Target 50%.

Local road inventory data

- 4.1 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%.

Reporting on the KPIs commenced in 2012-2013. Annexure 4 is the KPI report for 2019/2020.

9.0 Restricted Access Vehicle (RAV) Network

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.

10.0 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. Vehicles accredited under the AMMS can only carry additional mass.

Local Governments retain control over heavy vehicles using local roads. 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/globalassets/heavy-vehicles/getting-a-permit/amms/permits-information-sheet-accredited-mass-management-scheme-amms-information-sheet.pdf>

11.0 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.

12.0 WALGA RoadWise

WALGA RoadWise aims to engage Local Governments and communities in actions that support and contribute to the implementation of *Driving Change*, Road Safety Strategy for Western Australia (2020-2030).

WALGA RoadWise supports Local Governments, community groups, local businesses and individuals to become involved in the community road safety network across Western Australia.

A team of regional and metropolitan based RoadWise Road Safety Advisors assist members of the statewide community road safety network (that includes Local Governments) by:

- promoting participation and community ownership
- facilitating opportunities for leadership in local road safety
- supporting local road safety committees
- providing access to resources and training; and sharing information

These actions contribute to building the capacity of the network to make an effective contribution to preventing or reducing death or serious injury on the public road network in Western Australia.

The contact details for the WALGA RoadWise Road Safety Advisor for the Great Southern Region:

Katherine Celenza
Telephone: 9213 2041 and 0407 986 496
Email: kcelenza@walga.asn.au

13.0 Main Roads WA Contact

Contact details for Main Roads WA Great Southern Region are:

2-6 Kelly Street, Albany WA 6432 or PO Box 503, Albany WA 6331

Telephone 9892 0555

14.0 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 Bondiotti, Manager, Transport and Roads
Telephone: 9213 2040
Email: mbondiotti@walga.asn.au

Sebastian Davies-Slate, Policy Officer Transport and Roads
Telephone: 9213 2050
Email: sdavies-slate@walga.asn.au

15.0 ANNEXURE 1 - Terms of Reference for Regional Road Groups

Excerpt from *State Road Funds to Local Government Procedures*
(Part 7 – December 2020 – document number D21#545923, Main Roads WA)

7. Terms of Reference for Regional Road Groups

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 a RRG. A RRG shall elect a Chairperson at least every second year at its first meeting following Local Government elections.

Membership

An Elected Member shall represent each Local Government on a RRG.

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.

Meetings

The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC. A RRG shall determine its annual meeting timetable at its first meeting after advice of SAC meeting timetable.

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.

Reporting Structure

A RRG shall record minutes of its meeting and provide a copy to each member and to SAC. The RRG shall make recommendations as required to SAC.

Observers

A RRG 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 Managers will provide the primary contact for each RRG. (See 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 Sub Group(s).
- The Technical Group(s) is an advisory group with no voting rights at the RRG.

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

Correspondence

Address all correspondence:

Chairperson

RRG

C/- Regional Manager

MRWA

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 effectiveness 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 road network to:

- Maximise capacity and resources through joint purchasing and resource sharing
- Maximise benefits to the community
- Preserve, improve and extend the road system and
- Comply with the obligations of the Managing Director of Main Roads under legislation.

A RRG is responsible for:

- 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.
- Regularly review 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 expenditure of road funds.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under 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.

Key Performance Indicators

RRG have key performance indicators (KPI) reported annually to SAC. The KPIs are:

- Number of RRG meetings held. (Minimum two meetings per year).
- Percentage of Black Spot Programs funding expended. (Includes State Black Spot Program and Federal Government Black Spot Program). (Target 90%).
- Percentage of road project grants expended. (Includes Commodity Route Fund). (Target 90%).
- Road project grant applications submitted to the State Advisory Committee by December each year.
- Percentage of sealed road length subject to documented visual condition survey within the region in the previous five years. (Target 50%).
- Metropolitan RRG only – percentage of road project grant funded road improvements subject to road safety audits / inspections. (Target 100%).
- Other RRG – percentage of road project grant funded projects that include Safe System improvements to roads and roadsides. (Target 50%).
- Number of Local Governments by RRG that have uploaded road inventory data into the MRWA IRIS database in the last three financial years. (Target 100%).

Attachment 5 – 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 meeting 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.

Agenda 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.

16.0 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 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 resides.

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 and its replacement 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.

See Annexure 3 – Indicative timetable for funding submissions

17.0 ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the Great Southern 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 Great Southern RRG meeting	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Proposed Great Southern RRG meeting	March
Approved program announced	May

STATE GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Submissions close	July/August
Submissions assessed	September/October
Prepare recommended program	November
Proposed Great Southern RRG meeting	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Proposed Great Southern RRG meeting	March
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 Great Southern 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)
Proposed Great Southern RRG meeting	March
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
Proposed Great Southern RRG meeting	March
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
Proposed Great Southern RRG meeting	November
Technical Review Group assesses projects and makes recommendations to SAC	October/November
SAC approval	December
To State Government for approval	January
Approved program announced	January

18.0 ANNEXURE 4 - Key Performance Indicators

Regional Road Group Key Performance Indicators Annual Report 2019/2020

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

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Great Southern	2	2	2	2	1
South West	4	4	4	4	3
Gascoyne	3	3	3	3	3
Mid-West	2	2	2	2	2
Goldfields-Esperance	1	2	2	2	2
Kimberley	2	2	2	2	2
Wheatbelt South	2	2	2	2	3
Wheatbelt North	2	2	2	2	3
Pilbara	2	2	1	1	2
Metropolitan	2	2	2	2	2

Regional Road Groups met at least twice during the reporting year except the Great Southern Regional Road Group.

1.2 Percentage of Black Spot Programs funding expended. (Target 90%) (Includes State Government and Australian Government Black Spot Programs)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
Great Southern	90	83	87	61	58
South West	87	86	90	91	85
Gascoyne	100	0*	0*	96	100
Mid-West	36	87	49	4*	47
Goldfields-Esperance	48	100	50	66	100
Kimberley	91	49	39	85	58
Wheatbelt South	53	78	75	74	78
Wheatbelt North	64	55	52	83	90
Pilbara	93	125	100	0**	80
Metropolitan	72	52	63	66	61
Total	73	70	60	62	76

The Gascoyne, Goldfields-Esperance and Wheatbelt North Regional Road Groups achieved the 90% target.

1.3 Percentage of road project grants expended. (Target 90%) (Includes Commodity Route Supplementary Fund projects)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
Great Southern	93	82	86	69	86
South West	91	90	89	83	84
Gascoyne	100	100	97	98	93
Mid-West	97	100	94	100	95
Goldfields-Esperance	92	78	89	96	86
Kimberley	79	87	89	84	48
Wheatbelt South	89	91	99	94	89
Wheatbelt North	96	97	91	85	90
Pilbara	100	100	63	55	89
Metropolitan	95	79	79	78	78
Total	93	86	88	84	84

Three Regional Road Groups met the 90% target with two Regional Road Groups at 89%.

Metropolitan Region by Sub Group

Sub Group	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
North West	100	100	89	61	94
West	62	83	86	78	53
Central	100	61	78	93	79
East	100	79	97	91	98
South East	100	58	76	79	91
South West	100	92	92	95	65
Total	95	79	86*	79	84

Three of the six metropolitan sub-groups achieved the 90% target.

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

1.4 Road project grant applications submitted to the State Advisory Committee (via Main Roads WA) by November each year.

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
Great Southern	✓	✓	✓	✓	✓
South West	✓	✓	✓	✓	X
Gascoyne	✓	✓	✓	✓	✓
Mid-West	✓	✓	✓	✓	✓
Goldfields-Esperance	✓	✓	✓	✓	✓
Kimberley	✓	✓	✓	✓	✓
Wheatbelt South	✓	✓	✓	✓	✓
Wheatbelt North	✓	✓	✓	✓	✓
Pilbara	✓	✓	✓	✓	✓
Metropolitan	X	✓	✓	✓	✓

2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. (Target 50%)

Region	% of sealed road length surveyed in the past 5 years				
	2015-2016	2016/2017	2017-2018	2018-2019	2019-2020
Great Southern	71	71	73	54	50
South West	74	71	68	74	64
Gascoyne	46	46	36	89	75
Mid-West	67	62	37	68	43
Goldfields-Esperance	35	40	69	44	74
Kimberley	75	74	53	76	24
Wheatbelt South	66	62	62	90	89
Wheatbelt North	86	83	80	83	72
Pilbara	92	100	100	100	50
Metropolitan	84	72	78	74	77
Total for WA	75	70	65	77	71%

The data excludes 19 Local Governments that do not use RAMM to manage road condition data.

3.1 Metropolitan Regional Road Group only - Percentage of Road Project Grant funded road improvements subject to road safety audits. (Target is 100%)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
	%	%	%	%	%
Metropolitan	100	100	100	100	100

3.2 Other Regional Road Groups - Percentage of Road Project Grant funded projects that include Safe System improvements to roads and roadsides. (Target is 50%)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
	%	%	%	%	%
Great Southern	69	51	51	56	51
South West	75	66	68	58	67
Gascoyne	70	57	100	100	100
Mid-West	66	62	100	100	100
Goldfields-Esperance	50	51	60	50	97
Kimberley	86	92	75	84	71
Wheatbelt South	96	40	70	66	68
Wheatbelt North	84	34	59	63	65
Pilbara	80	79	100	80	50

All the non-metropolitan Regional Road Groups achieved the target.

4.1 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 (2017/2018, 2018/2019 and 2019/2020). (Target 100%)

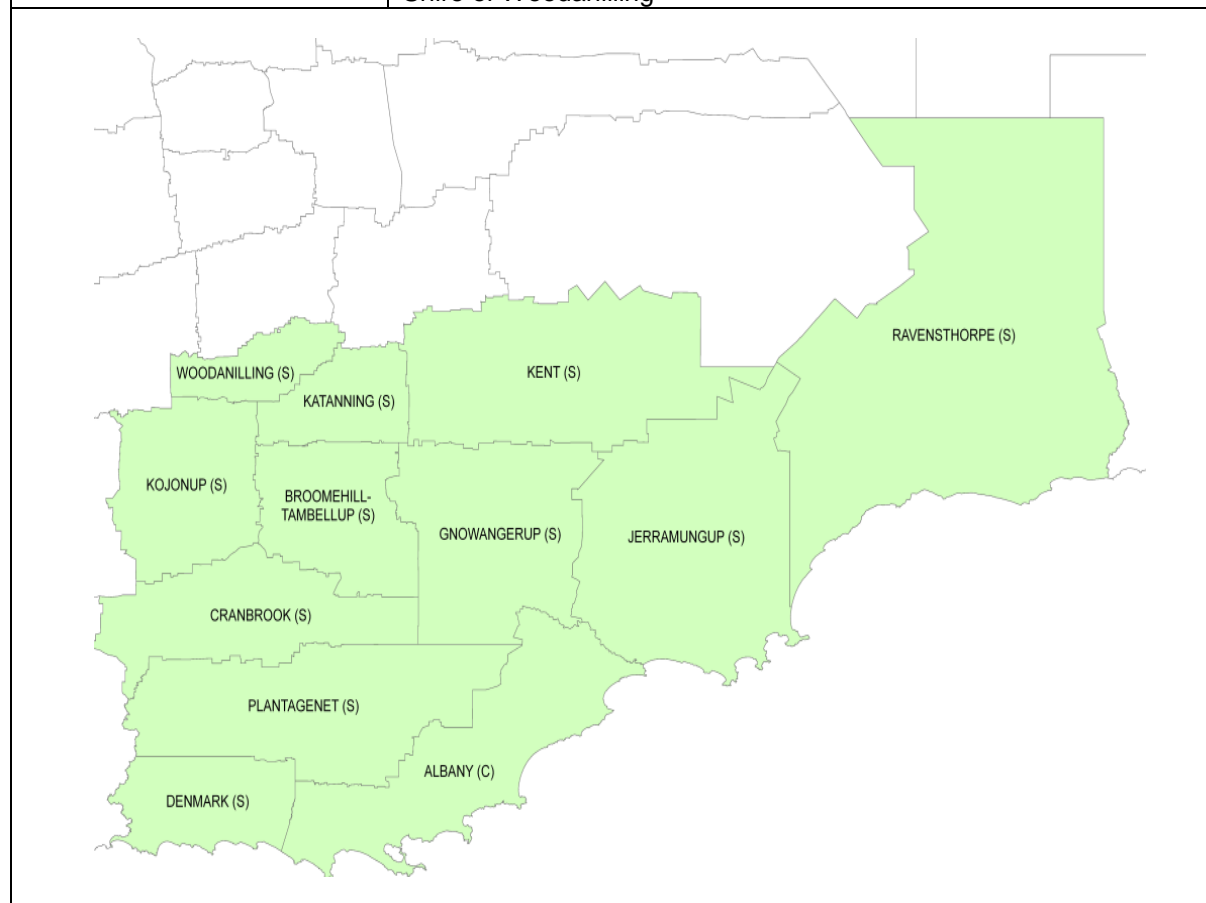
Region	Number of Local Governments in RRG	2016-2017, 2017-18 and 2018-19	2017-18, 2018-19 and 2019-20
Great Southern	12	7	10
South West	16	6	6
Gascoyne	4	2	1
Mid-West	16	5	6
Goldfields-Esperance	9	5	5
Kimberley	4	3	3
Wheatbelt South	18	7	7
Wheatbelt North	24	9	11
Pilbara	4	1	2
Metropolitan	30	18	11
Total	137	63	62

In the last three financial years, 45% of Local Governments provided road inventory data for uploading into the Main Roads WA IRIS database.

19.0 ANNEXURE 5 – Profile of Great Southern Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2019/20, Appendix 7, page 90)

Local Governments (12)	Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, Ravensthorpe, Woodanilling	
Length of roads in Region (km)	Sealed:	3,137
	Gravel:	7,462
	Formed:	1,549
	Unformed:	337
	Total:	12,485
Coastal Sub-Group	City of Albany Shire of Cranbrook Shire of Denmark Shire of Plantagenet	
East Sub-Group	Shire of Gnowangerup Shire of Jerramungup Shire of Kent Shire of Ravensthorpe	
West Sub-Group	Shire of Broomehill-Tambellup Shire of Katanning Shire of Kojonup Shire of Woodanilling	



Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

2023

21 November 2023 - Attachment 9.4.2g

About WALGA

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

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

What does WALGA do?

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

How does WALGA work?

WALGA employs approximately 100 staff across the areas of:

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

How is WALGA funded?

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

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

Role of Zones

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

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

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

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

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

Additional activities undertaken by Zones include:

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

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

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

Zone Motions

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

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

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

Role of a Zone Delegate

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

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

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

Role of State Council

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

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

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

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

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

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

Role of a State Councillor

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

The principal roles of State Councillors relate to:

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

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

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

Commitment of the Role of State Councillor

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

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

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

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

Opportunities for State Councillors

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

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

Become Involved

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

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

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