



SHIRE OF DENMARK

AUDIT RISK & IMPROVEMENT COMMITTEE CHARTER

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

1.0 NAME

The name of the Committee shall be the Audit Risk & Improvement Committee, hereinafter referred to as the Committee.

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 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 risk & improvement 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 an Independent Presiding Member, at least 3 or more persons and Councillors must comprise the majority of the Committee.

The Chief Executive Officer or a local government employee cannot be a member.

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

- 1 x Independent Person
- 5 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 Member

Local government must appoint an independent person as the presiding member and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

8.7 Deputy Presiding Member

Local government must appoint an independent person as the deputy presiding member, who can step in when the presiding members is unavailable.

8.8 Who acts if no presiding member?

The meeting cannot proceed until such time as the independent presiding member or the independent deputy presiding member can attend

8.9 Meetings

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

8.10 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.

8.11 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.

8.12 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 – Independent Committee Members

In accordance with s 5.100(2)(b) of the Local Government Act 1995 and the Salaries and Allowances Tribunal's *Local Government Chief Executive Officers and Elected Council Members Determination*, independent members are entitled to be paid an attendance fee and be reimbursed for demonstrated actual travel and associated costs.

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 25 November 2025 / Resolution No. XXX

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SHIRE OF DENMARK

BEHAVIOUR COMPLAINTS COMMITTEE CHARTER

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 Behaviour Complaints Committee, hereinafter referred to as the Committee.

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

Local government must appoint the Presiding Person of the Committee pursuant to section 5.12 of the Act.

8.7 Deputy Presiding Person

Local government must appoint a Deputy Presiding Person of the Committee pursuant to section 5.12 of the Act, if desired.

8.8 Who acts if no presiding member?

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

8.9 Meetings

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

8.10 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.

8.11 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.

8.12 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.

8.13 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 dismiss 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 25 November 2025 / Resolution No. XXX



SHIRE OF DENMARK

BUSH FIRE ADVISORY COMMITTEE CHARTER

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Bushfire Advisory Committee.

1.0 NAME

The name of the Committee shall be the Bush Fire Advisory Committee, hereinafter referred to as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to the Bush Fires Act 1954.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the s 5.8—5.25 of the Local Government Act 1995 and s 67 of the Bush Fires Act 1954.

The Committee will provide recommendations in accordance with Section 67 of the Bush Fires Act 1954 to Council on Policy, Standards and Procedures on all matters of fire protection within the Council area.

5.0 VISION

To make the Shire of Denmark a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

6.0 TERMS OF REFERENCE

6.1 To recommend and regularly review Council's policies relating to:

- a) The preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of fire-breaks in the district;
- c) Prosecutions for breaches of the Bush Fires Act 1954; and
- d) The formation of bush fire brigades and the grouping thereof.

6.2 To ensure the co-operation, consistency and co-ordination of bush fire brigades in their operations, activities and training by developing and reviewing Standard Operating Procedures.

6.3 Refer any new or amended Standard Operating Procedure to the Chief Executive Officer for review and approval, in accordance with Council Delegation 1.4.8.

- 6.4 To consider and make recommendations to Council on any other matter brought to the Committee for consideration.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 10 voting members, including at least one councillor in accordance with s 67(2) of the Bush Fires Act 1954.

Voting Members:

- 2 x Councillor Delegates
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Weather Officer
- Up to 4 Fire Control Officers
- Denmark Volunteer Fire & Rescue Service Representative

Attendees (Non-Voting):

- Community Emergency Services Manager (Secretary)
- Department of Fire & Emergency Services (DFES) representative or Proxy
- Department of Biodiversity Conservation and Attractions – Parks & Wildlife Service representative or Proxy
- Other Agencies and strategic organisations or businesses such as major tree plantations as required.

Councillor and Fire Control Officer membership is valid for two years until the next Ordinary Local Government Election, unless the person resigns or the Committee is disbanded, whichever happens first. If a member Fire Control Officer ceases to be a Fire Control Officer during their term of membership, the position becomes vacant.

Nominations for Fire Control Officer vacancies will be called, and the Chief Bush Fire Control Officer will make recommendations to the Chief Executive Officer after consultation with the Brigades. The final appointment will be made by council by an absolute majority (refer to s 5.10 of the Local Government Act 1995).

Nothing prevents a previous member from re-nominating.

8.0 MEETINGS

8.1 Meetings:

The Committee shall meet as often as its Presiding Person and/or the Committee decides, but no less than four times per year.

8.2 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.

8.3 Voting:

Shall be in accordance with the Local Government Act 1995 with all voting members of the Committee entitled to one vote and required to vote (subject to financial and proximity interest provisions of the Local Government Act 1995).

8.4 Minutes:

Shall be in accordance with the Local Government Act 1995 and associated regulations

8.5 Presiding Person

Local government must appoint the Presiding Person of the Committee pursuant to s 5.12 of the Local Government Act 1995.

8.5 Deputy Presiding Person

Local government must appoint the Deputy Presiding Person of the Committee pursuant to s 5.12 of the Local Government Act 1995.

8.6 Who acts if no presiding member?

Shall be in accordance with s 5.14 of the Local Government Act.

8.7 Meetings

Meetings are not open to the public.

8.8 Public Question Time

Nil.

8.9 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Code of Conduct for Councillors, Committee Members and Candidates.

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated.

8.10 Secretary

The Community Emergency Services Manager will fulfil the role of non-voting secretary.

8.11 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.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil



SHIRE OF DENMARK

LOCAL EMERGENCY MANAGEMENT COMMITTEE CHARTER

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Local Emergency Management Committee.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Local Emergency Management Committee (LEMC) hereinafter referred to 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

Voting Members

Shire President (Chairperson)	Shire of Denmark
Councillor	Shire of Denmark
Officer in Charge (Deputy Chairperson)	Denmark Police Service
Manager Community Services	Shire of Denmark
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 the Local Emergency Coordinator. The Local Emergency Coordinator is the Officer in Charge within the Shire of Denmark local government district for the Western Australian Police (WAPOL).

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.

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 25 November 2025 / 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

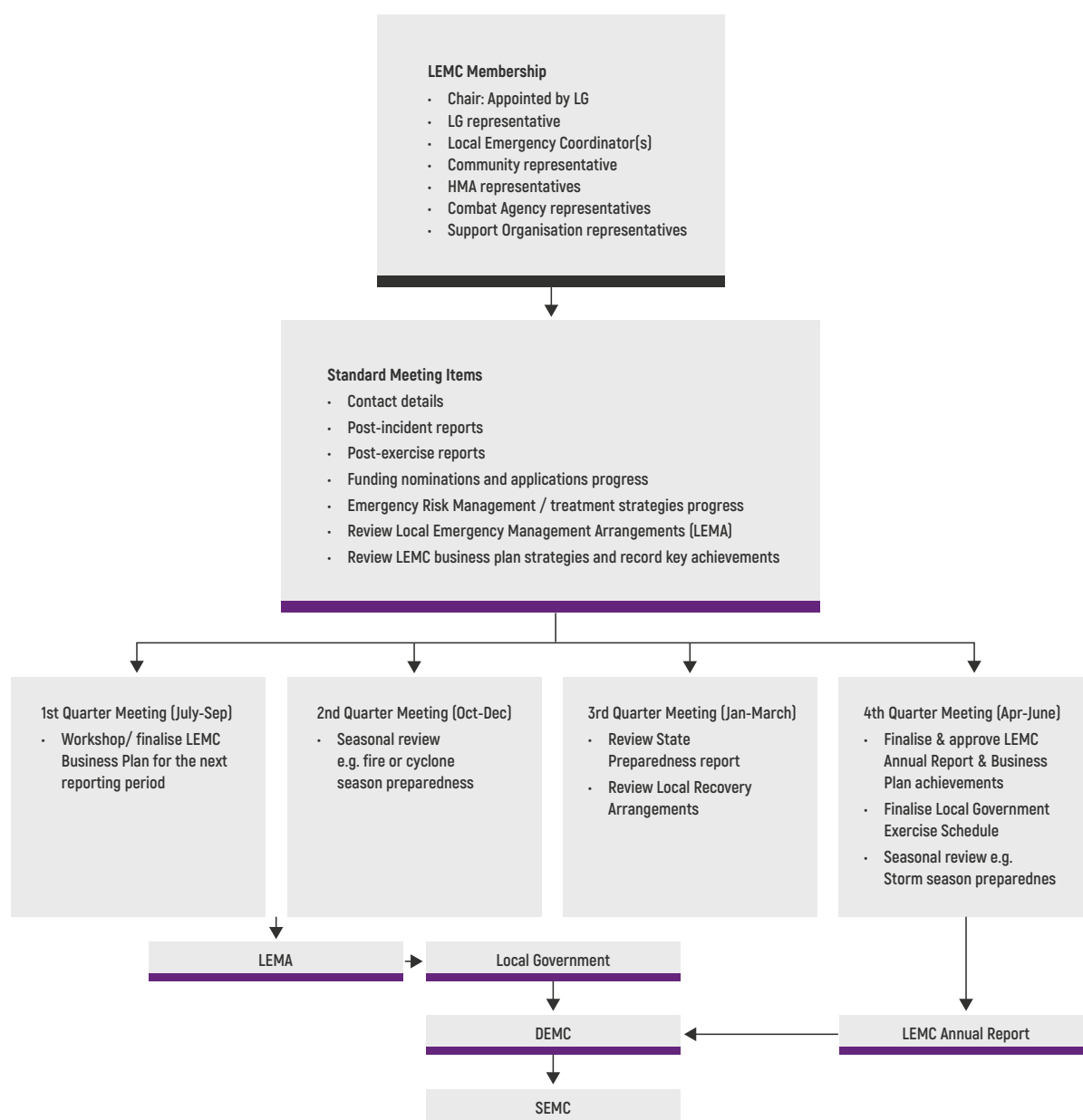
Agenda items to be considered, in line with the annual reporting requirements, should include:

- 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



Great Southern Sport and Recreation Group (GSSRG)

Terms of Reference

1. Purpose

The GSSRG exists to strengthen collaboration and coordination between local governments, state agencies, sporting organisations, and community stakeholders involved in sport and recreation across the Great Southern region. The group provides strategic input and advocacy to support the development, promotion, and implementation of regional projects, programs, and initiatives, guided by the Great Southern Sport and Recreation Plan and other relevant frameworks,

2. Objectives

- Support the implementation of the Great Southern Sport and Recreation Plan.
- Support the implementation of the Great Southern Regional Trails Masterplan.
- Promote and exchange best practices in sport and recreation planning and delivery.
- Provide a platform for strategic discussion on funding, initiatives, and emerging issues.
- Strengthen regional advocacy, partnerships, and collaborative opportunities.

3. Governance and Operations

- **Meeting location:** Meetings locations will rotate through the region, alphabetically.
- **Chairperson:** Host local government to provide chairperson for the meeting.
- **Meeting Frequency:** The group will convene three times annually (March, July, November).
- **Quorum:** A quorum is achieved with six Local Governments represented.
- **Substitution:** Members unable to attend may nominate an alternate representative.
- **Documentation:** Agendas and relevant materials will be circulated in advance of meetings. Minutes will be recorded, distributed for review, and ratified at the following meeting.
- **Secretariat:** Administrative support will be provided by CITS.
- **Voting:** One vote per Local Government in attendance. Local Governments to nominate voting representative. Decisions determined by a simple majority.

4. Membership

Membership is open to government and non-government organisations actively engaged in sport and recreation in the Great Southern region. Representation includes a minimum of:

- A minimum of one representatives (one officer and/or one elected member) from each local government authority.
- Representative(s) from the Department of Creative Industries, Tourism and Sport.
- Invited as required: Development Officers from relevant State Sporting Associations

All members serve in an ex-officio capacity and may invite observers as appropriate.

5. Member Responsibilities

Members are expected to:

- Contribute insights and updates on relevant projects and initiatives.
- Provide feedback on the progress of priority projects.
- Actively participate in discussions and collaborative efforts.
- Declare any conflicts of interest to the Chair.
- Respect diverse perspectives and engage constructively.

6. Authority

The GSSRG functions as a collaborative body. It does not possess decision-making authority. Final decisions regarding project implementation remain with the relevant land managers or responsible entities.

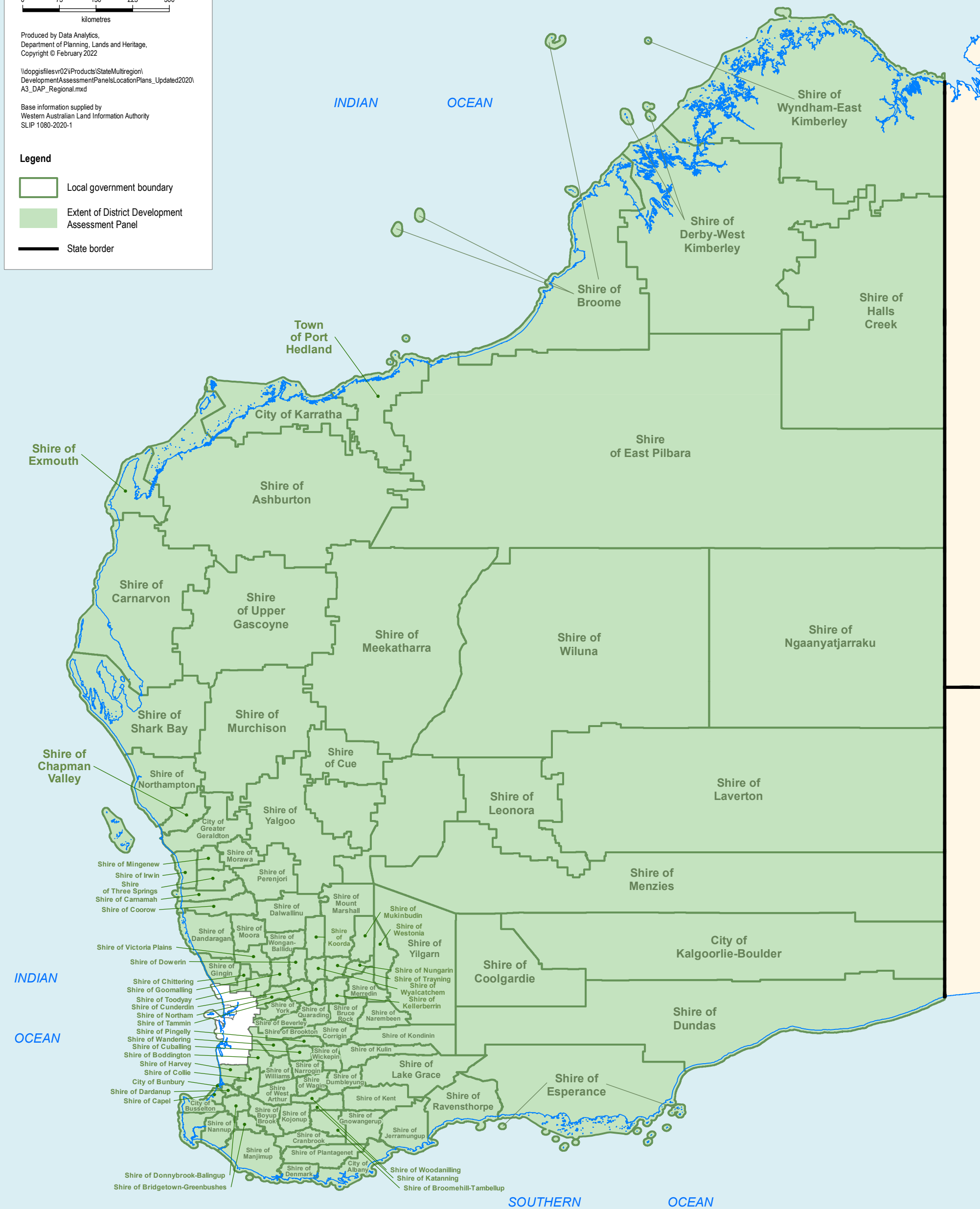
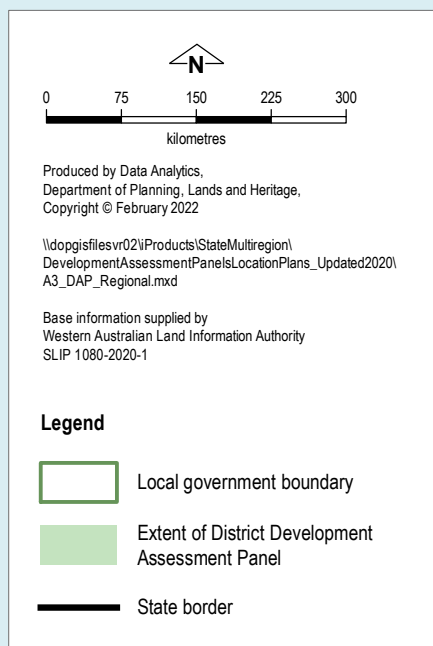
7. Review and Amendments

These Terms of Reference are subject to endorsement by GSSRG members. Amendments to the Terms of Reference may be proposed to GSSRG for consideration, with endorsement achieved by simple voting majority.

Terms of Reference to be reviewed in November, annually.

Regional District Development Assessment Panel

Proposed Local Government Areas





DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION FREQUENTLY ASKED QUESTIONS

Question: When are nominations due back?

Answer: Completed nominations are due Friday 21 November 2025

Question: What is the term the local government DAP members will be nominated for?

Answer: The Minister for Planning and Lands will appoint local government DAP members from 27 January 2026 until 26 January 2028.

Question: What's the email address to return completed nominations or if we have any queries about the nominations?

Answer: dapnomination@dplh.wa.gov.au

Question: Is there anything else that we need to provide with the completed nomination form?

Answer: Yes, along with the completed form, a copy of the council resolution nominating up to four (4) elected council members from the respective local government

Question: Are Local Government DAP Members representatives of the Council on a DAP?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While Local Government DAP Members are mostly elected members of the relevant local government, they are not bound by any previous decision or resolution of the local government. All DAP Members are required to exercise independent judgment in relation to any DAP application before them and consider the application on its planning merits

Question: Why don't DAP member terms align with Councillor terms?

Answer: A transition period of 3 months is provided to allow sufficient time for nominations by the Local Government, registration by the Minister, and training requirements.

Question: Is being a councillor considered my employment?

Answer: No, employment details refer only to external employment and does not include your role as a Local Government member. If you don't have employment outside of being a councillor, then mark yourself as unemployed.

Question: How do I know if I am eligible for payment?

Answer: Eligibility for DAP sitting fees is determined in accordance with the [Premiers Circular 2025/15](#).

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
- current full time local, State and Australian Government employees;
- current Members of Parliament;
- current and retired judicial officers (except magistrates);
- current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.



Question: What if I am employed part time in one of the above and would like to receive payment for sitting on a DAP meeting?

Answer: Please provide evidence of your part time status from your employer, which will accompany the nomination. Your request to receive payment is required to be approved by the Minister for Planning and Lands.

Question: If I am eligible for payment, what are the sitting fees?

Answer: The sitting fees are as per schedule 2 of the *Planning and Development (Development Assessment Panels) Regulations 2011*. For a Local Government DAP Member, as at 1 March 2024 they are currently as follows:

- Per meeting to determine DAP applications (Form 1) - \$425
- Per meeting to determine DAP applications to amend or cancel determination (Form 2) - \$100
- Attendance at a SAT proceeding - \$425
- DAP Member training - \$400
- DAP member re-training - \$200

Question: I have undertaken Local Government training as a Councillor, is it the same thing?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While there may be some common themes, it is important you attend the training to ensure you are aware of the specific requirements and responsibilities of DAP Members.

Question: When can I sit on a DAP meeting?

Answer: Before you can sit on a DAP meeting, you will need to complete the DAP member training run by the DAP Secretariat. If you have previously completed training the DAP Executive Director will consider time since you completed that training and/or since you last participated on a DAP meeting to determine whether you are required to attend a refresher training before participating on another DAP meeting. We do encourage everyone to attend a training session, even if you have attended training previously, to ensure you are aware of any recent changes to DAP procedures and protocols.

Question: When will training sessions be held?

Answer: Once the Minister registers the local government DAP members, the DAP Secretariat will contact those who are within a Local Government district where there is a current DAP application that will require a DAP meeting within the next 3-4 months.

As of January 2026, the DAP Secretariat will be holding regular training sessions that will be extended to those who have not received training and are expected to be required on an upcoming DAP meeting. These training sessions have been staggered to ensure members have received training within a reasonable timeframe of participating on a DAP meeting.

Question: Where will training sessions be held?

Answer: Training sessions will be hosted by the DAP secretariat at the Department of Planning, Lands and Heritage, at 140 William Street, Perth. While attendance in person is encouraged, it is acknowledged that this is not also possible. Online attendance is available to those who cannot attend in person.

Great Southern Regional Road Group

Reference information for
Elected Members



WALGA

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25 November 2025 - Attachment 9.3.1g

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 Governing Documentation

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

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

2.0 Regional Road Groups

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

The State Road Funds to Local Government governance structure identifies the following Regional Road Groups:

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

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

A Regional Road Group is responsible for:

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

- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

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

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

3.0 Regional Road Sub-Groups or Technical Groups

Regional Road Sub Group

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

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

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

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

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

Regional Road Technical Group

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

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

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

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

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

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

4.0 State Road Funds to Local Government Agreement

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

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

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

The Agreement recognises and determines the membership of:

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

Under the Agreement the available funding is managed in two categories:

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

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

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

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

Local Government Managed Programs

(Category 1): 67%

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

Main Roads Western Australian Managed Programs

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

(Category 2): 33%

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

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

5.0 State Road Funds to Local Government Advisory Committee

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

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

Membership

The SAC consists of:

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

Responsibilities

The responsibilities of SAC include:

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

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

6.0 Great Southern Regional Road Group Policy and Procedures 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.

7.0 Regional Strategies for Significant Local Government Roads

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

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

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

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

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

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

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

8.0 Level One Bridge Inspections

Local Governments are responsible for bridges on local roads and must perform annual level-one inspections of bridges under their responsibility. Local Governments submit inspection reports to Main Roads WA. Demonstration of such inspections is critical for a Local Government to be eligible for funding from the Agreement to maintain or replace a bridge.

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

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

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

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

9.0 Key Performance Indicators for Regional Road Groups

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

Expenditure performance

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

Asset management

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

Local road inventory data

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

Annexure 4 is the KPI report for 2024/2025.

10.0 Restricted Access Vehicle (RAV) Network

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

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

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

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

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

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

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

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

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

1. [RAC Access Approval & Review Policy](#)
2. [Standard Restricted Access Vehicle \(RAV\) Route Assessment Guidelines](#)

As of right vehicles

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

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

11.0 Accredited Mass Management Scheme (AMMS)

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

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

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

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

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

Information about the AMMS is available on the Main Roads WA website:

<https://www.mainroads.wa.gov.au/heavy-vehicles/permit-order-scheme/accredited-mass-management-scheme-amms/>.

12.0 Informing Own Councils

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

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

13.0 WALGA RoadWise

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

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

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

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

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

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

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

Michelle Blackhurst
Telephone: 0418 904 081
Email: MBlackhurst@walga.asn.au

14.0 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

15.0 WALGA Contacts

For further information, please contact the people listed below.

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

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

Max Bushell, Senior Policy Advisor, Road Safety and Infrastructure
Telephone: 9213 2086
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ANNEXURE 1 - Terms of Reference for Regional Road Groups

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

Terms of Reference for Regional Road Groups

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

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

Management and Administration

Region

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

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

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

Chairperson

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

Membership

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

Voting and Decision Making

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

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

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

Meetings

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

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

Delegated Representatives

A member of a RRG may delegate authority, including voting rights, to another Elected Member from the same Local Government to attend and represent them at a meeting.

Quorum

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

Reporting Structure

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

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

Observers

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

Secretariat

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

Regional Road Sub-Group

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

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

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

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

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

Regional Road Technical Group

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

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

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

- Membership of the Technical Group(s).

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

Correspondence

Address all correspondence:

Chairperson

RRG

C/- Regional Director

Main Roads WA (See Attachment 2 for Regional addresses)

Regional Road Group Responsibilities

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

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

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

A RRG is responsible for:

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

Key Performance Indicators

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

State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

Executive Support

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

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

Records

The following will be maintained by MRWA to support RRG:

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

Meetings

Timing and Venue

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

Meeting Agenda

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

Meeting Format

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

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

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

Correspondence

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

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

ANNEXURE 2 - Road Funding Sources

Direct Grants (State Road Funds to Local Government Agreement)

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

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

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

Commodity Routes (State Road Funds to Local Government Agreement)

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

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

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

State Black Spot Program (State Government)

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

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

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

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

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

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

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for access roads serving Aboriginal

Communities. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

Australian Government Black Spot Program (Australian Government)

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

Roads to Recovery (Australian Government)

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

Low Cost Urban Road Safety Program (WA State Government)

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

Disaster Recovery Funding Arrangements Western Australia (WA State Government)

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

WA Bicycle Network Grants Program (WA State Government)

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

Financial Assistance Grants (Australian Government)

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

See Annexure 3 – Indicative timetable for funding submissions

ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the 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

ANNEXURE 4 - Key Performance Indicators

Regional Road Group Key Performance Indicators Annual Report 2024/2025

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

(Includes State Government and Australian Government Black Spot Programs)

Region	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	%	%	%	%	%
Great Southern	59	99	41	71	100
South West	63	64	58	81	50
Gascoyne	100	100	88	100	0
Mid-West	66	67	54	99	55
Goldfields-Esperance	31	46	17	81	53
Kimberley	98	97	32	85	13
Wheatbelt South	44	86	56	76	66
Wheatbelt North	51	53	62	81	64
Pilbara	22	65	45	100	63
Metropolitan	56	53	43	40	41
Program Delivery	54	73	49	66	53

There continue to be concerns around the delivery of Black Spot projects with project delivery decreasing from 2023-2024. Project delivery performance outside the Metropolitan region can vary significantly from year to year due to the relatively small number of projects in the program.

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

(Includes Commodity Route Supplementary Fund projects)

Region	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	%	%	%	%	%
Great Southern	96	84	91	70	77
South West	90	90	83	72	77
Gascoyne	100	84	100	100	98
Mid-West	100	100	100	90	80
Goldfields-Esperance	94	78	99	90	70
Kimberley	100	78	84	84	53
Wheatbelt South	97	90	89	90	90
Wheatbelt North	90	85	81	87	84
Pilbara	68	75	72	26	81
Metropolitan	87	78	70	64	69
Program Delivery	92	84	87	72	78

While the overall average percentage of road project grant funds expended across all regions has rebounded slightly from 2023-2024, delivery continues to be poor in the Metropolitan region. The Goldfields-Esperance and Kimberley regions also experienced less than satisfactory performance in 2024-2025, while the Gascoyne, Wheatbelt South, Wheatbelt North, Mid-West, and Pilbara expended over 80% of their funding.

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

Region	% of sealed road length surveyed in the past 5 years				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Great Southern	44	81	67	64	64
South West	56	59	45	58	56
Gascoyne	86	56	35	34	86
Mid-West	79	39	80	77	79
Goldfields-Esperance	56	69	71	71	53
Kimberley	35	84	39	44	29
Wheatbelt South	75	100	92	82	81
Wheatbelt North	52	58	83	85	86
Pilbara	100	51	100	100	100
Metropolitan	73	76	61	56	51
Total for WA	64	65	69	67	66

The data excludes 19 Local Governments that do not use RAMM. Across WA, only four of ten regions achieved the 75% target with two regions achieving less than 50%.

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

Region	Number of Local Governments in RRG	2020-21, 2021-22, and 2022-23	2021-22, 2022-23 and 2023-24	2022-23, 2023-24 and 2024-25
Great Southern	12	4	5	4
South West	16	5	8	12
Gascoyne	4	4	3	4
Mid-West	16	5	5	4
Goldfields-Esperance	9	5	5	4
Kimberley	4	1	2	2
Wheatbelt South	18	7	9	9
Wheatbelt North	24	7	12	12
Pilbara	4	2	2	4

Region	Number of Local Governments in RRG	2020-21, 2021-22, and 2022-23	2021-22, 2022-23 and 2023-24	2022-23, 2023-24 and 2024-25
Metropolitan	30	21	15	19
Total	137	61	66	74

For the first time in the last three years, more than half of Local Governments in WA have updated their road inventory and submitted this information to Main Roads WA for uploading into the IRIS database, based on the previous three years of data.

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

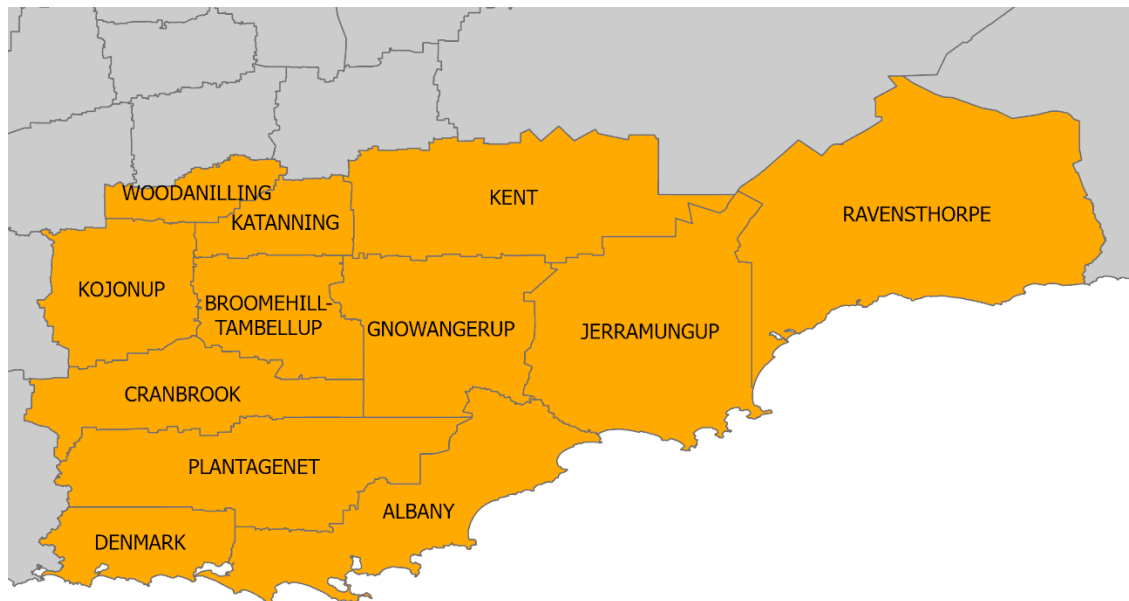
Region	2021-2022	2022-2023	2023-2024	2024-2025
Great Southern	65%	81%	74%	95%
South West	98%	92%	82%	98%
Gascoyne	80%	100%	100%	100%
Mid-West	73%	25%	34%	87%
Goldfields-Esperance	100%	100%	100%	100%
Kimberley	0%	85%	85%	75%
Wheatbelt South	89%	31%	59%	62%
Wheatbelt North	89%	72%	72%	87%
Pilbara	96%	100%	80%	83%
Metropolitan	93%	91%	90%	91%

Level 1 bridge inspections percentages improved in the Great Southern, South West, Mid-West, Wheatbelt South, Wheatbelt North, Pilbara, and Metropolitan regions, in some cases by very substantially. The Gascoyne and Goldfields-Esperance regions conducted inspections on 100% of their bridge assets.

ANNEXURE 5 – Profile of Great Southern Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2023/24, Appendix 7, page 86)

Local Governments (12)	Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, Ravensthorpe, Woodanilling	
Length of roads in Region (km)	Sealed:	3,196
	Gravel:	7,361
	Formed:	1,565
	Unformed:	338
	Total:	12,460
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



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

25 November 2025 - Attachment 9.3.1h



THE VOICE OF WA LOCAL GOVERNMENT

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

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

OUR FOCUS AREAS



**Appropriately resourced and
flexible Local Government**



**High quality
Infrastructure**



Disaster readiness



Climate resilience



Low carbon



**Diversity, equity
and inclusion**

WHAT DOES WALGA DO?

Influence

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

Support

- **Specialist Support Services:** Providing vital support to Local Government in areas such as governance, employee relations and procurement.
- **Training:** WALGA is a Registered Training organisation (RTO).
- **Collaboration:** Facilitating partnerships and knowledge-sharing among Local Governments to promote best practice and innovative solutions.
- **Preferred Supplier Program:** Offering access to prequalified suppliers, simplifying procurement for Local Government.

Expertise

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

HOW IS WALGA FUNDED?

WALGA is funded by diverse revenue streams including income from services, such as the Preferred Supplier Program and Training, Grant Programs, Insurance Services and Services subscriptions. Our Member Association Subscription remains a small percentage (10%) of WALGA's total revenue.

ZONES

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Not only are Zones responsible for bringing relevant local and regional issues to the State Council table, but they are also a key player in developing policy and legislative initiatives for Local Government in WA.



ROLE OF ZONES

The key functions of Zones are to:

- elect one or more State Councillor;
- consider the State Council Agenda;
- developing and advocating positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- initiating regional projects relating to the Zone;
- identifying relevant issues for action by WALGA; and
- provide direction and feedback to their State Councillor.

Additional activities undertaken by Zones may include:

- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

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

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



ROLE OF A ZONE DELEGATE

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

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

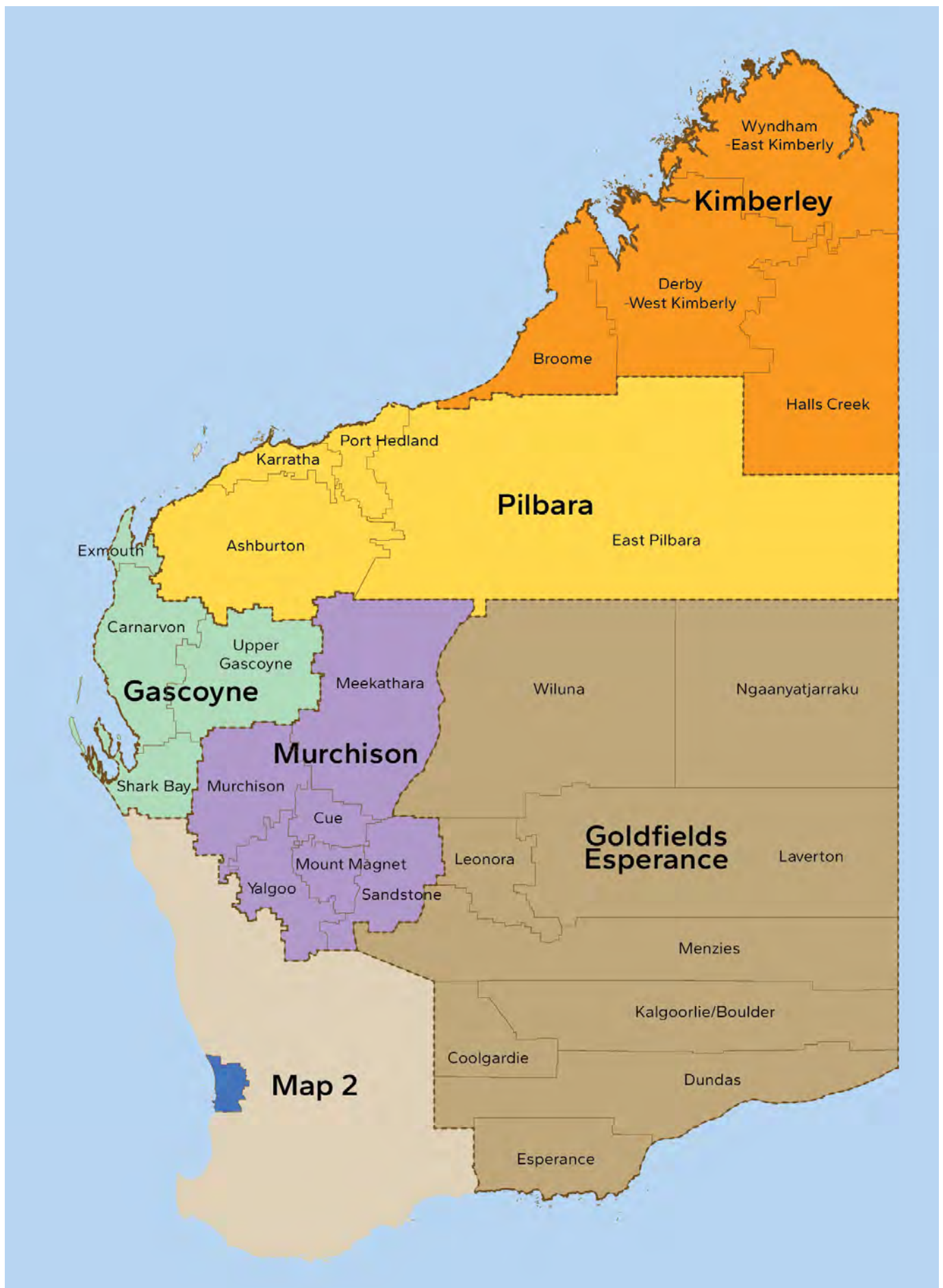
Zones generally meet five times per year in February, April, June, August and November. day and time of meetings are determined by the Zone. The length of meetings differs between Zones but generally take two to four hours.

Approximate time commitment per year (excluding travel time):

MEETINGS	10 - 20 hours
PREPARATION	Five hours

ZONES 1

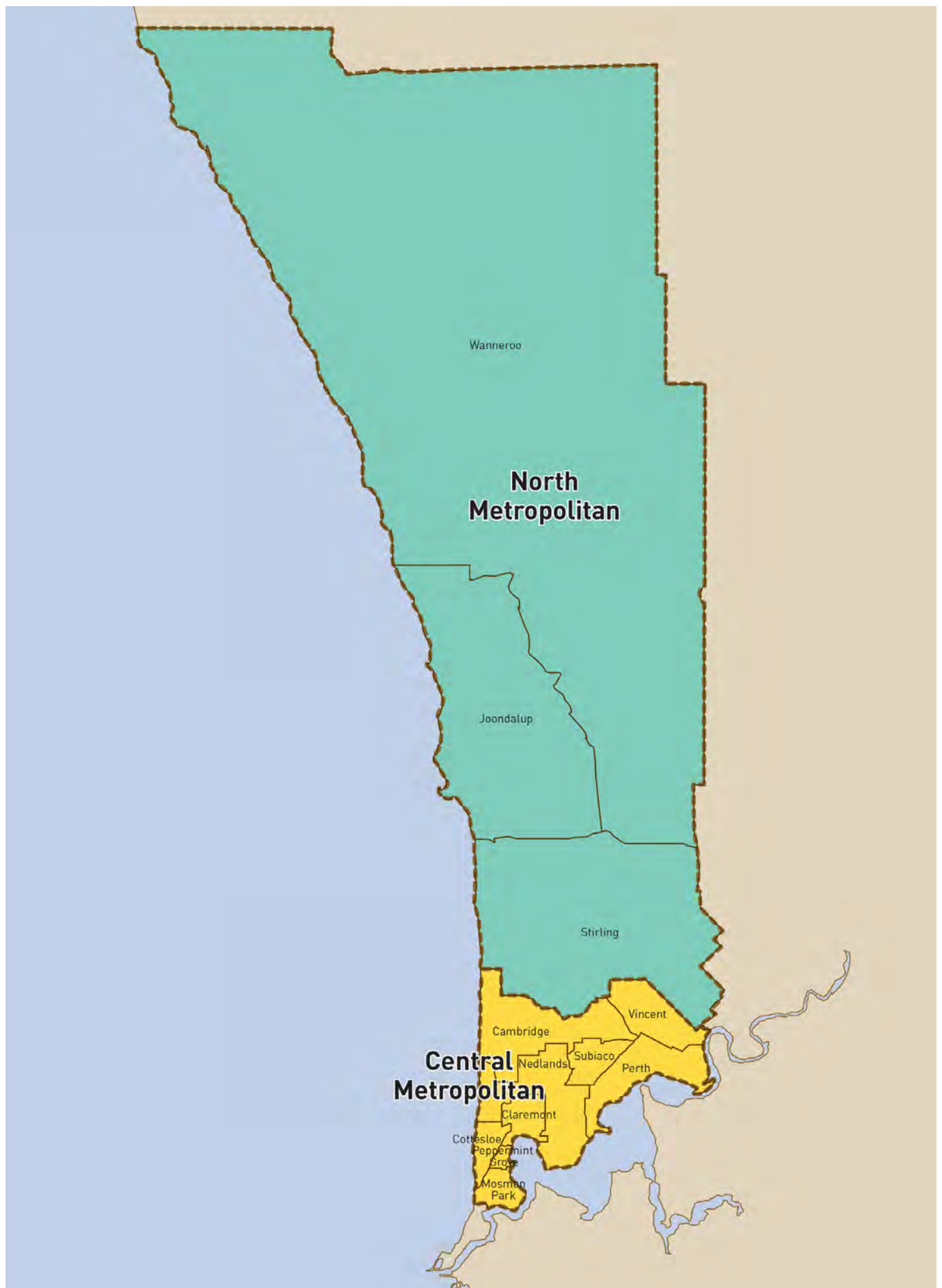
Zone maps are available on walga.asn.au/who-we-are/corporate-governance/zones



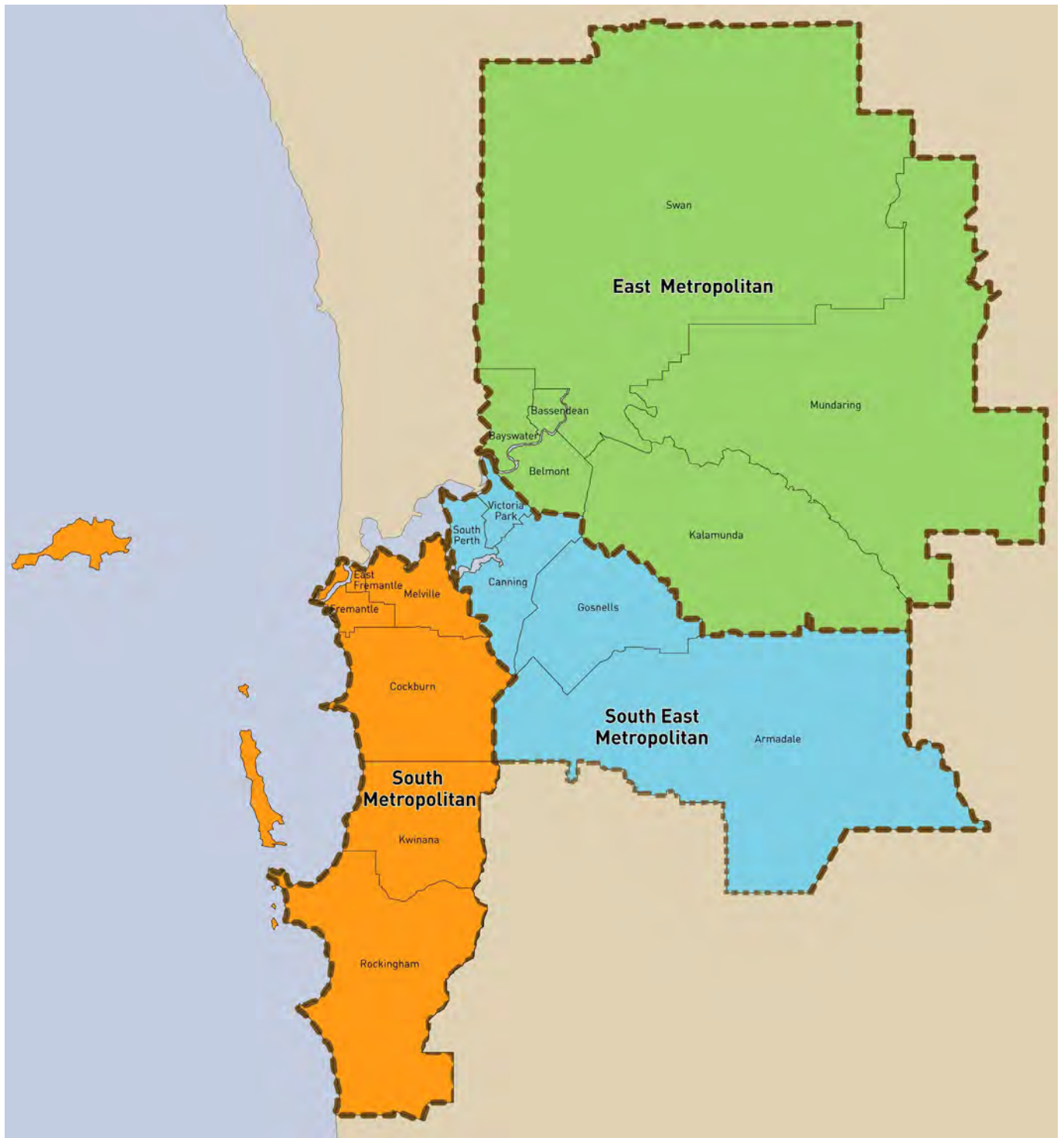
ZONES 2



ZONES 3



ZONES 4



STATE COUNCIL

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

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

Each State Councillor is elected by and from a Zone.



ROLE OF STATE COUNCIL

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

- strategy formulation and policy-making;
- development, evaluation and succession of the CEO;
- monitoring financial management and performance, including the annual budget;
- monitoring and controlling compliance and organisational performance;
- ensuring effective identification, assessment and management of risk;
- promoting ethical and responsible decision-making;
- ensuring effective communication and liaison with Members and stakeholders; and
- ensuring an effective governance framework.

ROLE OF A STATE COUNCILLOR

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

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA; and
- financial operations and solvency.

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

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

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

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

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

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

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

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

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

GET INVOLVED

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

To learn more about nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in WA, visit the WALGA website.

Contacts

Chantelle O'Brien, Zones Governance Officer
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Habiba Farrag, State Council Governance Officer
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Kathy Robertson, Manager Association and Corporate Governance
krobertson@walga.asn.au | (08) 9213 2036

Rachel Horton, Executive Member Advocacy
rhorton@walga.asn.au | (08) 9213 2038

RESOURCES



The Western Australian Local Government Directory 2025

At WALGA, we take pride in delivering this indispensable resource, fostering collaboration and efficiency across the Local Government sector, and we hope it is as essential of a resource to you.



WALGA Annual Report 2024-25

For more details on how WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities, read our 2024-25 Annual Report.



WALGA's 2025 State Election Priorities

The 2025 State Election is an opportunity for the incoming Government to address the challenges facing Western Australia both now and into the future.

So WALGA presented initiatives and solutions to keep the State running at its best.



WALGA

Influence. Support. Expertise.

ONE70
Level 1, 170 Railway Parade
West Leederville WA 6007

08 9213 2000
info@walga.asn.au

walga.asn.au

SHIRE OF DENMARK

ACCESSIBILITY WORKING GROUP



Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Accessibility Working Group.

1.0 NAME

The name of the group shall be the Shire of Denmark Accessibility Working Group, hereinafter referred to as the AWG.

2.0 ESTABLISHMENT

The AWG was established pursuant to Council Resolution No. 121223.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

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

5.0 VISION

For the Shire of Denmark to be an accessible and inclusive community for people with disability, their families and carers.

6.0 OBJECTIVE

- 6.1 To support and recommend to Council, action and policies relating to the provision of services for people with disability in the Denmark community.
- 6.2 To advise Council on matters effecting people with disability generally.
- 6.3 To oversee the implementation, reviews and evaluation of the Shire of Denmark's Disability Access and Inclusion Plan and make recommendations to Council on matters relating to the Plan.
- 6.4 Assist Council with the implementation of Recognition of People with Disability Policy P110709 and review the Policy at regular intervals to ensure its ongoing accuracy and relevance.

7.0 MEMBERSHIP

Membership of the AWG will comprise of a total of 8 members consisting of;

- 1 x Councillor
- 2 x Community Professional (Private Sector)
- 1 x National Disability Insurance Agency representative
- 5 x Community Members

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

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Meetings:

Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Working Group is required, as determined by the members or Secretary.

8.3 Quorum:

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

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the AWG entitled to one vote. Shire Officers servicing the AWG are not entitled to vote.

8.5 Notes:

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

8.6 Presiding Person

The members will elect the Presiding Person.

8.7 Who acts if no presiding member?

Members will nominate one of themselves.

8.8 Meetings

Meetings are not open to the public.

8.9 Public Question Time

Nil.

8.10 Members Conduct

Members of the AWG are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
 - Code of Conduct for Council members, Committee Members and Candidates.
- with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated.

8.11 Secretary

The Manager Community Services or that officer's appointed nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and notes.

8.12 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council 25 November 2025 / Resolution No. 121223

SHIRE OF DENMARK BUSHFIRE MITIGATION WORKING GROUP



Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Denmark Bushfire Mitigation Working Group.

1.0 NAME

The name of the Working Group shall be the Denmark Bushfire Mitigation Working Group, hereinafter referred to in its abbreviated form as the DBMWG.

2.0 ESTABLISHMENT

The Working Group was established 21 May 2019, Council Resolution No. 090519.

3.0 DISTRICT

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

4.0 OBJECTIVES

- To support the Shire of Denmark in its development and review of bushfire mitigation plans.
- Looking to encourage synergies and communication between agencies and groups to deliver effective and efficient bushfire mitigation programs to increase the safety and resilience of the Denmark community from the impacts of bushfire.
- Provide a forum for continuous improvement, collaboration and the exchange of knowledge on initiatives and issues relating to bushfire mitigation.
- Facilitate delivery of applicable aspects of the community strategic plan relevant to Bushfire mitigation
- Provide advice and recommendations regarding best practice in bushfire mitigation for Council and Officers consideration.

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 15 members consisting of;

- 3 x Councillors;
- 1 x Department Biodiversity Conservation and attractions
- 1 x Department Fire and Emergency Services
- 1 x Water Corporation
- 1 x Western power
- 1 x Denmark Environment centre
- 1 x Denmark Weed Action Group
- 1 x Wilson Inlet Catchment Group
- 1 x Wagyl Kaip Group delegate
- 1 x Central Zone Brigade Representative (Appointed by BFAC)

- 1 x East Zone Brigade Representative (Appointed by BFAC)
- 1 x West Zone Brigade Representative (Appointed by BFAC)
- 1 x Chief Bush Fire control Officer (CBFCO) or delegate

Invited staff members

Bushfire Risk Planning Coordinator and /or Bushfire Risk Management Officer
Community Emergency Services Coordinator
Shire of Denmark Ranger
Sustainability Officer
Director Infrastructure & Assets or that officer's nominee
Executive Manager Corporate Services or that officer's nominee

5.0 MEETINGS

5.1 Meetings:

Meetings shall be held on the second Wednesday/Thursday and can be called by the Presiding Person and/or the Secretary.

Nominated months will be decided by the group at the initial meeting, however it is suggested two meetings per annum are convened.

5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

5.3 Presiding Person

The members will elect a Presiding Person, and if required a Deputy, of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

5.4 Who acts if no presiding member?

Members will nominate one of themselves.

5.5 Public Question Time

Nil.

5.6 Members Conduct

Members of the Working Group are bound by the Shire of Denmark Code of Conduct for Council Members, Committee Members and Candidates.

5.7 Secretary

The Bushfire Risk Planning Coordinator or that officer's nominee will fulfil the role of Secretary who will also be responsible for preparation and distribution of Agendas and any notes.

5.8 Meeting Attendance Fees

Nil.

7.0 SUNSET CLAUSE

The Working Group will be reviewed prior to 2025. Any proposed changes resulting from a review of the Bushfire Risk Management Plan are to be approved by Council.

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SHIRE OF DENMARK SUSTAINABLE PROJECTS WORKING GROUP



Terms of Reference

These Terms of Reference define the membership, authority, purpose, operational, guidelines, responsibilities and resources of the Shire of Denmark Sustainable Projects Working Group.

1.0 NAME

The name of the group shall be the Sustainable Projects Working Group, hereinafter referred to as the SPWG.

2.0 ESTABLISHMENT

The SPWG was established pursuant to Council Resolution No. 141223.

3.0 DISTRICT

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

4.0 GUIDING PRINCIPLES

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

5.0 VISION

The SPWG will assist the Shire of Denmark in achieving the key principles and objectives contained within the Sustainability Strategy.

6.0 MISSION

The SPWG's work and focus will be derived from Council's endorsed Sustainability Strategy. The Strategy strives to make the Shire of Denmark an organisation which positively contributes to the genuine sustainability of our world.

The SPWG will achieve this in two distinct ways.

1. Develop actions and policies to make the organisation more sustainable, and
2. Support the broader Denmark community to become more sustainable.

The SPWG adopts the following definition of sustainability: "...the integration of environmental health, social equity and economic vitality in order to create thriving, healthy, diverse and resilient communities for this generation and generations to come. The practice of sustainability recognises how these issues are interconnected and requires a systems approach and an acknowledgement of complexity." (UCLA, 2021)

7.0 TERMS OF REFERENCE

- 7.1 Ongoing high-level review of the Shire of Denmark Sustainability Strategy.
- 7.2 Seek out and receive advice, that contributes to future projects and will help guide well informed recommendations to Council.
- 7.3 Recommend to Council priorities and new initiatives, with consideration to the Long Term Financial Plan and Asset Management Plan.

8.0 MEMBERSHIP

Membership of the SPWG will comprise of a total of 4 members consisting of;
4 x Councillors

Council is to appoint the four (4) Councillor representatives to form the membership of the SPWG. However, any councillor may attend any meeting as a visitor.

The SPWG is an ongoing working group of Council. Following each local government election Councillor representatives will be appointed by Council for a two (2) year term.

9.0 MEETINGS

9.1 Annual General Meeting:
Nil

9.2 Meetings:
Meetings shall be held bi-monthly, or as required, and can be called by the Presiding Person and/or the Secretary.

A special meeting of the SPWG may be called by specific resolution of the Committee for the specified purpose(s).

9.3 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.

9.4 Voting:
Shall be in accordance with the Local Government Act, Section 5.21 with all members of the SPWG entitled to vote. Shire Officers servicing the SPWG are not entitled to vote.

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

9.6 Presiding Person
The members will elect a Presiding Person.

9.7 Who acts if no presiding member?

Members will nominate one of themselves.

9.8 Meetings

Meetings are not open to the public.

9.9 Public Question Time

Nil.

9.10 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000; and
- Code of Conduct for Council Members, Committee Members and Candidates.

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated.

9.11 Secretary

The Sustainable Projects Manager, or that Officer's appointed nominee, will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and notes.

9.12 Meeting Attendance Fees

Nil.

11.0 SUNSET CLAUSE

Nil

Adopted by Council 25 November 2025 / Resolution No. XXX.

SHIRE OF DENMARK BUSHFIRE MITIGATION WORKING GROUP



Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Denmark Bushfire Mitigation Working Group.

1.0 NAME

The name of the Working Group shall be the Denmark Bushfire Mitigation Working Group, hereinafter referred to in its abbreviated form as the DBMWG.

2.0 ESTABLISHMENT

The Working Group was established 21 May 2019, Council Resolution No. 090519.

3.0 DISTRICT

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

4.0 OBJECTIVES

- To support the Shire of Denmark in its development and review of bushfire mitigation plans.
- Looking to encourage synergies and communication between agencies and groups to deliver effective and efficient bushfire mitigation programs to increase the safety and resilience of the Denmark community from the impacts of bushfire.
- Provide a forum for continuous improvement, collaboration and the exchange of knowledge on initiatives and issues relating to bushfire mitigation.
- Facilitate delivery of applicable aspects of the community strategic plan relevant to Bushfire mitigation
- Provide advice and recommendations regarding best practice in bushfire mitigation for Council and Officers consideration.

4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 15 members consisting of;

- 3 x Councillors;
- 1 x Department Biodiversity Conservation and attractions
- 1 x Department Fire and Emergency Services
- 1 x Water Corporation
- 1 x Western power
- 1 x Denmark Environment centre
- 1 x Denmark Weed Action Group
- 1 x Wilson Inlet Catchment Group
- 1 x Wagyl Kaip Group delegate
- 1 x Central Zone Brigade Representative (Appointed by BFAC)

- 1 x East Zone Brigade Representative (Appointed by BFAC)
- 1 x West Zone Brigade Representative (Appointed by BFAC)
- 1 x Chief Bush Fire control Officer (CBFCO) or delegate

Invited staff members

Bushfire Risk Planning Coordinator and /or Bushfire Risk Management Officer
Community Emergency Services Coordinator
Shire of Denmark Ranger
Sustainability Officer
Director Infrastructure & Assets or that officer's nominee
Executive Manager Corporate Services or that officer's nominee

5.0 MEETINGS

5.1 Meetings:

Meetings shall be held on the second Wednesday/Thursday and can be called by the Presiding Person and/or the Secretary.

Nominated months will be decided by the group at the initial meeting, however it is suggested two meetings per annum are convened.

5.2 Meeting Notes:

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

5.3 Presiding Person

The members will elect a Presiding Person, and if required a Deputy, of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

5.4 Who acts if no presiding member?

Members will nominate one of themselves.

5.5 Public Question Time

Nil.

5.6 Members Conduct

Members of the Working Group are bound by the Shire of Denmark Code of Conduct for Council Members, Committee Members and Candidates.

5.7 Secretary

The Bushfire Risk Planning Coordinator or that officer's nominee will fulfil the role of Secretary who will also be responsible for preparation and distribution of Agendas and any notes.

5.8 Meeting Attendance Fees

Nil.

7.0 SUNSET CLAUSE

The Working Group will be reviewed prior to 2025. Any proposed changes resulting from a review of the Bushfire Risk Management Plan are to be approved by Council.

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Code of Conduct

for Council Members, Committee Members and Candidates

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Shire of Denmark Code of Conduct

for Council Members, Committee Members and Candidates

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and

- (b) participate in decision making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.

- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and

- (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) 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.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint 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 person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. *Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
- 2. *A minor breach is dealt with by a standards panel under section 5.110 of the Act.*

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Version Control

Version	Date adopted by Council	Resolution Number
Revision: 1	20 July 2021	160721