



Shire of  
**Collie**

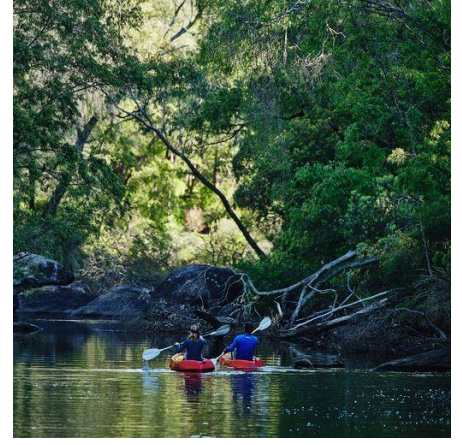
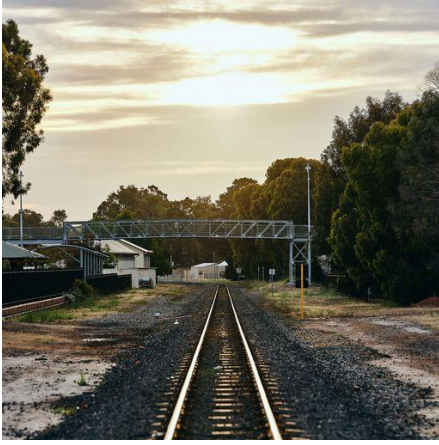
# AGENDA

for the

## SPECIAL MEETING OF COUNCIL

to be held on

**Tuesday, 24 October 2023**



## Our Vision

**Collie** - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

## Our Values

The core values at the heart of the Council's commitment to the community are:

*Integrity*

*Transparency*

*Accountability*

*Collaboration*

*Respect*

## Our Commitment to Community

**We will** *lead the delivery of our vision*

**We will** *support local business wherever possible*

**We will** *consult and engage with our community on issues that affect them*

**We will** *encourage, welcome and value feedback*

**We will** *encourage, support and advocate for our community*

# **NOTICE OF MEETING**

## **Special Meeting of Council:**

Members of Council are advised that a special meeting of Council will be held in the Council Chambers, 87 Throssel Street, Collie on:

**Tuesday, 24 October 2023 at 6.00pm**

The purpose of the meeting is:

- swearing-in newly elected Councillors
- electing and swearing-in of Shire President
- electing and swearing-in of Deputy President
- allocation of seating arrangements
- determining the membership and representation on Council committees, working groups, panels and external groups.



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Stuart Devenish  
Chief Executive Officer

23 October 2023

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### **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

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**SHIRE OF COLLIE**  
**DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY**

**To: Chief Executive Officer**

As required by section 5.65(1)(a) or 5.70 of the *Local Government Act 1995* and Council's Code of Conduct, I hereby declare my interest in the following matter/s included on the Agenda paper for the Special Council meeting to be held on 24 October 2023.

Item No.	Subject	Details of Interest	Type of Interest Impartial/Financial	*Extent of Interest (see below)

\* Extent of Interest only has to be declared if the Councillor also requests to remain present at a meeting, preside, or participate in discussions of the decision-making process (see item 6 below). Employees must disclose extent of interest if the Council requires them to.

\_\_\_\_\_

Name (Please Print)SignatureDate

**NB**

1. This notice must be given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter in which you have declared an interest is discussed, Section 5.65(1) (a) & (b).
2. It remains Councillors'/Employees' responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
3. It is a Councillor's/Employee's responsibility to ensure the interest is brought to the attention of the Council/Committee when the Agenda item arises and to ensure that it is recorded in the minutes.
4. It remains the Councillor's responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. The responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are confirmed.
5. It is recommended that when previewing Agenda, Councillors mark Agendas with items on which an interest is to be declared and complete the declaration form at the same time.
6. Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of the Council. Where Councillors request consideration of such Council approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decides upon the Councillor's application.

**Remember: The responsibility to declare an interest rests with individual Councillors/Employees. If in any doubt seek legal opinion or, to be absolutely sure, make a declaration.**

Office Use Only:

Date/Initials

- |    |   |       |
|----|---|-------|
| 1. | Particulars of declaration given to meeting | _____ |
| 2. | Particulars recorded in the minutes         | _____ |
| 3. | Signed by Chief Executive Officer           | _____ |

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SHIRE OF COLLIE  
**AGENDA - SPECIAL MEETING OF COUNCIL**  
TUESDAY 24 OCTOBER 2023

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Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday 24 October 2023 commencing at 6.00pm.

**PRIOR TO THE OFFICIAL OPENING OF THE MEETING, NEWLY ELECTED MEMBERS ARE TO MAKE DECLARATIONS TO OFFICE AS REQUIRED BY THE LOCAL GOVERNMENT ACT 1995 (s2.29).**

**1. OPENING – CHIEF EXECUTIVE OFFICER**

In accordance with the *Local Government Act 1995*, schedule 2.3, clause 3, the Chief Executive Officer is to preside until the office of President is filled.

**2. ELECTION OF SHIRE PRESIDENT**

The *Local Government Act 1995* (Sections 2.11 and 2.15 and Schedules 2.3 and 4.1) outlines procedures for the election process for the Shire President and Deputy Shire President. In each case, the following procedures are to be adhered to: -

1. The election for the Shire President is conducted by the Chief Executive Officer.
2. Nominations for Shire President and Deputy Shire President are to be given in writing.
3. If a councillor is nominated by another councillor, the Chief Executive Officer is not to accept the nomination unless the nominee has advised the Chief Executive Officer he or she is willing to be accept the nomination for the office.
4. Councillors are to vote on the nominations by secret ballot just as they would at any Council election (formal ballot papers will be provided at the meeting). Councillors who have accepted nomination are entitled to cast a vote just the same as those councillors not nominated.
5. Votes are counted by the Chief Executive Officer and the candidate with the highest number of votes is declared elected.
6. If there is an equality of votes, the meeting is adjourned for a period of not more than 7 days.
7. Existing candidates may withdraw their nominations or new nominations can be made (provisions still apply in relation to written nominations and willingness to accept nomination where the nominee is not the nominating person) before or when the meeting resumes.
8. Upon resumption of the adjourned meeting, councillors vote for a second time and if there is a clear winner, that person is declared elected.
9. If upon the second count there is still an equality of votes, the Chief Executive Officer is to draw lots to ascertain a winner.

The Council policy relating to nominations for the positions of Shire President and Deputy Shire President is:

Council Policy CS1.3 Election of Shire President and Deputy Shire President

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**AGENDA - SPECIAL MEETING OF COUNCIL**  
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*That when the elections of the Shire President and Deputy Shire President are undertaken, speeches of nomination and acceptance may be made.*

*The Chief Executive Officer or whoever acts as Returning Officer is to draw to the attention of the Councillor nominating and the Councillor accepting nomination the opportunity for each to state their reason(s) for nomination or acceptance.*

The election will be followed by the Declaration of Office by the newly elected Shire President.

A nomination has been received for Councillor elect Ian Miffing, who has accepted the nomination.

**3. ELECTION OF DEPUTY SHIRE PRESIDENT**

The same Council Policy applies for the position of Deputy Shire President, as does the method of nomination and counting of votes, and the newly elected Shire President will take the Chair for the process.

A nomination has been received for Councillor elect Joe Italiano, who has accepted the nomination.

The election will be followed by the Declaration of Office by the newly elected Deputy Shire President.

**4. DRAW FOR COUNCILLORS POSITIONS AT THE COUNCIL TABLE**

The CEO will conduct a draw for Councillors positions at the Council table commencing from the seat closest to the Chief Executive Officer and working clockwise around the Council table. Names will be drawn randomly, and Councillors will take their places according to each successive name drawn.

**5. ATTENDANCE/APOLOGIES**

**6. PUBLIC QUESTION TIME**

A 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters relating to the purpose of the meeting.

**7. DISCLOSURE OF FINANCIAL INTEREST**

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the *Local Government Act 1995* requires Councillors to: a) give written notification of a financial Interest before the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

A Disclosure of Financial Interest Form is attached to this Agenda (immediately behind the Index) and can be used by Councillors for disclosure purposes - simply tear out and hand to the Chief Executive Officer. Additional forms will be available at the meeting.

Should Councillors be unsure on Disclosure of Financial Interest matters, further clarification can be obtained by reading Sections 5.53 to 5.59 inclusive of the Act.

SHIRE OF COLLIE  
**AGENDA - SPECIAL MEETING OF COUNCIL**  
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**8. CEO REPORTS**

Appointment of Council Membership and Representation on Committees, Panels, Working Groups & Delegates	
<b>Reporting Department:</b>	Chief Executive Office
<b>Reporting Officer:</b>	Stuart Devenish – Chief Executive Officer
<b>Accountable Manager:</b>	Stuart Devenish – Chief Executive Officer
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	CMG/030
<b>Appendices:</b>	8.1.A Terms of References and Guidelines
<b>Voting Requirement</b>	Simple Majority and Absolute Majority

**Report Purpose:**

For the Council to consider the appointment of persons to committees, panels and working groups and the appointment of delegates to other groups and associations.

**Officer's Recommendations:**

The recommendations are contained within the body of this report.

**Background:**

In accordance with the *Local Government Act 1995*, tenure of committee membership expires on the day of the ordinary election.

Following the ordinary council election on 21 October 2023, Council is required to make appointments to committees.

Council is also asked to consider the appointment of delegates to other groups and associations as Council representatives.

At the October 2023 Ordinary Council Meeting, Council resolved to

1. retain the following committees, working groups, and panels post 2023 elections:

- a) Formal Committees

- Audit Committee
- Community Safety and Wellbeing Committee
- Tourism and Marketing Advisory Committee
- CEO Review Committee
- Bush Fire Advisory Committee
- Local Emergency Management Committee
- Townscape and Environmental Committee

- b) Panels

- House Panel
- Plant and Infrastructure Panel
- Sport Panel
- Trails Panel

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c) *Working Groups*

- *Collie Christmas Decorations Working Group*
- *Recreation Facilities and Open Space Strategy Working Group*
- *Renergi Working Group.*
- 

2. Advertise for community representative/s for the Community Safety and Wellbeing Committee, Townscape and Environmental Committee and the Sport Panel.

**Statutory and Policy Implications:**

Council Committees are established under provisions of Sections 5.8 to 5.18 of the *Local Government Act 1995*.

Committees may comprise: -

- a) Councillors only,
- b) Councillors and employees,
- c) Councillors, employees and other persons,
- d) Councillors and other persons,
- e) Employees and other persons,
- f) Other persons only

In accordance with Section 5.10 of the *Local Government Act 1995*, members are to be appointed by Council by absolute majority. At any given time each council member is entitled to be a member of at least one committee and if a councillor nominates him/herself to be a member of such a committee or committees, the Council is to appoint that councillor to at least one of the committees as the Council decides. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

Council policy CS1.5 identifies that appointment to committees and delegates will occur at a special meeting held after elections.

**Budget Implications:**

Not applicable.

**Communications Requirements: (Policy No. CS 1.7)**

Not applicable

**Strategic Plan Implications:**

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

**Relevant Precedents:**

Appointments are made to committees following each ordinary election.

**Comment:**

Each committee / panel is itemised below for the consideration of the Council.

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**8.1 Committees, Panels and Working Groups**

**8.1.1 Audit Committee**

**Meeting Frequency:** Quarterly meetings.

**Comment:** This committee is required by legislation (section 7.1A) and the Act specifically excludes the CEO and other staff from being a voting member. A minimum of three 3 members are required on the committee, the majority are to be Council members.

**Recommendation:**

*That Council resolve by ABSOLUTE MAJORITY to make following appointments to the Audit Committee:*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**8.1.2 Community Safety and Wellbeing Committee**

**Meeting Frequency:** Quarterly meetings.

*That Council resolve by ABSOLUTE MAJORITY to make the following appointments to the Community Safety and Wellbeing Committee:*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- *other Members in accordance with the Terms of Reference.*

**8.1.3 Tourism and Marketing Advisory Committee**

**Meeting Frequency:** Quarterly meetings.

**Recommendation:**

*That Council resolve by ABSOLUTE MAJORITY to make the following appointments to the Tourism and Marketing Advisory Committee*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- *other Members in accordance with the Terms of Reference.*

**8.1.4 CEO Review Committee**

**Meeting Frequency:** Frequency as be determined by the committee, but at least once annually.

**Recommendation:**

*That Council resolve by ABSOLUTE MAJORITY to appoint the following to the CEO Review Committee*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

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**8.1.5 Bush Fire Advisory Committee**

**Meeting Frequency:** Currently meeting on an as required basis, not less than 3 times per year.

**Recommendation:**

*That Council resolve by ABSOLUTE MAJORITY to appoint the following to the Bush Fire Advisory Committee*

- *Councillors*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- *other Members in accordance with the Terms of Reference.*

**8.1.6 Local Emergency Management Committee**

**Meeting Frequency:** 2-4 meetings per annum . Additional meetings can be called at short notice and during times of emergencies or when threat is imminent.

**Comment:** This committee is required to be established under section 38 of *Emergency Management Act 2005* and operates as specified by State Emergency Management Committee Policy.

**Recommendation:**

*That Council in accordance with Section 38 (3) of the Emergency Management Act 2005 appoints*

*1. Councillor \_\_\_\_\_ as Chairman of the Local Emergency Management Committee; and*

*2. other members as follows:*

- *the Community Emergency Services Manager;*
- *the Chief Bush Fire Control Officer for the Shire of Collie;*
- *State Emergency Services Local Manager;*
- *the Chief Executive Officer of the Shire of Collie (or nominee)*
- *Director of Development Services, Shire of Collie*
- *the Recovery Coordinator, Shire of Collie*
- *representatives from state government agencies whose responsibility include bushfire and emergency management and should include as a minimum a representative of the Department of Fire and Emergency Services, the Officer in Charge of Collie Police, the Department of Biodiversity, Conservation and Attractions.*
- *Representatives from local industry, welfare organisations and health services.*

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**8.1.7 Townscape and Environmental Committee**

**Meeting Frequency:** Currently not established.

**Recommendation:**

*That Council resolve by ABSOLUTE MAJORITY:-*

1. *In accordance with provisions of Section 5.8 of the Local Government Act 1995 to establish a Townscape and Environmental Committee;*
2. *In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, employees and other persons; and*
3. *In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members:*

- *Councillors*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- *With other Members to be appointed in accordance with the Terms of Reference once approved by Council.*

**8.1.8 House Panel (includes Australia Day, but not limited to)**

**Meeting Frequency:** Meeting on an as required basis

**Comment:** The house panel typically focuses on Council functions and celebrations including civic receptions and the Australia Day function.

**Recommendation:**

*That Council appoint the following persons to the House Panel:-*

- *Councillors*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- *Other members in accordance with the Terms of Reference to be adopted by Council.*

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**8.1.9 Plant and Infrastructure Panel**

**Meeting Frequency:** Meeting on an as required basis, approximately 3-4 times per year.

**Recommendation:**

*That Council appoint the following persons to the Plant Panel;*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- *Director of Technical Services; and*
- *Other staff considered appropriate by the CEO.*

**8.1.10 Sports Panel (includes SPOTY, but not limited to)**

**Meeting Frequency:** Meeting on an as required basis, approximately 3-4 times per year.

**Recommendation:**

*That Council appoint the following persons to the Sports Panel;*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
- *Other staff considered appropriate by the CEO; and*
- *SPOTY panel members appointed by Council as required.*

**8.1.11 Trails Panel**

**Meeting Frequency:** Meeting on an as required basis

**Recommendation:**

*That Council appoint the following persons to the Trails Panel;*

- *Councillors*
  - \_\_\_\_\_
  - \_\_\_\_\_
- *other Members in accordance with the Terms of Reference.*

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**8.1.12 Collie Christmas Decorations Working Group**

**Meeting Frequency:** Meeting on an as required basis.

**Recommendation:**

*That Council appoint the following Councillors to the Collie Christmas Decorations Working Group:-*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- other Members in accordance with the Terms of Reference.

**8.1.13 Recreation Facilities and Open Space Strategy Working Group**

**Meeting Frequency:** Meeting on an as required basis.

**Recommendation:**

*That Council appoint the following Councillors to the Recreation Facilities and Open Space Strategy Working Group:-*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**8.1.14 Renergi Project Coordination Group**

**Meeting frequency:** Meetings held as required.

**Recommendation:**

*That Council appoint the following Councillor(s) to the Renergi Working Group:-*

- \_\_\_\_\_
- \_\_\_\_\_

**8.2 Council Representatives / Delegates**

In addition to Council Committee's the Council holds positions on a variety of committee's and groups which emanate from other organisations.

**8.2.1 Bunbury Geographe Tourism Partnership**

**Purpose:** To facilitate the economic development and promotion of the Bunbury-Geographe Region.

**Meeting frequency:** Meetings held as required.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Bunbury Geographe Tourism Partnership.*

**8.2.2 Bunbury-Geographe Sub-Regional Strategy Steering Group**

**Purpose:** The Bunbury-Geographe Sub-Regional Strategy group is overseen by the WA Department of Planning and its role is to oversee the development of the regional planning strategy for the Bunbury Geographe Region. Meetings are anticipated to take place twice per year and are normally held in Bunbury.

Council may choose to nominate an Officer to represent the Shire if desired.

**Recommendation:**

*That Council nominate Councillor or Staff Member \_\_\_\_\_ and a Councillor or Staff Member as proxy \_\_\_\_\_ to represent the Shire of Collie on the Bunbury Geographe Sub-Regional Strategy Steering Group.*

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**8.2.3 Collie Chamber of Commerce & Industry**

**Purpose:** The Chamber's prime function is to advance the business, commercial and industrial interests of the area, and support the local community. It is a lobby group to present and defend the views of the business community to Government; Local, State and Federal, as well as other authorities and organisations.

**Meeting frequency:** When determined necessary in accordance with constitution.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Collie Chamber of Commerce and Industry.*

**8.2.4 Collie Health Service Advisory Committee**

**Purpose:** For local health consumers, carers, community members and health service representatives to work together to improve and inform health service planning, assess, safety and quality in Collie.

**Meeting frequency:** As scheduled by the Department of Health.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Collie Health Service Advisory Committee.*

**8.2.5 Collie River Valley Marketing Inc.**

**Purpose:** To strengthen the image and attraction of the Collie River Valley for long term growth.

**Meeting frequency:** Meetings held as required.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to Collie River Valley Marketing Inc.*

**8.2.6 Collie Visitor Centre**

**Purpose:** To assist visitors in making the most of their time in Collie.

**Meeting frequency:** Meetings held monthly.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Collie Visitor Centre and Councillor \_\_\_\_\_ as the Delegate's Deputy.*

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**8.2.7 Cooperative Research Program**

**Purpose:** To support Australian industries to be competitive and productive and research solutions to solve industry identified problems such as coal mine rehabilitation or reuse.

**Meeting frequency:** As scheduled by the Australian Government.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Cooperative Research Program.*

**8.2.8 Regional Joint Development Assessment Panel**

**Purpose:** Council is required to appoint two representatives and two alternative representatives to the Regional Joint Development Assessment Panel which considers Development applications in Collie with a value greater than \$10 million in value, or of a value between \$2 million and \$10 million where the applicant elects such.

**Meeting frequency:** as needs basis.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ and \_\_\_\_\_ and two alternative Councillors \_\_\_\_\_ and \_\_\_\_\_ as Council's representatives on the Regional Joint Development Assessment Panel.*

**8.2.9 Just Transition Working Group**

**Purpose:** To oversee, coordinate and implement the Just Transition initiative for Collie.

**Meeting frequency:** Just Transition Working Group – meeting approximately each 8-weeks. Sub-Group meetings – meeting approximately each 8-weeks.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate to the Just Transitions Working Group.*

**8.2.10 Motoring Southwest**

**Purpose:** Assist in the Management of the Collie Motorplex

**Meeting frequency:** Monthly

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as the Shire's Delegate and a Councillor or Staff member \_\_\_\_\_ as the Delegate's Deputy to Motoring Southwest.*

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**8.2.11 Regional Road Group**

**Purpose:** RRGs provide Local Government input on how the State Government's contribution to local roads is spent. This includes identifying road projects and providing input to road funding decisions across the region.

**Meeting frequency:** Meetings held quarterly.

**Recommendation:**

*That Council nominate Councillor \_\_\_\_\_ as Council's Delegate, to the South West Regional Road Group Committee and Councillor \_\_\_\_\_ as the Delegate's Deputy.*

**8.2.12 South West Zone of WA Local Government Association**

**Purpose:** Provides advice to, and identifies issues for consideration of, the WA Local Government Association

**Meeting frequency:** Meetings held quarterly.

**Recommendation:**

*That Council appoint the Shire President as Council's Delegate, and the Deputy Shire President as the Shire President's Deputy, to the South West Zone of the Local Government Association.*

**8.2.13 Trails Reference Group**

**Purpose:** To identify opportunities and consider implementation strategies for trails across the Shire, including walking, equestrian, cycling, off-road trails and drive trails.

**Meeting frequency:** As required.

**Recommendation:**

*That Council appoint Councillor \_\_\_\_\_ to the Trails Reference Group.*

**8.2.14 Worsley Alumina Refinery and Port – Community Liaison Committee**

**Purpose:** To provide a two-way communication and engagement mechanism between Worsley and the communities in which it operates.

**Meeting frequency:** Quarterly.

**Recommendation:**

*That Council appoint Councillor \_\_\_\_\_ to represent the Shire at the Worsley Alumina Refinery and Port – Community Liaison Committee.*

SHIRE OF COLLIE  
**AGENDA - SPECIAL MEETING OF COUNCIL**  
TUESDAY 24 OCTOBER 2023

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**8.2.15 Premier Coal Community Reference Group**

**Purpose:** To provide a mechanism for ongoing consultation between Premier and representatives of the Collie community, providing updates on operational activities and projects and to seek feedback on activities to enable better collaboration.

**Meeting frequency:** Quarterly.

**Recommendation:**

*That Council appoint Councillor \_\_\_\_\_ to represent the Shire at the Premier Coal Community Reference Group.*

**9. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**

**10. CLOSE**

## APPENDIX 8.1A - Terms of References and Guidelines

Item Number	Group	Terms of Reference
8.1.1	Audit Committee	Attached
8.1.2	Community Safety and Wellbeing Committee	Attached
8.1.3	Tourism and Marketing Advisory Committee	Attached
8.1.4	CEO Review Committee	Attached
8.1.5	Bush Fire Advisory Committee	Attached
8.1.6	Local Emergency Management Committee	Attached
8.1.7	Townscape and Environmental Committee	To be determined
8.1.8	House Panel	Draft attached
8.1.9	Plant and Infrastructure Panel	Attached
8.1.10	Sports Panel	
8.1.11	Trails Panel	Attached
8.1.12	Collie Christmas Decorations Working Group	Attached
8.1.13	Recreation Facilities and Open Space Strategy Working Group	Not available
8.1.14	Renergi Project Coordination Group	Attached
8.2.1	Bunbury Geographe Tourism Partnership	Service Level Agreement attached
8.2.2	Bunbury-Geograph Sub-Regional Strategy Steering Group	Under the auspice of the Department of Planning
8.2.3	Collie Chamber of Commerce & Industry	Under the auspice of the Chamber
8.2.4	Collie Health Service Advisory Committee	Under the auspice of the Department of Health
8.2.5	Collie River Valley Marketing Inc	Separate arrangements of the group
8.2.6	Collie Visitor Centre	Draft SLA attached
8.2.7	Cooperative Research Program	Research priorities attached
8.2.8	Regional Joint Development Assessment Panel	Operates under State Regulation
8.2.9	Just Transition Working Group	Attached
8.2.10	Motoring Southwest	Under the arrangements of the Motorplex
8.2.11	Regional Road Group	Reference information attached
8.2.12	South West Zone of WA Local Government Association	Under auspice of WALGA
8.2.13	Trails Reference Group	Under arrangements of DBCA
8.2.14	Worsley Alumina Refinery and Port – Community Liaison Committee	Attached
8.2.15	Premier Coal Community Reference Group	To be prepared by the Reference Group

## **8.1.1 – Audit Committee**

TERMS OF REFERENCE  
Shire of Collie  
Audit Committee

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**1.0 Executive Summary**

The Shire of Collie Audit Committee has been established in accordance with the Local Government Act 1995 (as amended) primarily to manage, monitor and review the annual external audit process undertaken on behalf of the Shire of Collie.

In addition to the statutory requirements the audit committee will also focus on other compliance and accountability issues. To this end the audit committee will focus on whether Council is doing what it said it would do, within the established timeframes and for the costs it said it could do it for. In saying this the audit committee will be taking a broad strategic / policy view of this role and will not encroach into the area's which are the focus of the Council CEO and Management Group.

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TERMS OF REFERENCE  
Shire of Collie  
Audit Committee

---

## **2.0 Audit Committee Mission and Objectives**

The Audit Committee has been established by the Shire of Collie in accordance with Part 7, Division 1A of the Local Government Act 1995.

It is the aim of the audit committee to conduct activities in accordance with the Local Government Act Part 7, Division 1A as outlined in Part 5.0 of this document.

Mission:

*To ensure that Council meets its statutory obligations with respect primarily to financial management or other compliance matters whilst promoting robust and transparent financial management to meet the local government's accountability to its stakeholders, both now and into the future.*

## **3.0 Membership Details**

Shire President and minimum of two other elected members to be appointed.

## **4.0 Authority**

That Council has conferred in the audit committee the power only to make recommendations to Council in accordance with its identified functions.

## **5.0 Primary Functions & Authority**

### **5.1 Monitoring of Financial Reporting to Council**

Financial reporting to the Council Elected Representatives is a key issue in ensuring that they take responsibility for long-term financial planning, the annual budget and monitoring of financial performance. Whilst this is the case it is acknowledged that Councillors rely on;

- Financial advice and information from Council Management; and
- Input from the Council appointed external auditor

In response to this the Audit Committee will conduct an initial review of the financial reporting mechanisms employed by the Council and make recommendation to the CEO with respect to opportunities for improvements to be made for the benefit of Councillors fulfilling their duties.

TERMS OF REFERENCE  
Shire of Collie  
Audit Committee

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**5.2 Selection of external auditor**

On 28 October 2017, the Local Government Amendment (Auditing) Act 2017 was proclaimed giving the Auditor General the mandate to audit Western Australia's local governments. The Act allows the Auditor General to conduct performance audits and will take on responsibility for the annual financial audit of local government as their existing audit contract expires. By financial year 2020/21 all local governments will be audited by the Auditor General. The Shire of Collie's audit contract was renewed in 2016 and is due to expire following 30 June 2021.

**5.3 Management of six-monthly external audit process**

The Council currently has two audits in each financial year, being one for interim purposes and one final audit of the annual accounts. The audit committee will meet with the Council appointed auditor as and when required in accordance with the following;

- Initial meeting prior to the Interim Audits in each year to discuss the audit methodology, the process and areas which the external auditor will be focusing on in both the interim and final audits.
- Once after the completion of the interim audit at which time the external auditor will be required to provide a written report on his findings at the time of the audit.
- Once after the completion of the final audit, prior to the final signing of the financial statements to discuss the external auditors' findings.

TERMS OF REFERENCE  
Shire of Collie  
Audit Committee

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**5.4 Manage / review annual compliance audit of Council**

The audit committee will be presented with the annual Department of Local Government Compliance Audit report, which they will assess prior to it being presented to Council for their adoption.

**5.5 Review end of year financial performance of identified projects**

The audit committee may from time to time and in consultation with the CEO, identify major projects or functions which it will review during the financial year. The audit committee will look at the success of the project in terms of not only its financial performance, but also on success of the project in terms of customer satisfaction of outcome and whether it was completed within the specified timeframe.

A report will be provided back to CEO and then the Council at the completion of the financial year of the findings of the audit committee.

**6.0 Reporting Relationship**

The Audit Committee has been established as a committee of Council in accordance with Part 7 of the Local Government Act 1995. Consequently, the committee is bound by these provisions, however in addition the Audit committee will;

- Meet at least once in each quarter and provide reports back to the full Council on any findings and recommendations
- Prior to reporting any issues to Council will discuss these with the CEO and/or Director of Corporate Services on any findings and recommendations

**8.1.2 – Community Safety and Wellbeing Committee**



## Terms of Reference

### Community Safety and Wellbeing Committee

#### **1. NAME**

The name of the Committee shall be the Community Safety and Wellbeing Committee, appointed as an Advisory Committee of Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995*.

#### **2. AIMS & OBJECTIVES**

The functions of the Community Safety and Wellbeing Committee are:

- 2.1 To work in partnership with agencies, community groups and organisations to focus on and promote the wellbeing of all within our community.
- 2.2 To promote awareness of community safety and crime prevention.
- 2.3 To provide advice and recommendations to the Council for consideration as appropriate and relevant to the Aims and Objectives of the Committee.

#### **3. MEMBERSHIP**

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial Council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Officers and Other Persons.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its members:
  - At least one Councillor
  - The Director of Corporate Services
  - The Community Development Officer
  - Representatives from:
    - the WA Police
    - the Collie PCYC
    - The Smith Family
    - Collie Public Schools
    - Investing In Our Youth
    - WALGA Roadwise

- WA Country Health Service
- Justice of the Peace
- the Collie Suicide Prevention Network
- the Disability Reference Group
- NDIS Local area coordination partners
- Ngalang Boodja Aboriginal Corporation
- the community.

3.4 Each member of the committee shall be eligible for re-appointment.

#### **4. MANAGEMENT/ PROCEDURES**

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- 4.2 The members of the Committee shall elect a Chairperson and Deputy Chairperson from amongst themselves.
- 4.3 A Council Officer, not necessarily a Committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the Committee
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in a format consistent with Council Standing Orders.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council Staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Community members wishing to address the Committee may do so by request, providing information and proposals for consideration.

- 4.12 The Committee may call upon consultants or guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.13 Members shall act in the best interests of the Committee.
- 4.14 No member of the Committee is permitted to make public comment on behalf of the Committee or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of the group or organisation they may represent.

## **5. Delegation**

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Adopted: 14 March 2023  
Council Resolution: 9144

### **8.1.3 – Tourism and Marketing Advisory Committee**



## Terms of Reference

### Tourism and Marketing Advisory Committee

#### 1. NAME

The name of the Committee shall be Tourism and Marketing Advisory Committee, appointed as an Advisory Committee of Council in accordance with provisions of Section 5.8 of the Local Government Act 1995.

#### 2. AIMS AND OBJECTIVES

It is the aim of the Tourism & Marketing Committee:

- 2.1 To provide advice to the Full Council on tourism and marketing related matters which contribute to the good governance of the Council.
- 2.2 To work strategically with stakeholders, agencies, community groups and organisations to optimise marketing and tourism outcomes for Collie
- 2.3 To work strategically to enhance and maintain the visual amenity and functionality within the Shire.
- 2.4 To develop ideas, coordinate and arrange projects or activities and work with stakeholders, agencies, organisations and community groups to enhance the streetscape in the Central Business District and immediate surrounds.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial Council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Officers and other persons.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its members:
  - Councillors;
  - The Chief Executive Officer or nominee;
  - the Community Development Officer;
  - a representative from the Collie Visitor Centre;
  - a representative from Collie River Valley Marketing Inc
- 3.4 Each member of the committee shall be eligible for re-appointment.

## **4. MANAGEMENT**

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- 4.2 The members of the Committee shall elect a Chairperson from amongst themselves.
- 4.3 A Council Officer, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee.
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in an outcome based framework.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council Staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Members shall act in the best interests of the Committee.

## **5. Delegation**

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Adopted: 14 December 2021  
Council Resolution: #8903

## **8.1.4 – CEO Review Committee**

Shire of Collie  
Chief Executive Officer Performance Review Committee

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**1.0 Executive Summary**

The Shire of Collie Chief Executive Officer Performance Review Committee (CEOPRC) has been established in accordance with the Local Government Act 1995 (as amended) primarily to review the performance of the Chief Executive Officer as required.

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Shire of Collie  
Chief Executive Officer Performance Review Committee

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**2.0 CEO Performance Review Committee Mission and Objectives**

The Chief Executive Officer is the designated Senior Employee of the Council for the purposes of section 5.37 of the Local Government Act 1995. The CEOPRC has been established by the Shire of Collie in accordance with Part 7, Division 1A of the Local Government Act 1995.

It is the aim of the CEOPR committee to conduct activities in accordance with the Local Government Act Part 5, Division 2 section 5.8 and to discharge the requirements of section 5.38 of the Local Government Act in regards to the review of the performance of the CEO.

Mission:

*To develop Key Performance Indicators, in consultation with the Chief Executive Officer (CEO), and to review the performance of the CEO against these criteria at least annually.*

**3.0 Membership Details**

- Shire President                      Wayne Sanford
- Deputy Shire President          Glyn Yates
- Councillor                            John Bird
- Councillor                            Nola Green

**4.0 Authority**

That Council has conferred in the CEO Review Committee the power only to make recommendations to Council in accordance with its identified functions.

**5.0 Primary Functions & Authority**

**5.1 Establish & Review Performance Objectives for the Chief Executive Officer**

In order to assess the performance of the Chief Executive Officer it is imperative to develop a range of performance objectives which can be measured. Establishment of clear objectives will assist the Committee review the performance and the CEO be clear on the expectations of Council.

**5.2 Review the Salary of the Chief Executive Officer**

In accordance with the various contract provisions of the CEO, the Committee will review the salary of the CEO, giving consideration to the bands

Shire of Collie  
Chief Executive Officer Performance Review Committee

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established by the Salaries and Allowances Tribunal of WA  
<http://www.sat.wa.gov.au/LocalGovernmentCEOs/Pages/Default.aspx>

**6.0 Reporting Relationship**

The CEOPR Committee has been established as a committee of Council in accordance with Part 7 of the Local Government Act 1995. As a consequence the committee is bound by these provisions, however in addition the CEOPR committee will;

- Meet at least once in each twelve months and provide reports back to the full Council on any findings and recommendations
- Provide assistance and support to the CEO on performance related matters if required

## **8.1.5 – Bush Fire Advisory Committee**



## Terms of Reference

### Bush Fires Advisory Committee

#### 1. NAME

The name of the Committee shall be the “Bush Fires Advisory Committee”, appointed as an Advisory Committee to Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*.

#### 2. AIMS AND OBJECTIVES

The aims and objectives below are drawn from Section 67 (1) of the *Bush Fires Act 1954* and the *Shire of Collie Local Law No. 7 Bush Fire Brigades*.

- 2.1 To advise the local government on all matters relating to:
- (i) the preventing, controlling and extinguishing of bush fires;
  - (ii) the planning of the layout of fire-breaks in the district;
  - (iii) policy regarding prosecutions for breaches of the *Bush Fires Act 1954*;
  - (iv) the formation of bush fire brigades and the grouping thereof under group brigade officers;
  - (v) the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and
  - (vi) any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above.
- 2.2 To recommend a person or persons for the position(s) of Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required.<sup>1</sup>
- 2.3 To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial council elections.

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<sup>1</sup> Clause 13 of the *Shire of Collie Local Law No. 7 Bush Fire Brigades* required each brigade to recommend a Bush Fire Control Officer annually. The Local Law is due for review in 2022.

- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Committee is to comprise of council members, employees and other persons.
- 3.3 In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;
- a) Shall include at least one appointed Council member (Section 67(2) of the bush Fires Act 1954);
  - b) Shall include the Chief Bush Fire Control Officer appointed under Section 38A of the Bush Fires Act 1954;
  - c) Shall include the Fire Control Officer of each volunteer bush fire brigade (Section 3.7 of the Bush Fire Brigades Local Law 2017);
  - d) Shall include the Director of Development Services, the Shire of Collie Senior Ranger, the Community Emergency Services Manager and;
  - e) Other representatives from state government agencies whose responsibility include bushfire and emergency management and should include as a minimum a representative of the Department of Fire and Emergency Services and Parks and Wildlife Service.

#### **4. MANAGEMENT**

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995* and any other statutory requirements.
- 4.2 The Committee shall elect a Chairman from amongst the members on the Committee<sup>2</sup>. In the absence of the Chairman, a member shall be elected to preside.
- 4.3 A Shire of Collie employee, not necessarily a committee member, may be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within five (5) working days. The Agenda and the Minutes of the previous meeting shall be circulated to all Committee members not later than seven (7) days before each meeting.
- 4.4 The Committee shall meet as often as required to achieve the aims and objectives of the Committee, but shall meet at least annually.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the brigade members of the Committee.

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<sup>2</sup> Section 67(2) of the Bush Fires Act 1954 states “A committee appointed under this section shall include a member of the Council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof”

- 4.6 The Committee is an Advisory Committee and as such, all advice and actions that require significant commitment of Shire of Collie employee resources shall be presented as recommendations to Council for consideration.
- 4.7 The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee's deliberations.
- 4.8 The Committee shall not direct Shire of Collie employees.
- 4.9 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.10 Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.11 The Committee may call upon guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.12 Members shall act in accordance with Council's Code of Conduct.

## **5. Delegation**

- 5.1 The Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Reviewed and Endorsed by Council 18<sup>th</sup> February 2020

## **8.1.6 – Local Emergency Management Committee**



## Terms of Reference

### Local Emergency Management Committee

#### 1. NAME

The name of the Committee shall be the “Local Emergency Management Committee”, appointed in accordance with provisions of the *Emergency Management Act 2005* and Section 5.8 of the *Local Government Act 1995*.

#### 2. FUNCTIONS

The functions of the Local Emergency Management Committee are taken from Sections 36 and 39 of the Emergency Management Act 2005.

The functions of the Local Emergency Management Committee are:

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district (including recovery planning);
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;
- (c) to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations<sup>1</sup>.
- (d) to advise and assist the local government on how to manage recovery following an emergency affecting the community in the district; and
- (e) to advise and assist the local government on other functions relevant to Emergency Management, including but not limited to the following:
  - (i) Preparation of annual reports as recommended by State Emergency Management Policy 2.6;
  - (ii) Providing comment on State Emergency Management Policies;
  - (iii) the adequacy of State government support to achieve efficient, effective and consistent emergency management responses at the local level.

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<sup>1</sup> As at October 2015 there were no emergency management activities prescribed by the regulations.

### 3. MEMBERSHIP

If the State Emergency Management Committee chooses it may determine the terms and conditions of appointment of members<sup>2</sup>. In the event of any inconsistency between terms of condition of appointment of members determined by the State Emergency Management Committee and these terms and conditions, the terms and conditions set by the State Emergency Management Committee prevail.

- 3.1 Council, by Absolute Majority, shall appoint a committee<sup>3</sup> for a two-year term, such committee to be appointed at the first full council meeting following biennial council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Committee is to comprise of council members, employees and other persons.
- 3.3 Membership of the Local Emergency Management Committee comprises<sup>4</sup>:
- at least one council member
  - the Community Emergency Services Manager
  - the Chief Bush Fire Control Officer for the Shire of Collie
  - State Emergency Services Manager
  - The Chief Executive Office of the Shire of Collie (or nominee)
  - Director of Development Services, Shire of Collie
  - The Recovery Co-ordinator, Shire of Collie
  - Representatives from state government agencies whose responsibility include bushfire and emergency management and should include as minimum a representative of the Department of Fire and Emergency Services, the Officer in Charge of Collie Police, the Department of Biodiversity, Conservation and Attractions.
  - Representatives from local industry, lifeline organisations and health services.
- 3.4 The Council of the Shire of Collie appoints the chairman from the membership. If the Shire does not appoint a chairman, the Local Emergency Coordinator shall be the chairman<sup>5</sup>.

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<sup>2</sup> Section 38(4) of the Emergency Management Act 2005.

<sup>3</sup> Section 38(1) of the *Emergency Management Act 2005* states that a local government is to establish one or more local emergency management committees.

<sup>4</sup> Membership of the Local Emergency Management Committee is specified by Section 38 of the *Emergency Management Act 2005* and State Emergency Management Committee Policy 2.5.

<sup>5</sup> Section 38(3)(a) of the *Emergency Management Act 2005* states that a local emergency management committee consists of “(a) a chairman and other members appointed by the relevant local government”.

- 3.5 The Chief Executive Officer may remove a person or organisation from the list of members appointed by Council where that person or organisation is absent without tendering an apology throughout three consecutive meetings of the Local Emergency Management Committee, or if that organisation's attendance is considered essential, the CEO should liaise with a senior representative of that organisation to seek appropriate representation.

#### **4. MANAGEMENT/ PROCEDURES**

If the State Emergency Management Committee chooses, it may determine the constitution and procedures of a Local Emergency Management Committee<sup>6</sup>. In the event of any inconsistency between the constitution and procedures determined by the State Emergency Management Committee and these management/ procedures, the constitution and procedures set by the State Emergency Management Committee prevail.

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995*, the *Emergency Management Act 2005* any other statutory requirements.
- 4.2 The State Emergency Management Committee Policy 2.5 identifies that secretariat and administrative support to the Local Emergency Management Committee "*is to be provided by the local government*".

Therefore a Shire of Collie employee, not necessarily a committee member, shall be appointed by the Shire of Collie Chief Executive Officer to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within five (5) working days. The Agenda and the Minutes of the previous meeting shall be circulated to all Committee members not later than seven (7) days before each meeting.

- 4.3 The Committee shall meet every three (3) months and as required<sup>7</sup>.
- 4.4 The quorum for a meeting of the Committee shall be at least four members of the Committee.
- 4.5 Every attending member shall have one vote.
- 4.6 The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee's deliberations.
- 4.7 The Committee shall not direct Shire of Collie employees.

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<sup>6</sup> Section 38(4) of the *Emergency Management Act 2005*.

<sup>7</sup> Clause 21 of State Emergency Management Policy 2.5

- 4.8 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement or, in accordance with section 6.8(1)(c) of the *Local Government Act 1995*, the Shire President's approval<sup>8</sup>.
- 4.9 Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.9 The Committee may call upon consultants or guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.10 Members shall act in accordance with Council's Code of Conduct.
- 4.11 As specified by State Emergency Management Committee Policy 2.5 each meeting of the Local Emergency Management Committee should consider, but not be restricted to, the following matters, as appropriate:
- a. Every meeting:
    - i. Confirmation of the Local Emergency Management Arrangements contact list currency
    - ii. Review any of post-incident reports and post exercise reports generated since last meeting;
    - iii. Progress of emergency risk management process;
    - iv. Progress of treatment strategies arising from emergency risk management process;
    - v. Progress of development or review of local emergency management arrangements; and
    - vi. Other matters determined by the local government.
  - b. First calendar quarter:
    - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant District Emergency Management Committee);
    - ii. Begin developing annual business plan.
  - c. Second calendar quarter:
    - i. Preparation of Local Emergency Management Committee annual report (to be forwarded to relevant District Emergency Management Committee for inclusion in the State Emergency Management Committee annual report);
    - ii. Finalisation and approval of annual business plan.
  - d. Third calendar quarter:
    - i. Identify emergency management projects for possible grant funding.
  - e. Fourth calendar quarter:
    - i. National and State funding nominations.

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<sup>8</sup> A local government is not to incur expenditure from its municipal fund for an additional (i.e. non-budgeted) purpose except where the expenditure — (c) is authorised in advance by the mayor or president in an emergency.

## **5. Delegation**

- 5.1 The Committee shall be free to plan to achieve the aforementioned functions aims as best as it sees fit in the context of the terms of reference.
- 5.2 The Council, in accordance with the Local Government Act, delegates the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Last Updated: 08 June 2021

## **8.1.8 – House Panel**

## TERMS OF REFERENCE

### House Panel including Civic and Community Events

#### 1. Purpose

- 1.1 To support and guide local government and community functions and celebrations in Collie including civic receptions and other community events.
- 1.2 To promote, coordinate and decide by consensus the annual Shire of Collie Citizen of the Year, Young Citizen of the Year, Community Group of the Year and Environmental Award, and any other awards that the Collie Shire Council may determine to present on Australia Day.

#### 2. Membership

- 2.1 The Panel will have membership as follows:
  - Shire of Collie elected members as determined by Council;
  - Shire of Collie officers relevant to the nature of the matter under consideration and as determined by the Chief Executive Officer;
  - Representatives of service clubs or community groups as appropriate to the matters under consideration and as determined by the Panel's elected members; and
  - With regards to selection of the annual Australia Day Award recipients, past winners of the Shire of Collie Citizen of the Year award.
- 2.2 The Chair may invite other parties as may be appropriate to assist the Panel in meeting its purpose.
- 2.3 Behavioural standards set out in the *Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates* dated March 2021 apply. The Council may revoke membership where expected standards of conduct are not met.
- 2.4 The Chair will be an elected member as determined by the elected member representatives.

### **3. Authority**

- 3.1 The Panel is not a Committee of Council and is not assigned delegated authority. The Panel does not have authority to direct the Shire administration or commit Shire resources.
- 3.2 Meeting conduct is coordinated by the Chair, with agreement reached by consensus. Where agreement is not reached, meeting notes are expected to identify the diverging views of members.
- 3.3 Where initiatives, actions or recommendations are referred to a meeting of Council for consideration, the Council is not bound by any recommendations, and may elect to seek further community input or other opinion before making further decisions.
- 3.4 No member of the Panel is permitted to make public comment on behalf of the Panel or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of the group or organisation they may represent.
- 3.5 It is recognised that the Panel is an advisory body to the Shire operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Panel shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.

### **4 Resources and Assistance**

- 4.1 The work of the Panel will be supported by the Shire administration as far as is reasonably practicable. This includes providing secretarial assistance (meeting arrangements, communication with members, preparing records of meetings).

### **5 Timing of Meetings**

- 5.1 The timing and arrangements for meetings are to be agreed by the members of the Panel.

Last Updated: July 2023

## **8.1.9 – Plant and Infrastructure Panel**



## Terms of Reference

### Plant Committee

#### **1. NAME**

The name of the Committee shall be the “Plant Committee”, appointed as an Advisory Committee to Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995*.

#### **2. AIMS AND OBJECTIVES**

- 2.1 To ensure the Shire’s plant and machinery assets are managed with due regard to Council’s key objectives and goals as specified in the Strategic Plan.
- 2.2 To develop and review asset management policies to guide the acquisition, use and disposal of plant and machinery assets to make the most of their service delivery potential and manage the related risks and costs over their entire life.
- 2.3 To provide input into Council’s budget forward planning through development of program covering heavy vehicle replacements, and relevant plant and machinery including (where relevant) identification of significant maintenance cost points.
- 2.4 Investigate and report to Council on recommendations:
  - Purchase and disposal of all trucks, graders, loaders, rollers and other like items of plant as per Clause 5.3;
  - Major maintenance expenditure on individual items of plant.

#### **3. MEMBERSHIP**

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Plant Committee is to comprise of 3 elected members
- 3.3 The Committee appoints one elected member as the Presiding Member of

the Plant Committee for the term of the Council

3.4 Voting members are the three elected members

**4. MANAGEMENT**

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995* and any other statutory requirements.
- 4.2 The Committee shall elect a Presiding Member and a Deputy Presiding Member from amongst themselves in accordance with Section 5.12 of the *Local Government Act 1995*.
- 4.3 A Shire of Collie employee, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within five (5) working days. The Agenda and the Minutes of the previous meeting shall be circulated to all Committee members not later than 72 hours before each meeting.
- 4.4 The Committee shall meet as often as required to achieve the aims and objectives of the Committee, but at shall meet at least annually.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee.
- 4.6 The Committee is an Advisory Committee and as such, all advice and actions that require significant commitment of Shire of Collie employee resources shall be presented as recommendations to Council for consideration.
- 4.7 The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee’s deliberations.
- 4.8 The Committee shall not direct Shire of Collie employees.
- 4.10 Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.11 The Committee may call upon guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.12 Members shall act in accordance with Council’s Code of Conduct.
- 4.13 The Committee will be provided with a plant utilisation report in the agreed format once per quarter as shown in the following table:

Quarter	Report Distributed
---------	--------------------

November to January	February
February to April	May
May to July	August
August to October	November

- 4.14 All items of plant for replacement should be sought as per Council's Purchasing Policy.
- 4.15 The Committee will review the proposed Plant Replacement Program on an annual basis to support the Shire's Long Term Financial Plan, with a focus on the age, utilisation and operational effectiveness of the plant fleet.

## **5. DELEGATION**

- 5.1 The Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.
- 5.3 Plant items within the approved annual budget shall be assessed and selected as per the following limitations
- Items less than \$10,000 (ex GST ) may be approved by the Director of Technical Services
  - Items greater than \$10,000 ( ex GST ) and less than \$100,000 ( ex GST) may be approved through a workshop of the Plant Committee
  - Items greater than \$100,000 ( ex GST ) must be referred to a Council meeting for approval.

## **8.1.11 – Trails Panel**



## TERMS OF REFERENCE

### Trails Panel

#### 1. Purpose

- 1.1 The purpose of the Trails Panel is to guide and support the development of trails within the Shire of Collie.
- 1.2 Trails for the purpose of the Panel are defined as pathways, cycleways, dual use paths and trails, for the use of walking, hiking, equestrian, kayaks, trail bikes, cycling trails, four-wheel drive trails, motorbike trails and drive trails.
- 1.3 To assist in the establishment of Collie as a Trail Town.
- 1.4 To support, when applicable, programs and activities related to the establishment of trails within the Shire of Collie.

#### 2. Membership

- 2.1 The Working Group will seek to have membership as follows:

##### Members

- Shire of Collie Elected Members X 3 (Elected Member to Chair)
- Director Development Services, Shire of Collie
- Director Technical Services, Shire of Collie
- Collie Visitor Centre
- Representatives from the following local stakeholder organisations/groups;
  - Hiking
  - Trail Runners
  - Equestrian
  - Cycling
  - Mountain Bike Riders
  - Trail bikes
  - Equestrian

- Community and tourism adventure businesses
  - Representative of the Ngalang Boodja Aboriginal Corporation
  - Department of Local Government, Sport and Cultural Industries
  - Department of Biodiversity Conservation and Attractions
- 2.2 The Chair may invite other parties as may be appropriate to assist the Group in meeting its purpose.
- 2.3 Behavioural standards set out in the *Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates* dated March 2021 apply. The Council may revoke membership where expected standards of conduct are not met.

### **3. Authority**

- 3.1 The Panel is not a Committee of Council and is not assigned delegated authority. The Group does not have authority to direct the Shire administration or commit Shire resources.
- 3.2 Meeting conduct is coordinated by the Chair, with agreement reached by consensus. Where agreement is not reached, meeting notes are expected to identify the diverging views of members.
- 3.3 Where initiatives, actions or recommendations are referred to a meeting of Council for consideration, the Council is not bound by any recommendations, and may elect to seek further community input or other opinion before making further decisions.
- 3.4 No member of the Panel is permitted to make public comment on behalf of the Group or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of the group or organisation they may represent.
- 3.5 It is recognised that the Panel is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Panel shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.

### **4 Resources and Assistance**

- 4.1 The work of the Group will be supported by the Shire administration as far as is reasonably practicable. This includes:
- Providing secretarial assistance (meeting arrangements, communication with members, preparing records of meetings).
  - Providing detailed information and overview of work undertaken to date, and documentation available to inform the Group.

4.2 The Group may identify further tasks to be undertaken through contracted services. In these instances, approval of the grant provider (State Government) to expend funds under the terms of an existing grant is required for the expense to be incurred.

**5 Timing of Meetings**

5.1 The timing and arrangements for meetings are to be agreed by the Group.

Last Updated: October 2022

## **8.1.12 – Collie Christmas Decorations Working Group**



Shire of  
**Collie**

**TERMS OF REFERENCE  
COLLIE CHRISTMAS DECORATIONS  
WORKING GROUP**



## TERMS OF REFERENCE

### Collie Christmas Decorations – Working Group

#### 1. Purpose

- 1.1 To assist Collie to celebrate and embrace the spirit of Christmas as a community through:
  - 1.1.1 overseeing and assisting with the design and installation of Christmas decorations on Shire managed property in Collie; and
  - 1.1.2 encouraging community and business involvement in decorating Collie for Christmas.

#### 2. Membership

- 2.1 The Working Group will seek to have membership as follows:
  - Shire of Collie elected member/s as determined by Council;
  - Shire of Collie staff as determined by the Chief Executive Officer;
  - representatives of businesses, service clubs or community groups; and
  - community representatives.
- 2.2 The Chair may invite other parties as may be appropriate to assist the Group in meeting its purpose.
- 2.3 Behavioural standards set out in the *Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates* dated March 2021 apply. The Council may revoke membership where expected standards of conduct are not met.
- 2.4 The Chair will be an elected member. Where more than one elected member is represented on the Group, the Chair will be as determined by the elected member representatives.

#### 3. Authority

- 3.1 The Group is not a Committee of Council and is not assigned delegated authority. The Group does not have authority to direct the Shire administration or commit Shire resources. The Group may make recommendation to Shire administration for the expenditure of budgeted funds for Christmas decorations.

- 3.2 Meeting conduct is coordinated by the Chair, with agreement reached by consensus. Where agreement is not reached, meeting notes are expected to identify the diverging views of members.
- 3.3 Where initiatives, actions or recommendations are referred to a meeting of Council for consideration, the Council is not bound by any recommendations, and may elect to seek further community input or other opinion before making further decisions.
- 3.4 No member of the Group is permitted to make public comment on behalf of the Group or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of any group or organisation they may represent.

#### **4 Resources and Assistance**

- 4.1 The work of the Group will be supported by the Shire administration as far as is reasonably practicable. This includes:
- Providing secretarial assistance (meeting arrangements, communication with members, preparing records of meetings).

Notes from meetings will be provided to all elected members.

#### **5 Timing of Meetings**

- 5.1 The timing and arrangements for meetings are to be agreed by the Group.

Last Updated: June 2023

## **8.1.14 – Renergi Project Coordination Group**



## **TERMS OF REFERENCE**

### **Project Coordination Group – Renergi Project**

#### **1 Purpose**

The purpose of the Project Coordination Group (PCG) is to coordinate efforts of Renergi Pty Ltd and the Shire of Collie to achieve the construction, commissioning and operation of a demonstration bioenergy plant that converts combustible municipal solid wastes and other wastes to value-added products.

#### **2 Membership**

The PCG will have membership as follows:

- Chief Executive Officer (CEO), Renergi, who is also the Project Director.
- Chief Operating Officer (COO), Renergi.
- Elected Member, Shire of Collie
- Chief Executive Officer (CEO), Shire of Collie
- Director Technical Services of the Shire of Collie.

The PCG may invite funding partners and/or specialists as appropriate to attend its meetings.

#### **3 Background**

Renergi's Board of Directors is responsible for the delivery of this project. The project relies however on cooperation and coordination of the Shire of Collie to achieve the project objectives. To this end, the parties have established a Deed of Lease over land at the Shire's landfill site. A Waste Development Agreement and Agreement for Lease has also been executed. An operational agreement is to be prepared.

The project has received a grant of \$3.9 million from the Australian Renewable Energy Agency (ARENA) and a grant of \$2 million from the WA State Government's Collie Futures Industry Development Fund.

The \$9.4 million project will design, construct, and operate a 1.5 tonnes/hr of pre-commercial scale demonstration plant within the current landfill site of the Shire of Collie. Once it is fully operational, the plant aims to convert all combustible municipal solid wastes generated in the Shire (about 4,00 tonnes per year) and further 8,000 tonnes per year of forestry or other wastes into pyrolysis oil and biochar. These are important value-added products that will find widespread applications, include their use as a soil conditioner and a liquid fuel to achieve negative emissions of CO<sub>2</sub>.

If successful, the project will fundamentally revolutionise the waste management practice of the Shire, making the Shire a global leader in the management of municipal solid wastes. The project is the beginning of a large bioenergy industry centred in the Collie region.

#### **4 Activities**

The Group will provide means for collaboration between Renergi and the Shire of Collie as well as engagement with the general public in Collie. In particular, the Group will

- Discuss any issues between Renergi and the Shire of Collie as related to the project objectives.
- Promote the project to the general public in Collie.
- Receive comments from and provide response to the general public in Collie.
- Help Renergi to co-ordinate site activities.
- Assist Renergi to engage with the local industry.
- Development of an Operational Agreement including ongoing review.
- Monitor ongoing issues as relevant to the project to assist achieving objectives.

#### **5 Reporting**

Renergi and the Shire of Collie representatives will report to the Board and the Council respectively.

#### **6 Conflict of Interest**

All members are to bring to the attention of the group any real, perceived or potential conflicts of interest as soon as they are identified.

#### **7 Timing of Meetings**

To be determined by the PCG members. It is expected that meetings will be at least monthly in the early phases of project implementation.

## **8.2.1 – Bunbury Geographe Tourism Partnership**



# BUNBURY GEOGRAPHE TOURISM PARTNERSHIP SERVICE LEVEL AGREEMENT INFORMATION

Prepared by Australia's South West for the  
Bunbury Geographe Group of Councils

**Contact:**

Catrin Allsop

Chief Executive Officer

Australia's South West (ASW)

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## 1. BACKGROUND AND OVERVIEW

This document outlines information to inform the Service Level Agreement between Australia's South West (ASW) and the Bunbury Geopraphe Group of Councils (BGGC) to oversee the management of the Bunbury Geopraphe Tourism Partnership (BGTP). The role of BGTP is to ensure that the Bunbury Geopraphe region has a destination marketing and industry engagement presence into the future and a tactical response to changes in the tourism landscape and on the Bunbury Geopraphe visitor economy.

This model aims to provide sustainability and growth for tourism in the Bunbury Geopraphe region. It provides opportunity for industry and government to work more closely on a collaborative basis delivering initiatives that will provide economic benefits to all participating local government areas whilst leveraging existing funding and resources.

ASW is the regional tourism organisation responsible for destination marketing and management for the South West region through funding from Tourism Western Australia (Tourism WA), our member base of operators and stakeholders. Our primary role is intrastate (Perth and surrounds) marketing whilst supporting Tourism WA in the interstate and international markets.

### **Economic Imperative:**

Over the past three years, the BGTP has invested in the development of the "Bunbury Geopraphe (Bun Geo)" brand. In 2019, this investment began to demonstrate a significant return, with tourism numbers and spend growing rapidly.

### **Benefits:**

- Provides improved broader economic return to local government and local businesses
- Ensures long-term sustainability of the Bun Geo brand in the marketplace
- Builds on and leverages excellent work to date that has been delivered for Bun Geo and the Bun Geo brand
- Provides a supportive environment with the ability to leverage ASW's skills and expertise in marketing, capacity and capability building and stakeholder engagement
- Provides access to ASW resources and networks including Tourism WA and Tourism Australia, tourism trade, media, and consumer databases
- Facilitates inclusion in federal and state funding applications and marketing initiatives
- Provides a robust platform for increased local and regional collaboration
- Provides a cost-effective solution by leveraging additional activities and resources
- ASW, BGGC, BGTP working group, local tourism bodies and visitor centres take a joint leadership role in achieving these outcomes

### **Approach:**

The BGGC has signed an MOU whose purpose is to implement a strategy to create a unified approach to the management of tourism development, marketing and infrastructure. ASW's role is to ensure that the Bunbury Geopraphe region has a destination marketing and industry engagement presence and delivers strong outcomes.

### **Obligations**

- ASW provides governance, management, and administrative functions

- ASW employs locally based a BGTP Marketing and Industry Liaison Co-ordinator to engage with the industry and deliver the agreed implementation and marketing plan for the region
- ASW delivers grant and project-based outcomes on behalf of BGGC

**Total Budget:**

The budget is based on funds committed through the BGGC MOU for financial years 21/22, 22/23 and 23/24.

**Timeframe:**

The service level agreement is to commence from 1 March 2022 to 30 June 2024 with a review commencing by March 2024.

**Critical Assumptions:**

The critical assumptions of this agreement are:

- The participating local governments support the key recommendations in the 2021 strategy and can apply the necessary budget to deliver the agreed outcomes
- BGTP marketing assets such as the website and social media accounts are transferred to ASW in a working order for the length of the agreement
- Each participating local government commits to an annual meeting by March of that year, to discuss and formulate destination marketing and destination development strategies for next financial year.
- There is a commitment from the BGGC to maintain brand message, provide content as required, collaboration (where feasible) and cross promotion.
- ASW exists and is solvent

**Region Description:**

The Bunbury Geographe Region comprises the following local government areas:

- Bunbury
- Capel
- Collie
- Dardanup
- Donnybrook-Balingup
- Harvey

## 2. ASW OBLIGATIONS

### 2.1. DESTINATION MARKETING

A Bunbury Geographe Marketing and Industry Liaison Co-ordinator will be employed and be responsible for delivering the BGTP marketing plan developed and endorsed in collaboration with the participating local governments and industry. The Co-ordinator will be responsible for BGTP brand asset management, the schedule of agreed marketing deliverables including collateral, tactical campaigns (sub-regional and whole of region), and development of industry liaison tools.

ASW also has significant reach within all domestic markets (intra and inter-state) and presence in relevant international markets. ASW would deliver both its regional ASW brand as well as the BGTP sub-regional brand where relevant.

#### 2.1.1. DELIVERABLES

- 1. Marketing Plan**  
Delivery of the BGTP annual marketing plan developed in collaboration with the participating local governments and industry and endorsed by the BGGC.
- 2. Consumer Website**  
Manage the BGTP website to include regular blogs, adding events and updating new content.
- 3. Social Media**  
Monitoring social media platforms and scheduling posts.
- 4. Campaigns**  
Deliver campaigns as per the marketing plan
- 5. Consumer eDMs and Blasts**  
Delivery monthly eDMs and news blasts as required.
- 6. Found Magazine**  
Deliver Found Magazine as per the marketing plan
- 7. Leverage ASW and Tourism WA Marketing**  
Feed content including imagery to ASW and Tourism WA. Participate in ASW campaigns and marketing collateral. Where possible utilise Tourism WA media buy opportunities.

#### 2.1.2. OUTCOMES

Delivery of Destination Marketing will:

- Increase awareness of the region and its brand
- Drive visitation and spend
- Provide opportunities for local businesses to connect with new customers/markets
- Improved broader economic returns to local government and local businesses
- Long-term sustainability of the brand in the marketplace

### 2.2. INDUSTRY LIAISON AND COMMUNICATIONS

The Bunbury Geographe Marketing and Industry Liaison Co-ordinator will implement the marketing plan, liaise with industry on their businesses and be the conduit between the marketing and development initiatives and local tourism businesses.

### 2.2.1. DELIVERABLES

1. **Emails**  
Monitoring and responding to emails
2. **Corporate Website**  
Manage the BGTP corporate website to include regular update of content
3. **Industry eDMs and Blasts**  
Delivery monthly eDMs and news blasts as required.
4. **Industry and Stakeholder Engagement**  
Attend member businesses and stakeholder meetings

### 2.2.2. OUTCOMES

Liaising with industry and stakeholders will:

- Provide up to date content and ideas for destination marketing
- Provide opportunities for local businesses to connect with BGTP
- Provide a supportive environment for businesses to leverage BGTP skills and expertise in marketing, capacity and capability building and stakeholder engagement

## 2.3. DELIVERY OF GRANT FUNDED/SPECIAL PROJECTS

ASW will complete the delivery of all grant funded projects that BGTP has secured to date.

ASW will deliver agreed special projects that are identified to BGGC and have been funded, including but not limited to product development, marketing projects, or other projects identified in the strategic planning process. These projects may be able to be funded within the existing BGTP budget, via ASW's contributions, industry financial contribution or external funding such as grant funding which may need to be secured.

## 2.4. GOVERNANCE, EXECUTIVE MANAGEMENT, ADMINISTRATIVE FUNCTIONS AND STRATEGIC PLANNING

ASW will provide governance, executive management, administrative functions, and strategic planning for BGTP.

ASW is a not-for-profit Incorporated Association which provides industry support and destination marketing for the South West region and has a strong track-record of delivering value-for-money campaigns and projects with economic development outcomes. The organisation is solvent, with sufficient funds and cashflow to deliver this strategy in addition to its other programs.

ASW Board comprises an independent Chair, skills based and industry representative Board Directors (including a Bun Geo representative) and will be responsible for the governance and delivery of the BGTP service level agreement.

The BGGC will provide oversight and approval of the annual implementation plan.

The BGTP Reference Group to act as an advocacy body and provide input into the region's destination marketing plan and destination development activities.

The table below outlines the key functions ASW would provide as part of the service agreement.

<b>Governance</b>	<b>Management</b>	<b>Administration</b>
ASW Board BGGC oversight and approval of the annual implementation plan	Financial HR Risk/Legal Business continuity Asset management	Bookkeeping Stakeholder communications Industry communications Governance Secretariat support

#### 2.4.1. ASW DELIVERABLES

1. **Major Stakeholder and Industry Engagement and Communications**  
CEO to attend key member business and stakeholder meetings.
2. **Human Resource, Bookkeeping and Risk Management**  
CEO to manage all administrative functions of BGTP.
3. **Strategic Planning**  
CEO to manage strategy development and annual implementation plan.

#### 2.4.2. ASW Management Fee

Australia's South West's annual management fee is 15% of total funds available.

#### 2.4.3. OUTCOMES

Management of governance, executive management, administrative functions and strategic planning will:

- Provide an independent management and strategic oversight of BGTP under a professional organisation and well governed structure
- All tourism businesses will be eligible for a complimentary engagement level with ASW.
- Deliver on the agreed annual marketing and strategy implementation plans
- Provide an annual financial statement covering the receipt and expenditure of the funding in line with ASW audited reports
- Report bi-annually on the compliance of ASW with its obligations under this agreement covering the previous 6-month period.

### 3. AGREEMENT DETAILS

<b>ITEM 1</b>	<b>Name</b>	Australia's South West Inc			
	<b>Street Address</b>	Level 1, Dolphin Discovery Centre, Lot 830 Koombana Drive, Bunbury WA 6230			
	<b>Registered Mail</b>	PO Box 252, Bunbury WA 6231			
	<b>Contact Name</b>	Catrin Allsop, Chief Executive Officer			
	<b>Email</b>	ceo@australiassouthwest.com			
	<b>Telephone</b>	(08) 9791 9197			
<b>ITEM 3</b>	<b>Commencement Date</b>	1 March 2022			
<b>ITEM 4</b>	<b>Termination Date</b>	30 June 2024			
<b>ITEM 5</b>	<b>Funding Amount</b>	The total Funding Amount per year is subject to the signed MOU.			
<b>ITEM 6 Payment Milestones</b>		<b>21/22</b>			
		<b>A</b>	Signing of the SLA	50%	On or around 1 March 2022
		<b>B</b>	Receipt and approval of the bi- annual implementation report	50%	On or around 30 June 2022
		<b>22/23 &amp; 23/24</b>			
		<b>A</b>	Receipt and approval of the bi- annual implementation report	50%	On or around 30 October
		<b>B</b>	Receipt and approval of the bi- annual implementation report	50%	On or around 15th January

## 4. KEY PERFORMANCE INDICATORS

Note the below KPIs are draft and will be confirmed following the 2021 Strategic Plan endorsement:

KPI 1: Intrastate Visitation and Spend

Target: Increased visitation and spend YOY

KPI 2: Marketing Outcomes

Target: Marketing and brand awareness that deliver outcomes in key metrics

KPI 3: Independent Financial Contribution

Target: Achieve growth YOY

**Signatures:**

I have read the above Service Level Agreement and agree to the terms and conditions of use set out above.



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CATRIN ALLSOP  
CHIEF EXECUTIVE OFFICER  
AUSTRALIAS SOUTH WEST

Date: 24/02/2022



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MALCOLM OSBORNE  
CHIEF EXECUTIVE OFFICER  
CITY OF BUNBURY  
For and on behalf of the Bunbury  
Geographe Group of Councils

Date: 24/02/2022

## **8.2.7 – Cooperative Research Program**



## SUMMARY FOR PARTNERS

# Research Priorities 2021 – 2024

July 2021

[crctime.com.au](http://crctime.com.au)

# Introduction

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The CRC TiME Research Prioritisation Plan sets out research priorities for the next three years of activity within the Cooperative Research Centre for Transformations in Mining Economies (CRC TiME). These priorities have been developed consultatively with CRC TiME partners and set out a necessarily broad research agenda aimed at unpacking the social, economic, environmental, technical, political and institutional interactions that mean less than 5% of closed mines have successfully transitioned through relinquishment to post mining land use, despite mining being framed as a temporary land use.

## Priorities for the next three years (2021 – 2024)

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A consultative approach to the development of CRC TiME has been a hallmark since 2019. Over that period, more than 1000 individuals have been engaged through face-to-face workshops, online webinars, one on one meetings and surveys. A Board of Directors has been established, together with supporting committees considering research, impact and risk. More than 200 ideas for research were received and advisory committees and steering groups established to help focus these ideas into foundational research.

In every conversation over this period, CRC TiME has gathered information on the priorities it should pursue through the initial stages of its research program. Through this process, CRC TiME has received strategic input from the Board and has listened to industry, community, governments and suppliers. They all share two desires:

- to increase post closure opportunities through re-purposing of assets, economic diversification and optimization of the use of mining associated natural and social capital ; and
- to decrease the risk of adverse long term environmental outcomes or transitioned infrastructure

These two desires clearly sit in tension with each other. Moreover, the range of concerns, aspirations, values, knowledge and perceptions that underly these shared desires vary markedly between stakeholders. The details of this consultation have been used to identify a set of priorities to focus attention for the next three years of research within CRC TiME:

- The people and places facing transition in mining regions need to be at the heart of decisions relating to mine closure, relinquishment and post mining economic opportunities;
- The multiplicity of policy frameworks and regulations at national, state and local scales are complex, inconsistent and sometimes incommensurable and can work against the delivery of positive post mining outcomes for mining regions;
- Mine operational decision making largely prioritises short term productivity over long term provisioning for closure and beyond, which can limit options for the delivery of positive post mining outcomes and reduce attention on reducing residual risk;
- Technology interventions during mining can increase the chance of moving through closure and beyond by reducing residual risk, but implementation can be inhibited by lack of investment and siloed thinking;
- Innovative business models to ensure the sustainable supply of goods and skills to support healthy ecosystems and livelihoods post closure are inhibited by business as usual thinking and a focus on core business only;

- The digital age has opened up new opportunities for sharing data and analytics for environmental assessment and ecosystem forecasting which can aid regional scale planning for healthy and sustainable post mining ecosystems
- Site based approaches to regulation and concerns about risk attribution inhibit the assessment of cumulative impact in mining regions.
- The development of conditions that promote post mining investment is limited by lack of opportunity to develop shared visions of the future, and shared delivery of that future through a measured and streamlined process of transition.

These priorities and focal project areas are described below:

Priority	Project Areas
Priority 1: Regions in Transition	<ol style="list-style-type: none"> <li>1. Benchmarking “readiness to transition” in regions approaching closure</li> <li>2. Modelling diversity in values to determine acceptability of alternative options</li> </ol>
Priority 2: Informing regulatory excellence for regional transitions	<ol style="list-style-type: none"> <li>1. National Guidelines for excellence in regulating mine closure and social transition</li> <li>2. Recommendations for regulatory reform</li> </ol>
Priority 3: Delivering post-mining futures	<ol style="list-style-type: none"> <li>1. Repurposing Case Studies from around the world</li> <li>2. Collaborative decision processes to develop repurposing options</li> </ol>
Priority 4: Enhancing decision systems for positive closure outcomes	<ol style="list-style-type: none"> <li>1. Valuing Intangibles</li> <li>2. Calculating risks and costs over long timeframes</li> <li>3. Residual risks and trade-offs</li> </ol>
Priority 5: Implementing technology for positive impact	<ol style="list-style-type: none"> <li>1. Ecosystem resilience under climate change</li> <li>2. Long term water quality solutions</li> </ol>
Priority 6: Innovating supply chains for sustainable business solutions	<ol style="list-style-type: none"> <li>1. Value generation from closing mines</li> </ol>
Priority 7: Assessing cumulative regional impact	<ol style="list-style-type: none"> <li>1. Broadening parameters in cumulative impact assessments for closure</li> <li>2. Connecting to national initiatives on digital strategic environmental assessment</li> </ol>
Priority 8: Demonstrating and sharing solutions and data	<ol style="list-style-type: none"> <li>1. Aggregating data from minesite trials</li> <li>2. Networking demonstration projects at multiple minesites to share and pool knowledge</li> </ol>

# Co-developing research projects

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CRC TiME research projects will be end user driven and co-designed and co-developed with our partners, bringing in a broader range of knowledge and capitalising on significant in-kind resource commitments - ensuring that not only are the outputs fit for purpose and useable, but also stakeholders are empowered to take ownership of solutions. The development of the CRC TiME research program will involve these partners in all stages of project development and adoption. Rather than a linear model of research delivery, CRC TiME offers a safe space where projects will embed communication, capacity building and adoption alongside research-to enable:

- **Capacity building and knowledge transfer:** through vehicles for learning, outreach and engagement which can build the knowledge base across stakeholders and offer opportunities more broadly to increase engagement with the sector (e.g youth, indigenous groups, politicians)
- **Creation of social capital:** through a safe space where stakeholders can build trust and develop networks
- **Collaborative learning:** where stakeholders to come together, discuss complex issues, and learn what is needed and how to achieve it.
- **Collaborative action:** where shared knowledge results in alignment of goals and collective action.

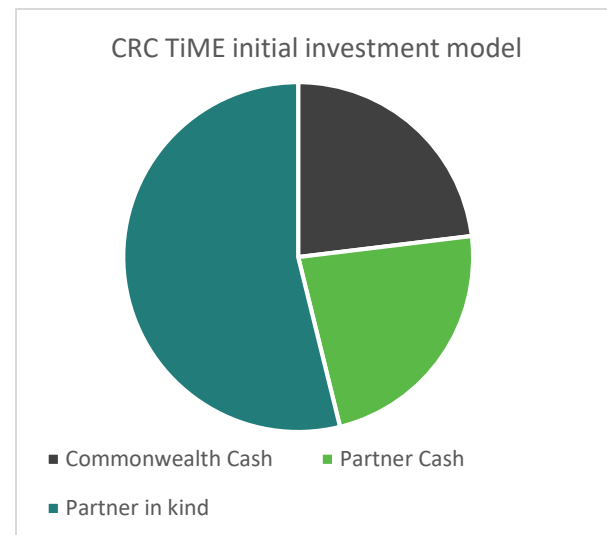
## Investment Model

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CRC TiME commenced with a commitment of order \$130 million to be expended over 10 years. This investment is made up of cash and in-kind commitments from Commonwealth Government and CRC TiME partners in the proportions indicated.

Over the next three years, roughly 1/3 of these resources will be targeted onto research projects to address the priorities outlined above. This investment will focus on activities that smooth the interface between mining and post mining operations in these priority areas. It will also be used to leverage additional investment from non-CRC partners to continue growing the scale of effort being applied.

CRC TiME presents a unique platform and investment in impact driven research that connects mining and post mining systems. Recognising the boundary spanning nature of CRC TiME, exploring opportunities for partnerships on key initiatives will be a priority.



## Further Information

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Further detail on the research priorities for CRC TiME can be found in its Project Development Guidelines and Research Prioritisation Plan or by contacting the relevant CRC Program Leader.

## **8.2.9 – Just Transition Working Group**



## **JUST TRANSITION WORKING GROUP**

### **JTWG Terms of Reference**

#### **BACKGROUND:**

Just Transition, a concept emanating from the Paris Climate Agreement, refers to the overall framework for supporting impacted workers and communities in the transition from emissions-intensive industries.

The State Government has committed to a Just Transition based on the international evidence that suggests that working together at a regional level can improve overall outcomes for impacted communities including through job placements in nearby industries, and re-skilling for regional job opportunities prior to workers losing jobs.

While individual companies will retain responsibility for supporting workers, there will be a role for the State Government in supporting the broader community and local economy and coordinating regional opportunities.

The State Government has committed to work in partnership with stakeholders, including energy and coal workers to transition over the next ten to 15 years, to ensure that these workers and communities are supported.

A set of principles has been developed by industry, community, union and government stakeholders to guide this work and has been endorsed by Cabinet:

#### *Collie Just Transition Principles*

With growth in renewable energy and decline in daytime power demand, we, the undersigned, are committed to working toward a Just Transition for Collie within the following guiding principles.

We will:

1. Encourage sound investments in low-emission and job-rich sectors and technologies that attract and maintain local employment opportunities.
2. Recognise, promote and celebrate the history, cultural heritage and invaluable contribution the town of Collie and associated coal and power generation industries have made and continue to make to the State of Western Australia.
3. Respect the rights of those affected by transition to be treated with justice and dignity.
4. Ensure all consultation and negotiations are honest, open and transparent and work towards achieving consensus on goals, timelines and pathways.
5. Recognise that “we’re all in this together”, thus share the challenges and opportunities transition brings. The objective is to see that no-one is left behind.
6. Strive to ensure that all those affected by transition are given comprehensive information, opportunity and choice to retrain, reskill/upskill or take an alternative pathway within a reasonable timeframe.

7. Organise local, long-term economic diversification plans that support worthwhile occupations and foster continuous improvement in local living standards for current and future generations.
8. Provide policy, social support and linkages to community and government services for the benefit of all those affected by transition.

## **PURPOSE AND SCOPE**

The Just Transition Working Group was established to enable the production and delivery of a Just Transition Plan for Collie.

It is acknowledged that the commitment to a Just Transition will need to be long term and sustained, however that this longer term focus also needs to be balanced with what can be achieved in the shorter term.

The Just Transition Plan will initially focus on a five-year period from 2020-2025 with the intent that it is reviewed annually and updated as required. The Plan will be guided by the Just Transition Principles and will have the key goal of supporting impacted workers and communities in the transition from emissions-intensive industries in a coordinated way.

The Plan will be developed and owned by the working group, with responsibility for actions assigned to members.

## **MEMBERSHIP**

Working Group membership comprises Employee, Employer, Community and Government representatives. Membership is;

- Government Representatives;
  - Collie Delivery Unit Director (Just Transition Chairperson)
  - South West Development Commission CEO
  - Energy Policy WA nominated representative
  - Department of Training and Workforce Development nominated representative
- Industry Representatives;
  - Premier Coal nominated representative
  - Collie Chamber of Commerce nominated representative
  - Synergy nominated representative
  - Griffin Coal nominated representative
  - Bluewaters nominated representative
  - Worley Power Services nominated representative
  - South32
- Union Representatives;
  - CFMEU nominated representative
  - AMWU nominated representative
  - ETUWA nominated representative
  - ASU nominated representative

- Community;
  - Collie Shire President
  - Collie Futures Economic Advisory Group nominated representative

Proxies may attend in place of the nominated representative. Additional observers and attendees may also attend, on agreement of the JTWG Chair prior to meetings.

## **REPORTING**

The JTWG secretariat will provide regular updates (including the Minutes of each meeting) to the Government, including the offices of the Premier, the Minister for Energy and the Minister for Regional Development. Other members will provide updates to their organisations.

## **FREQUENCY**

Meetings will generally be three-monthly, with work to be communicated as required out of session.

## **CHAIR**

The JTWG will be chaired by the Director, Collie Delivery Unit, DPC.

## **CONTACT OFFICER AND SECRETARIAT SUPPORT**

The Collie Delivery Unit (Department of the Premier and Cabinet), will nominate a contact officer who will attend meetings and liaise with members. The Collie Delivery Unit will also provide secretariat support to the JTWG as required.

## **8.2.11 – Regional Road Group**



# South West Regional Road Group

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

June 2021

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

Specifically, the contents will inform Elected Members of:

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

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## 1.0 Regional Road Groups

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

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

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

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

A Regional Road Group is responsible for

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

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

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

## 2.0 Regional Road Sub-Groups or Technical Groups

### Regional Road Sub Group

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

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

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

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

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

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

### Regional Road Technical Group

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

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

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

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

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

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

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

## **3.0 State Road Funds to Local Government Agreement**

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

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

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

The Agreement recognises and determines the membership of:

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

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

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

The Agreement (page 3) is projected to produce annual allocations from State road funds to Local Government roads for the years 2018/19 to 2022/23 as per the following schedule:

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

The revenue is to be distributed to Local Government roads on the basis of<sup>1</sup>:

#### **Local Government Managed Programs**

##### **(Category 1): 66%**

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

#### **Main Roads Western Australian Managed Programs**

##### **(Category 2): 34%**

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

The allocation to the categories and sub categories will move in line with the total Agreement pool or as otherwise approved by the State Road Funds to Local Government Advisory Committee. (State Road Funds to Local Government Agreement, page 4)

## **4.0 State Road Funds to Local Government Advisory Committee**

The Agreement stipulates the State Road Funds to Local Government Advisory Committee (SAC) will oversee, monitor and recommend to the Minister for Transport the distribution of State funds to Local Government roads.

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

### **Membership**

The SAC consists of:

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

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

<sup>1</sup> See Annexure 2: Road Funding Sources, and Annexure 3: Indicate timetable for Funding Submissions.

## Responsibilities

The responsibilities of SAC include:

- Recommending the annual local roads program to the Managing Director, Main Roads WA (for consideration by the Minister for Transport).
- Monitoring the delivery and acquittal of funded programs/projects.
- Redistributing funds between projects, programs and Regional Road Groups if required to suit delivery progress/schedules.
- Reviewing individual Regional Road Group procedures.
- Set procedures covering the administration and functioning of the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and Main Roads WA.
- Deciding and approving changes to relevant policies and processed affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

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

## 5.0 South West Regional Road Group Road Project Prioritisation Guidelines

The South West Regional Road Group has a document titled “South West Regional Road Group Road Project Prioritisation Guidelines”. The guidelines includes information on:

- Roles and responsibilities
- Procedure – contains information regarding (1) Project evaluation; (2) Maintain staged project status; (3) Appointment and role of the independent auditor; (4) Preservation project; (5) Improvement/Expansion project

The Main Roads WA South West Regional Office can provide a copy of the guidelines.

## 6.0 Regional Strategies for Significant Local Government Roads

Each Regional Road Group has a document known as *Regional Strategies for Significant Local Government Roads*. The document provides a strategic view of regionally significant Local Government roads and the development strategies for those roads. The current version of the document is *Roads 2030* and under development is *Roads 2040*.

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

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

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

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

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

Access the current version of *Regional Strategies for Significant Local Government Roads* for each Regional Road Group:

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

## 7.0 Level One Bridge Inspections

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

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

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

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

<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Infrastructure/Roads/Level-1-Bridge-Inspection-Framework-version1-2020-Final2.pdf?lang=en-AU>

## 8.0 Key Performance Indicators for Regional Road Groups

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

### Expenditure performance

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

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

### Asset management

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

### Road safety

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

### Local road inventory data

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

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

## 9.0 Restricted Access Vehicle (RAV) Network

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

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

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

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

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

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

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

### As of right vehicles

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

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

## 10.0 Accredited Mass Management Scheme (AMMS)

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

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

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

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

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

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

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/permits-information-sheet-accredited-mass-management-scheme-amms-information-sheet.pdf>

## 11.0 Informing Own Councils

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

## 12.0 WALGA RoadWise

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

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

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

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

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

The contact details for the WALGA RoadWise Road Safety Advisor for the South West Region:

Jacqui Sharp  
Telephone: 0438 982 563  
Email: [jsharp@walga.asn.au](mailto:jsharp@walga.asn.au)

### **13.0 Main Roads WA Contact**

Contact details for Main Roads WA South West Region are:

Robertson Drive, Bunbury WA 6231 or PO Box 5010, Bunbury WA 6231

Telephone 9724 5600

### **14.0 WALGA Contacts**

For further information, please contact the people listed below.

Ian Duncan, Executive Manager, Infrastructure  
Telephone: 9213 2031  
Email: [iduncan@walga.asn.au](mailto:iduncan@walga.asn.au)

Mark Bondiotti, Manager, Transport and Roads  
Telephone: 9213 2040  
Email: [mbondiotti@walga.asn.au](mailto:mbondiotti@walga.asn.au)

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

## 15.0 ANNEXURE 1 - Terms of Reference for Regional Road Groups

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

### 7. Terms of Reference for Regional Road Groups

#### **Region**

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

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

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

#### **Chairperson**

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

#### **Membership**

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

#### **Voting and Decision Making**

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

- One vote for each Local Government represented at RRG meetings where no Sub Group(s) exist; or
- One vote for each Sub Group represented at RRG meeting where Sub Group(s) exist;
- Unresolved issues shall be brought to the attention of SAC by the RRG.

#### **Meetings**

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

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

#### **Delegated Representatives**

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

#### **Reporting Structure**

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

### **Observers**

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

### **Secretariat**

MRWA shall provide technical and administrative support to the RRG. Regional Managers will provide the primary contact for each RRG. (See Attachment 5 for a Guide).

### **Regional Road Sub Group**

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

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

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

The Terms of Reference will include:

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

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

### **Regional Road Technical Group**

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

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

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- The Technical Group(s) is an advisory group with no voting rights at the RRG.

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

### **Correspondence**

Address all correspondence:

Chairperson

RRG

C/- Regional Manager

MRWA

### **Responsibilities**

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

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

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

A RRG is responsible for:

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

### **Key Performance Indicators**

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

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

## Attachment 5 – State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

### Executive Support

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

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

### Records

The following will be maintained by MRWA to support RRG:

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

### Meetings

#### Timing and Venue

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

#### Meeting Agenda

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

#### Agenda Format

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last RRG meeting.
- Inwards and Outwards Correspondence
- Reports:

- Chairperson
- WALGA Representative Submissions from Local Governments
- Recommendations to State Road Funds to Local Government Advisory Committee
- Summary of payments made to Local Governments (recoups, audit forms).
- Amendments to Program of Works.
- Black Spot and Road Safety Progress Report
- General Business.
- Future meeting dates.
- Meeting close.

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

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.
- **Correspondence**
  - In general, correspondence is to be dealt with in the following manner:
  - RRG correspondence is addressed to the Chairperson or the Regional Manager.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG meetings.
- Urgent matters are referred by email/facsimile direct to the Chairperson, or otherwise presented at the RRG meeting.

## 16.0 ANNEXURE 2 - Road Funding Sources

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

### **Direct Grants** (State Road Funds to Local Government Agreement)

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

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

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

### **Commodity Routes** (State Road Funds to Local Government Agreement)

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

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

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

### **State Black Spot Program** (State Government)

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

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

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

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

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

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

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

**Australian Government Black Spot Program** (Australian Government)

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

**Roads to Recovery** (Australian Government)

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

See Annexure 3 – Indicative timetable for funding submissions

## 17.0 ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the South West Regional Road Group.

### AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

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

### STATE GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Proposed South West RRG meeting	June
Submissions close	July/August
Submissions assessed	September/October
Proposed South West RRG meeting	November
Prepare recommended program	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Proposed South West 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 South West 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 South West RRG meeting	March
Proposed South West RRG meeting	June
Local Governments advised of approved projects	June (for next financial year)
RRG to advise SAC of likely under expenditure of allocated funds (if applicable)	Before end of June (for current financial year)

### COMMODITY ROUTE SUPPLEMENTARY FUNDING

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

## 18.0 ANNEXURE 4 - Key Performance Indicators

### Regional Road Group Key Performance Indicators Annual Report 2019/2020

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

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

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

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

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

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

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

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

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

#### Metropolitan Region by Sub Group

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

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

#### Member Local Governments of Metropolitan Subgroups

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

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

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

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

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

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

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

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

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

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

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

### 4.1 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years (2017/2018, 2018/2019 and 2019/2020). (Target 100%)

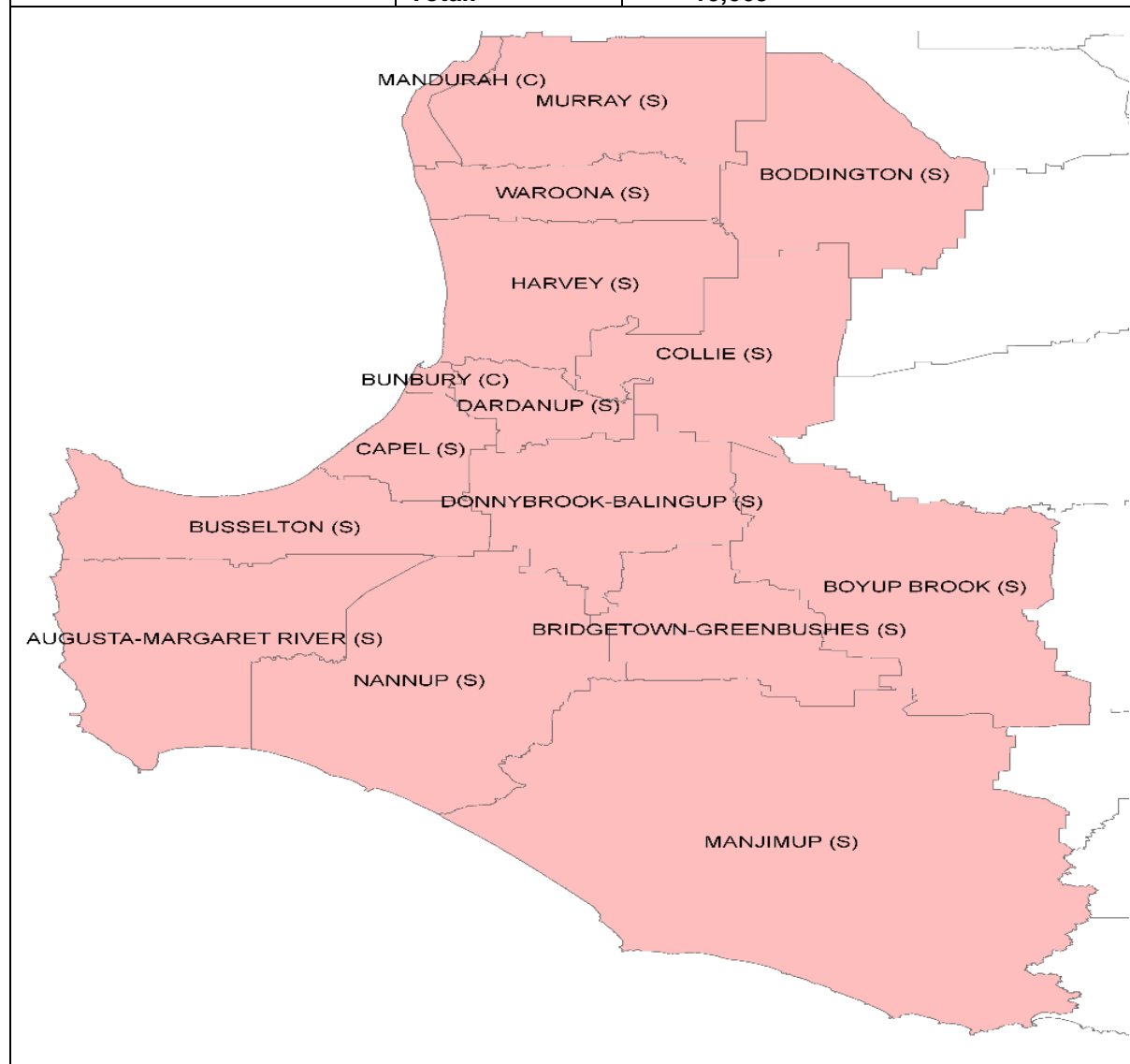
Region	Number of Local Governments in RRG	2016-2017, 2017-18 and 2018-19	2017-18, 2018-19 and 2019-20
Great Southern	12	7	<b>10</b>
South West	16	6	<b>6</b>
Gascoyne	4	2	<b>1</b>
Mid-West	16	5	<b>6</b>
Goldfields-Esperance	9	5	<b>5</b>
Kimberley	4	3	<b>3</b>
Wheatbelt South	18	7	<b>7</b>
Wheatbelt North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

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

## 19.0 ANNEXURE 5 – Profile of South West Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2019/20, Appendix 12, page 140)

<b>Local Governments (16)</b>	Augusta-Margaret River, Boddington, Boyup Brook, Bridgetown-Greenbushes, Bunbury, Busselton, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Mandurah, Manjimup, Murray, Nannup, Waroona	
Length of roads in Region (km)	Sealed:	6,136
	Gravel:	3,723
	Formed:	648
	Unformed:	156
	<b>Total:</b>	<b>10,663</b>



**8.2.14 – Worsley Alumina Refinery and Port – Community  
Liaison Committee**

### Terms of Reference – 2022

#### 1. Introduction:

South32 has been built upon four core values; care, trust, togetherness and excellence. Worsley's desire to establish, foster and maintain a Community Liaison Committee (CLC) is driven at its core by these values.

Due to its geographical distance, two CLCs will be operate in the communities surrounding the Worsley operation, one for the Boddington Bauxite Mine and one for the Collie Refinery and Bunbury Port.

#### 2. Purpose:

The Worsley Refinery and Port CLC is the core 'community' representative body for the communities surrounding the operations. The CLC members act as a proxy for the broader communities of Collie, Bunbury and surrounding areas.

The CLC's purpose is to act as a two-way communication and engagement mechanism between Worsley and the communities in which it operates.

##### To support this purpose Worsley commits to:

- Transparently share information about the operation, key issues and other risks / opportunities of community interest.
- Seek regular feedback on the quality of the relationship between the operation and the community and how the operation is performing in the community.
- Listen, investigate, remedy and close out issues important to the community that are the direct result of Worsley operations.
- Consult with members in relation to the activities within the Worsley Refinery Community Investment Plan.

#### 3. Membership:

Membership to the CLC will be invited from the following stakeholders. These may change over time at the discretion of the CLC and Worsley.

- Worsley Alumina – At least two representatives, one from Worsley Operations and the Community Specialist. One employee is also invited to sit on the CLC.
- Local Government – One representative from the Shire of Collie and Shire of Harvey. Optional representation from the City of Bunbury and shires of Dardanup and Capel.
- Government – One representative from the Department of Parks and Wildlife, South West Development Commission, Traditional Custodians and a relevant educational body.
- Business & Industry – One representative from the Collie Chamber of Commerce & Industry, Bunbury Chamber of Commerce & Industry, WA Chamber of Minerals & Energy WA and Bunbury Wellington Economic Alliance.
- Community – At least four community representatives, at least two from the Collie community.

- Special Interest Groups – The CLC may invite / accept membership from special interest groups i.e. community organisations, cause related not-for-profits, environmental action groups, etc.
- Other – The CLC will have no more than 25 members in total.

#### **4. Terms of Appointment:**

- Worsley Alumina – Permanent membership. The employee representative has a two-year term.
- Government & Businesses – Permanent unless otherwise agreed by the CLC.
- Members that have a permanent position on the CLC must maintain a consistent representative in order to build relationships across the committee.
- Community – Individuals will represent the broader community in which they reside. These positions have a two-year term. If expressions of interest are not received at the expiry of these terms, positions can be rolled over for another two years at the discretion of the CLC.
- Special Interest Groups – will provide one individual to represent their organisation / the community which they represent. These positions have a two-year term.
- Chairperson – Position open to community representatives. This position has a two-year term. If expressions of interest are not received at the expiry of the term, position can be rolled over for another two years at the discretion of the CLC.
- Attendance – Non-attendance of a member for three consecutive meetings, without an apology, will see that member removed from the committee and the outcome will be clearly communicated with the member and the CLC.
- New members – New representatives for organisations that have a permanent position on the CLC will be introduced to the CLC at the first meeting they attend. New members must sign onto the Terms of Reference.
- Fixed term new members – New members will be invited at the expiry of each two-year term. New members must submit an EOI describing their desire to be involved. The CLC will review new member EOIs and on acceptance to the CLC must sign onto the Terms of Reference.
- Induction – new members will be “inducted” onto the CLC providing information / context on Worsley, CLC history / purpose and items as deemed relevant before they attend the first meeting.

#### **5. Structure and Communication:**

- Meetings will be held quarterly, additional meetings added if required.
- Meeting days, times, and venues to be determined by each CLC.
- All CLC members have the right to be heard at all meetings.

- The Worsley Mine and Port / Refinery CLCs shall convene a joint meeting as deemed necessary.
- CLC members are invited to be actively involved in setting agenda items. A call for agenda items will be made at the meeting prior and invited up to one week before the next meeting.
- Occasionally communications will be deemed confidential, in which case members agree to such. All other communications are considered public and members are encouraged to share this information within their organisations / broader community.
- Minutes will be made available to CLC members which can distributed publicly.

## 6. Roles and Responsibilities:

- Worsley commits to the items listed above under “Purpose”.
- CLC members will endeavour to keep Worsley and the broader membership up to date with the matters of interest pertaining to the community /organisation they represent.
- CLC members will act as a conduit of information between Worsley and the community.
- CLC members are encouraged to represent the opinions of the community /organisation they represent.
- CLC members must be approachable by the local public to consider community-wide issues.
- The chairperson will be responsible for the running of CLC meetings including overseeing accurate minute taking and agenda setting.
- Worsley will provide secretarial support to the CLCs including agenda setting and minute taking.
- Sub-committees may be set up to address specific issues.

## 7. Review:

These Terms of Reference will be reviewed at least every second year. The last review was conducted in August 2022.

**I agree to these Terms of Reference and to becoming a member of the CLC:**

**NAME AND ORGANISATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_