shire of Ashburton

Committees and Working Groups Booklet

21 July 2026

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Part 1 – Council Committees

Section 5.8 of the *Local Government Act 1995* (the Act) enables Council to establish committees (absolute majority required) with three or more persons, to assist it with its functions. Committee members can include elected members, employees and members of the public in a variety of combinations.

Section 7.1A of the Act requires Council to establish an Audit, Risk and Improvement Committee. At least three of the members, and the majority of the members, are to be Council members.

Council formally approves elected member and other representation on Committees.

Section 5.12 of the Act requires Council to appoint, by an absolute majority decision, the Presiding Member (Chairperson) and Deputy Presiding Member (Deputy Chairperson) for each Committee.

In the specific case of the Audit, Risk and Improvement Committee the Presiding Member (Chairperson) and Deputy of the Presiding Member (Deputy Chairperson) are to be external independent persons, and appointments must made by absolute majority decision, under sections 5.12 and 5.11A of the Act, respectively.

Committees can operate with delegated decision-making powers or solely on an advisory basis. Council has resolved to formally establish the following committees of Council in accordance with *Local Government Act 1995*:

- Audit, Risk and Improvement Committee
- Chief Executive Officer's Recruitment and Performance Review Committee
- Community Grants Committee
- Economic and Tourism Development Committee

Membership information and the Term of References for the abovementioned Committees are provided, as follows.

Audit, Risk and Improvement Committee

Position	Incumbent
Members	1. Cr Kieren Day 2. Cr Brie Noone 3. Cr Linton Rumble JP 4. Audra Smith, Shire President 5. Cr Alana Sullivan
Deputies	1. Cr Tom Fox 2. Cr Rory de Pledge 3. Cr Clay Rogers 4. Cr Kerry White
External Members	Nil
Chairperson **(Independent Presiding Member)**	Steven Brown
Deputy Chairperson **(Independent Deputy of the Presiding Member)**	Duy Vu Vo
Responsible Officers	Chief Executive Officer Internal Auditor Governance Team

Terms of Reference

Purpose

In line with the *Local Government (Audit) Regulations 1996* (Regulations), the purpose of the Audit, Risk and Improvement Committee (Committee) is to:

- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structures, risk management systems, external audit functions and ethical accountability,
- Examine the audit and management reports from external audits, and ensure that the Shire of Ashburton (Shire) appropriately implements any actions, and
- Receive and review reports prepared by the Chief Executive Officer (CEO) in accordance with the Regulations and provide recommendations to Council on its findings and proposed actions.

Role and functions

The role of the Committee is to provide guidance and assistance to Council in fulfilling its governance and oversight responsibilities, in relation to the following key areas:

Financial reporting

- Make recommendations to Council on how to enhance credibility and objectivity in the Shire's financial reporting.
- Review the Shire's draft annual financial report, focusing on:
    - accounting policies and practices
    - the process used in making significant accounting estimates
    - significant adjustments to the financial report (if any) arising from the audit process
    - compliance with accounting standards and other reporting requirements
    - significant variances from prior years.
- Consider and recommend the Shire's annual financial report to Council for adoption.

Internal control

1. Review the CEO's report/s made under regulation 17 of the Regulations, relating to systems and procedures concerning risk management, internal controls and legislative compliance, and,

a. Make recommendations to Council to address issues identified in the reviews, and

b. Oversee the implementation of recommendations arising from the reviews undertaken, once accepted by Council.

2. Review the annual Compliance Audit Return and report to Council on the results of that review.

3. Ensure continued compliance with relevant legislation.

Strategic risk management

1. Review whether the Shire has an effective risk management system and report back to Council on its findings.

2. Receive and review strategic risk reports which identify key risks and the status and effectiveness of risk management systems.

3. Report back to Council on any adverse trends identified and any risks that need further attention.

4. Ensure that fraud and misconduct risks have been identified and have an appropriate treatment plan.

External audit

1. Liaise with the appointed external auditor to ensure that Council can be satisfied with the performance of the local government in managing its financial affairs.

2. Promote a more effective and efficient external audit process by providing an independent review of reports presented to the Committee and reporting to Council on the results of that review.

Internal audit

1. Assist Council to form an opinion on the local government's audit requirements by recommending courses of action which ensure that internal audit processes are appropriate, accountable and transparent.

2. Review and recommend a regular internal audit program to Council.

3. Review internal controls for audits to ensure fit for purposes strategies and guidance material.

4. Review internal audit reports and make recommendations to Council on its results.

5. Oversee and monitor the implementation of internal audit recommendations.

Delegation

1. This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

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

3. The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Membership

1. The Committee shall comprise of a total of five appointed elected members of the Shire and an independently appointed presiding member (chairperson). In addition, a deputy of the presiding member (deputy chairperson) is to be appointed. The function of this position is to act as the chairperson in the absence of the appointed chairperson.

2. All other elected members shall be appointed as deputy members of the Committee, to act in place of an absent appointed elected member.

3. The CEO or their nominee is to be available to attend meetings to provide advice to the Committee.

4. Appointments to the Committee will be for up to two-year terms, with membership expiry coinciding with local government ordinary elections.

Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

Meetings

An annual schedule of meetings will be developed in consultation with the Committee. Meetings dates are endorsed by Council as required from time to time.

Reporting

The Committee shall report to Council by way of its minutes and any recommendations it may make.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	15 April 2025	**Resolution #**	058/2025
	Date	19 August 2025	**Resolution #**	151/2025
	Date	10 February 2026	Administrative update	
	Date	21 April 2026	**Resolution #**	052/2026
	Date	21 July 2026	**Resolution #**	113/2026
	Date		**Resolution #**	
Next review due	2027			

Chief Executive Officer's Recruitment and Performance Review Committee

Position	Incumbent
Members	1. Cr Brie Noone 2. Cr Linton Rumble JP 3. Audra Smith, Shire President 4. Cr Alana Sullivan 5. Cr Kerry White
Deputies	1. Cr Kieren Day 2. Cr Tom Fox 3. Cr Rory de Pledge 4. Cr Clay Rogers
External Members	Nil
Chairperson	Audra Smith, Shire President
Deputy Chairperson	Cr Alana Sullivan
Responsible Officers	Chief Executive Officer Manager Organisational Development Governance Team

Terms of Reference

Purpose

The purpose of the Chief Executive Officer's Recruitment and Performance Review Committee (the Committee) is to support Council in fulfilling its obligations to:

1. recruit and select a Chief Executive Officer (CEO); and
2. review the performance of the CEO at least once in relation to each year of the person's employment, where the CEO is employed for a term of more than one year,

in accordance with the *Local Government Act 1995,* and the adopted model Standards for CEO Recruitment, Performance and Termination.

Role and functions

The role of the Committee is to:

1. review the selection criteria and job description for the CEO position;
2. develop a process for the recruitment and selection of the CEO position;
3. ensure the selection process is in accordance with the principles of merit and equity;
4. consider recommendations from the selection panel and make recommendations to Council in relation to the preferred applicant and proposed terms of the contract of employment (including any variations);
5. develop a process for the annual review of the CEO's performance;
6. in consultation with the CEO and a suitably qualified and experienced consultant (if appointed), review the CEO's performance annually, against the contractual performance criteria and any additional Key Performance Indicators (KPIs) that has been agreed to by Council;
7. review any KPIs to be met by the CEO that are in addition to the contractual performance criteria, on an annual basis;
8. review the CEO's remuneration package, in accordance with the appropriate provisions within the CEO's contract of employment; and
9. review the CEO's contract of employment and make recommendations to Council in relation to varying the contract as and when necessary.

Delegation

- This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

- The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Membership

- The Committee shall comprise of five elected members of the Shire.
- All other elected members shall be appointed as deputy members of the Committee, to act in place of an absent appointed elected member.
- The Manager Organisational Development or their nominee is to be available to attend meetings to provide advice to the Committee.
- Appointments to the Committee will be for up to two-year terms, with membership expiry coinciding with the local government ordinary elections.

Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

Meetings

An annual schedule of meetings will be developed in consultation with the Committee. Meetings dates are endorsed by Council as required, from time to time.

Reporting

The Committee shall report to Council by way of its minutes and any recommendations it may make.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	15 April 2025	**Resolution #**	058/2025
	Date	19 August 2025	**Resolution #**	151/2025
	Date	10 February 2026	Administrative update	
	Date		**Resolution #**	
	Date		**Resolution #**	
Next review due	2027			

Community Grants Committee

Position	Incumbent
Members	1. Cr Kieren Day 2. Cr Brie Noone 3. Cr Tom Fox 4. Cr Clay Rogers 5. Cr Linton Rumble JP
Deputies	1. Cr Rory de Pledge 2. Audra Smith, Shire President 3. Cr Alana Sullivan 4. Cr Kerry White
External Members	Nil
Chairperson	Cr Brie Noone
Deputy Chairperson	Cr Kieren Day
Responsible Officers	Director Community Development Manager Communities Strategic Partnership Officer Governance Team

Terms of Reference

Purpose

1. The Committee's purpose is to receive, assess and determine applications received for grants under the Council Policy – Community Donations, Grants and Funding with the exception of Small Assistance Donations.

Role and functions

The role of the Committee is to:

- consider officer recommendations for community support grant and signature event applications, within four weeks after the close of each grant round; and
- make recommendations to Council to either decline or approve valid applications.

Delegation

- This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.
- The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Membership

- The Committee shall comprise of five elected members of the Shire, with at least one from each of the following wards: Onslow, Pannawonica, Paraburdoo and Tom Price.
- All other elected members shall be appointed as deputy members of the Committee, to act in place of an absent appointed elected member.
- The CEO or their nominee is to be available to attend meetings to provide advice to the Committee.
- Appointments to the Committee will be for up to two-year terms, with membership expiry coinciding with local government ordinary elections.

Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

Meetings

An annual schedule of meetings will be developed in consultation with the Committee. Meetings dates are endorsed by Council, as required from time to time.

Reporting

The Committee shall report to Council by way of its minutes and any recommendations it may make.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	15 April 2025	**Resolution #**	058/2025
	Date	19 August 2025	**Resolution #**	151/2025
	Date	28 October 2025	**Resolution #**	188/2025
	Date	10 February 2026	Administrative update	
	Date		**Resolution #**	
	Date		**Resolution #**	
Next review due	2027			

Economic and Tourism Development Committee

Position	Incumbent
Members	1. Cr Kieren Day 2. Cr Brie Noone 3. Audra Smith, Shire President 4. Cr Alana Sullivan
Deputies	1. Cr Rory de Pledge 2. Cr Kerry White 3. Cr Clay Rogers 4. Cr Linton Rumble JP 5. Cr Tom Fox
External Members	Nil
Chairperson	Cr Alana Sullivan
Deputy Chairperson	Cr Brie Noone
Responsible Officers	Chief Executive Officer Manager Business and Economic Development Governance Team

Terms of Reference

Purpose

The Economic and Tourism Development Committee's (the Committee) purpose is to identify strategies/opportunities that promote economic development and tourism within the Shire of Ashburton (the Shire).

Role and functions

The role of the Committee is to provide guidance and assistance to Council on matters including but not limited to:

- Positioning local businesses and industry to capitalise on global and emerging industry trends that facilitate new markets and investment.
- The formulation of stakeholders, strategic partnerships and communication to facilitate new and developing industry initiatives across sectors to ensure ongoing and sustained economic growth.
- Providing industry feedback and input, as appropriate, into strategic and high-level economic development documents/plans including future growth plans for the Shire.
- The role Council should play to address industry specific feedback (including perceived impediments) on Federal, State and local regulatory processes and funding programs to create better investment conditions and refinements for economic growth and employment generation in the short, medium and long term.
- Facilitation of identified industry and strategic initiatives across industry sectors and relevant organisations.
- Policies relating to economic development.
- Encouraging development and investment through active marketing.

Delegation

- This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.
- The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Membership

- The Committee shall comprise of four elected members of the Shire.
- All other elected members shall be appointed as deputy members of the Committee, to act in place of an absent appointed elected member.
- The CEO or their nominee is to be available to attend meetings to provide advice to the Committee.
- Appointments to the Committee will be for up to two-year terms, with membership expiry coinciding with local government ordinary elections.

Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

Meetings

An annual schedule of meetings will be developed in consultation with the Committee. Meetings dates are endorsed by Council as required, from time to time.

Reporting

The Committee shall report to Council by way of its minutes and any recommendations it may make.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	15 April 2025	**Resolution #**	058/2025
	Date	19 August 2025	**Resolution #**	151/2025
	Date	10 February 2026	Administrative update	
	Date		**Resolution#**	
	Date		**Resolution#**	
Next review due	**Date**	2027		

Part 2 – Working Groups

Council has resolved to establish a number of working groups.

Working groups are not intended to be constrained by the procedural requirements of the Act and the *Local Government (Administration) Regulations 1996*, however many best practice meeting procedures used under the Act can be practised for working group meetings.

In most instances, the Chairperson is voted from amongst the membership of the working group and presides over the meeting. Simple majority voting can be used; all members of the working group present must vote, and the Chairperson has a further casting vote should votes be tied. It is good practise to vacate Chairperson and Deputy Chairperson positions following the biannual Council elections whereupon new elected members may replace the current elected member representatives.

It is acknowledged that working groups generally have members with speciality interests in fields relevant to the particular working group. However, members with financial interests in agenda items must abstain from participation in discussions and voting on such items and leave the room for that part of the meeting.

Any recommendations emanating from working groups are to be endorsed by Council through an officer report and subsequent recommendation. A Working Group has no other power.

Some other points to note for the operation of working groups are that notes of meetings are taken rather than minutes, which are submitted by the responsible officer for inclusion in the following Council agenda to be received.

Inland Local Emergency Management Committee

The Inland Local Emergency Management Committee (LEMC) is established in accordance with the *Emergency Management Act 2005* and comprises the Tom Price and Paraburdoo townships and surrounding communities.

Position	Incumbent
Members	1. Audra Smith, Shire President 2. Cr Clay Rogers
Deputies	1. Cr Keiren Day 2. Cr Rory de Pledge
External Members	Representatives from the following organisations: • Department of Communities • Department of Fire and Emergency Services • Flinders Mines • FMG • Karijini National Park • Main Roads WA – Pilbara Region • Nintirri Centre • North Tom Price Primary School • Office of Emergency Management • Paraburdoo Hospital • Paraburdoo Primary School • Paraburdoo Volunteer Fire and Rescue • Paulsens Goldmine

External Members cont.	• Rio Tinto • St John Ambulance • Tom Price Bush Fire Brigade • Tom Price Hospital • Tom Price Primary School • Tom Price Senior High School • Tom Price State Emergency Service • Tom Price Volunteer Fire and Rescue Service • WA Police – Tom Price
Chairperson	Audra Smith, Shire President
Deputy Chairperson	Officer in Charge, Tom Price Police Station
Responsible Officers	Director Development and Regulatory Services Manager Regulatory Services Coordinator Ranger Services Community Emergency Services Coordinator Administration Officer Ranger Services
Contact Details	LEMC Executive Officer emergency.management@ashburton.wa.gov.au

Terms of Reference

1. Name

Shire of Ashburton Inland Local Emergency Management Committee

2. Aim

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

3. Objectives

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

4. Duties and Responsibilities

1. Advise and assist the Shire of Ashburton in ensuring that local emergency management arrangements are established for its district.
2. Liaise with public authorities and other persons I the development, review and testing of local emergency management arrangements.

3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4. Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
5. After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

5. Membership

Membership Notes:

1. Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
2. Each voting member is to nominate a proxy to the Executive Officer from within their agency or organisation to attend if the appointed member is absent.
3. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson.
4. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
5. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
6. Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
7. New members may join the LEMC via resolution of the committee.
8. Membership may cease by decision of the LEMC due to the representative:
    - Ceasing to hold office with the organisation that required membership.
    - Resigning their membership.
    - Failing to attend 50% of scheduled meetings in a calendar year; or
    - The LEMC is disbanded.

The membership of the LEMC will comprise the following:

5.1 Executive Membership

This group comprises the:

- Chairperson
- Deputy Chairperson
- Executive Officer
- Department of Fire and Emergency Services representative
- Any other representative as determined LEMC.

The role of this group is to is to form quickly to consider issues of an urgent nature to determine a course of action for the LEMC.

5.2 General members

This group comprises LEMC members with voting rights.

5.3 Co-opted members

This group is comprised of representatives that are brought in to assist the LEMC to deal with a specific issue. They are selected due to their specialist skills and knowledge and engaged only for the duration of the issue under consideration.

5.4 Invited guests

Are representatives invited by the LEMC to:

- address the Committee on an issue
- provide a presentation to inform the committee about a topic or issue
- or observe to facilitate engagement.

6. Meeting Management

6.1 Chairperson

The Chairperson is appointed by Council and should be an elected member of Council. In the absence of the Chair, the Deputy Chair will act as the Chairperson.

If an elected member of Council is not appointed as Chair, Council may appoint a Shire staff member to be Chair.

6.2 Deputy Chair

The Local Emergency Coordinator (Officer in Charge of the local Police station for the area) should be appointed as the Deputy Chair.

6.3 Executive Officer

The LEMC Executive Officer is determined by the Chief Executive Officer.

6.4 Quorum

A quorum for the committee will be a minimum 50% of its voting membership.

If voting members present at the meeting are equally divided, the Chair is to cast a second vote to decide the issue.

The Chair may take part in discussion on any matter before the committee. Upon indicating this, the presiding person is to vacate the Chair for that part of the meeting and the Deputy Chair is to take over until the Chair has completed their participation.

6.5 Minutes - Agendas

The Shire of Ashburton is responsible for secretariat and administrative support to the LEMC and does that through the Executive Officer who is responsible for preparing documentation for all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare meeting documentation as follows:

- Preparation of agendas
- Distribution of agendas fourteen (14) days prior to a scheduled meeting
- Taking of meeting minutes
- Distribution of draft minutes within fourteen (14) days of the meeting.
- Ensure that the LEMC contact list is updated at each meeting
- Ensure an attendance register is completed at each meeting
- Provide a copy of the draft minutes to Council Support for the provision of information to elected members, through the Elected Members Teams Channel.

6.6 Schedule

The meeting schedule will be set at the start of each calendar in consultation between the Chair, Executive Officer, and membership.

Meeting notes:

- Four (4) meetings are to be scheduled a minimum of one in each quarter in the months of:
    - March
    - June
    - September
    - November
- Other meeting may be facilitated in consultation between the Executive

- Scheduled dates may vary with consultation and agreement of the Executive
- Meetings will not be held on a Public Holiday unless there is an operational requirement.

6.7 Authority

The LEMC has no delegated powers under the *Local Government Act 1995*. The LEMC role is to advise and recommend and has no power to commit or compel any member agency or other to do things.

6.8 Annual Business Plan

The Chair in consultation with the Executive Officer and the membership will develop an annual business plan that provides guidance on the work of the LEMC each year.

6.9 Annual Reporting

The LEMC is required to provide an annual report at the end of each financial year on its activities which is provided to the Pilbara District Emergency Management Committee (DEMC)and State Emergency Management Committee (SEMC).

The compilation of the report is coordinated by the Chair in consultation with the Executive Officer and the membership based on documents and guidance provided by the Pilbara District Emergency Management Adviser who coordinates the reports on behalf of the DEMC and SEMC.

7. Contact and Resource Directory

The LEMC through the Chair and Executive Officer coordinates the development and maintenance of two key documents for use by the LEMC membership within the Shire.

7.1 Shire of Ashburton Emergency Management Contact Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organizations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.

- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

7.2 Shire of Ashburton Emergency Management Resource Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organizations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.
- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

Office use only		
Relevant delegations	Nil	
LEMC adoption	**Date**	28 March 2023
Reviewed/modified	**Date**	10 December 2024 – Council Decision: 250/2024
	Date	19 August 2025 – Council Decision: 151/2025
	Date	28 October 2025 – Council Decision: 200/2025
	Date	21 July 2026 – Council Decision: 113/2020
	Date	
	Date	
Next review due	2027	

Onslow Local Emergency Management Committee

The Onslow Local Emergency Management Committee (LEMC) is established in accordance with the *Emergency Management Act 2005* and comprises the Onslow town site and surrounding communities.

Position	Incumbent
Members	1. Audra Smith, Shire President 2. Cr Alana Sullivan
Deputies	1. Cr Brie Noone 2. Cr Linton Rumble JP
External Members	Representatives from the following organisations: • BHP • Buurabalayji Thalanyji Aboriginal Corporation • Chevron • Dampier Vessel Traffic Service • Department of Communities • Department of Fire and Emergency Services • Department of Transport • Horizon Power – Onslow • Main Roads WA – Pilbara Region • Office of Emergency Management • Onslow General Store • Onslow Hospital • Onslow Salt

External Members cont.	• Onslow School • Onslow Volunteer Emergency Service Unit • Onslow Volunteer Marine Rescue • Peedamulla Station • Pilbara Port Authority • St John Ambulance – Onslow • WA Police – Onslow • Water Corporation – West Pilbara District
Chairperson	Audra Smith, Shire President
Deputy Chairperson	Officer in Charge, Onslow Police Station
Responsible Officers	Director Development and Regulatory Services Manager Regulatory Services Community Emergency Services Coordinator Ranger – Onslow Administration Officer Ranger Services
Contact Details	LEMC Executive Officer emergency.management@ashburton.wa.gov.au

Terms of Reference

1. Name

Shire of Ashburton Onslow Local Emergency Management Committee.

2. Aim

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

3. Objectives

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

4. Duties and Responsibilities

1. Advise and assist the Shire of Ashburton in ensuring that local emergency management arrangements are established for its district.
2. Liaise with public authorities and other persons I the development, review and testing of local emergency management arrangements.

3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4. Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
5. After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

5. Membership

Membership Notes:

1. Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
2. Each voting member is to nominate a proxy to the Executive Officer from within their agency or organisation to attend if the appointed member is absent.
3. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson.
4. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
5. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
6. Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
7. New members may join the LEMC via resolution of the committee.
8. Membership may cease by decision of the LEMC due to the representative:
    - Ceasing to hold office with the organisation that required membership.
    - Resigning their membership.
    - Failing to attend 50% of scheduled meetings in a calendar year; or
    - The LEMC is disbanded.

The membership of the LEMC will comprise the following:

5.1 Executive Membership

This group comprises the:

- Chairperson
- Deputy Chairperson
- Executive Officer
- Department of Fire and Emergency Services representative
- Any other representative as determined LEMC.

The role of this group is to is to form quickly to consider issues of an urgent nature to determine a course of action for the LEMC.

5.2 General members

This group comprises LEMC members with voting rights.

5.3 Co-opted members

This group is comprised of representatives that are brought in to assist the LEMC to deal with a specific issue. They are selected due to their specialist skills and knowledge and engaged only for the duration of the issue under consideration.

5.4 Invited guests

Are representatives invited by the LEMC to:

- address the Committee on an issue
- provide a presentation to inform the committee about a topic or issue
- or observe to facilitate engagement.

6. Meeting Management

6.1 Chairperson

The Chairperson is appointed by Council and should be an elected member of Council. In the absence of the Chair, the Deputy Chair will act as the Chairperson.

If an elected member of Council is not appointed as Chair, Council may appoint a Shire staff member to be Chair.

6.2 Deputy Chair

The Local Emergency Coordinator (Officer in Charge of the local Police station for the area) should be appointed as the Deputy Chair.

6.3 Executive Officer

The LEMC Executive Officer is determined by the Chief Executive Officer.

6.4 Quorum

A quorum for the committee will be a minimum 50% of its voting membership.

If voting members present at the meeting are equally divided, the Chair is to cast a second vote to decide the issue.

The Chair may take part in discussion on any matter before the committee. Upon indicating this, the presiding person is to vacate the Chair for that part of the meeting and the Deputy Chair is to take over until the Chair has completed their participation.

6.5 Minutes - Agendas

The Shire of Ashburton is responsible for secretariat and administrative support to the LEMC and does that through the Executive Officer who is responsible for preparing documentation for all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare meeting documentation as follows:

- Preparation of agendas
- Distribution of agendas fourteen (14) days prior to a scheduled meeting
- Taking of meeting minutes
- Distribution of draft minutes within fourteen (14) days of the meeting.
- Ensure that the LEMC contact list is updated at each meeting
- Ensure an attendance register is completed at each meeting
- Provide a copy of the draft minutes to Council Support for the provision of information to elected members, through the Elected Members Teams Channel.

6.6 Schedule

The meeting schedule will be set at the start of each calendar in consultation between the Chair, Executive Officer, and membership.

Meeting notes:

- Four (4) meetings are to be scheduled a minimum of one in each quarter in the months of:
    - March
    - June
    - September
    - November
- Other meeting may be facilitated in consultation between the Executive

- Scheduled dates may vary with consultation and agreement of the Executive
- Meetings will not be held on a Public Holiday unless there is an operational requirement.

6.7 Authority

The LEMC has no delegated powers under the *Local Government Act 1995*. The LEMC role is to advise and recommend and has no power to commit or compel any member agency or other to do things.

6.8 Annual Business Plan

The Chair in consultation with the Executive Officer and the membership will develop an annual business plan that provides guidance on the work of the LEMC each year.

6.9 Annual Reporting

The LEMC is required to provide an annual report at the end of each financial year on its activities which is provided to the Pilbara District Emergency Management Committee (DEMC)and State Emergency Management Committee (SEMC).

The compilation of the report is coordinated by the Chair in consultation with the Executive Officer and the membership based on documents and guidance provided by the Pilbara District Emergency Management Adviser who coordinates the reports on behalf of the DEMC and SEMC.

7. Contact and Resource Directory

The LEMC through the Chair and Executive Officer coordinates the development and maintenance of two key documents for use by the LEMC membership within the Shire.

7.1 Shire of Ashburton Emergency Management Contact Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organizations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.

- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

7.2 Shire of Ashburton Emergency Management Resource Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organizations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.
- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

Office use only		
Relevant delegations	Nil	
LEMC adoption	**Date**	21 March 2023
Reviewed/modified	**Date**	10 December 2024 – Council Decision: 250/2024
	Date	19 August 2025 – Council Decision: 151/2025
	Date	28 October 2025 – Council Decision: 200/2025
	Date	10 February 2026 – Administrative update
	Date	21 July 2026 – Council Decision: 113/2026
	Date	
Next review due	2027	

Pannawonica Local Emergency Management Committee

The Pannawonica Local Emergency Management Committee (LEMC) is established in accordance with the *Emergency Management Act 2005* and comprises the 'closed' town of Pannawonica.

Position	Incumbent
Members	1. Cr Tom Fox 2. Audra Smith, Shire President
Deputies	1. Cr Kieren Day 2. Cr Alana Sullivan
External Members	Representatives from the following organisations: • Department of Communities • Department of Fire and Emergency Services • Office of Emergency Management • Pannawonica Medical Centre • Pannawonica School • Rio Tinto • Sodexo • WA Police – Pannawonica • WA Sonic Health Plus
Chairperson	Cr Tom Fox
Deputy Chairperson	Officer in Charge, Pannawonica Police Station
Responsible Officers	Director Development and Regulatory Services Manager Regulatory Services Coordinator Ranger Services Community Emergency Services Coordinator Administration Officer Ranger Services
Contact Details	LEMC Executive Officer emergency.management@ashburton.wa.gov.au

Terms of Reference

1. Name

Shire of Ashburton Pannawonica Local Emergency Management Committee

2. Aim

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

3. Objectives

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

4. Duties and Responsibilities

1. Advise and assist the Shire of Ashburton in ensuring that local emergency management arrangements are established for its district.
2. Liaise with public authorities and other persons I the development, review and testing of local emergency management arrangements.

3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4. Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
5. After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

5. Membership

Membership Notes:

1. Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
2. Each voting member is to nominate a proxy to the Executive Officer from within their agency or organisation to attend if the appointed member is absent.
3. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson.
4. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
5. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
6. Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
7. New members may join the LEMC via resolution of the committee.
8. Membership may cease by decision of the LEMC due to the representative:
    - Ceasing to hold office with the organisation that required membership.
    - Resigning their membership.
    - Failing to attend 50% of scheduled meetings in a calendar year; or
    - The LEMC is disbanded.

The membership of the LEMC will comprise the following:

5.1 Executive Membership

This group comprises the:

- Chairperson
- Deputy Chairperson
- Executive Officer
- Department of Fire and Emergency Services representative
- Any other representative as determined LEMC.

The role of this group is to is to form quickly to consider issues of an urgent nature to determine a course of action for the LEMC.

5.2 General members

This group comprises LEMC members with voting rights.

5.3 Co-opted members

This group is comprised of representatives that are brought in to assist the LEMC to deal with a specific issue. They are selected due to their specialist skills and knowledge and engaged only for the duration of the issue under consideration.

5.4 Invited guests

Are representatives invited by the LEMC to:

- address the Committee on an issue
- provide a presentation to inform the committee about a topic or issue
- or observe to facilitate engagement.

6. Meeting Management

6.1 Chairperson

The Chairperson is appointed by Council and should be an elected member of Council. In the absence of the Chair, the Deputy Chair will act as the Chairperson.

If an elected member of Council is not appointed as Chair, Council may appoint a Shire staff member to be Chair.

6.2 Deputy Chair

The Local Emergency Coordinator (Officer in Charge of the local Police station for the area) should be appointed as the Deputy Chair.

6.3 Executive Officer

The LEMC Executive Officer is determined by the Chief Executive Officer.

6.4 Quorum

A quorum for the committee will be a minimum 50% of its voting membership.

If voting members present at the meeting are equally divided, the Chair is to cast a second vote to decide the issue.

The Chair may take part in discussion on any matter before the committee. Upon indicating this, the presiding person is to vacate the Chair for that part of the meeting and the Deputy Chair is to take over until the Chair has completed their participation.

6.5 Minutes - Agendas

The Shire of Ashburton is responsible for secretariat and administrative support to the LEMC and does that through the Executive Officer who is responsible for preparing documentation for all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare meeting documentation as follows:

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- Ensure that the LEMC contact list is updated at each meeting
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- Provide a copy of the draft minutes to Council Support for the provision of information to elected members, through the Elected Members Teams Channel .

6.6 Schedule

The meeting schedule will be set at the start of each calendar in consultation between the Chair, Executive Officer, and membership.

Meeting notes:

- Four (4) meetings are to be scheduled a minimum of one in each quarter in the months of:
    - March
    - June
    - September
    - November
- Other meeting may be facilitated in consultation between the Executive

- Scheduled dates may vary with consultation and agreement of the Executive
- Meetings will not be held on a Public Holiday unless there is an operational requirement.

6.7 Authority

The LEMC has no delegated powers under the *Local Government Act 1995*. The LEMC role is to advise and recommend and has no power to commit or compel any member agency or other to do things.

6.8 Annual Business Plan

The Chair in consultation with the Executive Officer and the membership will develop an annual business plan that provides guidance on the work of the LEMC each year.

6.9 Annual Reporting

The LEMC is required to provide an annual report at the end of each financial year on its activities which is provided to the Pilbara District Emergency Management Committee (DEMC)and State Emergency Management Committee (SEMC).

The compilation of the report is coordinated by the Chair in consultation with the Executive Officer and the membership based on documents and guidance provided by the Pilbara District Emergency Management Adviser who coordinates the reports on behalf of the DEMC and SEMC.

7. Contact and Resource Directory

The LEMC through the Chair and Executive Officer coordinates the development and maintenance of two key documents for use by the LEMC membership within the Shire.

7.1 Shire of Ashburton Emergency Management Contact Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organisations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.

- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

7.2 Shire of Ashburton Emergency Management Resource Directory

This document is maintained by Shire through the LEMC Executive Officer and is distributed to agencies and organizations that have a representative on the LEMC with voting rights. Any other distribution is at the discretion of the Chair in consultation with the executive Officer.

The document is:

- Routinely updated and reviewed at each scheduled LEMC meeting.
- An online copy is kept on the Shire's Microsoft Teams website.
- The Executive Officer manages access to the Microsoft Teams site.
- Use is permitted for emergency management related activity only.

Office use only		
Relevant delegations	Nil	
LEMC adoption	**Date**	21 March 2023
Reviewed/modified	**Date**	10 December 2024 – Council Decision: 250/2024
	Date	19 August 2025 – Council Decision: 151/2025
	Date	28 October 2025 – Council Decision: 200/2025
	Date	21 July 2026 – Council Decision: 113/2026
	Date	
Next review due	2027	

Onslow Senior Citizens and Carinya Units Working Group

Position	Incumbent
Members	1. Cr Kerry White (Onslow Ward) 2. Chantelle McGurk, Director Community Development
Deputies	Nil
External Members	1. One tenant representative from the Carinya Units 2. One representative from the Onslow Senior Citizens group
Chairperson	Cr Kerry White
Deputy Chairperson	Nil
Responsible Officers	Director Community Development Manager Communities Lease and Accommodation Officer

Terms of Reference

Purpose

The purpose of the Onslow Senior Citizens and Carinya Units Working Group (Working Group) is to provide means to consider applications lodged for residential occupancy of the Onslow Senior Citizens Units and the Carinya Units (Units) by eligible persons, and to broadly support ongoing effective operations at the Units.

Role and functions

The role and functions of the Working Group is to:

1. review applications submitted for residential accommodation vacancies at the Units to determine compliance with the occupancy eligibility criteria;
2. ensure an up to date waiting list of eligible tenants is adequately maintained; and
3. be a forum for tenants collectively through the appointed community representatives to raise matters of common concern in respect to the operation of the Units.

Guiding principles

The Working Group must give full consideration to the requirements of the Joint Venture agreement with the Department of Communities (Department), formerly Homeswest, in regard to applying the Department's occupancy eligibility criteria to applications for vacancies at the Units.

Delegation

1. The Working Group:
    a. is formally supported by Council and it is broadly responsible to that body through the Shire administration; and
    b. in its own right does not have any executive powers to make decisions that require a formal Council determination, excepting decisions of the Shire officers on the Working Group, through delegations approved by Council or through any applicable sub-delegations.
2. The Shire administration though the Director Community Development, in accordance with delegated authority, administers leasing functions and arrangements, using the developed waiting list.

Terms

1. These terms of reference are effective upon endorsement by Council and continue until for the length of the Joint Venture agreement.
2. Any variations to these Terms of Reference are to be endorsed by Council.

Membership

1. The Working Group comprises of between three and six members, as follows:
    a. Shire of Ashburton – Councillor, Onslow Ward;
    b. Two community representatives (being one tenant representative from the Carinya units and one tenant representative from the Senior Citizens units;
    c. Shire of Ashburton – Director Community Development, Manager Communities and a Lease and Accommodation Officer.
2. The community representatives will be appointed following calling for nominations from the local community.
3. The community representative selections will be made by the Chief Executive Officer (CEO), or an authorised delegate.
4. Community membership is contingent on regular attendance at meetings. If a member is absent from two consecutive meetings, and/or is an apology for three consecutive meetings, membership may be terminated.
5. Community representative and elected member appointments will be for up to two-years, with membership expiry coinciding with local government ordinary elections.

Community representation appointment and selection

1. Nominees for membership of the Working Group must be able to demonstrate:
    a. They are a current tenant of the Units;
    b. A willingness to contribute meaningfully to meetings in a fair and unbiased manner; and
    c. Capacity to represent and commit to Working Group for the required term.
2. Nominations will be assessed by the selection panel, against the selection criteria detailed above.

3. The selection panel will consist of:
    a. Director Community Development;
    b. Manager Communities; and
    c. Lease and Accommodation Officer.
4. Recommendations of the selection panel will be submitted to the CEO for endorsement.

Quorum

The meeting quorum will be at least 50% of the members of the Working Group.

Voting

Each Working Group representative shall have one vote and in the case of a tied vote, the Chairperson shall have a casting vote.

Meetings

1. The elected member representative will be the appointed chairperson of the Working Group for the purposes of coordinating and managing meetings.
2. Meetings will be scheduled as and when required in consultation with the chairperson, with no less than two meetings being held each year.

Confidentiality

Members must not release information that the person knows, or should reasonably know, is confidential.

Reporting

1. The Working Group shall report to Elected Members by way of its meeting notes being saved in the Elected Members Teams channel.
2. Any recommendations from the Working Group that require formal Council endorsement are to be presented to Council through an officer report.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	19 August 2025	**Resolution #**	151/2025
	Date	28 October 2025	**Resolution #**	200/2025
	Date	21 July 2026	**Resolution #**	113/2026
	Date		**Resolution #**	
	Date		**Resolution #**	
Next review due	2027			

Tom Price Sporting Working Group

Position	Incumbent
Members	1. Cr Kieren Day (Tom Price Ward Councillor) 2. Cr Clay Rogers (Tom Price Ward Councillor)
Deputies	1. Cr Brie Noone (Tom Price Ward Councillor)
External Members	1. Adam Hitchcock 2. Marama Rawiri 3. Danielle Cheeseman 4. Brendan Rockliff 5. Vacant 6. Vacant 7. Vacant
Chairperson	Cr Kieren Day (Tom Price Ward Councillor)
Deputy Chairperson	Adam Hitchcock
Responsible Officers	Director Community Development Manager Communities Senior Club Development Officer

Terms of Reference

Purpose

The purpose of the Tom Price Sporting Working Group (the Group) is to:

1. provide guidance to sport and recreation issues within the Tom Price Sporting precinct (Tom Price Oval and Minna Oval);
2. provide a forum for discussion of matters relating to sport and recreation within the town of Tom Price, including the identification of issues and opportunities and ensuring equitable access to sport and recreation opportunities for all members of the community; and
3. provide direction on all matters relating to the clubs and facilities.

Role and functions

The role of the Group is to:

1. assist and provide feedback on policy development in relation to sport and recreation;
2. assist Council to develop key strategies in relation to sport and recreation;
3. provide advice on the provision of sport and recreation facilities, with a view to ensuring facilities are activated, well utilised and are fit for purpose;
4. provide a forum for the engagement, communication, dissemination and consideration of information regarding sport and recreation issues;
5. assist in the development of a partnership approach in addressing club development needs; and
6. leverage partnerships and networks to advocate for support, investment and promotion of sport and recreation within the Tom Price sporting precincts.

The role of members of the Group are to:

1. attend meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the purpose of the Group;
2. abide by the Shire's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect;
3. have the best interests of the stakeholders and facilities at its forefront;

In addition to these, the specific roles for each membership type are as follows:

1. Elected members are responsible for ensuring that the Group adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures the delivery of the Group's purpose.

2. Community members are responsible for contributing to the delivery of the Group's purpose within the scope of their skills, knowledge and capabilities.
3. Officers are responsible for presenting to the Group, conducting necessary research, providing professional advice, and for administering its meetings.

Delegation

This Group has no delegated authority and no authority to implement its recommendations without resolution of Council.

1. The Group may only make decisions in respect to its day-to-day operations and these are to be made by consensus (i.e. members being satisfied with a decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.
2. The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

Terms

1. These terms of reference are effective upon endorsement by Council and continue until Council otherwise resolve to disband the Group.
2. Any variations to these Terms of Reference are to be endorsed by Council.

Membership

1. The Group shall be comprised of:
    a. two Tom Price Ward Councillors, with the remaining Tom Price Ward Councillor being the appointed deputy; and
    b. a minimum of four and a maximum of seven community members (only one member may be appointed to the Group from each sporting organisation at any one time).
2. All memberships expire at the end of the Group's term.
3. Members appointed to the Group are not entitled to a sitting fee, or any such type of remuneration.
4. Appointments of Councillors to the Group will be for up to two-year terms, with membership expiry coinciding with the local government ordinary elections.
5. Appointments of community members are for a period of up to two years, with membership expiry coinciding with the local government ordinary elections.
6. Community members may not serve more than two consecutive terms on the Group unless insufficient nominations are received.

7. The following Shire officers will attend Group meetings, however, will not have voting rights:
    a. Manager Communities (or their delegate);
    b. Senior Club Development Officer; and
    c. A meeting secretary (for the purpose of taking meeting notes).

Community representative appointment and selection

1. Community members will be appointed by calling for nominations through an advertisement on the Shire's website, social media channels and noticeboards.
2. Nominations will be assessed by the selection panel, against the selection criteria detailed below, giving consideration to the diversity of sport and recreation clubs, associations, and interests, to ensure even and fair representation.
3. The selection panel will consist of:
    a. Director Community Development;
    b. Manager Communities; and
    c. Senior Club Development Officer.
4. Recommendations of the selection panel will be submitted to Council for endorsement.

Selection criteria

Nominees for membership of the Group must be able to demonstrate:

1. Current involvement in service provision, policy or program development in the area of sport and recreation;
2. Endorsement by their organisation;
3. Strong knowledge of the Tom Price sporting activities with networks throughout the local community;
4. Strong knowledge of sport and recreation trends and impacts relevant to the purpose of the Group;
5. A willingness to contribute meaningfully to meetings in a fair and unbiased manner; and
6. Capacity to represent and commit to Group for the required term.

Quorum

The meeting quorum will be at least 50% of the membership determined and agreed under clause 1 of the membership provisions.

Meetings

1. The Group will elect a chairperson and deputy chairperson at its first meeting. The chairperson will be the person consulted on the day-to-day operations of the Group and its required preparations, including the agenda, for its next meeting.
2. The chairperson and deputy chairperson will be appointed for a period of up to two years with expiry coinciding with the next ordinary local government election after which time a new chairperson and deputy chairperson will be appointed.
3. The Group will meet as agreed and required, upon the calling of the meeting by the chairperson.
4. A schedule of meetings will be developed and agreed by the Group and the Group may change the meeting schedule by agreement.
5. The Group may invite meeting guests that may include, but not be limited to, staff and or external subject matter experts.
6. Decisions are to be made by simple majority. Where a vote is tied, the chairperson may use a casting vote to make the final decision.
7. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
8. If a community representative fails to attend three (3) consecutive meetings without having provided notice to the committee, they will automatically cease to hold office, and the position may be readvertised and the normal appointment procedure followed.
9. The agenda and meeting notes are to be prepared by the Shire, as follows:
    a. The agenda will be distributed no later than three working days before the meeting on the Shire's website.
    b. The minutes will be distributed no later than five working days after the meeting on the Shire's website.
    c. Both the agenda and meeting notes are to be developed in the prescribed form.

Confidentiality

Committee members must not release information that the person knows, or should reasonably know, is confidential information.

Reporting

1. The Group shall report to Elected Members by way of its meeting notes being saved in the Elected Members Teams channel.
2. Any recommendations from the Working Group that require formal Council endorsement are to be presented to Council, through an officer report.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	19 August 2025	**Resolution #**	151/2025
	Date	28 October 2025	**Resolution #**	202/2025
	Date	10 February 2026	Administrative update	
	Date	21 July 2026	**Resolution #**	113/2026
	Date		**Resolution #**	
	Date			
Next review due	2027			

Working Together Onslow Steering Committee

Position	Incumbent
Members	1. Audra Smith, Shire President 2. Cr Kerry White (Onslow Ward Councillor) 3. Keith Woodward, Chief Executive Officer 4. Chantelle McGurk, Director Community Development 5. Tina Taylor, Manager Communities 6. Coordinator Communities – West
Deputies	Nil
External Members	Maximum of 4 x Chevron Representatives
Chairperson	Audra Smith, Shire President
Deputy Chairperson	Cr Kerry White (Onslow Ward Councillor)
Responsible Officers	Director Community Development Manager Communities Coordinator Communities – West

Terms of Reference

Purpose

The purpose of the Working Together Onslow Steering Committee (Committee) is to provide oversight of the Working Together Onslow Agreement funding allocations.

Role and functions

The role and function of the Committee is to:

1. receive financial updates on spend-to-date against the funding allocations listed under 'Budget' in Schedule 2 of the agreement; and
2. adjust allocations where appropriate.

Membership

1. The Committee consists of the Chevron Corporate Affairs team representatives including but not limited to the Partnerships Manager and Partnerships Advisor and the Shire of Ashburton President, Onslow Ward Councillor, Director Community Development, Manager Communities and Coordinator Communities West.
2. Elected member appointments will be for up to two-years, with membership expiry coinciding with local government ordinary elections.

Quorum

The meeting quorum will be at least 50% of the members of the Committee.

Voting

Each Committee representative shall have one vote and in the case of a tied vote, the chairperson shall have a casting vote.

Meetings

1. The Shire President will be the appointed chairperson of the Committee for the purposes of coordinating and managing meetings.
2. Where the Shire President is not available, the Onslow Ward Councillor will be responsible for chairing the meeting.
3. Meetings will be scheduled as and when required in consultation with the chairperson, with no less than two meetings being held each year.

Reporting

1. The Committee shall report to Elected Members by way of its meeting notes being saved in the Elected Members Teams Channel.
2. Any recommendations from the Working Group that require formal Council endorsement are to be presented to Council, through an officer report.

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	8 August 2023	**Resolution #**	157/2023
Reviewed/modified	**Date**	21 July 2026	**Resolution #**	113/2026
	Date		**Resolution #**	
	Date		**Resolution #**	
	Date		**Resolution #**	
Next review due	2027			

Part 3 – External Groups

Council provide representation on a number of external organisation's groups. These groups are administered by parties other than the Shire of Ashburton therefore, information provided and operation of these groups is at the discretion of the convening bodies.

Council has resolved to formally provide representation on the following groups:

- Regional Road Group;
- Regional Development Assessment Panels;
- Western Australian Local Government Association Pilbara Country Zone; and
- North West Defence Alliance.

Regional Development Assessment Panel

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker.

The Shire of Ashburton is part of a joint development assessment panel (JDAP) being, the Regional DAP.

JDAPs service two or more local government areas, and two local government members from each relevant local government area will be appointed to the panel. The two members from each local government will only sit on the panel when the applications being determined by the panel have been made under their local planning scheme. As such, the local government membership of a JDAP will depend on the location of the development application being determined at the time.

Position	Incumbent
Members	1. Cr Brie Noone 2. Cr Alana Sullivan
Deputies	1. Cr Tom Fox 2. Audra Smith, Shire President
Responsible Organisation	Department of Planning, Lands and Heritage
Supporting Information	Development Assessment Panels information
Contact Details	DAP Secretariat daps@dplh.wa.gov.au (08) 6551 9919

Regional Road Group

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Government Roads Program for their Region and any other relevant issues.

The RRGs are comprised of elected representatives from each local government within the road group. Most groups are supported by a sub-group or technical committee comprised of local government staff. Administrative support is provided by Main Roads WA. RRGs importantly provide local government with a voice in how the State Government's contribution to local roads is spent.

RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

Position	**Incumbent**
Members	1. Cr Linton Rumble JP (voting representative) 2. Cr Alana Sullivan
Deputies	1. Cr Brie Noone 2. Cr Rory de Pledge
Responsible Organisation	Main Roads WA
Supporting Information	Regional Road Group information
Contact Details	Hannah Kerim, Services Coordinator prrg@mainroads.wa.gov.au (08) 9172 8823

Western Australian Local Government Association Pilbara Country Zone

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

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and,
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting local government.
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and,
- Contributing to policy development through policy forums and other channels.

Position	Incumbent
Members	1. Cr Brie Noone 2. Audra Smith, Shire President
Deputies	1. Cr Linton Rumble JP 2. Cr Alana Sullivan
Responsible Organisation	Western Australian Local Government Association
Supporting Information	WALGA Zone information
Contact Details	Chantelle O'Brien, Governance Support Officer cobrien@walga.asn.au (08) 9213 2013

Western Australian Local Government Association – State Council

WALGA State Council is a decision-making representative body of all member local governments and is responsible for sector-wide policy making and strategic planning.

WALGA's State Council structure is as follows:

- Chaired by the WALGA President;
- 24 members (State Councillors) – 12 from country constituencies and 12 from metropolitan constituencies;
- Members must be serving elected members in WA local government; and
- State Councillors are elected by and from the Local Government Zones.

The Chair of the WALGA Pilbara Country Zone is required to attend State Council meetings as the Pilbara Country Zone representative. The Deputy Chair is only required to attend if the Chair is unavailable.

Position	**Incumbent**
Pilbara Country Zone Chair	Cr Dan Scott, Mayor (City of Karratha)
Pilbara Country Zone Deputy Chair	Cr Anthony Middleton, Shire President (Shire of East Pilbara)
WALGA State Councillor (Pilbara Zone)	Cr Audra Smth, Shire President (Shire of Ashburton)
Responsible Organisation	Western Australian Local Government Association
Supporting Information	State Council Structure | WALGA | WALGA
Contact Details	Meghan Dwyer, Executive Officer Governance mdwyer@walga.asn.au (08) 9213 2050

North West Defence Alliance

Ten local governments (nine with coastlines on the Indian Ocean) between the Shire of Carnarvon in the south and Wyndham/East Kimberley in the north are part of the North West Defence Alliance (NWDA). The representative local governments and their relative Chambers of Commerce constitute the core membership, each has 1 voting member and 1 proxy nominated. The core purpose objectives of the NWDA are to:

- Represent the concerns of the membership to the federal government and Department of Defence regarding strategic vulnerability and the need for increased defence presence.
- Act as a point of liaison for the Department of Defence and associated authorities to exchange information and increase transparency.
- Identify opportunities for industry in the north-west to support Australian Defence Force (ADF) activities and defence related infrastructure work.
- Support local businesses that are interested in defence related opportunities with accessing the necessary resources to become 'defence ready'.
- Develop and maintain a capability directory of businesses that are seeking defence related work.
- Advocate for defence related science and innovation in the north-west to include test and evaluation of emerging technologies.
- Attend forums to attract new business to the north-west to enhance defence industry capabilities and capacity.
- Maintain effective communication and collaboration between the members and stakeholders to promote one another's strategic objectives.

The governance mechanisms of the NWDA determine the highest priority objectives to assist with the production of the annual business plan.

NWDA meetings are generally held online (3 monthly), with the exception being the annual general meeting which is held in Perth in conjunction with the Annual WALGA Conference.

Position	**Incumbent**
Shire of Ashburton Delegates	Audra Smith, Shire President (voting)
	Chief Executive Officer (non-voting)
Responsible Organisation	North West Defence Alliance
Supporting Information	Terms of Reference
Contact Details	virginia.miltrup@karratha.wa.gov.au Secretary - NorthWest Defence Alliance 9186 8555