



City of  
**Kalgoorlie  
Boulder**

# COUNCIL COMMITTEE AND WORKING GROUP HANDBOOK

VERSION CONTROL	
Date of adoption by Council	Committee Book: 27 September 2022 Updated Audit and Risk Committee Terms of Reference: 27 March 2023 Updated Committee Policy: 22 May 2023
Date of last review	27 September 2022
Date of next review	Prior to next Local Government Election – October 2023

# Contents

<b>1. OVERVIEW OF THIS HANDBOOK</b> .....	4
<b>2. ADVISORY GROUPS FOR COUNCIL</b> .....	4
2.1 COUNCIL COMMITTEES .....	4
2.2 COUNCIL WORKING GROUPS .....	4
2.3 EXTERNAL COMMITTEES .....	5
<b>3. MEMBERSHIP OF COUNCIL COMMITTEES 2021 – 2023</b> .....	6
<b>4. MEMBERSHIP OF WORKING GROUPS 2021 – 2023</b> .....	6
<b>5. MEMBERSHIP OF EXTERNAL COMMITTEES 2021 – 2023</b> .....	7
<b>6. INDEPENDENT COMMITTEE MEMBERS OF COUNCIL COMMITTEES 2021 – 2023</b> 7	
<b>7. COMMITTEE AND WORKING GROUP POLICY- EXEC-CEO-018</b> .....	8
7.1. PURPOSE.....	8
7.2. POLICY DETAILS .....	8
7.2.1. <i>Number of committees and working groups</i> .....	8
7.2.2. <i>Creating new committees and working groups</i> .....	8
7.2.3. <i>Membership</i> .....	8
7.2.4. <i>Appointment of independent members to Committees or Working Groups</i> .....	9
7.2.5. <i>Roles of Presiding Member of a Committee or Working Group</i> .....	9
7.2.6. <i>Role of a Committee or Working Group Member</i> .....	10
7.2.7. <i>Role of City support staff</i> .....	10
7.2.8. <i>Role of the Council</i> .....	10
7.2.9. <i>Code of Conduct</i> .....	10
7.2.10. <i>Appointment of Presiding Member</i> .....	10
7.2.11. <i>Convening a meeting and preparing agenda</i> .....	11
7.2.12. <i>Quorum</i> .....	11
7.2.13. <i>Conducting meetings and recording minutes</i> .....	11
7.2.14. <i>Disbanding a Committee or Working Group</i> .....	12
7.2.15. <i>Dissolving Committees and Working Groups</i> .....	12
7.2.16. <i>Role of Elected Members appointed to external committees</i> .....	12
7.3. REPORTING REQUIREMENTS.....	12
7.4. ROLES AND RESPONSIBILITIES .....	12
7.5. RELEVANT LEGISLATION AND POLICIES .....	13
<b>8. AUDIT AND RISK COMMITTEE</b> .....	14
<b>9. COMMERCIAL BUSINESSES COMMITTEE</b> .....	18
<b>10. WALK OF FAME WORKING GROUP</b> .....	21
<b>11. BOULDER TOURISM PRECINCT STRATEGY WORKING GROUP</b> .....	23
<b>12. CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE</b> .....	25

<b>13.</b>	<b>GOVERNANCE AND POLICY COMMITTEE</b> .....	<b>27</b>
<b>14.</b>	<b>HISTORIC HANNAN STREET PRECINCT WORKING GROUP</b> .....	<b>29</b>
<b>15.</b>	<b>YOUTH COUNCIL</b> .....	<b>31</b>

## **1. OVERVIEW OF THIS HANDBOOK**

This handbook:

- Provides Council a framework of all matters relating to Council Committees and Working Groups;
- Details the City of Kalgoorlie-Boulder's policy regarding Council Committees and Working Groups;
- Sets out current membership for 2021 – 2023 of all Council Committees, Working Groups and external committees; and
- Sets out the adopted Terms of Reference for each Council Committee and Working Group.

## **2. ADVISORY GROUPS FOR COUNCIL**

Council functions are assisted by Council Committees and Working Groups. In addition, Council members are involved in external committees in order to act as a liaison between Council and the relevant committees.

### **2.1 COUNCIL COMMITTEES**

Subdivision 2 of Division 2 of Part 5 of the Local Government Act contains provisions regarding the establishment of committees and the structure of their meetings. The Standing Orders Local Law 2013 also applies to Council Committees.

To assist with its decision-making responsibilities, Council is able to establish Committees to assist it in performing its wide range of activities and functions. Committees report to Council and are subject to the requirements of the Act and the City's meeting procedures for meetings.

Council may delegate authority to Committees in relation to its decision-making functions, in which case Committee meetings become open to the public (other than in relation to confidential items). Currently, none of Council's Committees have delegated authority and are therefore required to make recommendations to Council, for Council to determine by resolution.

Council has established the following Committees:

1. Audit and Risk Committee;
2. Commercial Business Committee;
3. Chief Executive Officer Performance Review Committee; and
4. Governance and Policy Committee.

In addition, Council appoints an elected member and deputy to the Youth Council.

### **2.2 COUNCIL WORKING GROUPS**

Unlike Committees, Working Groups are not formally established under the Local Government Act. Working Groups are established from time-to-time as a mechanism for facilitating and improving broader participation in the City's decision-making process. They provide an engagement mechanism for Elected Members, staff and, where appropriate the community, on a wide range of issues.

The opportunity to obtain such views assists Elected Members and Council to address strategic issues and priorities, well before these are presented to Council or a Committee.

Working Groups make recommendations to the CEO and administrative staff, who in turn detail those recommendations and comments within formal reports to Council or a Committee on a particular issue or topic.

Council has established the following working groups:

1. Historic Hannan Street Precinct Working Group;
2. Walk of Fame Working Group; and
3. Boulder Tourism Precinct Strategy Working Group.

### 2.3 EXTERNAL COMMITTEES

External committees are not committees of Council but are external boards of management that are either constitutionally required to have City of Kalgoorlie Councillors as members, or have requested that Council nominate an elected representative to become a member.

Council members are members of the following external Committees:

1. Liquor Accord Committee;
2. Cemetery Board;
3. Goldfields Voluntary Regional Organisation of Councils (GVROC);
4. Kalgoorlie-Boulder Urban Landcare Group;
5. Kalgoorlie-Boulder Visitors Centre;
6. (Joint) Development Assessment Panel;
7. Western Australian Museum – Kalgoorlie-Boulder;
8. Palace Theatre Recreation Centre;
9. Roadwise;
10. Arts and Culture Goldfields Association (Artgold);
11. Local Emergency Management Committee (LEMC);
12. Reconciliation Action Plan;
13. Historical Society Committee;
14. Fair Society Committee.

### 3. MEMBERSHIP OF COUNCIL COMMITTEES 2021 – 2023

	Mayor John Bowler	Deputy Mayor Glenn Wilson	Cr Deborah Botica	Cr Mandy Reidy	Cr David Grills	Cr Terrence Winner	Cr John Matthew	Cr Kirsty Dellar	Cr Amy Astill	Cr Kim Eckert	Cr Mick McKay	Cr Suzie Williams	Cr Wayne Johnson
Audit and Risk Committee	x	xx	x			x	x	x	x	x			
Commercial Business Committee	x	x				x	x	x	x	x			
Chief Executive Officer Performance Review Committee	x	x					x			x		x	
Governance and Policy Committee	x	x				x		x		x			
Youth Council						xx			x				

x member

xx deputy member

### 4. MEMBERSHIP OF WORKING GROUPS 2021 – 2023

	Mayor John Bowler	Deputy Mayor Glenn Wilson	Cr Deborah Botica	Cr Mandy Reidy	Cr David Grills	Cr Terrence Winner	Cr John Matthew	Cr Kirsty Dellar	Cr Amy Astill	Cr Kim Eckert	Cr Mick McKay	Cr Suzie Williams	Cr Wayne Johnson
Historic Hannan Street Precinct Working Group	x		x					x	x	x			
Walk of Fame Working Group Committee	x		x	x					x				
Boulder Tourism Precinct Strategy Working Group	x					x	x	x	x		x		

x member

xx deputy member

## 5. MEMBERSHIP OF EXTERNAL COMMITTEES 2021 – 2023

	Mayor John Bowler	Deputy Mayor Glenn Wilson	Cr Deborah Botica	Cr Mandy Reidy	Cr David Grills	Cr Terrence Winner	Cr John Matthew	Cr Kirsty Dellar	Cr Amy Astill	Cr Kim Eckert	Cr Mick McKay	Cr Suzie Williams	Cr Wayne Johnson
Liquor Accord Committee	x												
Cemetery Board													x
Goldfields Voluntary Regional Organisation of Councils (GVROC)	x					xx				x			
Kalgoorlie-Boulder Urban Landcare Group												x	
Kalgoorlie-Boulder Visitors Centre						x				xx			
(Joint) Development Assessment Panel						x		xx		xx		x	
Western Australian Museum – Kalgoorlie-Boulder				x									
Palace Theatre Recreation Centre										x		xx	
Roadwise		x			xx								
Arts and Culture Goldfields Association (Artgold)							x		x				
Local Emergency Management Committee (LEMC)	x	xx						x		x			
Reconciliation Action Plan	x		x			X			x	x			
Historical Society Committee				x									
Fair Society Committee					X								

x member

xx deputy member

## 6. INDEPENDENT COMMITTEE MEMBERS OF COUNCIL COMMITTEES 2021 – 2023

<b>Audit and Risk Committee</b>	Alan Pental Robert Northcoat	<b>Boulder Tourism Precinct Strategy Committee</b>	Laurie Ayers Bart Jones Bodean Buckingham Chuck Thomas
<b>Commercial Business Committee</b>	n/a	<b>Governance and Policy Committee</b>	n/a
<b>Walk of Fame Committee</b>	Representative from Eastern Goldfields Historical Society Representative from Chamber of Minerals and Energy Representative from Kalgoorlie-Boulder Chamber of Commerce and Industries	<b>Chief Executive Officer Performance Review Committee</b>	n/a

## **7. COMMITTEE AND WORKING GROUP POLICY- EXEC-CEO-018**

### 7.1. PURPOSE

This policy applies to Committees and Working Groups established by Council and was adopted by resolution of Council on 27 September 2022.

### 7.2. POLICY DETAILS

#### 7.2.1. *Number of committees and working groups*

The creation of new Committees and Working Groups is to be restricted by allocating new tasks to an existing Committee or Working Group wherever possible.

#### 7.2.2. *Creating new committees and working groups*

When compiling a report or recommendation for Council to establish a new Committee or Working Group, the following should be included:

- The purpose of the proposed Committee or Working Group;
- The terms of reference of the proposed Committee or Working Group;
- The number of council members, officers and other persons to be appointed to the proposed Committee or Working Group and if appropriate, names or titles of suggested persons;
- In the case of a Committee only, details of delegation of any powers or duties to the proposed Committee under section 5.16 of the *Local Government Act*;
- Details of City administration staff members responsible for providing assistance to the proposed Committee or Working Group; and
- Details of a funding source for the operation of the Committee or Working Group, if applicable.

#### 7.2.3. *Membership*

Appointment of a Council member or independent member to a Committee or Working Group shall be resolved by Council resolution and each appointment shall cease upon the next ordinary local government election (unless the Council resolves to appoint the member for a lesser term or the member resigns or is removed from office prior to that next election).

City support staff are to ensure records of the members of the Committees and Working Groups are current and include relevant contact details.

In the event a Committee or Working Group member is absent from three consecutive meetings without first having been granted formal leave of absence by other members of the Committee or Working Group, his or her seat on the Committee or Working Group shall become vacant. If required by the relevant Presiding Member, the City support staff will advertise the vacancy.

Committee and Working Group members should not serve for more than four consecutive two-year terms.



A Committee member may resign their office, in writing to the CEO or relevant Presiding Member, in accordance with Regulation 4 of the *Local Government (Administration) Regulations 1996* and the same shall apply to a Working Group member.

The Council has the power under section 5.10 of the *Local Government Act 1995* and section 52(1) of the *Interpretation Act 1984* to resolve, by absolute majority, to suspend or remove a Committee member for any reason and the same shall apply to a Working Group member.

#### 7.2.4. *Appointment of independent members to Committees or Working Groups*

Independent Committee or Working Group members (members who are not elected members) must be selected by Council on the basis of their ability to contribute to the effective working of the Committee or Working Group by:

- Having the relevant skills, knowledge and experience to deliver on the adopted terms of reference;
- Are sufficiently independent of the Council and its members and at the date of appointment to the Committee are without conflicts of interest that will or may impede on the ability of the independent member to be an effective Committee or Working Group member;
- Appreciation of the City of Kalgoorlie-Boulder Council, administration, its values and strategic plans;
- Having the ability to determine and deliver what the community expects from Council.

At least three months prior to the expiry of the terms of the existing independent Committee or Working Group members, or on any vacancy, the CEO in consultation with the Presiding Member of the Committee or Working Group shall determine:

- Appropriate selection criteria for independent candidates;
- Advertisements for the position and medium for distribution;
- Relevant dates for the selection process, including advertising for not less than 14 days.

A sitting independent committee member must re-apply through the application process.

Applicants will be required to submit a current CV and a statement against the selection criteria. If required by the CEO, Committee or Working Group or Council, the applicants will participate in an interview and/or provide references to be checked by the CEO and/or the CEO will undertake its own enquiries to verify the qualifications of the applicant.

Upon receipt of applications and closure of the advertising period, the CEO shall review the applications and make recommendations to Council upon assessing the applications against the selection criteria. The Committee will also consider the applications and CEO advice and will make recommendations to Council for the appointment of an independent Committee or Working Group member.

#### 7.2.5. *Roles of Presiding Member of a Committee or Working Group*

In addition to the roles of Committee or Working Group member set out below, the Presiding Member must:

- Determine meeting points together with the City support staff;
- Preside at meetings of the Committee or Working Group, ensuring the debate and meeting procedures comply with the Standing Orders Local Law 2013;
- Check and sign off on meeting minutes; and

- Liaise with City support staff.

#### 7.2.6. *Role of a Committee or Working Group Member*

Each Committee or Working Group member (whether an elected member or external member) must:

- Attend meetings;
- Act in accordance with the Code of Conduct for Council Members, Committee Members and Candidates;
- Consider only those matters that are within the Committee or Working Group's adopted Terms of Reference;
- Report to Council on the activities of the Committee or Working Group if requested to do so by the Council;
- Disclose financial or other interests at meetings as stipulated by the Local Government Act and Standing Orders Local Law 2013, and ensure these are recorded in the minutes.

#### 7.2.7. *Role of City support staff*

The City will ensure that appropriate staff members are allocated to assist all Committees and Working Groups.

The relevant City support staff assigned to a Committee or Working Group must:

- Convene meetings of the Committee or Working Group;
- Prepare meeting agendas, record minutes of meetings and ensure that minutes are recorded in accordance with the City's records management practices;
- Refer recommendations of the Committee or Working Group for inclusion in a Council meeting agenda to obtain from Council decision where applicable; and
- Expend budgeted funds if authorised to do so.

#### 7.2.8. *Role of the Council*

The role of Council in relation to the Committees and Working Groups is as follows:

- Appoint members to the Committee or Working Group during the term of operation as and when required;
- Make formal decisions on reports and recommendations received from the Committee or Working Group;
- Conduct a biannual review of each Committee and Working Group's purpose and any delegations of authority to determine whether they are still relevant and whether the Committee and Working Group is still required.

#### 7.2.9. *Code of Conduct*

All Committee members are subject to the Code of Conduct for Council Members, Committee Members and Candidates and it is intended that this shall extend to Working Group members.

#### 7.2.10. *Appointment of Presiding Member*

Other than in the case of the Audit and Risk Committee (in which case an independent Presiding Member (Chair) shall be appointed), an Elected Member is to be appointed as the Presiding Member (Chair) of each Committee.

The Presiding Member (Chair) of a Working Group need not be a Council member.

#### 7.2.11. *Convening a meeting and preparing agenda*

Notice of a meeting is to be issued by the City support staff by email to all Committee or Working Group members, such notice to include the time, date and location of the relevant meeting.

City support staff are to ensure that at least half of the elected members can be in attendance before confirming the meeting with the external members.

City support staff are to call for agenda items not less than one week prior to a meeting, to be approved by the Presiding Member for listing. Members are to provide appropriate details of an item for discussion, including general business items.

City support staff will prepare agendas and provide these to all Committee members by no later than 72 hours prior to the relevant meeting where possible.

#### 7.2.12. *Quorum*

Pursuant to section 5.19 of the *Local Government Act*, the quorum for a meeting of a Committee is at least 50% of the number of officers (whether vacant or not) of member of the Committee. The same applies to Working Groups.

A Committee or Working Group can still meet even if quorum cannot be met, but decisions cannot be made without quorum.

An elected member can attend a meeting even if they are not a member of that Committee, as a non-voting and non-participating observer.

#### 7.2.13. *Conducting meetings and recording minutes*

Unless otherwise directed in writing by the Presiding Member not less than 24 hours prior to a relevant meeting, meetings can be held in person, by telephone or by video conference.

The Standing Orders Local Law 2013 applies to all Committee meetings. Although the provisions of the Standing Orders do not apply to Working Groups, Working Group meetings shall be conducted with an appropriate degree of formality, including utilising record keeping practices such as the preparation of an agenda and minutes, and orderly conduct of members at all times. The Presiding Member (Chair) of a Working Group shall have discretion and may at any time ask any person behaving in a disorderly way to leave the meeting.

Disclosure of financial or other interests by Committee or Working Group members are to be recorded in the minutes.

All members appointed to a Committee or Working Group have one vote and are entitled to appoint a proxy to vote on their behalf if they are unable to attend a Committee or Working Group meeting (that proxy is a non-participating observer only).

Records of all Committee and Working Group decisions and actions required must be recorded in the Committee or Working Group minutes.

Minutes are to be prepared and referred to the Presiding Member of the Committee or Working Group for approval before being distributed to Committee or Working Group members, and must be distributed within seven days of the meeting being held.

Minutes of the last Committee or Working Group meeting are to be formally accepted at the next meeting with a copy signed by the Presiding Member being provided to the City support team for record keeping purposes in accordance with the applicable record management policies and procedures.

#### *7.2.14. Disbanding a Committee or Working Group*

Council may determine at any time that a Committee or Working Group is no longer required and is to be disbanded.

A record is to be kept of all disbanded Committees and Working Groups.

#### *7.2.15. Dissolving Committees and Working Groups*

After local government election, which occur in October every two years, all Committees and Working Groups are to be dissolved.

Representation on external committees may remain unless there is a change in Elected Member. New appointments will require a council resolution.

No meetings are to be scheduled or held while Council Committees are dissolved.

At the November Ordinary Council Meeting after an election, Elected Members are to be appointed to Committees by Council Resolution.

Named external representatives are to be (re)appointed by Council resolution after Committees and Working Groups are re-established.

#### *7.2.16. Role of Elected Members appointed to external committees*

Elected members who are appointed to external committees representatives of the City must:

- Attend meetings or advise the proxy to attend in the elected member's absence if a proxy has been designated
- Provide the committee/group with guidance on City policies and activities;
- Liaise regularly with co-ordinators of the committee/group so as to be fully informed of its current activities, aims and objectives;
- Liaise regularly with nominated support staff at the City;
- Report to elected members at Council meetings on the activities of the committee/group if requested;
- Provide minutes and agendas of the meetings in accordance with the City's record management practices.

### **7.3. REPORTING REQUIREMENTS**

Committees must report to Council following a Committee meeting.

Working Groups make recommendations to the CEO and administrative staff, who in turn will detail those recommendations and comments within formal reports to Council or a Committee on a particular issue or topic, as and when required.

### **7.4. ROLES AND RESPONSIBILITIES**

The CEO is responsible for administering this Committee and Working Group policy.

## 7.5. RELEVANT LEGISLATION AND POLICIES

*Local Government Act 1995 (WA)*

*Local Government (Administration) Regulations 1996*

*Standing Orders Local Law 2013*

*Code of Conduct for Council Members, Committee Members and Candidates*

*Local Government (Model Code of Conduct) Regulations 2021*

Responsible department	OCEO
Date adopted by Council	V1: 27 September 2022 V2: 22 May 2023
Policy amendments:	V2 - Change to Cl 7.2.10
Date of last review	May 2023
Date of next review	October 2023

## **8. AUDIT AND RISK COMMITTEE**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022 and replaces all previous terms of reference relating to the Audit and Risk Committee.

### **Purpose**

The objective of the Audit and Risk Committee is to provide independent assurance and assistance to the City of Kalgoorlie-Boulder (“the City”) in relation to systems of risk management and internal control, legislative compliance, financial management and external and internal audit. The Audit and Risk Committee is not responsible for the management of these functions.

### **Roles and Functions**

#### **External Audit**

1. Provide guidance and assistance to Council as to the carrying out of the functions of the City in relation to audits.
2. Meet with the auditor at least once a year and report to Council on the matters discussed and outcome of those discussions.
3. Liaise with the CEO to ensure that the City does everything in its power to assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995.
4. Ensure that audits are conducted successfully and expeditiously.
5. Examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - a. Report to Council if any matters raised require action to be taken by the City; and
  - b. Ensure that appropriate action is taken in respect of those matters.
6. Review the report prepared by the CEO addressing any matters identified as significant by the auditor in the audit report, and stating what actions the City has taken or intends to take with respect to each of those matters.
7. Review the scope of the audit plan and program and its effectiveness.
8. Review the annual Compliance Audit Return and report to the Council the results of that review.

#### **Internal Audit**

1. Consider the CEO’s review of the appropriateness and effectiveness of the financial management systems and procedures not less than once in every three years and report to Council the results of that review as per regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.
2. Consider the implications of findings on the City, its risks and controls from special internal audit assignments undertaken by internal audit at the request of Council or CEO.

3. Recommend to Council the person or persons to be appointed as internal auditor.
4. Review the level of resources allocated to internal audit and the scope of its authority.
5. Review reports of internal audits, monitor the implementation; of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
6. Facilitate liaison between the internal and external auditor to promote capability, to the extent appropriate, between their audit programs.

### **Annual Financial Report**

1. Review the City's draft annual financial report, focusing on:
  - a. Accounting policies and practices;
  - b. Changes to accounting policies and practices;
  - c. The process used in making significant accounting estimates;
  - d. Significant adjustments to the financial report (if any) arising from the audit process;
  - e. Compliance with accounting standards and other reporting requirements; and
  - f. Significant variances from prior years.
2. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.

### **Risk Management, fraud and internal control**

1. Consider the CEO's review of the appropriateness and effectiveness of the City's systems and procedures in regard to risk management, internal control and legislative compliance not less than once in every three years and report to Council the results of that review as per regulation 17 of the Local Government (Audit) Regulations 1996.
2. Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of business and financial risks, including fraud.
3. Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
4. Review the impact of the risk management framework on its control environment and insurance arrangements.
5. Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.
6. Provide oversight on significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council.
7. Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated.

8. Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.
9. Review whether appropriate policies and procedures are in place for the management and exercise of delegations.
10. Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

#### **Other**

1. Address issues brought to the attention of the Audit and Risk Committee, including responding to requests from Council for advice that are within the parameters of the Audit and Risk Committee's Terms of Reference.
2. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Audit and Risk Committee's Terms of Reference following authorisation from the Council.
3. The Audit and Risk Committee will ensure the Terms of Reference complies with relevant legislation and will propose amendments when necessary to ensure that it accurately reflects the committee's current role and responsibilities.
4. The Audit and Risk Committee will review the Terms of Reference once a year and more frequently if required. Any substantive changes to the Terms of Reference will be recommended by the Audit and Risk Committee and formally approved by Council.

#### **Delegation Powers**

1. The Audit and Risk Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.
2. The Audit and Risk Committee is a formally appointed committee of Council and is responsible to that body.
3. The Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.

#### **Membership**

1. The Audit and Risk Committee shall be comprised of:
  - at least three (3) elected members; and
  - not more than two independent external members.
2. The City will ensure appropriate support is provided to the Audit and Risk Committee.
3. Appointments to the Audit and Risk Committee will be until the next ordinary local government election day.
4. The Audit and Risk Committee shall appoint an Independent Member as presiding member at the first meeting following the next ordinary local government election day.

#### **Quorum**

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



## Meetings

1. The Audit and Risk Committee must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the Local Government Act.
2. A schedule of meetings will be developed and agreed to by the Audit and Risk Committee.
3. The Audit and Risk Committee shall report to Council by way of its minutes and any recommendations it may make.
4. The meetings of the Audit and Risk Committee are closed to members of the public.
5. The Audit and Risk Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.
6. The need for any additional meetings will be decided by the Chairperson of the Audit and Risk Committee, or the CEO, though other Committee members may take requests to the Chairperson for additional meetings. A forward meetings plan, including meeting dates and agenda items, will be agreed by the Audit and Risk Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in these Terms of Reference.

## Evaluation of Audit and Risk Committee's effectiveness

At the meeting of the Audit and Risk Committee prior to the ordinary Council elections, the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively and as per the requirements of the Local Government Act?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership and make recommendations to Council on any required changes.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022 V2 - 27 March 2023
ToR amendments:	V2 – Membership heading item 1 – The Audit and Risk Committee shall be comprised of at least three (3) elected members. Membership heading – An additional item 4 be added the Audit and Risk Committee shall appoint an Independent Member as presiding member at the first meeting following the next ordinary local government election day.
Date of last review	March 2023
Date of next review	October 2023

## **9. COMMERCIAL BUSINESSES COMMITTEE**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022 and replaces all previous terms of reference relating to the Commercial Businesses Committee.

### **Purpose**

The objective of the Commercial Businesses Committee is to review the operational highlights, strategic opportunities and financial performance for each of the four commercial businesses of the City of Kalgoorlie-Boulder (City):

- Kalgoorlie Airport;
- Kalgoorlie Boulder Golf Course;
- Goldfields Oasis; and
- Goldfields Art Centre.

### **Roles and Functions**

The duties and responsibilities of the Commercial Businesses Committee will be:

- The formation and conduct of the Commercial Businesses Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- The Commercial Businesses Committee is an Advisory Committee and as such, all advice and actions that require significant commitment of City employee resources shall be presented as recommendations to Council for consideration.
- The Council may adopt, amend, reject or refer back to the Commercial Businesses Committee any recommendations arising from the Committee's deliberations.
- The Commercial Businesses Committee will be provided with Commercial Business Reports on a quarterly basis for the following periods:
  - Quarter 1: 1 July to 30 September
  - Quarter 2: 1 October to 31 December
  - Quarter 3: 1 January to 31 March
  - Quarter 4: 1 April to 30 June.
- The Commercial Business Reports will be prepared for each of the City's commercial businesses being:
  - Kalgoorlie Airport
  - Kalgoorlie Golf Course
  - Goldfields Oasis
  - Goldfields Art Centre
- As a minimum each of the commercial business reports will include:
  - Operational Highlights – including details of significant marketing events or activities undertaken during the reporting period.

- Strategic Opportunities – including details of any upcoming strategic projects or significant capital investments.
- Financial Performance – including a profit and loss statement, income and expenditure by nature and type and capital expenditure statement.

### **Authority and Delegation Powers**

The Commercial Businesses Committee is to report to Council and provide advice and recommendations on matters relevant to its Terms of Reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the City that have not been delegated to the CEO.

The Commercial Businesses Committee is an advisory committee to Council in accordance with the provisions of the section 5.8 of the Local Government Act 1995.

The Commercial Businesses Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

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

### **Membership**

- The Commercial Businesses Committee shall comprise of at least six members being Elected Members of Council.
- Council, by Absolute Majority, shall appoint the Commercial Businesses Committee members for a two year term at the first full council meeting following biennial council elections. Appointments to the Commercial Businesses Committee will be until the next ordinary local government election day.
- The Commercial Businesses 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.
- The City will ensure appropriate support is provided to the Commercial Businesses Committee.

### **Meetings**

1. The Commercial Businesses Committee will meet quarterly to consider to the previous quarter commercial businesses reports.
2. The need for any additional meetings will be decided by the Commercial Businesses Committee, or the CEO.
3. The CEO, Deputy Chief Executive Officer or appointed officer will prepare agendas and minutes on behalf of the Commercial Businesses Committee.
4. The Agenda and the Minutes of the previous meeting shall be circulated to all Commercial Businesses Committee members not later than 72 hours before each meeting (where practicable).

5. Minutes from each meeting containing the reports and recommendations of the Commercial Businesses Committee shall be presented to the next Ordinary Meeting of Council.
6. A schedule of meetings will be developed and agreed to by the Commercial Businesses Committee.
7. The Commercial Business Committee shall report to Council by way of its minutes and any recommendations it may make.
8. The meetings of the Commercial Businesses Committee are closed to members of the public.

### **Quorum**

The quorum for a committee meeting is set by section 5.19 of the Local Government Act 1995. Meetings can be held in person, by telephone or by video conference.

### **Evaluation of Commercial Businesses Committee's effectiveness**

At the meeting of the Commercial Businesses Committee prior to the ordinary Council elections, the Commercial Businesses Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively and as per the requirements of the Local Government Act?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023

## **10. WALK OF FAME WORKING GROUP**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022 and replaces all previous terms of reference relating to the Walk of Fame Working Group.

### **Purpose**

The purpose of Walk of Fame Working Group is to make recommendations to the Council regarding individuals who are worthy of being recognised in the Walk of Fame.

### **Roles and Functions**

The role of the Walk of Fame Working Group is to:

1. Consider matters affecting the Kalgoorlie-Boulder Walk of Fame; and
2. Recognise worthy individuals past and present who have contributed significantly and positively to the City of Kalgoorlie-Boulder by acting as a selection panel for the Walk of Fame; and
3. Make any other relevant recommendations relating to the Walk of Fame.

### **Delegation Powers**

1. The Walk of Fame Working Group has no delegated authority and no authority to implement its recommendations without resolution of Council.
2. The Walk of Fame Working Group is a formally appointed committee of Council and is responsible to that body. The Walk of Fame Working Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.

### **Membership**

1. The Working Group shall be comprised of:
  - four elected members;
  - one representative from the Eastern Goldfields Historical Society;
  - one representative from the Chamber of Minerals and Energy; and
  - one representative from the Kalgoorlie-Boulder Chamber of Commerce and Industry.
2. The City will ensure appropriate support is provided to the Working Group.
3. Appointments to the Working Group will be until the next ordinary local government election day.

### **Quorum**

The quorum for a committee meeting is set by section 5.19 of the Local Government Act 1995 and the same shall apply to this Working Group.

### **Meetings**

1. The Walk of Fame Working Group must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the Local Government Act 1995.
2. A schedule of meetings will be developed and agreed to by the Working Group.
3. The meetings of the Walk of Fame Working Group are closed to members of the public.

**Evaluation of Walk of Fame Working Group’s effectiveness**

At the meeting of the Walk of Fame Working Group prior to the ordinary Council elections, the Walk of Fame Working Group shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023

## **11. BOULDER TOURISM PRECINCT STRATEGY WORKING GROUP**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022 and replaces all previous terms of reference relating to the Boulder Tourism Precinct Strategy Working Group.

### **Purpose**

The purpose of the Boulder Tourist Precinct Strategy Working Group is to make recommendations to Council regarding the development of the tourism precinct in Boulder.

### **Roles and Functions**

Pursuant to Council resolution dated 28 June 2021, the Boulder Tourism Precinct Strategy Working Group shall be responsible for:

1. Oversight and management of the study being conducted into the potential relocation of Hannans North Tourist Mine and the future of the Loopline Park;
2. The optimal use of Boulder town Hall and other Council assets;
3. Positioning and promotion of Boulder as a Tourism Precinct; and
4. Investigations and recommendations of required capital improvements in the precinct.

### **5. Delegation Powers**

1. The Boulder Tourism Precinct Strategy Working Group has no delegated authority and no authority to implement its recommendations without resolution of Council.
2. The Boulder Tourism Precinct Strategy Working Group is a formally appointed committee of Council and is responsible to that body. The Boulder Tourism Precinct Strategy Working Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.

### **Membership**

1. The membership of the Boulder Tourism Precinct Strategy Working Group shall be comprised of:
  - not more than six elected members;
  - CEO;
  - not more than five independent members.
2. The City will ensure appropriate support is provided to the Boulder Tourism Precinct Strategy Working Group.
3. Appointments to the Boulder Tourism Precinct Strategy Working Group will be until the next ordinary local government election day.

### **Quorum**

The quorum for a committee meeting is set by section 5.19 of the Local Government Act and the same applies to this Working Group.

## Meetings

- The Boulder Tourism Precinct Strategy Working Group must elect a presiding member and deputy presiding member in the manner set out in section 5.12 and Schedule 2.3 of the Act.
- A schedule of meetings will be developed and agreed to by the Boulder Tourism Precinct Strategy Working Group.
- The meetings of the Boulder Tourism Precinct Strategy Working Group are closed to members of the public.

## Evaluation of Boulder Tourism Precinct Strategy Working Group's effectiveness

At the meeting of the Boulder Tourism Precinct Strategy Working Group prior to the ordinary Council elections, the Boulder Tourism Precinct Strategy Working Group shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023



## **12. CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 22 August 2022.

### **Purpose**

In line with the Local Government Act 1995 (the Act), and the Standards for Chief Executive Officer Recruitment, Performance and Termination (the Standards), the purpose of the Chief Executive Officer Performance Review Committee (the Committee) is to:

1. Undertake the review of the Chief Executive Officers (CEO) Performance in accordance with Regulation 17 of Schedule 2, Division 3 of the Local Government (Administration) Regulations 1996, the Standards and the contract of employment of the CEO;
2. Establish any additional performance criteria, with agreement from the CEO, in line with Regulation 16 of Schedule 2, Division 3 of the Local Government (Administration) Regulations 1996; and
3. Undertake duties as required by the Council relating to the role of CEO.

### **Roles and Functions**

The role of the Committee is to:

1. Assist the Council in the engagement and oversight of a consultant to assist the committee and Council in conducting the CEO performance review in line with the process adopted by Council;
2. Conduct with the CEO, elected members and the consultant, the performance review process and provide a recommendation to Council on the result of the performance review;
3. Establish any additional performance criteria, with the agreement of CEO, for recommendation to Council arising from the performance review process;
4. Make any other relevant recommendations relating to the CEO's employment.

### **Delegation Powers**

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 Chief Executive Officer (CEO) has legislative responsibility.

### **Membership**

1. The Committee shall be comprised of three elected members which should include the Mayor. There shall be two deputy members.
2. The City will ensure appropriate support is provided to the Committee.
3. Appointments to the Committee will be until the next ordinary local government election day.

### **Quorum**

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

### Meetings

1. The Committee must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the Local Government Act.
2. A schedule of meetings will be developed and agreed to by the Committee that align with the adopted CEO performance review process being completed by 30 June each year.
3. The Committee shall report to Council by way of its minutes and any recommendations it may make.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023

## **13. GOVERNANCE AND POLICY COMMITTEE**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022.

### **Membership**

1. The Governance and Policy Committee shall be comprised of five elected members.
2. The City will ensure appropriate support is provided to the Governance and Policy Committee.
3. Appointments to the Governance and Policy Committee will be until the next ordinary local government election day.

### **Delegation Powers**

1. The Governance and Policy Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.
2. The Governance and Policy Committee is a formally appointed committee of Council and is responsible to that body. The Governance and Policy Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

### **Purpose**

In accordance with the Local Government Act 1995, the purpose of the Governance and Policy Committee is to:

1. Support Council in fulfilling its responsibility under section 2.7(2)(b) of the Local Government Act in reviewing the existing policies of the City of Kalgoorlie-Boulder and facilitate the development of new policies for consideration by Council on an ongoing basis;
2. Support Council by determining a Governance Framework for the operations of the City of Kalgoorlie-Boulder and reviewing that on an ongoing basis;
3. Assist Council in carrying out its legislative functions in the making, amending, revoking and reviewing of local laws under Part 3, Division 2 of the Local Government Act.

### **Roles and Functions**

The role of the Governance and Policy Committee is to provide guidance and assistance to Council in fulfilling its legislative responsibilities in relation to the following key areas:

1. Recommend to Council a workplan for policy and local law review and development;
2. Reviewing and developing policies and local laws in accordance with the endorsed workplan and making recommendations to Council as a result of those reviews at the next available Ordinary Council Meeting;
3. Assisting Council in such other matters as the Council may refer to the Governance and Policy Committee.

### **Quorum**

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

### Meetings

1. The Governance and Policy Committee must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the Local Government Act;
2. A schedule of meetings will be developed and agreed to by the Governance and Policy Committee; and
3. The Governance and Policy Committee shall report to Council by way of its minutes and any recommendations it may make.

### Evaluation of Governance and Policy Committee's effectiveness

At the meeting of the Governance and Policy Committee prior to the ordinary Council elections, the Governance and Policy Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively and as per the requirements of the Local Government Act?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023

## **14. HISTORIC HANNAN STREET PRECINCT WORKING GROUP**

### **Constitution of Working Group and adoption of terms of reference**

The Historic Hannan Street Working Group was formed by resolution of Council during the ordinary meeting held on 28 June 2021 but was not formed as a Council Committee pursuant to 5.8 of the *Local Government Act*.

These terms of reference were adopted by Council resolution on 27 September 2022 and replace all previous terms of reference relating to the Historic Hannan Street Working Group.

### **Membership**

1. The Historic Hannan Street Working Group shall be comprised of:
  - five elected members; and
  - CEO.
2. The City will ensure appropriate support is provided to the Historic Hannan Street Working Group.
3. Appointments to the Historic Hannan Street Working Group will be until the next ordinary local government election day.

### **Purpose**

1. Define an Historic Hannan Street Precinct covering the entire length of the street between Goldfields Hwy and Lane Street;
2. Engage a suitable qualified liaison, advisory and development consultancy or consultancies to assist Council in defining a Hannan Street Master Plan to:
  - a. Understand the Asset Management requirements of public and private properties within the precinct over the next 50 years;
  - b. Review building development options within the precinct;
  - c. Determine an appropriate tenancy mix within the precinct;
  - d. Attract and retain new businesses to the precinct; and
  - e. Develop a unified heritage approach to obtain State and Federal government support and funding;
3. Appoint up to four Councillors to work with the CEO and his appointed staff to develop an appropriate brief for the consultancy;
4. Consider providing \$200,000 in the 21/22 budget for the purpose of engaging the consultancy or consultancies, such funds to be provided from the Future Capital Projects Reserve; and
5. Investigate the introduction of a differential rate for all properties within the precinct from year two onward to assist with the recovery of costs from this project.

### **Roles and Functions**

1. The members of the Historic Hannan Street Working Group shall work with the CEO and his appointed staff to develop an appropriate brief for the consultancy.

2. Assist Council in such other matters as the Council may refer to the Historic Hannan Street Working Group.

### **Quorum**

The quorum for a committee meeting is set by section 5.19 of the Local Government Act and the same applies to this Working Group.

### **Meetings**

1. The Historic Hannan Street Working Group must elect a presiding member and deputy presiding member in the same manner as applies to Committees, in the manner set out in section 5.12 and Schedule 2.3 of the Local Government Act.
2. A schedule of meetings will be developed and agreed to by the Historic Hannan Street Working Group.
3. The meetings of the Historic Hannan Street Working Group are closed to members of the public.

### **Evaluation of Historic Hannan Street Working Group’s effectiveness**

At the meeting of the Historic Hannan Street Working Group prior to the ordinary Council elections, the Historic Hannan Street Working Group shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

1. Are its purpose and role and functions being met?
2. Should the purpose and role and functions be amended?
3. Is it functioning effectively?
4. Are its members regularly attending meetings?
5. Review the Terms of Reference, including membership.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023

## **15. YOUTH COUNCIL**

### **Adoption of terms of reference**

These terms of reference were adopted by Council resolution dated 27 September 2022.

### **Purpose**

The purpose of the Youth Council is to:

1. Be the voice of the young people of the City of Kalgoorlie-Boulder;
2. Be the means of communication between the young people and the Council;

### **Roles and Functions**

The role of the Youth Council is to:

1. To review and work on projects referred by Council as related to young people;
2. To report to the Council on matters that affect young people and suggest ideas to address those matters;
3. To provide advice to the State Government through the Minister for Youth and the Office of Youth Affairs via the City of Kalgoorlie-Boulder; and
4. To organise events, activities and programs for the young people of Kalgoorlie-Boulder that support diversity and encourage participation and leadership.

### **Delegation Powers**

1. The Youth Council has no delegated authority and no authority to implement its recommendations without resolution of Council.
2. The Youth Council is responsible to the Council. The Youth Council does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.

### **Membership**

1. The Youth Council shall be comprised of:
  - one elected member and one deputy;
  - up to 20 youth councillors aged 12 – 25 years who must live, work or attend school and/or sport in Kalgoorlie-Boulder; and
  - up to give Youth Council mentors.
2. The City will ensure appropriate support is provided to the Youth Council through the Youth Coordinator.
3. Appointments of elected members to the Youth Council will be until the next ordinary local government election day.
4. Nomination to be a youth councillor involves submitting an expression of interest to the City of Kalgoorlie-Boulder. Recommendations will then be made to the Youth Council who will make a decision on whether or not to accept the nomination.

5. A youth councillor can resign at any time by providing written notice to the Youth Council or the Youth Mayor who will inform the Youth Council at its next meeting.
6. Youth Council mentors assist the Youth Councillors to run a committee in accordance with the Local Government Act and provide guidance and leadership to the Youth Council.
7. Youth Council members will be appointed for two years, with appointments made in October in line with local government ordinary elections. A candidate must nominate by completing a nomination form and presenting a speech to the Youth Council who will determine the application.
8. A Youth Councillor or Youth Mentor's membership of the Youth Council may cease in the event that:
  - A person fails to attend three consecutive meetings without providing an apology;
  - A person fails to attend a minimum of 75% of schedule meetings in the term of appointment;
  - A person speaks or behaves in a way that is discriminatory or offensive towards fellow members, guest speakers or the general public when representing the Youth Council.

## **Roles**

### *Role of the Youth Council Mayor*

The role of the Youth Council Mayor is to:

- Preside at the Youth Council meetings in accordance with the *Local Government Act*;
- Provide leadership and guidance to the Youth Councillors and young people in the community;
- Carry out official duties on behalf of the Youth Council;
- Speak on behalf of the Youth Council;
- Liaise with City officers on the Youth Council's affairs and the performance of its functions.

### *Role of the Youth Council Deputy Mayor*

The role of the Youth Council Deputy Mayor is to:

- Support the Youth Council Mayor in performing their duties;
- Perform the duties of the Youth Council Mayor if the Youth Council Mayor is absent or resigns before the end of their term.

### *Role of Youth Councillors*

The role of the Youth Councillors is to:

- Represent the interest of all young people in the community;
- Provide leadership and guidance to the community;
- Facilitate communication between the youth community and the Council;
- Participate in the Youth Council's decision-making process at meetings; and



- Be involved with community organisations and events.

## Quorum

The quorum for a Youth Council meeting is 50% of Youth Council members + one. A meeting will be cancelled if quorum is not present and if a matter to be determined in a cancelled Youth Council meeting is urgent, it will be included for Council consideration and determination.

## Meetings

1. The Youth Council must elect a Youth Council Mayor and Youth Council Deputy Mayor. Appointments are for one year and elections are held every year in October.
2. Any Youth Councillor may nominate for Youth Council Mayor or Youth Council Deputy Mayor and must give a speech stating their strengths and capabilities to hold the position.
3. A schedule of meetings will be developed and agreed to by the Youth Council.
4. The Youth Council shall report to Council by way of its minutes and any recommendations it may make which shall be prepared by City of Kalgoorlie-Boulder administrative staff.

## Other matters

1. The Youth Coordinator will oversee the Youth Council and be present at all formal and informal meetings of the Youth Council as well as at events and civic occasions. If not available, a team leader will attend in place of the Youth Coordinator.
2. The Youth Council shall be provided an operational budget allocation (to cover the cost of projects and sundry items including administration) by Council at the commencement of each financial year in line with the adoption by Council of its annual budget.
3. Youth Councillors will be required to attend meetings and other special events. A register of attendance is kept by the Youth Coordinator.
4. Youth Councillors will receive a uniform that must be worn for all civic events, activities and meetings. Youth Councillors must always dress to standards appropriate to the membership and representation of the Youth Council.
5. Upon resignation, Youth Councillors must return their badge to the Youth Coordinator.
6. The Youth Mayor is the official spokesperson for the Youth Council and must have obtained approval from the City of Kalgoorlie-Boulder Public Relations Coordinator in order to speak directly to the media.

Responsible department	OCEO
Date adopted by Council	V1 - 27 September 2022
Policy amendments:	
Date of last review	September 2022
Date of next review	October 2023