



City of Rockingham

Representation on Council and Non-Council Committees

March 2024

Council Committees

- Open to the public
- Live streamed and recorded

Standing Committee	Composition	Terms of Reference	Meeting Dates, Times and Venues	Council Members Appointed for October 2023 – October 2023	
Planning and Asset Services Committee	<p>6 Council Members 6 Deputies</p> <p>Staff attending this Committee are: Chief Executive Officer, Director Planning and Development Services, Director Asset Services, Director Legal Services and General Counsel and relevant officers</p>	<p>Areas of Consideration: Strategic Planning and Environment, Statutory Planning, Land and Development infrastructure, Building Services, Health Services, Compliance and Emergency Liaison, Rangers, Bushfire, City Centre Development, Technical Services, Parks Services, Operations and Fleet Services and Infrastructure Project Delivery.</p>	<p>Monday prior to the Ordinary Council meeting 5:00pm Council Chamber</p>	<p><u>Members</u> Mayor Hamblin Cr Buchan, Deputy Mayor Cr Hudson Cr Jecks Cr Jones Cr Wormald</p>	<p><u>Deputies</u> <i>Cr Liley</i> <i>Cr Middlecoat</i> <i>Cr Schmidt</i> <i>Cr Hume</i> <i>Cr Buchanan</i> <i>Cr Crichton</i></p>
Corporate and Community Development Committee	<p>6 Council Members 6 Deputies</p> <p>Staff attending this Committee are: Chief Executive Officer, Director Corporate Services, Director Community Development, Director Legal Services and General Counsel and relevant officers</p>	<p>Areas of Consideration: Financial Services, Information Systems, Customer and Corporate Support, Waste Services, Human Resource Development, Strategy, Marketing and Communications, Governance and Councillor Support, Legal Services and General Counsel, Economic Development and Tourism, Community Capacity Building, Community Infrastructure Planning, Community Support and Safety, Community and Leisure Facilities, Library Services.</p>	<p>Tuesday prior to the Ordinary Council meeting 5:00pm Council Chamber</p>	<p><u>Members</u> Cr Buchanan Cr Crichton Cr Hume Cr Liley Cr Middlecoat Cr Schmidt</p>	<p><u>Deputies</u> <i>Cr Jones</i> <i>Cr Wormald</i> <i>Cr Jecks</i> <i>Mayor Hamblin</i> <i>Cr Buchan, Deputy Mayor</i> <i>Cr Wormald</i></p>

Council Committees

- Occasional Committee Meetings meet as and when required. Occasional Committees consider officer reports and make recommendations directly to Council or relevant Standing Committee on items within their Terms of Reference.
- Occasional Committee Meetings are not required to be open to the public, unless the Council has delegated authority to an individual Occasional Committee.

Occasional Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for October 2023 – October 2025
Audit Committee	4 Council Members 1 Deputy Executive Support: General Management Services Manager Internal Audit	Please refer to the attachment at the end of this document for the Audit Committee's full terms of reference.	- As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Liley Cr Middlecoat <i>Cr Schmidt (Deputy)</i>
Behaviour Complaints Committee	Whole of Council Executive Support: General Management Services Manager Governance and Councillor Support	To deal with complaints under the Council Policy – Code of Conduct Complaints Management Process Note: has delegated authority as per section 5.16 of the <i>Local Government Act 1995</i> - Delegation of some powers and duties to certain committees. The decision of this Committee is a Council Decision	- As required - No set time - Council Chamber	All Council Members
CEO Performance Review Committee	4 Council Members 1 Deputy Executive Support: General Management Services Manager Human Resource Development	To undertake the performance review of the CEO including summarising the feedback of individual Council Members	- As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Jones Cr Liley <i>Cr Hume (Deputy)</i>
Community Grants Program Committee	4 Council Members 4 Deputies Executive Support: Community Development Manager Community Capacity Building	To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Community Infrastructure Grant applications, and to provide feedback to staff on the Community Grants Program.	- As required - 8:00am	Mayor Hamblin Cr Crichton Cr Hudson Cr Liley <u>Deputies</u> <i>Cr Buchan, Deputy Mayor</i> <i>Cr Hume</i> <i>Cr Jones</i> <i>Cr Middlecoat</i>

Council Committees

Occasional Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for October 2023 – October 2025
Customer Service Review Committee	<p>3 Council Members 1 Deputy Chief Executive Officer (<i>Director Corporate Services to deputise for the CEO should complaint be against the General Management Team</i>).</p> <p>Executive Support: Corporate Services Manager Customer and Corporate Support</p>	<p>To implement the Service Complaints Policy.</p> <p>Note: The Chief Executive Officer is a voting representative on the Customer Service Review Committee and the Director Corporate Services is the deputy.</p>	<ul style="list-style-type: none"> - As required - No set time 	<p>Mayor Hamblin Cr Buchan, Deputy Mayor Cr Middlecoat CEO, Mr Parker</p> <p><i>Cr Hume (Deputy) Director Corporate Services, Mr Pearson (Deputy to CEO)</i></p>
Governance Review Committee	<p>4 Council Members 1 Deputy</p> <p>Executive Support: General Management Services Manager Governance and Councillor Support</p>	<p>To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process.</p>	<ul style="list-style-type: none"> - As required - No set time 	<p>Mayor Hamblin Cr Buchan, Deputy Mayor Cr Jecks Cr Liley</p> <p><i>Cr Hudson (Deputy)</i></p>

Council Committees

- Advisory Committees meet when required and consider matters relevant to their Terms of Reference.
- May make recommendations to the relevant Standing Committee.
- Advisory Committee meetings are not open to the public.

In accordance with the Governance and Meeting Framework Council Policy, the City is to review the community membership of all Advisory Committees between 1 July and 30 September in the year falling between Local Government Elections. All new membership proposals being considered by Council no later than October of that year. The Council policy requires that the Advisory Committee community member positions need to be advertised and the existing committee members written to and invited to reapply.

Reports to Council will be required to be considered as confidential due to the item involving the personal affairs of any person; or the business, professional, commercial or financial affairs of a person, the Chairperson advised that in accordance with section 5.23(2) (b) and (e)(iii) of the *Local Government Act 1995*.

Advisory Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for Oct 2023 – Oct 2025	Community Representatives from 2022 - 2024
Australian Citizen Awards Selection Panel	2 Council Members, (1 Deputy) Freeman of the City 1 Community Member Executive Support: General Management Services Manager Governance and Councillor Support	To select persons for Australia Day Awards from Nominations received	- As required - No set time	Cr Buchanan Cr Hume <i>Cr Middlecoat (Deputy)</i>	Honorary Freeman: Mr Laurie Smith Community Representative: Mrs Shelley Tomasich
Bush Fire Advisory Committee <i>(Note: setup as per s.67 of the Bush Fires Act 1954)</i>	1 Council Member 6 Representatives from local and state agencies and services:- Executive Support: Planning and Development Services Emergency Liaison Coordinator	<ul style="list-style-type: none"> • Provide advice and guidance to Council on matters relating to bushfire risk management; and • Facilitate collaboration between stakeholders with a shared responsibility for bushfire management within the City of Rockingham including prevention, preparedness, response and recovery. 	- Quarterly - First Tuesday - 6:30pm	Cr Schmidt <i>Cr Middlecoat (Deputy)</i>	Mr Tim Fisher – <i>Department of Biodiversity Conservation and Attractions</i> Mr Graham Hymers – <i>Karnup Volunteer Fire and Emergency Service</i> Mr Gavin Kemp– <i>Rockingham Volunteer Fire and Rescue Service</i> Mr Neil Chaplin– <i>Baldivis Volunteer Fire and Emergency Service</i> Mr Luke Summerton – <i>Representing Secret Harbour Volunteer Fire and Rescue Service</i> Mr Terry Wegwermer – <i>Department of Fire and Emergency Services</i>

Council Committees

Advisory Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for Oct 2023 – Oct 2025	Community Representatives from 2022 - 2024
Coastal Facilities Advisory Committee	<p>2 Council Members 2 Community Members 5 Representatives from –</p> <ul style="list-style-type: none"> - Dept of Biodiversity, Conservation and Attractions - Marine Rescue Rockingham - The Cruising Yacht Club - Mangles Bay Fishing Club <p>Executive Support: Asset Services Manager Technical Services</p>	To provide input and advice into the development, implementation and performance of the City of Rockingham Coastal Facilities Strategy	<ul style="list-style-type: none"> - Quarterly - Fourth Monday - 4:00pm 	<p>Cr Buchan, Deputy Mayor Cr Jecks</p> <p><i>Cr Hume (Deputy)</i></p>	<p><i>Community representatives:</i> Mr Les Dodd Mr Daniel Wadsworth</p> <p>Mr Vaughn Chapple - <i>Department of Biodiversity, Conservation and Attractions</i> Mr Jamie King Marine Rescue Rockingham Mr Richard Bratt Mangles Bay Fishing Club Mr Ole Otness - <i>The Cruising Yacht Club</i></p>
Community Safety and Support Services Advisory Committee <i>(Previously City Safe Advisory Committee)</i>	<p>3 Council Members 9 Community Members</p> <p>Executive Support: Community Development Manager Community Safety and Support</p>	To provide strategic guidance and to represent the identified strengths, needs and aspirations of the community for the development, adoption and implementation of the Community Safety and Support Services Strategy.	<ul style="list-style-type: none"> - Bi-Monthly - Second Thursday - 4:00pm 	<p>Cr Crichton Cr Hudson Cr Schmidt</p> <p><i>Cr Buchanan (Deputy)</i></p>	<p>Mr Rob Dedman Ms Renae Fussell Mr Tony Gale Ms Tania Gigg Ms Annette Harwood Mr Pradeep Satya Mr Peter Skilton Mr Darrell Wilson Mr James Burns</p>
Cultural Development and the Arts Advisory Committee	<p>1 Council Members (1 Deputy) 5 Community Members</p> <p>Executive Support: Community Development – Manager Community Capacity Building</p>	To provide strategic advice and guidance on cultural development and the arts, whilst representing the community's needs and aspirations in line with the City's Cultural Development and the Arts Strategy	<ul style="list-style-type: none"> - Bi-monthly - Third Wednesday - 4:15pm 	<p>Cr Schmidt</p> <p><i>Cr Buchanan (Deputy)</i></p>	<p>Ms Deena Appleby Ms Jacinta Posik Mr Andy Quilty Ms Meg Salazaar Ms Lorri Skinner</p>

Council Committees

Advisory Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for Oct 2023 – Oct 2025	Community Representatives from 2022 - 2024
Disability Access and Inclusion Advisory Committee	<p>2 Council Members 8 Community Members</p> <p>Executive Support: Community Development Manager Community Capacity Building</p>	To represent the community by providing advice/support to Council with regard to the implementation of the Disability Access and Inclusion Plan and to provide advice to improve City controlled disability access and inclusion within the City of Rockingham.	<ul style="list-style-type: none"> - Bi-monthly - Wednesday - 9:00am 	<p>Cr Hume Cr Jones</p> <p><i>Cr Jecks (Deputy)</i></p>	<p>Ms Stephenie Fielding Ms Krystal Jose Ms Emma Lupino Ms Joy Stewart Ms Sylvia Stonehouse Ms Deborah Wall Ms Deborah Naughton 1 x vacancy</p>
Environmental Advisory Committee	<p>2 Council Members (1 deputy) 2 Community Members 2 reps – qualifications and experience in environmental management 1 rep – Department of Biodiversity, Conservation and Attractions 1 rep - WALGA</p> <p>Executive Support: Planning and Development Services Manager Strategic Planning and Environment</p>	To provide strategic, non-operational, input into the development and review of Community Plan Strategies, policies, City led development projects and other matters referred by the City that relate to environmental matters not addressed in the Terms of Reference of existing advisory groups.	<ul style="list-style-type: none"> - As required - No set time 	<p>Cr Jecks Cr Wormall</p> <p><i>Cr Hume (Deputy)</i></p>	<p>Mr Rick Dawson Mr James Mumme Ms Sally Watkins Ms Jennifer Francis Mr Tim Fisher – DBCA Vacant - WALGA</p>
Global Friendship Committee	<p>3 Council Members (1 Deputy) 6 Community Members</p> <p>Executive Support: General Management Services Manager Governance and Councillor Support</p>	<ul style="list-style-type: none"> - Promoting awareness of the social and economic importance of the Global Friendships program to the community. - Planning and arranging visits to and from global affiliates - Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit - New Global Friendship proposals - Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham. 	<ul style="list-style-type: none"> - As required - No set time 	<p>Mayor Hamblin Cr Buchan, Deputy Mayor Cr Middlecoat</p> <p><i>Cr Schmidt (Deputy)</i></p>	<p>Ms Dale Kerferd Mr Dirk Mulder Ms Fiona Nutz Ms Kez Wickham St George 2 x vacancies</p>

Council Committees

Advisory Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for Oct 2023 – Oct 2025	Community Representatives from 2022 - 2024
Heritage Reference Group	<p>1 Council Member (1 Deputy) 2 representatives from the Rockingham District Historical Society (2 Deputy)</p> <p>Executive Support: Planning and Development Services Manager Statutory Planning – City's Heritage Consultant</p>	To provide a Forum to discuss the conservation and preservation of natural and culturally significant heritage sites within the Rockingham district.	<ul style="list-style-type: none"> - As required - No set time 	<p>Cr Buchanan</p> <p><i>Cr Liley (Deputy)</i></p>	<p><i>Rockingham District Historical Society:</i></p> <ul style="list-style-type: none"> - Ms Wendy Durant - Ms Sylvia Reed <p><i>Rockingham District Historical Society (Deputy)</i></p> <ul style="list-style-type: none"> - Ms Carol Durant
RoadWise Advisory Committee	<p>1 Council Member (1 Deputy) 6 Community Members 1 WALGA representative 1 WA Police representative 1 School Drug Education and Road Aware representative</p> <p>Executive Support: Asset Services Manager Technical Services</p>	To provide input and advice into the development, implementation and performance of the 'City of Rockingham Road Safety Action Plan' linked to the 'Driving Change' State Road Safety Strategy 2020-2030.	<ul style="list-style-type: none"> - Quarterly - First Monday - 4.00pm 	<p>Cr Wormall</p> <p><i>Cr Hudson (Deputy)</i></p>	<p><i>Community representatives:</i></p> <p>Mr Richard Bryant Mr Tony Gale Mr Jozef Janickovic Ms Arlene Yates Mr James McPhail Ms Renee Brennan</p> <p>Mr Gavin Lang - <i>WA Police</i> Ms Tania Gigg - <i>School Drug Education Aware</i> Mr Philip Taylor - <i>WALGA RoadWise Program</i></p>
Rockingham Education and Training Advisory Committee	<p>2 Council Members 1 Community Member 2 University Representatives 1 Department of Education representative 1 South Metro TAFE representative 1 Independent Schools representative</p> <p>Executive Support: Community Development Division Manager Community Capacity Building</p>	To consider and make recommendations regarding the Tertiary Scholarship Scheme applications and provide advice and guidance on education, training, lifelong learning and career development within the City of Rockingham to Council.	<ul style="list-style-type: none"> - 3 meetings/year - Monday - 4:15pm 	<p>Cr Hudson Cr Liley</p> <p><i>Cr Buchanan (Deputy)</i></p>	<p><i>Community representative:</i></p> <p>Ms Kendal Drew</p> <p>Ms Vanessa Aikins - <i>Independent Schools</i> Ms Melinda Blagaich - <i>South Metro TAFE</i> Mr Dan Watt - <i>Department of Education</i> Professor David Sadler - <i>University representative</i> Mr David Scholefield - <i>University representative</i></p>

Council Committees

Advisory Committee	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for Oct 2023 – Oct 2025	Community Representatives from 2022 - 2024
Seniors Advisory Committee	2 Council Members 6 Community Members Executive Support: Community Development Manager Community Capacity Building	To provide information, advice and guidance to Council on matters pertaining to seniors within the City of Rockingham	- Bi-monthly - Thursday - 10:00am	Cr Hume Cr Jecks	Ms Sarah Clarke Ms Lorraine Dunkling Ms Barbara Spriggs Ms Valerie Turnell Ms Deborah Wall Mr Robert Dedman
Sports Advisory Committee	2 Council Members 6 Community Members Executive Support: Community Development Manager Community Capacity Building	To provide advice and guidance on sport and recreation relevant to the City of Rockingham, whilst representing the community's needs and aspirations in line with the City's relevant Community Plan strategy/strategies.	- Quarterly - First Monday - 5:00pm	Cr Middlecoat Cr Schmidt <i>Cr Hudson (Deputy)</i>	Mr Daniel Cole Mr David Major Mr Nick Le Plastrier Ms Carolyn Wilson Mr Nestor Fonseca Ms Kimberley Robinson

City of Rockingham

Audit Committee - Terms of Reference

Role

Council has established the Audit Committee in accordance with the *Local Government Act 1995* (Act) and accompanied regulations.

The Audit Committee is an advisory committee established pursuant to section 7.1A.(1) of the Act. It is responsible to and assists the Council, in fulfilling its oversight responsibilities in relation to systems of risk management, internal control and compliance with laws and regulations and provides advice or recommendations on such matters. This is in order to facilitate informed decision making by Council in relation to its legislative functions and duties of the City of Rockingham (City).

The Audit Committee will engage with management in a constructive and professional manner to perform its oversight responsibilities.

Membership

The Audit Committee is to comprise 4 members of Council.

Secretarial Support

The Chief Executive Officer (CEO) is to provide secretarial support to the Audit Committee.

Other Attendees

The CEO is responsible for providing all necessary advice and officer attendance to enable informed decisions to be made.

Responsibilities

The Audit Committee has no executive powers or authority to implement actions in areas where the CEO has legislative responsibility and has no delegated authority from Council.

Council authorises the Audit Committee, in accordance with the Terms of Reference, to:

- § Review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken;
- § Monitor and consider the CEO's reviews conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996* and regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*;
- § Support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- § Oversee the implementation of any action that the local government is required to take under section 7.12A(3) of the Act;
- § Formally meet with the City's auditors as necessary;
- § Seek resolution on any disagreements between management and the external auditors on financial reporting; and
- § Advise Council on the above as required.

The City's Audit Committee has the following functions as stipulated in regulation 16 of the *Local Government (Audit) Regulations 1996* as follows:

- (a) to guide and assist the local government in carrying out:
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the Council;

- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under:
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government:
 - (i) is required to take by section 7.12A(3);
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a);
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c); and
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

The Audit Committee will therefore have the following duties:

Risk management role, fraud and internal control

- § Reviewing and recommending Council Policy on Risk Management for the effective identification and management of the City's strategic risks;
- § Providing oversight on strategic risk exposures and, Council Policy on Risk Management;
- § Reviewing the effectiveness of processes for identifying, managing, treating and mitigating the City's strategic risks and ensuring that treating residual risks are aligned with the City's Risk Management Policy.

Internal audit

- § Assessing the internal audit plan to ensure that it addresses identified strategic risks that may threaten the achievement of strategic objectives;
- § Receive and review internal audit reports and provide recommendations to the Council on significant issues identified in audit reports and action to be taken on issues raised;
- § Review Financial Performance Reports;
- § Review with management the results of the audit; and
- § Oversight of management action in response to issues raised by the Office of the Auditor General Western Australia (OAG).

Compliance and ethics

- § Monitor suggested enhancements of systems and processes to monitor compliance with legislative requirements;
- § Keep informed of the findings of any industry based inquiries and reports, by regulatory agencies;
- § Obtain regular updates from management about any significant compliance matters; and
- § Review suggested improvements to the annual Compliance Audit Return and report.

External audit

- § Meet with the OAG to discuss the results of the financial audit (audit exit meeting);
- § Liaise with the CEO to ensure that the City does everything in its power to assist the OAG to conduct the audit and carry out its duties under the Act;
- § Review reports from the OAG including auditor's reports, closing reports and management letters;
- § Reviewing performance audit outcomes conducted on the City;
- § Review results of industry based performance audit reports and better practice guidance issued by the OAG, including any self-assessments performed by management on industry based performance audit; and
- § Meet with External Auditors on matters as requested by the Audit Committee.

Other responsibilities

- § Perform any other activities related to the duties of the Audit Committee as requested by Council.

Meetings

Meeting dates and time

Although the Audit Committee is to meet at least once annually, other meetings will be held as required.

Audit Committee Meetings Closed to Public

Audit Committee Meetings are closed to public in accordance with section 5.23(2) of the Act as the Audit Committee deals with risks, possible internal control deficiencies and audits which if these matters are publically disclosed, could impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law, endanger the security of the City's property, prejudice the maintenance or enforcement of a lawful measure for protecting public safety.

Review of Terms of Reference

In accordance with Council Policy – Governance and Meeting Framework Policy.

Non-Council Committees and Organisations

- Provide advocacy or input on behalf of the City of Rockingham (City) and the community on many non-Council projects and issues

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
Australian Coastal Councils Association Inc. Management Committee ECD/6 <i>General Management Services</i> <i>Chief Executive Officer</i>	1 Council Member No deputy required	The Australian Coastal Councils Association Inc. is a national body which represents the interests of coastal councils and their communities. The role of the Association is to advocate on behalf of coastal councils. It also commissions research on behalf of councils in coastal areas in relation to a range of coastal issues, including: <ul style="list-style-type: none"> • The shortfall in resources to meet increasing demand for infrastructure and services; • Coastal erosion and the projected impacts of sea level rise; • The legal risks faced by coastal councils in relation to planning for climate change; • Proposed changes to arrangements for natural disaster funding, which will shift more of the recovery costs onto the States and local government; • The impact of tourists and other visitors on coastal communities. • The continuing impacts of high population growth in peri-urban and regional coastal councils 	<ul style="list-style-type: none"> - Monthly - 7:30am (WA time) - teleconference 	Cr Jones
Cockburn Sound Management Council GVR/38 <i>Planning and Development Services</i> <i>Manager Strategic Planning and Environment</i>	1 Council Member 1 Deputy	Provide advice to the Minister for Environment on the environmental management of Cockburn Sound. <u>Note:</u> DWER Training required for all government board and committee members	<ul style="list-style-type: none"> - Quarterly – February, June, September and December - First Friday - 12:30pm - Various Locations 	Cr Jecks <i>Cr Schmidt (Deputy)</i>
Development Assessment Panel LUP/1385 <i>Planning and Development Services</i> <i>Manager Statutory Planning</i>	2 Council Members 2 Alternate Members	To determine certain development applications in the place of the original decision maker, being the local government authority and/or the WAPC. DAP's are comprised of independent 3 technical experts and 2 elected local government representatives.	<ul style="list-style-type: none"> - As required - Any Local Government within South West Corridor 	<u>Local Government Members</u> Cr Buchan, Deputy Mayor Cr Jones <u>Alternate Members</u> 1. Mayor Hamblin 2. Cr Jecks

Non-Council Committees and Organisations

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
Jandakot Airport Community Aviation Consulting Group (JACACG) <i>CPM/249</i> <i>General Management Services</i> <i>Chief Executive Officer</i>	1 Council Member	The role and purpose of the JACACG is to provide a forum for community consultation, which will: <ul style="list-style-type: none"> - enable residents affected by airport operations, Jandakot Airport Holdings and aviation operators at the airport, local authorities, airport users, and other stakeholders, to exchange information on issues relating to the operation of Jandakot Airport and its impacts; - allow concerns about airport operations and development to be articulated and taken into account by Jandakot Airport Holdings, with a genuine desire to resolve issues that may emerge; and - complement the consultative requirements established for airport Master Plans and Major Development Plans. 	<ul style="list-style-type: none"> - 4 times per year. - 4pm - Jandakot Airport Holdings 	Cr Hudson
Local Emergency Management Advisory Committee <i>EMS/451</i> <i>Planning and Development Services</i> <i>Emergency Liaison Coordinator</i>	1 Council Member 1 Deputy Member 17 Representatives from Local and State Agencies and Services	To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.	<ul style="list-style-type: none"> - Quarterly - Third Wednesday - 10am - City of Rockingham 	Cr Schmidt <i>Cr Buchanan (Deputy)</i>
Main Roads Regional Grants Committee <i>GVR/22</i> <i>Asset Services</i> <i>Manager Technical Services</i>	1 Council Member No deputy required	To review the Road Funding Grant applications made by Metropolitan Councils and make recommendations to the State Road Funds to Local Advisory Committee.	<ul style="list-style-type: none"> - As required (usually 2-3 per annum) - A Council within South West Group or Main Roads WA - 4:00pm 	Cr Wormald

Non-Council Committees and Organisations

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
Peel-Harvey Catchment Council EVM/48 <i>Planning and Development Services</i> <i>Manager Strategic Planning and Environment</i>	1 Council Member	A not-for-profit, community based Natural Resource Management organisation that promotes an integrated approach to catchment management and the way we protect and restore the environment within the Peel-Harvey catchment	<ul style="list-style-type: none"> - Bi-monthly - Third Thursday 	Cr Schmidt <i>Cr Jecks (Deputy)</i>
Peron Naturaliste Partnership Board EVM/144 <i>Planning and Development Services</i> <i>Manager Strategic Planning and Environment</i>	1 Council Member 1 Deputy Member	Regional body representing coastal and estuarine local governments of Bunbury, Busselton, Mandurah, Rockingham, Capel, Dardanup, Harvey and Waroona on coastal and climate change issues.	<ul style="list-style-type: none"> - At least three times a year - Meetings typically held on a Friday at various locations (usually in the Bunbury region) 	Cr Jones <i>Cr Buchan, Deputy Mayor (Deputy)</i>
Perth South West Environmental Reference Forum EVM/52 <i>Planning and Development Services</i> <i>Manager Strategic Planning and Environment</i>	1 Council Member 1 Deputy Member	Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities. The role of the Reference Group is: <ul style="list-style-type: none"> · To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group · To provide advice and feedback on the identification and implementation of priority project and activities progressed through the Regional NRM Strategy. · To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region. · To identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations. 	<ul style="list-style-type: none"> - 4 to 6 times per year 	Cr Schmidt <i>Cr Jones (Deputy)</i> Note: <i>The same representative and deputy will be appointed to both the South West Corridor Development Foundation and the Perth South West Environmental Reference Forum in a combined capacity.</i>

Non-Council Committees and Organisations

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
Perth South West Metropolitan Alliance GVR/7 <i>(formerly South West Group)</i> <i>General Management Services</i> <i>Chief Executive Officer</i>	Mayor	<p>Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities.</p> <p>The role of the South West Group is:</p> <ul style="list-style-type: none"> • To chart the strategic direction of the South West Group • To prioritise and oversight the activities and projects of the South West Group • To consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments • To consider reports and other formal documents of the South West Group • To consider advice from the South West Corridor Planning and Infrastructure Committee and other committees and groups as required. 	<ul style="list-style-type: none"> - 4 to 6 times per year - Various Locations (host Council) 	Mayor Hamblin
Point Peron Rehabilitation Committee LUP/1877 <i>Planning and Development Services</i> <i>Manager Statutory Planning</i>	1 Council Member 1 Deputy Member	Established by the former Hon Phil Edman MLC to rehabilitate and preserve the history and infrastructure of the Point Peron gun emplacements and batteries.	<ul style="list-style-type: none"> - As required 	Cr Hudson <i>Cr Wormall (Deputy)</i>
Rockingham Lakes Regional Park Advisory Committee LUP/515 <i>Asset Services</i> <i>Manager Park Services</i>	1 Council Member 1 Deputy Member	<p>The Committee's main task is the future and ongoing management of the Park.</p> <p>Members of the Committee have been drawn from a wide range of park users and community interest groups, including local government, volunteers, conservation and recreation groups and local business.</p>	<ul style="list-style-type: none"> - Bi-Monthly - Second Wednesday - 5:00pm - Committee Room 	Cr Jones <i>Cr Buchanan (Deputy)</i>

Non-Council Committees and Organisations

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
South West Corridor Development Foundation (SWCDF) GVR/7	2 Council Members	Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities. The role of SWCDF is: <ul style="list-style-type: none"> • To facilitate and promote economic and community development of the South Metropolitan region. • Carry out projects to promote regional economic development and cultural development, workforce and skills development and environmental restoration activities. 	- 4 times per year and AGM - Various Locations (host Councils)	Cr Schmidt Cr Jones (Deputy) Note: <i>The same representative and deputy will be appointed to both the South West Corridor Development Foundation and the Perth South West Environmental Reference Forum in a combined capacity.</i>
South West District Planning Committee LUP/430 <i>Planning and Development Services</i> <i>Manager Statutory Planning</i>	<i>Chair of Planning and Engineering Services Committee</i> 1 Deputy	In September 2009, the South West District Planning Committee became an Advisory Committee, with meetings scheduled at the discretion and direction of the Western Australian Planning Commission (WAPC). This was in response to the Government's decision to reduce the number of boards and committees in order to improve the operational efficiencies, reduce costs and to make Government more responsive. It has not met since June 2009. The function and duties of the Committee are to: <ul style="list-style-type: none"> • assist and advise the Western Australian Planning Commission on Regional Planning matters; investigate, report and formulate recommendations in respect of matters affecting or likely to affect the Metropolitan Region Scheme with particular regard to the South West section of the Metropolitan Region; • exercise such functions of the Western Australian Planning Commission as the Commission may delegate to it under the provisions of Section 20 of the Act; • exercise such functions of the Metropolitan Planning Council as the Council may delegate to it under the provisions of Section 37 of the Act; and 	Meetings as required by the WAPC.	Chairperson of the City's Planning and Engineering Services Committee to be appointed

Non-Council Committees and Organisations

Committee / Organisation	Composition	Terms of Reference	Meeting Dates, Times and Venue	Council Members Appointed for 2023-2025
		<ul style="list-style-type: none"> act as a forum for representatives of member Councils and their Technical Officers to discuss planning matters of mutual interest, which do not necessarily have any relationship to the Western Australian Planning Commission. <p>Council has a statutory obligation to be represented on the South West District Planning Committee.</p>		
Western Australian Local Government Association – South Metropolitan Zone GVR/6 General Management Services Chief Executive Officer	3 Council Members	<p>Provide Council input on Local Government Issues at a Regional level</p> <p>Note: The two longest serving delegates become the voting delegates for the WA Local Government Association Annual General Meeting. The other delegate is proxy.</p>	<ul style="list-style-type: none"> - Bi-monthly - Fourth Monday - 5:30pm - Various Locations – Host Councils 	Cr Buchanan Cr Jecks Cr Schmidt