



# City of Rockingham

## MINUTES

### Special Meeting of Council

Held on Tuesday 31 October 2023 at 6:00pm  
City of Rockingham Council Chamber

#### **DISCLAIMER:**

**Please read the following important disclaimer before proceeding:**


Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the City. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The City of Rockingham expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the City.

**City of Rockingham  
Special Council Meeting  
6:00pm Tuesday 31 October 2023**

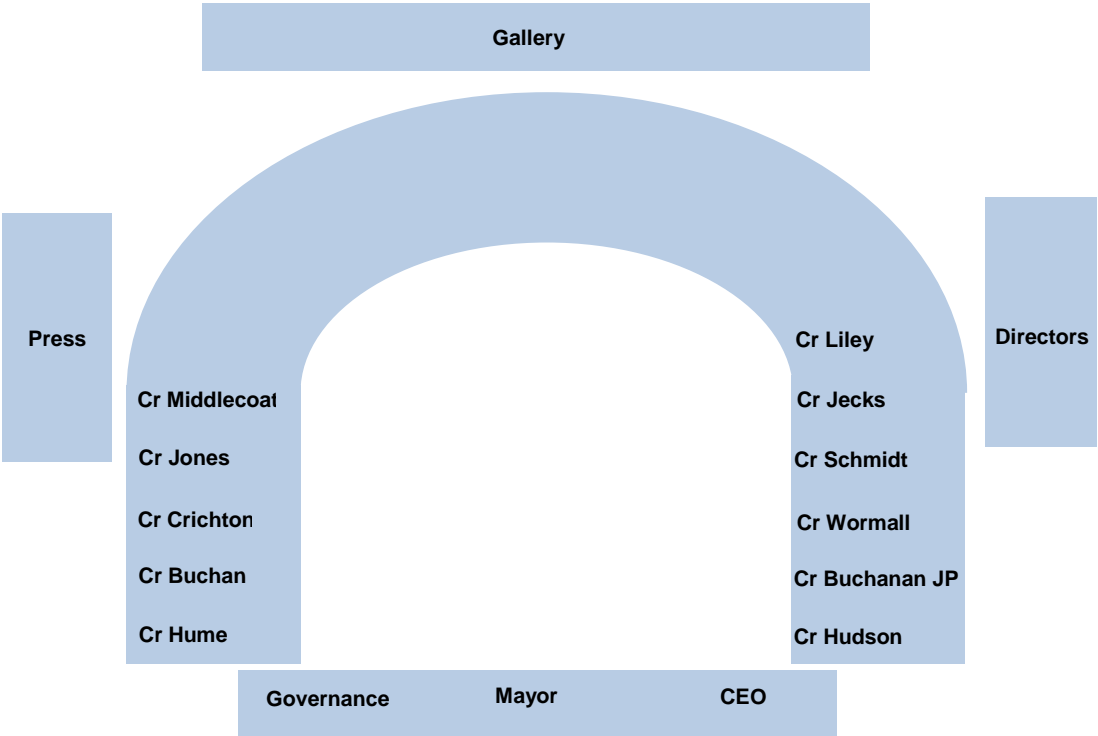


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<div>City of Rockingham</div> <div>Special Meeting of Council Minutes</div> <div>Tuesday 31 October 2023 – Council Chamber</div> <div></div>																							
1.	<div><b>Declaration of Opening</b></div> <p>The Mayor declared the Special meeting of Council open at <b>6:00pm</b> and welcomed all present.</p> <p><b>Purpose of the Special Meeting of Council</b></p> <p>The purpose of the meeting is to -</p> <ul style="list-style-type: none"><li>• Elect a Council Member to the position of Deputy Mayor for a period ending in October 2025</li><li>• Allocation of positions for Council Member seating in accordance with clause 8.2 of the City of Rockingham <i>Standing Orders Local Law 2001</i></li><li>• Appoint Council Members to Standing Committees</li><li>• Appoint Council Members to Occasional Committees, Advisory Committees, Working Parties, Liaison Groups and to Non Council Committees and Organisations</li></ul> <p><b>Acknowledgement of Country</b></p> <p>The Mayor noted, with permission from Elders, Ngaala kaaditj Nyoongar moort keyen kaadak nidjar boodjar, I acknowledge the Nyoongar people as the traditional owners of the land.</p> <p>The City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p> <p><b>Recording and Live Streaming of proceedings</b></p> <p>The Mayor announced, in accordance with Council Policy this meeting is being live streamed on the City's website, with the exception of confidential items and periods of adjournment or as determined by the Presiding Member.</p> <p>By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to the public. Recordings are also made available on the City's website following the meeting.</p> <p>Please note that clause 8.5 of the City's <i>Standing Orders Local Law 2001</i> provides that "no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council".</p> <p>If anyone breaches this Standing Order they will be asked to leave the Council Chamber.</p>																						
2.	<div><b>Record of Attendance/Apologies/Approved Leave of Absence</b></div> <div><div><b>2.1 Council Members</b></div><table><tbody><tr><td>Mayor Deb Hamblin</td><td></td></tr><tr><td>Cr Lorna Buchan (<i>Deputy Mayor</i>)</td><td>Comet Bay Ward</td></tr><tr><td>Cr Mike Crichton</td><td>Baldivis Ward</td></tr><tr><td>Cr Kelly Middlecoat</td><td>Baldivis Ward</td></tr><tr><td>Cr Brett Wormald</td><td>Baldivis Ward</td></tr><tr><td>Cr Robert Schmidt</td><td>Comet Bay Ward</td></tr><tr><td>Cr Craig Buchanan, JP</td><td>Rockingham/Safety Bay Ward</td></tr><tr><td>Cr Caroline Hume</td><td>Rockingham/Safety Bay Ward</td></tr><tr><td>Cr Dawn Jecks</td><td>Rockingham/Safety Bay Ward</td></tr><tr><td>Cr Mark Jones</td><td>Rockingham/Safety Bay Ward</td></tr><tr><td>Cr Leigh Liley</td><td>Rockingham/Safety Bay Ward</td></tr></tbody></table></div>	Mayor Deb Hamblin		Cr Lorna Buchan ( <i>Deputy Mayor</i> )	Comet Bay Ward	Cr Mike Crichton	Baldivis Ward	Cr Kelly Middlecoat	Baldivis Ward	Cr Brett Wormald	Baldivis Ward	Cr Robert Schmidt	Comet Bay Ward	Cr Craig Buchanan, JP	Rockingham/Safety Bay Ward	Cr Caroline Hume	Rockingham/Safety Bay Ward	Cr Dawn Jecks	Rockingham/Safety Bay Ward	Cr Mark Jones	Rockingham/Safety Bay Ward	Cr Leigh Liley	Rockingham/Safety Bay Ward
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	<p><b>2.2 Executive</b></p> <table border="0"> <tr><td>Mr Michael Parker</td><td>Chief Executive Officer</td></tr> <tr><td>Mr Sam Assaad</td><td>Director Asset Services</td></tr> <tr><td>Mr John Pearson</td><td>Director Corporate Services</td></tr> <tr><td>Mr Peter Doherty</td><td>Director Legal Services and General Counsel</td></tr> <tr><td>Mr Michael Holland</td><td>Director Community Development</td></tr> <tr><td>Mr Peter Ricci</td><td>Director Planning and Development Services</td></tr> <tr><td>Mr Jim Olynyk, JP</td><td>Manager Governance and Councillor Support</td></tr> <tr><td>Ms Louise Pleasance</td><td>Governance Coordinator</td></tr> <tr><td>Ms Sue Langley</td><td>Governance Officer</td></tr> </table> <p><b>2.3 Members of the Gallery:</b> 8</p> <p><b>2.4 Apologies:</b></p> <table border="0"> <tr><td>Cr Peter Hudson</td><td>Rockingham/Safety Bay Ward</td></tr> </table> <p><b>2.5 Approved Leave of Absence:</b> Nil</p>	Mr Michael Parker	Chief Executive Officer	Mr Sam Assaad	Director Asset Services	Mr John Pearson	Director Corporate Services	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Michael Holland	Director Community Development	Mr Peter Ricci	Director Planning and Development Services	Mr Jim Olynyk, JP	Manager Governance and Councillor Support	Ms Louise Pleasance	Governance Coordinator	Ms Sue Langley	Governance Officer	Cr Peter Hudson	Rockingham/Safety Bay Ward
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3.	<p><b>Election of a Council Member to the Position of Deputy Mayor for a Period Ending in October 2025 (<i>Procedure attached</i>)</b></p>																				
	<p>The Mayor advised that the election will be conducted in accordance with Schedules 2.3 and 4.1 of the <i>Local Government Act 1995 (Act)</i> and that the Chief Executive Officer (<b>CEO</b>) will conduct the election as the Returning Officer.</p> <p>The CEO noted that the election will be conducted under Division 2 of Schedule 2.3 of the Act which prescribes the manner in which the election of the Deputy Mayor is undertaken. The election is a secret ballot using the optional preferential system outlined in Schedule 4.1 of the Act.</p> <p>The CEO advised that two nominations had been received in writing for the position of Deputy Mayor for the period ending at the next ordinary local government election in October 2025.</p> <p>Nominations were received from Cr Lorna Buchan, who has nominated herself and Cr Leigh Liley, who has nominated herself.</p> <p>The CEO asked if there were any further nominations for the position of Deputy Mayor. There were none and the CEO declared the nominations closed at 6:05pm.</p> <p>As there are more nominations than positions vacant a secret ballot will be conducted. Ballot papers have been prepared in accordance with the Regulations.</p> <p>The CEO invited the nominees for the position of Deputy Mayor, in order of receipt, to address the Council for a maximum time of ten minutes per person.</p> <p>Cr Buchan presented to the Council.</p> <p>Cr Liley presented to the Council.</p> <p>The CEO advised that in accordance with Regulation 11A of the <i>Local Government (Constitution) Regulations 1998</i> the ballot papers have been prepared with the nominees' names appearing in order of receipt. Each ballot paper was checked and initialled on the back by the CEO prior to distribution to Council Members. The CEO noted the secret ballot would be conducted as optional preferential voting and therefore Council Members were requested to place number 1 for first preference.</p> <p>The CEO, with the assistance of the Manager Governance and Councillor Support, counted the votes.</p> <p>The CEO declared the result of the ballot for Deputy Mayor for the City of Rockingham to be seven votes to Cr Buchan and four votes to Cr Liley.</p> <p>He therefore declared that Cr Lorna Buchan elected as the Deputy Mayor for the City of Rockingham for a term expiring at the next ordinary local government election in October 2025.</p>																				

4.	<b>Declaration by Deputy Mayor</b>
	<p>The Mayor invited Mr Jim Olynky, JP to witness the declaration of Cr Lorna Buchan as Deputy Mayor.</p> <p>Cr Buchan made the Declaration as Deputy Mayor.</p> <p>The Mayor congratulated Deputy Mayor Buchan.</p>
5.	<b>Allocation of Council Seating</b>
	<p>The Mayor advised that as per the City of Rockingham <i>Standing Orders Local Law 2001</i> clause 8.2 Members to Occupy Own Seats states -</p> <p><i>At the first meeting held after each ordinary election day, the CEO is to allot by random draw, a position at the Council table to each Council Member and the Council Member is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Council Members for re-allotment of positions.</i></p> <p>The Mayor noted that a random draw will be undertaken to allocate Council Member seating, commencing from the first seat immediately to her left and that the seating arrangements will commence from the first Ordinary Council Meeting in November 2023.</p> <p>The CEO randomly drew out each Council Members names in the following order –</p> <ol style="list-style-type: none"> <li>1. Cr Hume</li> <li>2. Cr Buchan, Deputy Mayor</li> <li>3. Cr Crichton</li> <li>4. Cr Jones</li> <li>5. Cr Middlecoat</li> <li>6. Cr Liley</li> <li>7. Cr Jecks</li> <li>8. Cr Schmidt</li> <li>9. Cr Wormall</li> <li>10. Cr Buchanan JP</li> <li>11. Cr Hudson</li> </ol>  <p>The diagram illustrates the seating arrangement for the Council. At the top is a horizontal bar labeled 'Gallery'. Below it is a large semi-circular table. To the left of the table is a vertical bar labeled 'Press'. To the right is a vertical bar labeled 'Directors'. At the bottom of the semi-circle is a horizontal bar with three sections labeled 'Governance', 'Mayor', and 'CEO'. The Council Members are seated around the semi-circle as follows (from left to right): Cr Middlecoat, Cr Jones, Cr Crichton, Cr Buchan, Cr Hume, Cr Liley, Cr Jecks, Cr Schmidt, Cr Wormall, Cr Buchanan JP, and Cr Hudson.</p>

<b>6.</b>	<b>Public Question Time</b>
	<p><b>6:29pm</b> The Mayor opened Public Question Time, noted that in accordance with regulation 7(4)(b) of the <i>Local Government (Administration) Regulations 1996</i> questions at a Special Council Meeting need to relate to the purpose of that meeting. Members of the Public Gallery were invited to ask questions.</p> <p>As there were no questions the Mayor closed Public Question Time at 6:30pm</p>
<b>7.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>6:30pm</b> The Mayor asked if there were any interests to declare. There were none.</p>
<b>8.</b>	<b>Reports of Council Members</b>

## 9. Reports of Officers

### General Management Services

General Management Services Governance and Councillor Support		
Report number / title:	GM-031/23	Appointment of Members to Council Standing Committees ( <i>Absolute Majority</i> )
File number:	GOV/39	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:		
Date of Special Council meeting:	31 October 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps/Diagrams:		
Site:		
Lot Area:		

### Purpose of Report

For Council to appoint members and deputies to the following Standing Committees –

- Planning and Asset Services Committee (Previously Planning and Engineering Services)
- Corporate and Community Development Committee

### Background

Council decisions are assisted through the operation of a committee system which supports the Council in exercising its duties and powers under the provisions of the *Local Government Act 1995*.

### Details

The following information on the committee system is contained within the Councillor's Manual produced by Western Australian Local Government Association.

#### 1 Committee System

*Section 5.8 of the Local Government Act 1995 permits a Council to establish Committees. The function of a Committee is dependent upon its establishment purpose and can only*



*deliberate upon matters within its authority. In some cases it may be limited to only making recommendations to Council, in others the full authority to make decisions may be delegated.*

*A Council is not obliged to have any Committees.*

### **1.1 Types of Committees**

*A local government may establish a committee of 3 or more persons to assist the Council and if required exercise some of its powers and duties. The Local Government Act provides for various types of committees, comprising:*

- Council members only;*
- Council members and employees;*
- Council members, employees and other persons;*
- Council members and other persons;*
- Employees and other persons; or*
- Other persons only.*

*There are limits on delegating power to Committees, which are detailed under Section 5.17 of the Local Government Act 1995.*

*A Council member is entitled to be on at least one committee consisting of Council members only or Council members and employees. Section 5.10 of the Local Government Act 1995 set out the rules for committee appointments.*

### **1.2 Membership and Term of Office**

*Committee members are usually appointed by the Council at the first Council meeting following the biennial local government ordinary elections.*

*If a committee has position(s) for Council members and the Mayor or President wishes to be a member of that committee then the local government is to appoint the Mayor or President to be a member. The same principle applies if the CEO wishes to be appointed to a committee that has an employee representative.*

*Each Council member is entitled to be a member of at least one committee which consists of Council members only or Council members and employees. If a Council member nominates himself or herself to be a member of such committee(s) then the Council is to include that person on at least one committee, but the local government decides who is appointed to a Committee.*

*Committee members must elect a presiding member from amongst themselves. Where a Committee includes employees and other persons, neither the Mayor/President or any other Council member has automatic right to chair Committee meetings.*

## **Standing Orders Local Law**

The City of Rockingham (City) *Standing Orders Local Law 2001* contains the following information on Committees:

### **PART 18 – COMMITTEES OF THE COUNCIL**

#### **18.1 Establishment and Appointment of Committees**

*A committee is not to be established except on a motion setting out the proposed functions of the committee and either:*

- a) the names of the Council members, employees and other persons to be appointed to the committee; or*
- b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.*

#### **18.2 Appointment of Deputy Committee Members**

- 1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to*



*be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.*

- 2) *Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.*

**Standing Committees appointments prior to the 2023 Local Government Election were as follows:**

**Planning and Assets Services Committee**

<u>Members</u>	<u>Deputies</u>
Cr Hayley Edwards (Chairperson)	Cr Caroline Hume
Cr Lorna Buchan	Cr Rae Cottam
Mayor Deb Hamblin	Cr Leigh Liley
Cr Dawn Jecks	Cr Robert Schmidt
Cr Mark Jones	Cr Craig Buchanan
Cr Brett Wormald	Cr Sally Davies

**Corporate and Community Development Committee**

<u>Members</u>	<u>Deputies</u>
Cr Leigh Liley (Chairperson)	Mayor Deb Hamblin
Cr Craig Buchanan	Cr Mark Jones
Cr Rae Cottam	Cr Lorna Buchan
Cr Sally Davies	Cr Brett Wormald
Cr Caroline Hume	Cr Hayley Edwards
Cr Robert Schmidt	Cr Dawn Jecks

**Implications to Consider**

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

**Aspiration:** 5. Leadership Aspiration - Transparent and accountable leadership and governance

**Outcome/Objective:** Quality Leadership - Ensure accountable and transparent governance

**d. Policy**

Governance and Meeting Framework Policy applies.

The City of Rockingham Governance and Meeting Framework Policy provides the structure supporting the City's decision making process beyond that legislatively required.

The Policy provides for the 'Standing Committee Membership Concept'. Where practicable, each Councillor will be a member of one of the Standing Committees and deputy for the other, if possible each Standing Committee will have representation from each ward.

According to the Policy the following structure applies for standing committees:

1. Planning and Asset Services Committee

Committee Composition – 6 Council Members, 6 Deputies

Areas of Consideration – Building Services, Bushfire, City Centre Development, Compliance and Emergency Liaison, Health Services, Infrastructure Project Delivery, Land and Development infrastructure, Operations and Fleet Services, Parks Services, Rangers, Statutory Planning, Strategic Planning and Environment, and Technical Services.

2. Corporate and Community Development Committee

Committee Composition – 6 Council Members, 6 Deputies

Areas of Consideration – Community and Leisure Facilities, Community Capacity Building, Community Infrastructure Planning, Community Support and Safety, Customer Services, Economic Development and Tourism, Financial Services, Governance and Councillor Support, Human Resource Development, Information Systems, Investment Attraction, Legal Services, Library Services, Strategy Marketing and Communications and Waste Services.

e. **Financial**

Nil

f. **Legal and Statutory**

In accordance with *Local Government Act 1995*, Sections 5.10 – 5.11.

5.10. *Committee members, appointment of*

(1) *A committee is to have as its members —*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

(2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*

(4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

(5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

- (a) *to be a member of the committee; or*
- (b) *that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

5.11A. *Deputy committee members*

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*  
*\* Absolute majority required.*
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
  - (a) *if the member of the committee is a council member — a council member; or*
  - (b) *if the member of the committee is an employee — an employee; or*
  - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

*[Section 5.11A inserted by No. 17 of 2009 s. 20.]*

5.11. *Committee membership, tenure of*

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
  - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
  - (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,**whichever happens first.*

**g. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil

**Comments**

These Standing Committees have no delegated authority to make a decision (non-procedural), with recommendations being referred to Council for deliberation. Therefore all Councillors have the opportunity to participate in the decision making process.

Notwithstanding that a quorum for a Standing Committee meeting is three members, there is greater potential for robust committee recommendations when a full complement of Committee

Members are available. The allocation of a direct deputy member should a Committee Member be unable to attend a meeting supports this and has worked well.

The following are meeting dates and times for November and December 2023:

**November**

Monday 20 November 2023	Planning and Asset Services Committee	5:00pm
Tuesday 21 November 2023	Corporate and Community Development Committee	5:00pm

**December**

Monday 11 December 2023	Planning and Asset Services Committee	5:00pm
Tuesday 12 December 2023	Corporate and Community Development Committee	5:00pm

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council **APPOINTS** six (6) Council Members and six (6) deputies as follows to the Council's Standing Committees for the period ending on the ordinary election day in October 2025.

### Council Resolution

**Moved Cr Buchanan, seconded Cr Hume:**

That Council **APPOINTS** six (6) Council Members and six (6) deputies as follows to the Council's Standing Committees for the period ending on the ordinary election day in October 2025:

**Planning and Asset Services Committee**

Member	Deputy
Mayor Hamblin	Cr Liley
Cr Buchan, Deputy Mayor	Cr Middlecoat
Cr Hudson	Cr Schmidt
Cr Jecks	Cr Hume
Cr Jones	Cr Buchanan
Cr Wormald	Cr Crichton

**Corporate and Community Development Committee**

Member	Deputy
Cr Buchanan	Cr Jones
Cr Crichton	Cr Wormald
Cr Hume	Cr Jecks
Cr Liley	Mayor Hamblin
Cr Middlecoat	Cr Buchan, Deputy Mayor
Cr Schmidt	Cr Hudson

**Carried by Absolute Majority – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

## General Management Services Governance and Councillor Support



<b>Report number / title:</b>	<b>GM-032/23</b>	<b>Representation on Council Occasional and Advisory Committees (<i>Absolute Majority</i>)</b>
File number:	GOV/39	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:		
Date of Special Council meeting:	31 October 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Audit Committee Terms of Reference	
Maps/Diagrams:		
Site:		
Lot Area:		

### Purpose of Report

For Council to consider appointing representatives to Council's Occasional and Advisory Committee's for the period ending on the next ordinary local government election day in October 2025.

### Background

Council decisions are assisted through the operation of a committee system which supports Council in exercising its duties and powers under the provisions of the *Local Government Act 1995*. Occasional Committee's comprise of Council Members only and Advisory Committees comprise both Council Members and Community Representatives, both committee types provide recommendations to Council in line with their terms of reference.

### Details

To assist Council in appointing representatives for the ensuing two years, the Council's current representatives, terms of reference and meeting details are contained within the Table as part of the Officer recommendation.

### Implications to Consider

#### a. Consultation with the Community

In accordance with the Governance and Meeting Framework Policy community membership on Advisory Committees is reviewed and nominations sought every non-election year.

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

**Aspiration:**                      **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:**    *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

The Governance and Meeting Framework Policy provides the following information in respect to Occasional and Advisory Committees.

Occasional Committees (Council Members only)

Occasional Committees comprise of Council Members only. They provide recommendations to Council in line with their terms of reference. Occasional committees meet as and when required as determined by the Committee or Council.

Advisory Committees (Community and Council Members)

Advisory Committees comprise of Council Members and community members. Providing recommendations to Council in line with their terms of reference. Advisory committees meet as and when required as determined by committee members or Council. Only in special circumstances should staff be voting members of committees. Their role should be that of providing professional advice and executive support.

**e. Financial**

Nil

**f. Legal and Statutory**

In accordance with *Local Government Act 1995*, Sections 5.10 – 5.11.

**5.10. Committee members, appointment of**

(1) *A committee is to have as its members —*

(a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

(2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*

(4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*



- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
- (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*  
*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

**5.11A. Deputy committee members**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*  
*\* Absolute majority required.*
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
- (a) *if the member of the committee is a council member — a council member; or*
  - (b) *if the member of the committee is an employee — an employee; or*
  - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*  
*[Section 5.11A inserted by No. 17 of 2009 s. 20.]*

**5.11. Committee membership, tenure of**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*  
*whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*  
*whichever happens first.*

**g. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil



## Comments

Community membership of Advisory Committees will be reviewed in September of a non-election year. Advisory Committees will review their terms of reference and membership composition within three months of an ordinary local government election.

## Voting Requirements

Absolute Majority

## Officer Recommendation

That Council **APPOINTS** Council Members to each of the following Occasional and Advisory Committees for the period ending on the next ordinary local government election day in October 2025:

## Council Resolution

**Note:** To assist Council in its appointment process ballots were conducted for the following Committees -

- Governance Review Committee (*4 Council Members required*)
- Coastal Facilities Advisory Committee (*2 Council Members required*)
- Global Friendship Committee (*3 Council Members required*)
- Sports Advisory Committee (*2 Council Members required*)

In the absence of Cr Hudson and in order to finalise appointments the following Committees were moved and seconded separately:

Community Safety and Support Services Advisory Committee (*3 Council Members required*)

**Council Resolution: GM-032/23 (a)**

**Moved Cr Schmidt, seconded Cr Buchanan:**

That Cr Hudson be appointed to the Community Safety and Support Services Advisory Committee.

**Carried – 11/0**

RoadWise Advisory Committee (*2 Council Members required*)

**Council Resolution: GM-032/23 (b)**

**Moved Cr Buchan, seconded Cr Middlecoat:**

That Cr Wormall be appointed to the RoadWise Advisory Committee and Cr Hudson be appointed as Deputy.

**Carried – 11/0**

And details of which are contained in the Table within Council's resolution below.

**Council Resolution: GM-032/23 (c)**

**Moved Cr Schmidt, seconded Cr Buchan:**

That Council **APPOINTS** Council Members to each of the following Occasional and Advisory Committees for the period ending on the next ordinary local government election day in October 2025.

**Occasional Committees:**

Committee	Terms of Reference / Meeting Details	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Audit Committee</b>	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. (Refer to Attachment 1 for a copy of the full Audit Committee Terms of Reference)  - As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Liley Cr Middlecoat  <i>Cr Schmidt (Deputy)</i>	General Management Services Manager Internal Audit
<b>Behaviour Complaints Committee</b>	To deal with complaints under the Council Policy – Code of Conduct Complaints Management Process  - As required - No set time	All Council Members	All Council Members
<b>CEO Performance Review Committee</b>	To undertake the performance review of the CEO including summarising the feedback of individual Councillors.  - As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Jones Cr Liley  <i>Cr Hume (Deputy)</i>	General Management Services Manager Human Resource Development
<b>Community Grants Program Committee</b>	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	Cr Buchanan Cr Crichton Cr Hudson Cr Liley  <i>Cr Buchan, Deputy Mayor (Deputy)</i> <i>Cr Hume (Deputy)</i> <i>Cr Jones (Deputy)</i> <i>Cr Middlecoat (Deputy)</i>	Community Development Manager Community Capacity Building
<b>Customer Service Review Committee</b>	To implement the Service Complaints Policy.  - As required - No set time  <i>Note: The Chief Executive Officer is a voting representative on the Customer Service Review Committee and the Director Corporate Services is the deputy</i>	Mayor Hamblin, Cr Buchan, Deputy Mayor Cr Middlecoat Chief Executive Officer  <i>Cr Hume (Deputy)</i> <i>Director Corporate Services (Deputy - CEO)</i>	Corporate Services Manager Customer and Corporate Support

Committee	Terms of Reference / Meeting Details	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Governance Review Committee</b>	To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process.  - As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Jecks Cr Liley  <i>Cr Hudson (Deputy)</i>	General Management Services Manager Governance and Councillor Support

**Advisory Committees:**

Committee and Current Representatives	Terms of Reference and Meeting Details	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Australian Citizen Awards Selection Panel</b>	To select persons for Australia Day Awards from Nominations received.  - As required - No set time	Cr Buchanan Cr Hume  <i>Cr Middlecoat (Deputy)</i>	General Management Services Manager Governance and Councillor Support
<b>Bush Fire Advisory Committee</b>	<ul style="list-style-type: none"> <li>Provide advice and guidance to Council on matters relating to bushfire risk management; and</li> <li>Facilitate collaboration between stakeholders with a shared responsibility for bushfire management within the City of Rockingham including prevention, preparedness, response and recovery.</li> </ul> - Quarterly - First Tuesday - 6:30pm	Cr Schmidt  <i>Cr Middlecoat (Deputy)</i>	Planning and Development Services Emergency Liaison Coordinator
<b>Coastal Facilities Advisory Committee</b>	To provide input and advice into the development, implementation and performance of the City of Rockingham Coastal Facilities Strategy.  - Quarterly - Fourth Monday - 4:00pm	Cr Buchan, Deputy Mayor Cr Jecks  <i>Cr Hume (Deputy)</i>	Asset Services Manager Technical Services
<b>Community Safety and Support Services Advisory Committee</b>	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.  - Bi-monthly - Second Thursday - 4:00pm	Cr Crichton Cr Hudson Cr Schmidt  <i>Cr Buchanan (Deputy)</i>	Community Development Manager Community Safety and Support

Committee and Current Representatives	Terms of Reference and Meeting Details	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Cultural Development and the Arts Advisory Committee</b>	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  - Bi-monthly - Third Wednesday - 4:15pm	Cr Schmidt  <i>Cr Buchanan (Deputy)</i>	Community Development Manager Community Capacity Building
<b>Disability Access and Inclusion Advisory Committee</b>	To represent the Community by providing advice/ support to Council with regard to the implementation of the Disability Access and Inclusion Plan/Strategy and to provide advice to improve City controlled disability access and inclusion within the City of Rockingham.  - Bi-monthly - Wednesday - 9:00am	Cr Hume Cr Jones  <i>Cr Jecks(Deputy)</i>	Community Development Manager Community Capacity Building
<b>Environmental Advisory Committee</b>	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  - As required - No set time	Cr Jecks Cr Wormald  <i>Cr Hume (Deputy)</i>	Planning and Development Services Manager Strategic Planning and Environment
<b>Global Friendship Committee</b>	- 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.  - As required - No set time	Mayor Hamblin Cr Buchan, Deputy Mayor Cr Middlecoat  <i>Cr Schmidt (Deputy)</i>	General Management Services Manager Governance and Councillor Support

6:57pm Cr Schmidt left the Chamber and returned at 6:59pm.

<b>Committee and Current Representatives</b>	<b>Terms of Reference and Meeting Details</b>	<b>Representatives appointed from 2023-2025 (as per composition)</b>	<b>Executive Support / Responsible Officer</b>
<b>Heritage Reference Group</b>	To provide a Forum to discuss the conservation and preservation of natural and culturally significant heritage sites within the Rockingham district.  - As required - No set time	Cr Buchanan  <i>Cr Liley (Deputy)</i>	Planning and Development Services Manager Statutory Planning – City's Heritage Consultant
<b>RoadWise Advisory Committee</b>	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.  - Quarterly - First Monday - 4.00pm	Cr Wormall  <i>Cr Hudson (Deputy)</i>	Asset Services Manager Technical Services
<b>Rockingham Education and Training Advisory Committee</b>	To consider and make recommendations regarding the Tertiary Scholarship Scheme applications and provide advice and guidance on education, training and lifelong learning within the City of Rockingham to Council.  - three meetings per year - Monday - 4:15pm	Cr Hudson Cr Liley  <i>Cr Buchanan (Deputy)</i>	Community Development Manager Community Capacity Building
<b>Seniors Advisory Committee</b>	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	Community Development Manager Community Capacity Building
<b>Sports Advisory Committee</b>	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>	Community Development Manager Community Capacity Building

Carried by Absolute Majority – 11/0

**The Council's Reason for Varying the Committee's Recommendation**

Not Applicable

Confirmed at a Council meeting held  
on Tuesday 28 November 2023

  
Mayor Deb Hamblin

## General Management Services Governance and Councillor Support



<b>Report number / title:</b>	<b>GM-033/23</b>	<b>Representation on Non Council Committees and Organisations</b>
<b>File number:</b>	GOV/39	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Jim Olynyk, Manager Governance and Councillor Support	
<b>Other Contributor/s:</b>		
<b>Date of Special Council meeting:</b>	31 October 2023	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's role:</b>	Executive	
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		
<b>Site:</b>		
<b>Lot Area:</b>		

### Purpose of Report

For Council to consider appointing representatives to various non Council committees and organisations for the period ending on the next ordinary local government election day in October 2025.

### Background

Council has been active in its advocacy by nominating representatives for various non Council committees and organisations. This is an effective method of providing advocacy or input on behalf of the City of Rockingham (**City**) and the community on many non-Council projects and issues.

### Details

To assist Council in appointing representatives for the ensuing two years, the Council's current representatives, terms of reference and meeting details are contained within the Table as part of the Officer recommendation.

### Implications to Consider

- a. **Consultation with the Community**  
Not Applicable
- b. **Consultation with Government Agencies**  
Not Applicable

**c. Strategic**

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

**Aspiration:** **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Nil

**e. Financial**

Nil

**f. Legal and Statutory**

Nil

**g. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil

### Comments

It is important that the Council has the opportunity to reflect the City's and community views on deliberations, services and projects delivered by various agencies and bodies not under the control of the local government.

It needs to be noted that in some instances Council representation is not guaranteed as these committees and organisations are independent from the City and will have varying processes for appointing membership.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPOINTS** Council Members as Council representatives to the non Council committees and organisations as detailed below, for the period ending on the next ordinary local government election day in October 2025.

### Council Resolution

**Note:** To assist Council in its appointment process ballots were conducted for the following Committees -

- Main Roads Regional Grants Committee (*1 Council Member required*)
- Point Peron Rehabilitation Committee (*1 Council Member required*)
- Western Australian Local Government Association – South West Zone (*3 Council Members required*)



In the absence of Cr Hudson and in order to finalise appointments the following Committees were moved and seconded separately:

Jandakot Airport Community Aviation Consulting Group (1 Council Member required)

**Council Resolution: GM-033/23 (a)**

**Moved Cr Buchan, seconded Cr Jones:**

That Cr Hudson be appointed to the Jandakot Airport Community Aviation Consulting Group.

**Carried – 9/2**

Cr Liley and Cr Hume voted against

And details of which are contained in the Table within Council's resolution below.

**Council Resolution: GM-033/23 (b)**

**Moved Cr Buchanan, seconded Cr Wormall**

That Council **APPOINTS** Council Members as Council representatives to the non-Council committees and organisations as detailed below, for the period ending on the next ordinary local government election day in October 2025:

Committee	Purpose / Role	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Australian Coastal Councils Association Inc. Management Committee</b>	<p>The Australian Coastal Councils Association Inc. is a national body which represents the interests of coastal councils and their communities.</p> <p>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:</p> <ul style="list-style-type: none"><li>• The shortfall in resources to meet increasing demand for infrastructure and services;</li><li>• Coastal erosion and the projected impacts of sea level rise;</li><li>• The legal risks faced by coastal councils in relation to planning for climate change;</li><li>• Proposed changes to arrangements for natural disaster funding, which will shift more of the recovery costs onto the States and local government;</li><li>• The impact of tourists and other visitors on coastal communities;</li><li>• The continuing impacts of high population growth in peri-urban and regional coastal councils</li></ul> <p>- Monthly - 7:30am (WA time) - teleconference</p>	Cr Jones	<i>General Management Services Chief Executive Officer</i>

Committee	Purpose / Role	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Cockburn Sound Management Council</b>	Provide advice to the Minister for Environment on the environmental management of Cockburn Sound. <i>Note: DWER Training required for all government board and committee members</i> <ul style="list-style-type: none"> <li>- Quarterly (Feb, June, Sept, Dec)</li> <li>- First Friday</li> <li>- 12:30pm</li> <li>- Various Locations</li> </ul>	Cr Jecks  Cr Schmidt (Deputy)	<i>Planning and Development Services Manager Strategic Planning and Environment</i>
<b>Development Assessment Panel</b>	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"> <li>- As required</li> <li>- Any Local Government within South West Corridor</li> </ul>	Local Govt. Members: Cr Buchan, Deputy Mayor Cr Jones  Alternative Members: 1. Mayor Hamblin 2. Cr Jecks	<i>Planning and Development Services Manager Statutory Planning</i>
<b>Jandakot Airport Community Aviation Consulting Group (JACACG)</b>	The role and purpose of the JACACG is to provide a forum for community consultation, which will: <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> <li>• complement the consultative requirements established for airport Master Plans and Major Development Plans.</li> </ul> <ul style="list-style-type: none"> <li>- 4 times per year.</li> <li>- 4pm</li> <li>- Jandakot Airport Holdings</li> </ul>	Cr Hudson	<i>General Management Services Chief Executive Officer</i>
<b>Local Emergency Management Advisory Committee</b>	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"> <li>- Quarterly</li> <li>- Third Wednesday</li> <li>- 10am</li> <li>- City of Rockingham</li> </ul>	Cr Schmidt  Cr Buchanan (Deputy)	<i>Planning and Development Services Emergency Liaison Coordinator</i>

Committee	Purpose / Role	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
<b>Main Roads Regional Grants Committee</b>	To review the Road Funding Grant applications made by Metropolitan Councils and make recommendations to the State Road Funds to Local Advisory Committee. - As required (usually 2-3 per annum) - A Council within Perth South West Metropolitan Alliance or Main Roads WA - 4:00pm	Cr Wormall	Asset Services Manager Technical Services
<b>Peel-Harvey Catchment Council</b>	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 - Bi-monthly - Third Thursday	Cr Schmidt  Cr Jecks (Deputy)	Planning and Development Services Manager Strategic Planning and Environment
<b>Peron Naturaliste Partnership Board</b>	Regional body representing coastal and estuarine local governments of Bunbury, Busselton, Mandurah, Rockingham, Capel, Dardanup, Harvey and Waroona on coastal and climate change issues. - At least three times a year - Meetings typically held on a Friday at various locations (usually in the Bunbury region)	Cr Jones  Cr Buchan, Deputy Mayor (Deputy)	Planning and Development Services Manager Strategic Planning and Environment
<b>Perth South West Environmental Reference Forum</b>	The role is to: • Oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group • Provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy. • Actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region. • Identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations. - 4 to 6 times per year	Cr Schmidt  Cr Jones (Deputy)  <i>Note: The same rep and deputy will be appointed to both SWCDF and the Perth South West Environmental Reference Forum in a combined capacity.</i>	Planning and Development Services Manager Strategic Planning and Environment
<b>Perth South West Metropolitan Alliance</b>	Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities. The role is to: • Chart the strategic direction of the South West Group • Prioritise and oversight the activities and projects of the South West Group • Consider opportunities for efficiency and	Mayor Hamblin Chief Executive Officer	General Management Services Chief Executive Officer

Committee	Purpose / Role	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
	<p>improved service delivery through cooperation between member Local Governments</p> <ul style="list-style-type: none"> <li>Consider reports and other formal documents of the South West Group</li> <li>Consider advice from committees and groups as required.</li> </ul> <ul style="list-style-type: none"> <li>4 to 6 times per year</li> <li>various locations (host Council)</li> </ul>		
<b>Point Peron Rehabilitation Committee</b>	<p>Established by the former Hon Phil Edman MLC to rehabilitate and preserve the history and infrastructure of the Point Peron gun emplacements and batteries.</p> <ul style="list-style-type: none"> <li>As required</li> </ul>	<p>Cr Hudson</p> <p>Cr Wormall (Deputy)</p>	<p>Planning and Development Services Manager Statutory Planning</p>
<b>Rockingham Lakes Regional Park Advisory Committee</b>	<p>The Committee's main task is the future and ongoing management of the Park. 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"> <li>Bi-Monthly</li> <li>Second Wednesday</li> <li>5:00pm</li> <li>Committee Room</li> </ul>	<p>Cr Jones</p> <p>Cr Buchanan (Deputy)</p>	<p>Asset Services Manager Park Services</p>
<b>South West Corridor Development Foundation (SWCDF)</b>	<p>Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities. The role of SWCDF is:</p> <ul style="list-style-type: none"> <li>To facilitate and promote economic and community development of the South Metropolitan region.</li> <li>Carry out projects to promote regional economic development and cultural development, workforce and skills development and environmental restoration activities.</li> </ul> <ul style="list-style-type: none"> <li>4 times per year and AGM</li> <li>Various Locations (host Councils)</li> </ul>	<p>Cr Schmidt</p> <p>Cr Jones (Deputy)</p> <p><i>Note: The same rep and deputy will be appointed to both SWCDF and the Perth South West Environmental Reference Forum in a combined capacity.</i></p>	
<b>South West District Planning Committee</b>	<p>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.</p> <p>The function and duties of the Committee are as follows:</p>	<p>Chairperson of the City's Planning and Asset Services Committee to be appointed</p>	<p>Planning and Development Services Manager Statutory Planning</p>

Committee	Purpose / Role	Council Members appointed from October 2023 to October 2025 (as per composition)	Executive Support / Responsible Officer
	<ul style="list-style-type: none"> <li>To 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;</li> <li>To 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</li> <li>To 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</li> <li>To 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.</li> </ul> <p>Council has a statutory obligation to be represented on the South West District Planning Committee.</p> <p>- Meetings as required by the WAPC</p>		
<b>Western Australian Local Government Association – South Metropolitan Zone</b>	<p>Provide Council input on Local Government Issues at a Regional level.</p> <p><i>Note: The two longest serving delegates become the voting delegates for the WA Local Government Association Annual General Meeting. The other delegate is proxy.</i></p> <ul style="list-style-type: none"> <li>- Bi-monthly</li> <li>- Fourth Monday</li> <li>- 5:30pm</li> <li>- Various Locations – Host Councils</li> </ul>	<p>Cr Buchanan Cr Jecks Cr Schmidt</p>	<p><i>General Management Services Chief Executive Officer</i></p>

Carried – 11/0

**The Council's Reason for Varying the Committee's Recommendation**

Not Applicable

<b>10.</b>	<b>Questions by Members of which due notice has been given</b>
	Nil
<b>11.</b>	<b>Urgent business approved by the person presiding or by decision of Council</b>
	Nil
<b>12.</b>	<b>Closure</b>
	There being no further business, the Mayor thanked those persons present for attending the Special Council Meeting, and declared the meeting closed at <b>7:29pm</b> .