



# City of Rockingham

## AGENDA

### Special Meeting of Council

To be held on Tuesday 28 October 2025 at 6:00pm  
City of Rockingham Council Chamber

**Note:** This meeting will be subject to Council's  
Recording and Streaming Meeting's policy



## Notice of Meeting



Dear Mayor and Council Members

A Special Meeting of the Council of the City of Rockingham will be held on Tuesday 28 October 2025 in the Council Chamber, Civic Boulevard, Rockingham. The meeting will commence at 6:00pm.

The purpose of the meeting is to:

- Elect a Council Member to the position of Deputy Mayor for a period ending in October 2027
- Allocation of positions for Council Member seating in accordance with clause 8.2 of the *City of Rockingham Standing Orders Local Law 2001*
- Appoint Council Members to Standing Committees
- Appoint Council Members to Occasional Committees, Advisory Committees, Panels, Groups and to Non Council Committees and Organisations

A handwritten signature in blue ink, appearing to read 'Michael Parker'.

MICHAEL PARKER  
CHIEF EXECUTIVE OFFICER  
23 October 2025

### 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 28 October 2025



<b>1.</b>	<b>Declaration of Opening</b>																																				
	<p><b>Acknowledgement of Country</b></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>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>																																				
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>																																				
	<p><b>2.1 Council Members</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mayor Lorna Buchan</td> <td></td> </tr> <tr> <td>Cr Mike Crichton</td> <td>Baldivis Ward</td> </tr> <tr> <td>Cr Dylan Mbano</td> <td>Baldivis Ward</td> </tr> <tr> <td>Cr Kelly Middlecoat</td> <td>Baldivis Ward</td> </tr> <tr> <td>Cr David Rudman</td> <td>Comet Bay 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 Peter Hudson</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> <tr> <td>Cr Ryan Robertson</td> <td>Rockingham/Safety Bay Ward</td> </tr> </table> <p><b>2.2 Executive</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr Michael Parker</td> <td>Chief Executive Officer</td> </tr> <tr> <td>Mr Peter Ricci</td> <td>Director Planning and Development Services</td> </tr> <tr> <td>Mr Michael Yakas</td> <td>A/Director Corporate Services</td> </tr> <tr> <td>Mr Tony Bailey</td> <td>A/Director Asset Services</td> </tr> <tr> <td>Ms Alison Oliver</td> <td>A/Director Community Development</td> </tr> <tr> <td>Mr Jim Olynyk, JP</td> <td>Manager Governance and Councillor Support</td> </tr> </table> <p><b>2.3 Members of the Gallery:</b></p> <p><b>2.4 Apologies:</b></p> <p><b>2.5 Approved Leave of Absence:</b></p>	Mayor Lorna Buchan		Cr Mike Crichton	Baldivis Ward	Cr Dylan Mbano	Baldivis Ward	Cr Kelly Middlecoat	Baldivis Ward	Cr David Rudman	Comet Bay Ward	Cr Robert Schmidt	Comet Bay Ward	Cr Craig Buchanan, JP	Rockingham/Safety Bay Ward	Cr Peter Hudson	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	Cr Ryan Robertson	Rockingham/Safety Bay Ward	Mr Michael Parker	Chief Executive Officer	Mr Peter Ricci	Director Planning and Development Services	Mr Michael Yakas	A/Director Corporate Services	Mr Tony Bailey	A/Director Asset Services	Ms Alison Oliver	A/Director Community Development	Mr Jim Olynyk, JP	Manager Governance and Councillor Support
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<b>3.</b>	<b>Election of a Council Member to the Position of Deputy Mayor for a Period Ending in October 2027 (<i>Procedure attached</i>)</b>	
	<p>Schedule 2.3 of the <i>Local Government Act 1995 (Act)</i> prescribes under Clause 7 that if the Local Government has an elector Mayor the office of Deputy Mayor is to be filled as the first matter dealt with at the first meeting of the Council after an Ordinary Election Day.</p> <p>Further, clause 8(2) provides that the election is to be conducted by the CEO in accordance with the procedure prescribed and clause 8(7) details the successful candidate to be determined in accordance with Schedule 4.1 of the Act.</p>	
<b>4.</b>	<b>Declaration by Deputy Mayor</b>	
	<p>Section 2.29(2) of the <i>Local Government Act 1995</i> requires that a person elected by the Council as deputy mayor has to make a declaration in the prescribed form before acting in the office.</p>	
<b>5.</b>	<b>Allocation of Council Seating</b>	
	<p>As per <i>City of Rockingham 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>	
<b>6.</b>	<b>Public Question Time</b>	
	<p>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.</p>	
<b>7.</b>	<b>Declarations of Members and Officers Interests</b>	
<b>8.</b>	<b>Reports of Council members</b>	
<b>9.</b>	<b>Reports of Officers</b>	
	<p><b>General Management Services</b></p> <p>GM-016/25 Appointment of Members to Council Standing Committees (<i>Absolute Majority</i>)</p> <p>GM-017/25 Representation on Council Occasional Committees, Advisory Committees, Panels and Advisory Groups (<i>Absolute Majority</i>)</p> <p>GM-018/25 Representation on Non Council Committees and Organisations</p>	<p><b>5</b></p> <p>5</p> <p>11</p> <p>22</p>
<b>10.</b>	<b>Questions by Members of which due notice has been given</b>	
<b>11.</b>	<b>Urgent business approved by the person presiding or by decision of Council</b>	
<b>12.</b>	<b>Closure</b>	

## General Management Services

### General Management Services Governance and Councillor Support



<b>Report number / title:</b>	<b>GM-016/25</b>	<b>Appointment of Members to Council Standing Committees (<i>Absolute Majority</i>)</b>
File number:	GOV/74	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:		
Date of Special Council meeting:	28 October 2025	
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, deputies and Presiding Members to the following Standing Committees –

- Planning and Asset Services Committee
- 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 (Act)*.

## Details

The following information on the committee system is contained within the Council Member'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 through voting who is elected to a Committee.*

### **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.*

**Current Standing Committees appointments are as follows:**

**Planning and Assets Services Committee**

<u>Members</u>	<u>Deputies</u>
Mayor Deb Hamblin	Cr Leigh Liley
Cr Lorna Buchan, Deputy Mayor	Cr Kelly Middlecoat
Cr Peter Hudson	Cr Robert Schmidt
Cr Dawn Jecks	Cr Caroline Hume
Cr Mark Jones	Cr Craig Buchanan
Cr Brett Wormall	Cr Mike Crichton

**Corporate and Community Development Committee**

<u>Members</u>	<u>Deputies</u>
Cr Craig Buchanan	Cr Mark Jones
Cr Mike Crichton	Cr Brett Wormall
Cr Caroline Hume	Cr Dawn Jecks
Cr Leigh Liley	Mayor Deb Hamblin
Cr Kelly Middlecoat	Cr Lorna Buchan, Deputy Mayor
Cr Robert Schmidt	Cr Peter Hudson

**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. It needs to be noted that this is a guideline only and there is no lawful compulsion for it to apply.

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 – Asset Management, Strategic Planning and Environment, Statutory Planning, Building Services, Health Services, Land and Development, Infrastructure, Ranger Services, Bushfire Services, Compliance and Emergency Liaison, City Centre Development, Technical Services, Parks Services, Operations and Fleet Services, and Infrastructure Project Delivery.

2. Corporate and Community Development Committee

Committee Composition – 6 Council Members, 6 Deputies

Areas of Consideration – Finance, Customer and Corporate Support, Waste Services, Human Resource Development, Investment Attraction, Strategy, Marketing and Communications, Governance and Councillor Support, General Legal Services, Community Capacity Building, Community Infrastructure Planning, Community Safety and Support, Community and Leisure Facilities, and Library Services.

e. **Financial**

Nil

f. **Legal and Statutory**

In accordance with *Local Government Act 1995*, Sections 5.10 – 5.12.

5.10. *Appointment of committee members*

(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 council.*

*(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 the mayor or president's 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 the CEO's 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.

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.

5.12. Presiding members and deputies

(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.

\* Absolute majority required.

(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.

\* Absolute majority required.

**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 / Program/Project management / Natural Environment : High and Extreme Risks  
Financial / 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 Council Members 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 2025:

**November**

Monday 17 November 2025	Planning and Asset Services Committee	5:00pm
Tuesday 18 November 2025	Corporate and Community Development Committee	5:00pm
Tuesday 25 November 2025	Ordinary Council	6:00pm

**December**

Monday 8 December 2025	Planning and Asset Services Committee	5:00pm
Tuesday 9 December 2025	Corporate and Community Development Committee	5:00pm
Tuesday 16 December 2025	Ordinary Council	6:00pm

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. **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 2027:

**Planning and Asset Services Committee**

<b>Member</b>	<b>Deputy</b>
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____

**Corporate and Community Development Committee**

<b>Member</b>	<b>Deputy</b>
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____
Cr _____	Cr _____

2. **APPOINTS** Councillor \_\_\_\_\_ as the Presiding Member of the Planning and Asset Services Committee
3. **APPOINTS** Councillor \_\_\_\_\_ as the Deputy Presiding Member of the Planning and Asset Services Committee
4. **APPOINTS** Councillor \_\_\_\_\_ as the Presiding Member of the Corporate and Community Development Committee
5. **APPOINTS** Councillor \_\_\_\_\_ as the Deputy Presiding Member of the Corporate and Community Development Committee

## General Management Services Governance and Councillor Support



<b>Report number / title:</b>	<b>GM-017/25</b>	<b>Representation on Council Occasional Committees, Advisory Committees, Panels and Advisory Groups (<i>Absolute Majority</i>)</b>
File number:	GOV/74	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:		
Date of Special Council meeting:	28 October 2025	
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 Committees, Advisory Committees, Panels and Advisory Groups for the period ending on the next ordinary local government election day in October 2027.

### 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 Committees and Panels generally comprise of Council Members only while Advisory Committees and Advisory Groups are comprised of both Council Members and community representatives. the committees, panels and groups may provide assistance and advice 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 and Advisory Groups are 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, Advisory Committees, Panels and Advisory Groups.

#### Occasional Committees (Council Members only)

Occasional Committee Meetings are convened as and when required. Occasional Committees consider officer reports and make recommendations directly to Council for the Audit Committee and Behaviour Complaints Committee on items within their Terms of Reference. The Customer Service Review Committee reports to Council through the relevant Standing Committees. Where practicable, each Council Member will be a member of an Occasional Committee and deputy for another. All Occasional Committees will have at least one deputy member.

Meeting procedures and conduct at Occasional Committee Meetings must comply with the Standing Orders and minutes will be kept in accordance with the provisions of section 5.22 of the Act. The Occasional Committees of the City are:

- Audit Committee
- Behaviour Complaints Committee
- Customer Service Review Committee

*\* note: Subject to section 5.10 (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.*

#### Advisory Committees (Community and Council Members)

There is one Advisory Committee:

- Bush Fire Advisory Committee

The Bush Fire Advisory Committee is established under section 67 of the *Bush Fires Act 1954*. This Committee will meet when required as determined by its Terms of Reference, the Committee or Council. The Committee will consider matters relevant to its Terms of Reference and may make recommendations to the relevant Standing Committee. Bush Fire Advisory Committee meetings are not open to the public. Meeting procedures and conduct at the Committee meeting will comply with the Standing Orders and Minutes will be kept in accordance with the provisions of Section 5.22 of the Act. *Note: S.67 of the Bush Fires Act 1954 requires the committee to elect one of their number to be Chairman.*

### Panels and Advisory Groups

Panels and Advisory Groups can be made up of Council Members, City Officers, community members and others. Panels and Advisory Groups do not have decision making powers and are more casual in structure as they are not subject to the same rules of established committees. However, Panels and Advisory Groups will be subject to Terms of Reference and will meet as required. Panels and Advisory Groups may provide recommendations for City Officers to inform Council. Panel and Advisory Groups meetings are not open to the public. Meeting procedures and conduct will be determined by Executive Support with Minutes kept in accordance with determined City practices.

**Panel** means a small group of Council Members and may subject to the purpose of the panel include City of Rockingham Officers appointed by Council to collate information and form recommendations to inform an officer report, for the formal decision making process of Council.

**Advisory Group** means a collection of Council Members, City of Rockingham Officers and individuals brought together to provide advice, guidance, and input on a specific area of expertise or a particular project or issue.

The Panels of the City are:

- Chief Executive Officer's Performance Review Panel
- Community Grants Program Panel
- Governance Review Panel

The Advisory Groups of the City are:

- Australia Day Awards Selection Advisory Group
- Coastal Facilities Advisory Group
- Community Safety and Support Services Advisory Group
- Environmental Advisory Group
- Global Relationship Advisory Group
- Heritage Reference Advisory Group
- RoadWise Advisory Group

The opportunity to nominate for Advisory Group Membership will be advertised in the local media and existing members will be invited to reapply. Advertising exceptions may apply where the Community Organisation or Government Agency Representation is limited to a specific group. In that event, the call for nominations will be limited to the specific group's network.

Should a Community Member, Community Organisation or Government Agency Representative resign mid-term then the Group may recommend to Council the name of a replacement or alternatively advertise the position. The City reserves the right to remove a member from an Advisory Group at any time for any reason. Community Member, Community Organisation and Government Agency Representative terms will be appointed for a term of two years. In the interests of continuity and retention of knowledge, all Community Memberships will be reviewed by the Group in the period between 1st July and 30th September in the year falling between local government ordinary elections. A nomination and selection process will be undertaken with all membership proposals being considered by Council for endorsement.

*\* note: Subject to section 5.10 (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.*

### **e. Financial**

Nil

**f. Legal and Statutory**

In accordance with *Local Government Act 1995*, Sections 5.10 – 5.12.

*5.10. Appointment of committee members*

(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 council.

(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 the mayor or president's 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 the CEO's 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.

*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.

5.12. Presiding members and deputies

(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.

\* Absolute majority required.

(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.

\* Absolute majority required.

**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 / Program/Project management / Natural Environment : High and Extreme Risks  
Financial / Health and Safety : Medium, High and Extreme Risks*

Nil

**Comments**

Community membership of Advisory Committees and Advisory Groups will be reviewed in September of a non-election year. Advisory Committees and Advisory Groups 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:

1. **APPOINTS** Council Members to each of the following Occasional, Advisory Committees, Panels and Advisory Groups for the period ending on the next ordinary local government election day in October 2027:

**Occasional Committees:**

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Audit Committee</b></p> <p>Mayor Hamblin                      Cr Buchan                      Cr Liley                      Cr Middlecoat</p> <p><i>Cr Schmidt (Deputy)</i></p>	<p>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.</p> <p><i>Note: Refer to Attachment 1 for a copy of the full Audit Committee Terms of Reference</i></p> <p>- Meet as required (Thursday at 4pm)</p>	<p>Cr                      Cr                      Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>General Management Services                      Manager Internal Audit</p>
<p><b>Behaviour Complaints Committee</b></p> <p>All Council Members</p>	<p>To deal with complaints under the Council Policy – Code of Conduct Complaints Management Process</p> <p><i>Note: has delegated authority as per section 5.16 of the Local Government Act 1995 - Delegation of some powers and duties to certain committees. The decision of this Committee is a Council Decision</i></p> <p>- Meet as required in Council Chamber (no set day/time)</p>	<p>All Council Members</p>	<p>All Council Members</p>	<p>General Management Services</p>
<p><b>Customer Service Review Committee</b></p> <p>Mayor Hamblin                      Cr Buchan                      Cr Middlecoat                      CEO, Mr Parker</p> <p><i>Cr Hume (Deputy)                      Director Corporate Services                      (Deputy to CEO)</i></p>	<p>To implement the Service Complaints Policy.</p> <p><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></p> <p>- Meet as required (no set day/time)</p>	<p>Cr                      Cr                      Cr                      Chief Executive Officer</p>	<p>Cr                      Director Corporate Services</p>	<p>Corporate Services                      Manager Customer and                      Corporate Support</p>

**Advisory Committee:**

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Bush Fire Advisory Committee</b></p> <p>Cr Schmidt</p> <p>Cr Middlecoat (Deputy)</p>	<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> <p>- Meet quarterly (Thursday at 5:30pm)</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1. <i>setup as per s.67 of the Bush Fires Act 1954</i></li> <li>2. <i>A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.</i></li> </ol>	<p>Cr</p>	<p>Cr</p>	<p>Planning and Development Services                      Emergency Liaison Coordinator</p>

**Panels:**

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>CEO Performance Review Panel</b></p> <p>Mayor Hamblin                      Cr Buchan                      Cr Jones                      Cr Liley</p> <p><i>Cr Hume (Deputy)</i></p>	<p>To undertake the performance review of the CEO including summarising the feedback of individual Council Members.</p> <p>- Meet as required (no set day/time)</p>	<p>Cr                      Cr                      Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>General Management Services                      Manager Governance and Councillor Support</p>
<p><b>Community Grants Program Panel</b></p> <p>Mayor Hamblin                      Cr Crichton                      Cr Hudson                      Cr Liley</p> <p><i>Cr Buchan (Deputy 1)</i>  <i>Cr Hume (Deputy 2)</i>  <i>Cr Jones (Deputy 3)</i>  <i>Cr Middlecoat (Deputy 4)</i></p>	<p>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.</p> <p>- Meet as required (Thursday at 8:00am)</p>	<p>Cr                      Cr                      Cr                      Cr</p>	<p>Cr                      Cr                      Cr                      Cr</p>	<p>General Management Services                      Manager Human Resource Development</p>
<p><b>Governance Review Panel</b></p> <p>Mayor Hamblin                      Cr Buchan                      Cr Jecks                      Cr Liley</p> <p><i>Cr Hudson (Deputy)</i></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> <p>- Meet as required (no set day/time)</p>	<p>Cr                      Cr                      Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>General Management Services                      Manager Governance and Councillor Support</p>

**Advisory Groups:**

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Australian Citizen Awards Selection Advisory Group</b></p> <p>Cr Buchanan                      Cr Hume</p> <p><i>(Deputy - Cr Middlecoat)</i></p>	<p>To select persons for Australia Day Awards from Nominations received.</p> <p>- Meet in November (Wednesday at 3:00pm)</p>	<p>Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>General Management Services                      Manager Governance and Councillor Support</p>
<p><b>Coastal Facilities Advisory Group</b></p> <p>Cr Buchan                      Cr Jecks</p> <p><i>(Deputy - Cr Hume)</i></p>	<p>To provide input and advice into the development, implementation and performance of the City of Rockingham Coastal Facilities Strategy.</p> <p>- Quarterly (Monday at 4:00pm)</p>	<p>Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>Asset Services                      Manager Technical Services</p>
<p><b>Community Safety and Support Services Advisory Group</b></p> <p>Cr Crichton                      Cr Hudson                      Cr Schmidt</p> <p><i>Cr Buchanan (Deputy)</i></p>	<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.</p> <p>- Bi-monthly (Thursday at 4:00pm)</p>	<p>Cr                      Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>Community Development                      Manager Community Safety and Support</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Environmental Advisory Group</b></p> <p>Cr Jecks                      Cr Wormall</p> <p><i>Cr Hume (Deputy)</i></p>	<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</p> <p>- Meet as required (no set day/time)</p>	<p>Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>Planning and Development Services                      Manager Strategic Planning and Environment</p>
<p><b>Global Relationship Advisory Group</b></p> <p>Mayor Hamblin                      Cr Buchan                      Cr Middlecoat</p> <p><i>Cr Schmidt (Deputy)</i></p>	<p>The functions of the Advisory Group include:</p> <ul style="list-style-type: none"> <li>- Assess and recommend new Global Relationships</li> <li>- Consider the review of existing Global Relationships and make recommendation to Council for renewal or termination</li> <li>- Assess and make recommendations to Council on proposed inbound and outbound delegation visits in accordance with this policy</li> <li>- Investigating other social/cultural, educational and economic opportunities to identify other strategic activities that promote enhancement of endorsed Global Relationships</li> </ul> <p>- Meet as required (no set day/time)</p>	<p>Cr                      Cr                      Cr</p>	<p>Cr                      Cr</p>	<p>General Management Services                      Manager Governance and Councillor Support</p>
<p><b>Heritage Reference Advisory Group</b></p> <p>Cr Buchanan</p> <p><i>Cr Liley (Deputy)</i></p>	<p>To provide a Forum to discuss the conservation and preservation of natural and culturally significant heritage sites within the Rockingham district.</p> <p>- Meet as required (no set day/time)</p>	<p>Cr</p>	<p>Cr                      Cr</p>	<p>Planning and Development Services                      Manager Statutory Planning – City’s Heritage Consultant</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<b>RoadWise Advisory Group</b>  Cr Wormall  Cr Hudson (Deputy)	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 at 4.00pm)	Cr	Cr Cr	Asset Services Manager Technical Services

2. **APPOINTS** Councillor \_\_\_\_\_ as Presiding Member of the Audit Committee.
3. **APPOINTS** Councillor \_\_\_\_\_ as Deputy Presiding Member of the Audit Committee.
4. **APPOINTS** Councillor \_\_\_\_\_ as Presiding Member of the Behaviour Complaints Committee.
5. **APPOINTS** Councillor \_\_\_\_\_ as Deputy Presiding Member of the Behaviour Complaints Committee.
6. **APPOINTS** Councillor \_\_\_\_\_ as Presiding Member of the Customer Service Review Committee.
7. **APPOINTS** Councillor \_\_\_\_\_ as Deputy Presiding Member of the Customer Service Review Committee.

## General Management Services Governance and Councillor Support



<b>Report number / title:</b>	<b>GM-018/25</b>	<b>Representation on Non Council Committees and Organisations</b>
File number:	GOV/74	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:		
Date of Special Council meeting:	28 October 2025	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

### 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 2027.

### 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 / Program/Project management / Natural Environment : High and Extreme Risks*

*Financial / 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 2027.

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Australian Coastal Councils Association Inc. Management Committee</b></p> <p>Cr Jones</p>	<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> <ul style="list-style-type: none"> <li>- Monthly</li> <li>- 7:30am (WA time)</li> <li>- teleconference</li> </ul>	<p>Cr</p>	<p>No deputy required</p>	<p>General Management Services                      Chief Executive Officer</p>
<p><b>Cockburn Sound Management Council</b></p> <p>Cr Jecks</p> <p>Cr Schmidt (Deputy)</p>	<p>Provide advice to the Minister for Environment on the environmental management of Cockburn Sound.</p> <p><i>Note: DWER Training required for all government board and committee members</i></p> <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>	<p>Cr</p>	<p>Cr</p>	<p>Planning and Development Services                      Manager Strategic Planning and Environment</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Development Assessment Panel</b></p> <p>Local Govt. Members:                      Cr Buchan, Deputy Mayor                      Cr Jones</p> <p>Alternative Members:                      1. Mayor Hamblin                      2. Cr Jecks</p>	<p>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.</p> <p><i>Note: Members are required to undertake training prior to acting in the role</i></p> <ul style="list-style-type: none"> <li>- As required</li> <li>- Any Local Government within South West Corridor</li> </ul>	<p>Local Govt. Members:                      Cr                      Cr</p>	<p>Alternative Members:                      1. Cr                      2. Cr</p>	<p>Planning and Development Services                      Manager Statutory Planning</p>
<p><b>Jandakot Airport Community Aviation Consulting Group (JACACG)</b></p> <p>Cr Hudson</p>	<p>The role and purpose of the JACACG is to provide a forum for community consultation, which will:</p> <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>	<p>Cr</p>	<p>No deputy required</p>	<p>General Management Services                      Chief Executive Officer</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Local Emergency Management Advisory Committee</b></p> <p>Cr Schmidt</p> <p><i>Cr Buchanan (Deputy)</i></p>	<p>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.</p> <ul style="list-style-type: none"> <li>- Quarterly</li> <li>- Third Wednesday</li> <li>- 10am</li> <li>- City of Rockingham</li> </ul>	Cr	Cr	<p>Planning and Development Services                      Emergency Liaison Coordinator</p>
<p><b>Main Roads Regional Grants Committee</b></p> <p>Cr Wormall</p>	<p>To review the Road Funding Grant applications made by Metropolitan Councils and make recommendations to the State Road Funds to Local Advisory Committee.</p> <ul style="list-style-type: none"> <li>- As required (usually 2-3 per annum)</li> <li>- A Council within Perth South West Metropolitan Alliance or Main Roads WA</li> <li>- 4:00pm</li> </ul>	Cr	Cr	<p>Asset Services                      Manager Technical Services</p>
<p><b>Peel-Harvey Catchment Council</b></p> <p>Cr Schmidt</p> <p><i>Cr Jecks (Deputy)</i></p>	<p>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</p> <ul style="list-style-type: none"> <li>- Bi-monthly</li> <li>- Third Thursday</li> </ul>	Cr	Cr	<p>Planning and Development Services                      Manager Strategic Planning and Environment</p>
<p><b>Peron Naturaliste Partnership Board</b></p> <p>Cr Jones</p> <p><i>Cr Buchan (Deputy)</i></p>	<p>Regional body representing coastal and estuarine local governments of Bunbury, Busselton, Mandurah, Rockingham, Capel, Dardanup, Harvey and Waroona on coastal and climate change issues.</p> <ul style="list-style-type: none"> <li>- At least three times a year</li> <li>- Meetings typically held on a Friday at various locations (usually in the Bunbury region)</li> </ul>	Cr	Cr	<p>Planning and Development Services                      Manager Strategic Planning and Environment</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Perth South West Environmental Reference Forum</b></p> <p>Cr Schmidt</p> <p><i>Cr Jones (Deputy)</i></p>	<ul style="list-style-type: none"> <li>· Oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the PSWMA</li> <li>· Provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy.</li> <li>· Actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region.</li> <li>· Identify opportunities to improve collaboration on NRM activities between PSWMA member Councils and stakeholder organisations.</li> </ul> <p>- 4 to 6 times per year</p>	<p>Cr</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>	<p>Cr</p>	<p>Planning and Development Services Manager Strategic Planning and Environment</p>
<p><b>Perth South West Metropolitan Alliance (PSWMA)</b></p> <p><i>Representation as per Memorandum of Understanding</i></p> <p>Mayor Hamblin Chief Executive Officer</p>	<p>Comprised of Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham local government authorities.</p> <p>The role is to:</p> <ul style="list-style-type: none"> <li>· Chart the strategic direction of the PSWMA</li> <li>· Prioritise and oversight the activities and projects of the PSWMA</li> <li>· Consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments</li> <li>· Consider reports and other formal documents of the PSWMA</li> <li>· Consider advice from committees and groups as required.</li> </ul> <p>- 4 to 6 times per year - various locations (host Council)</p>	<p>Mayor Chief Executive Officer</p>	<p>No deputy required</p>	<p>General Management Services Chief Executive Officer</p>
<p><b>Point Peron Rehabilitation Committee</b></p> <p>Cr Hudson</p> <p><i>Cr Wormall (Deputy)</i></p>	<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> <p>- As required</p>	<p>Cr</p>	<p>Cr</p>	<p>Planning and Development Services Manager Statutory Planning</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Rockingham Lakes Regional Park Advisory Committee</b></p> <p>Cr Jones</p> <p><i>Cr Buchanan (Deputy)</i></p>	<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</p>	<p>Cr</p>	<p>Asset Services                      Manager Park Services</p>
<p><b>South West Corridor Development Foundation (SWCDF)</b></p> <p>Cr Schmidt</p> <p><i>Cr Jones (Deputy)</i></p>	<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</p>	<p>Cr</p>	<p>Planning and Development Services                      Manager Strategic Planning and Environment</p>

*Note: The same rep and deputy will be appointed to both SWCDF and the Perth South West Environmental Reference Forum in a combined capacity.*

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>South West District Planning Committee</b></p> <p>Cr Buchan</p>	<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> <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>	<p><i>Chairperson of the City's Planning and Asset Services Committee to be appointed</i></p>	<p>No deputy required</p>	<p>Planning and Development Services Manager Statutory Planning</p>

Committee / Current Representatives	Terms of Reference / Meeting Details	Representatives appointed October 2025 to October 2027 <i>(as per composition)</i>	Deputy/ies appointed October 2025 to October 2027	Executive Support / Responsible Officer
<p><b>Western Australian Local Government Association – South Metropolitan Zone</b></p> <p>Cr Buchanan                      Cr Jecks                      Cr Schmidt</p>	<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                      Cr                      Cr</p>	<p>Cr</p>	<p>General Management Services                      Chief Executive Officer</p>

# City of Rockingham – Governance and Councillor Support

## Guidance Notes for Position of Deputy Mayor

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- The council is to elect a Council Member (other than the mayor) to fill the office.
- The election is to be conducted by the CEO in accordance with the procedure prescribed.
- Nominations for the office of Deputy Mayor are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations who will announce a time for close of nominations, which will be a sufficient time after the announcement that nominations are about to close.
- If a Council Member is nominated by another Council Member, the person conducting the election is not to accept the nomination unless the nominee has advised verbally or in writing that they are willing to be nominated for the office.
- Nominees for the position shall have the opportunity to address the Council for ten minutes per person prior to the election vote. A further period of five minutes may be granted to each nominee if the majority of the Council so agree.
- The Council Members are to vote on the matter by secret ballot as if they were electors voting at an election.
- The votes are to be counted and a successful candidate determined, in accordance Schedule 4.1 of the *Local Government Act 1995* which deals with determining the result of an election. In the case of an equality of votes the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- Any nomination may be withdrawn or new nominations, in writing, may be received before or when the Special Meeting of Council commences.
- If a further election for Deputy Mayor needs to be held the Council Members are to vote again on the matter by secret ballot as if they were voting at an election.
- If there is again an equality of votes so that a successful candidate cannot be determined, the person conducting the election will draw lots to determine which candidate is elected as Deputy Mayor.
- The person successfully elected as Deputy Mayor must then make a declaration in accordance with section 2.29 of the *Local Government Act (1995)* before acting in the office.

**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.