



# Council Agenda

**SPECIAL COUNCIL MEETING**

**6.00pm, 29 October 2019**

**Council Chambers, Civic Centre, Dundebur Road, Wanneroo**

# RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

## Objective

- To ensure there is a process in place to outline the access to recorded Council Meetings.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

## Implications

City of Wanneroo Strategic Community Plan 2017/2018 to 2026/2027:

*“4 Civic Leadership*

*4.2 Good Governance*

*4.2.1 Provide transparent and accountable governance and leadership”*

Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.

## Implementation

This Policy shall be printed within the Agenda of all Council Meetings which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors; and
- Special Electors Meeting.

To advise the public that the proceedings of the meeting are recorded.

## Evaluation and Review Provisions

### ***Recording of Proceedings***

1. Proceedings for Council Meetings; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings of a Council Meeting, which is closed to the public, shall be recorded where the Council resolves to do so.
3. No member of the public is to use any audio visual technology or devices to record the proceedings of a Council or Committee Meeting, without the written permission of the Mayor or the Mayors Delegate.

### ***Access to Recordings***

4. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre. Costs of providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings; as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
5. Elected Members may request a copy of the recording of the Council proceedings at no charge.
6. All Elected Members are to be notified when recordings are requested by members of the public, and of Council.
7. Transcripts can be produced on the request of the Chief Executive Officer and will include staff time set by the City's Schedule of Fees and Charges.



# City of Wanneroo

Notice is given that the next Special Council Meeting will be held at the Council Chambers, Civic Centre, Dundobar Road, Wanneroo on **Tuesday 29 October, 2019** commencing at **6.00pm**.

D Simms  
Chief Executive Officer  
24 October, 2019

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# A G E N D A

*Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this city and this region and I invite you to bow your head in prayer:*

*Lord*

*We ask for your blessing upon our City, our community and our Council. Guide us in our decision making to act fairly, without fear or favour and with compassion, integrity and honesty. May we show true leadership, be inclusive of all, and guide the City of Wanneroo to a prosperous future that all may share. We ask this in your name.*

*Amen*

## **Item 1 Attendances**

## **Item 2 Apologies and Leave of Absence**

## **Item 3 Public Question Time**

In accordance with Section 7(4)(b) of the *Local Government (Administration) Regulations 1996*, a Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting. It is therefore requested that only questions that relate to items on the agenda be asked.

## **Item 4 Reports**

**Declarations of Interest by Elected Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.**

### **Corporate Strategy & Performance**

### **Council & Corporate Support**

### **SCS01-10/19 Election of Deputy Mayor**

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File Ref:	1863 – 19/322339
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	Nil

## **Issue**

To consider electing the Deputy Mayor for the City.

## **Background**

In accordance with the Act, Schedule 2.3, Division 2, Clause 7. *When council elects deputy mayor or deputy president –*

- “(1) If the local government has an elector mayor or president the office of the deputy mayor or deputy president is to be filled as the first matter dealt with –*
- (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
- (b) at the first meeting of council after an extraordinary vacancy occurs in the office.”*

Upon election of the Deputy Mayor, the incumbent is required to make a Declaration of Office.

The role of the Deputy Mayor, in accordance with Section 5.34 of the Act, is to perform the functions of the Mayor if –

- a) The office of the Mayor is vacant; or
- b) The Mayor is not available or is unable or unwilling to perform the functions of the mayor.

The role of the Mayor, in accordance with Section 2.8 of the Act is –

- a) Presides at meetings in accordance with the Act;
- b) Provides leadership and guidance to the community in the City.
- c) Carries out civic and ceremonial duties on behalf of the City.
- d) Performs such other functions as are given to the Mayor by the Act or any other written law; and
- e) Liaises with the Chief Executive Officer on the City's affairs and the performance of its functions. .

## **Detail**

The appointment of the Deputy Mayor is for a two (2) year term, with the role being re-elected every Ordinary Council Election cycle.

Councillors may nominate themselves or another Councillor for the role of Deputy Mayor. Nomination forms for the role have been circulated to all Councillors and where possible, nominations should be lodged with the CEO prior to the commencement of the Special Council Meeting.

Should there be more than one nomination; a secret ballot will be held to appoint the Deputy Mayor, in accordance with the Act, Schedule 2.3, Division 2, Clause 8. *How deputy mayor or deputy president is elected*, which states –

- “(2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.”*

The procedure to elect the Deputy Mayor, as agreed to by the CEO, is as follows:

1. Council is to elect a Councillor to fill the role of Deputy Mayor.
2. Nominations for the role of Deputy Mayor are to be made using a nomination form and close at the Special Council Meeting at a time announced by the Mayor, who is conducting the election.
3. If a Councillor is nominated by another Councillor, the Mayor is not to accept the nomination unless the nominee has advised either orally, or in writing, that he or she is willing to accept the nomination for the role of Deputy Mayor.

4. As per the *Local Government (Constitution) Amendment Regulations 2005*, (the Constitution) Regulation 11A, if there is more than one nominee announced by the Mayor, Elected Members are to vote via a secret ballot form as per Form 10 of the *Local Government (Election) Regulations 1997* (the Regulations). Elected Members will be asked to indicate their vote by placing a tick against their preference as shown on the ballot paper, and include their ballot in the ballot box provided.
5. Subject to the Act, Schedule 2.3, Division 2, Clause 9(1), the votes cast under Clause 8(5) are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Act, as if the votes were cast at an election.
6. As soon as the result of the election of Deputy Mayor is known, the Mayor is to declare and provide notice in accordance with the Regulations.
7. If, when the votes are counted, there are an equal number of votes between two or more nominees who are the only nominees in, or remaining in the count, the count is to be discontinued. In accordance with Act, Schedule 2.3, Division 2, Clause 9(1), a Special Council Meeting will be convened no more than seven (7) days later.
8. Should this situation arise, the Special Council Meeting will be closed and a new Special Council Meeting convened.
9. All nominations for the Deputy Mayor role may be withdrawn and further nominations made before, or when the new Special Council Meeting is convened.
10. When the new Special Council Meeting is held, Elected Members are to vote again for the role of Deputy Mayor again by secret ballot, as if they were voting in an election.
11. The votes are to be counted and the successful candidate is determined.
12. The candidate who receives the greater number of votes is elected.
13. If there is still an equal number of votes between nominees following a second count, the Returning Officer will draw lots in accordance with the Regulations, Regulation 77A to determine the candidate to be elected to the role of Deputy Mayor.

## Consultation

Nil

## Comment

The role of Deputy Mayor has no specific statutory role or responsibility beyond that of a Councillor; however, in the case that the Mayor role is vacant, the Mayor is not available or unwilling to perform his or her functions, the Deputy Mayor will perform the functions of the Mayor.

An annual local government allowance is paid to the Deputy Mayor under Section 5.98A(1) of the Act, and Regulation 33A, which is 35% of the annual local government allowance payable to the Mayor.

The Deputy Mayor's term of office begins when he or she is elected to the role and ends at the next Ordinary Council Election day, or if the Deputy ceases to be a Councillor, resigns from the office, does not make the declaration as required or is elected subsequently as Mayor.

## **Statutory Compliance**

As shown in the body of this Report, the Act, Schedule 2.3, Division 2, Clauses 7, 8 and 9. and Sections 2.8, 5.34 and 5.98.

## **Strategic Implications**

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

*“4 Civic Leadership*

*4.1 Working with Others*

*4.1.3 Advocate and collaborate for the benefit of the City”*

## **Risk Management Considerations**

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Voting Requirements**

Simple Majority

## **Recommendation**

**That Council ELECTS Councillor \_\_\_\_\_ to fill the role of Deputy Mayor for the City of Wanneroo.**

*Attachments: Nil*

## SCS02-10/19 Appointment of Delegates and Deputy Delegates to Committees and Advisory/ Working Groups

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File Ref: 2379V01 – 19/296922  
Responsible Officer: Director Corporate Strategy & Performance  
Disclosure of Interest: Nil  
Attachments: 2

### Issue

To consider the appointment of Delegates and Deputy Delegates to various City Committees and Advisory/ Working Groups; as well as external Councils, Committees and Boards.

### Background

The City has established seven (7) Committees in accordance with Section 5.8 of the Act to assist with its functions. Committee membership is comprised of Elected Members and as required, community members and/or representatives from other organisations. The intent of these Committees is to provide specialised input into Council's decision making process. However, as no City Committee has delegated authority, all decisions must still be made by resolution of Council.

Council applies the same process to the appointment of representatives to its Advisory/ Working Groups, although these Groups are not required to comply with the Act. Council may also appoint representatives to external groups when requests are received to do so.

In accordance with the Act, Section 5.11 states:

*“(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 –*  
*...(d) the next ordinary elections day,...*”

The current Committee members were appointed following the 2017 Local Government Election with their tenure having expired on 19 October 2019, the 2019 Local Government Election Day.

Council is now required to consider the appointment of representatives to its various Committees and Advisory/ Working Groups; as well as external Councils, Committees and Boards.

### Detail

Council has seven (7) Committees and 15 Advisory/Working Groups, which require membership from Elected Members (**Attachment 1** refers).

In addition, the City is affiliated with 16 other local and regional groups which require membership from the City's Elected Members (**Attachment 2** refers):

#### 1. Metro North-West Joint Development Assessment Panel (JDAP)

In accordance with Regulation 26 of the *Planning and Development (Development Assessment Panel) Regulations 2011*, Council is required to nominate four (4) Elected Members (Two Elected Members will be 'Local Members', and two 'Deputy



Local Members' to be called on if an issue of quorum arises). Appointment is determined by the Minister and is for a period of up to three (3) years.

JDAP 'Local Members' may receive payments, as set out below for their attendance at training sessions and/ or meetings, as per the *Planning and Development (Development Assessment Panel) Regulations 2011*, Schedule 2 – Fees for DAP Members (Regulation 30, 31):

Item		Member Fee
2.	Fee for any other member per meeting to determine development applications.	\$425.00
4.	Fee per meeting for any other member to determine applications to amend or cancel determination	\$100.00
6.	Fee for any other member attending proceeding in State Administrative Tribunal.	\$425.00
7.	Fee for training for DAP members.	\$400.00
8.	Fee for re-training for DAP members.	\$200.00

The following Elected Members have been appointed to the JDAP, with their terms ending 26 January 2020.

Delegate	Deputy Delegate
Councillor Frank Cvitan	Samantha Fenn ( <i>vacant</i> )
Russell Driver ( <i>vacant</i> )	Councillor Sonet Coetzee

The vacant positions will remain as such, with Cr Coetzee as delegate in place of Russell Driver until the Minister determines representatives after 26 January 2020. Delegates and Deputy Delegates nominated from this meeting will be put in place after the expiry for a period of two years. Cr Coetzee and Cr Cvitan whose terms expire on 26 January 2020 are eligible for re-consideration.

## 2. Mindarie Regional Council (MRC)

The MRC is one of WA's largest Waste Management Authorities assisting its Member Councils, these being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo, and the Towns of Cambridge and Victoria Park. Situated in Perth's northern corridor and disposing of over 250,000 tonnes of waste generated each year by people living in its seven government localities. Council is required to appoint two (2) Elected Members to the MRC.

Currently, the sitting fees for Members, as well as allowances, are as below:

Membership Type/ Allowance	Member Fee
Chairperson	\$15,450
Deputy Chairperson	\$10,300
Councillor	\$10,300
Technology Allowance	\$1,000

Should any appointed Delegate be unable to attend a meeting, an apology is required to be received in advance to allow Council to appoint a substitute for that meeting and a \$140.00 meeting fee will apply. The reason for this is that MRC's Terms of Reference (**ToR**) do not support the appointment of a Deputy for meetings.

As MRC's ToR end each financial year (30 June 2020), Administration recommends that Council allow the newly appointed Delegates to the MRC to remain until the next Ordinary Council Elections in October 2021, in line with the election cycle to avoid a further nomination of delegates on 1 July 2020.

### 3. **Tamala Park Regional Council (TPRC)**

TPRC is the corporate entity representing the interests of seven local governments in the urban development of 180 hectares of land in Clarkson and Mindarie in Perth's northern suburbs.

The seven (7) local governments involved are the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo, and the Towns of Cambridge and Victoria Park. These local governments are joint owners of Lot 9504, which covers an area of 432 hectares in the district of the City of Wanneroo. TPRC was formed to implement the urban development of the Tamala Park Project.

Council is required to appoint two (2) Elected Members as Delegates and two (2) Elected Members as Deputy Delegates to the TPRC, with each Deputy Delegate being a Deputy for a specific Delegate.

Currently, the sitting fees for Members, as well as allowances, are as below:

Membership Type/ Allowance	Member Fee
Chairperson	\$15,682
Deputy Chairperson	\$10,455
Councillor	\$10,455
Additional Allowance per annum for Chairperson (25% paid to Deputy Chairperson)	\$19,864

Members do not claim separate telephone, IT allowances or travelling allowances for meetings. Elected Members allowances are made quarterly in arrears.

### 4. **Western Australian Local Government Association (WALGA) North Metropolitan Zone**

The WALGA North Metropolitan Zone presents issues from the Cities of Wanneroo, Joondalup and Stirling to the WALGA State Council. Council appoints four (4) Elected Members as Delegates and four (4) Elected Members as Deputy Delegates to the WALGA North Metropolitan Zone, with each Deputy Delegate being a Deputy for a specific Delegate.

WALGA State Council is the voice of local government in Western Australia and advocates on behalf of WA's local governments and negotiates service agreements for the sector. It is not a government department or agency. Each of the Zones elect a State Council representative and Deputy at the November 2019 Zone Meeting. North Metropolitan Zone will be electing their Delegates at the 28 November 2019 Meeting.

WALGA State Council pays sitting fees of \$3,500 per annum to State Councillors and \$405.00 per meeting attended by Deputy State Councillors for every meeting attended. Expenses are also reimbursed for State Councillors and Deputy State Councillors incurred whilst attending State Council meetings.

## 5. Elderbloom Community Care Centre's Board of Management

Council at its Ordinary Meeting of 31 October 2017 resolved the following in part:

*"That Council, BY ABSOLUTE MAJORITY APPOINTS the following elected members to committees, working groups and external committees/boards in accordance with their Terms of Reference where applicable:-*

5. *Eldbloom Community Care Centres Board of Management – two delegates and one deputy delegate;..."*

The Act, Section 5.11 states that where a person is appointed as a member of a committee under Section 5.10 the person's membership continues until the next ordinary Election Day. Notwithstanding the provisions of the Act and the above Council resolution, the Elderbloom Board's Constitution (updated 9 May 2019 and accepted by the Department of Mines, Industry Regulation and Mines) states the following:

### *"...9. MANAGEMENT COMMITTEE*

#### *9.2 The Board shall consist of:*

*9.2.2.1. an elected councillor sitting on Council; or*

*9.2.2.2. an employee of the City of Wanneroo;*

#### *9.3. In order to effect their appointment or appointments, as the case may be, each of:*

*9.3.1. the Council;*

*9.3.2. the President for the time being of the Rotary Club of Wanneroo; and*

*9.3.3. the relevant representatives of the Residents' Committee,*

*must, by not later than 10 September in each year, advise the Chairperson by notice in writing of their respective appointments to the Board. An appointment made under this provision takes effect on the day of the next Annual General Meeting..."*

Therefore, the Elderbloom Board's Constitution requires Council to re-nominate one Delegate and one Deputy Delegate for consideration its Annual General Meeting. The minimum notice period is up until 10 September 2019 as per the Constitution date requirements; however, agreement to extend this date to the Ordinary Council Meeting of 24 September 2019 was granted.

At the Ordinary Council Meeting on 24 September 2019, Council resolved the following (CS09-09/19 Appointment of Delegate and Deputy Delegate to Elderbloom Community Care Centre Board of Management):

*"That the Motion be deferred to the next Special Council Meeting on 29 October 2019, and both current Delegates (Councillor Cvitan and Fenn) attend the next Elderbloom Community Centre Board of Management Meeting as representatives from the City of Wanneroo."*

Therefore, the appointment of the Delegate and Deputy Delegate will be determined at this Special Council Meeting until the 2021 October Elections.

## Consultation

Nil

## Comment

The establishment of Committees and Advisory/ Working Groups assists the Council to perform its legislative responsibilities and representation on external Councils, Committees and Boards allows the City to have input into various issues that face the local government industry.

Where there are more nominations than vacancies for representation, a ballot will need to be conducted; however, Council has the discretion to amend the ToR for any Committee or Advisory/ Working Group, should Council deem it appropriate to change the representation. There is no discretion to amend a ToR for external Councils, Committees and Boards.

## Statutory Compliance

Sections 5.8 Establishment of committees, Section 5.9 Committees, types of, Section 5.10 Committee members, appointment of, and Section 5.11 Committee membership, tenure of.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.1 Working with Others

4.1.1 Build effective partnerships and demonstrate leadership in local government at regional, state and national levels”

## Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Absolute Majority

## Recommendation

**That Council, by ABSOLUTE MAJORITY, APPOINTS the following Elected Members to:**

- 1. External Council's Committees and Boards as per their Terms of Reference until the October 2021 Election Day, as below:**

a) **Construction Reference Group – Wanneroo Road and Ocean Reef Road –**

<b>Two Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

b) **Department of Transport Two Rocks Reference Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts</b>
<b>One North Coast Ward Councillor:</b>

c) **Elderbloom Community Care Centre's Board of Management –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

d) **Joondalup Health Campus Community Board of Advice –**

<b>One Delegate</b>
<b>Elected Member:</b>

e) **Metro North-West Joint Development Assessment Panel:**

- i. Pursuant to Regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, **NOMINATES –**

<b>Two Local Members</b>	<b>Two Deputy Local Members</b>
<b>Elected Member:</b>	<b>Elected Member:</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

- ii. **ADVISES** the Minister for Transport; Planning of the nominations.

f) **Mindarie Regional Council (*automatic appointment to the City of Wanneroo Waste Management Advisory Committee*) –**

<b>Two Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

g) **North West Regional Road Sub Group –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

h) **Tamala Park Regional Council –**

<b>Two Delegates</b>	<b>Two Deputy Delegates</b>
<b>Elected Member:</b>	<b>Elected Member:</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

i) **Wanneroo Agricultural Society –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

j) **Wanneroo and Districts Historical Society –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

k) **Wanneroo/ Joondalup Local Emergency Management Committee and North West District Emergency Management Committee –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

l) **Western Australian Local Government Association North Metropolitan Zone –**

<b>Four Delegates</b>	<b>Four Deputy Delegates</b>
<b>Elected Member:</b>	<b>Elected Member:</b>
<b>Elected Member:</b>	<b>Elected Member:</b>
<b>Elected Member:</b>	<b>Elected Member:</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

m) **Yanchep/ Two Rocks Community Bus Management Committee –**

<b>One North Coast Ward Delegate</b>	<b>One North Coast Ward Deputy Delegate</b>
<b>Councillor:</b>	<b>Councillor:</b>

n) **Yellagonga Regional Park Community Advisory Committee –**

<b>One Delegate</b>	<b>One Deputy Delegate</b>
<b>Elected Member:</b>	<b>Elected Member:</b>

2. City of Wanneroo internal Committees and Advisory/ Working Groups as per their Terms of Reference, as below:

a) Arts Advisory Committee –

<b>Two Delegates</b>
Elected Member:
Elected Member:

b) Audit and Risk Committee (*Council may determine to appoint one or more persons to the Committee who are external and independent to the Council*)

<b>Minimum of Three (possibly all) Elected Members (<i>one being Mayor Tracey Roberts</i>)</b>
<b>Mayor Tracey Roberts</b>
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

c) Bush Fire Advisory Committee –

<b>One Delegate</b>	<b>One Deputy Delegate</b>
Elected Member:	Elected Member:

**d) Community Funding Working Group –**

<b>Delegates</b>	<b>Deputy Delegates (<i>one from each Ward</i>)</b>
<b>Mayor Tracey Roberts</b>	<b>N/A</b>
<b>One Central Ward Councillor:</b>	<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>	<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>	<b>One South Ward Councillor:</b>

**e) Community Safety Working Group –**

<b>Delegates</b>	<b>Deputy Delegates (<i>one from each Ward</i>)</b>
<b>Mayor Tracey Roberts</b>	<b>N/A</b>
<b>One Central Ward Councillor:</b>	<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>	<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>	<b>One South Ward Councillor:</b>

**f) Community Support and Financial Assistance Working Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts or nominee</b>
<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>

**g) Environmental Advisory Committee –**

<b>Three Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

**h) Festival and Cultural Events Committee –**

<b>Delegates</b>	<b>Deputy Delegates (<i>one from each Ward</i>)</b>
<b>Mayor Tracey Roberts</b>	<b>N/A</b>
<b>One Central Ward Councillor:</b>	<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>	<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>	<b>One South Ward Councillor:</b>



i) **Heritage Services Advisory Group –**

<b>Three Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

j) **Multicultural Advisory Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts or nominee</b>
<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>

k) **Neerabup Industrial Area Development Working Group – Delegates:**

<b>Delegates</b>
<b>Mayor Tracey Roberts or nominee</b>
<b>Audit and Risk Committee Chairperson</b>
<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>

l) **North Coast Cycling Facility Master Plan Implementation Working Group – Delegates:**

<b>Delegates</b>
<b>All North Coast Ward Councillors: Linda Aitken, Chris Baker, Sonet Coetzee, Lewis Flood and Natalie Sangalli</b>
<b>One Central Ward Councillor:</b>
<b>One South Ward Councillor:</b>

m) **Quinns Beach Long Term Coastal Protection Community Reference Group – Delegates:**

<b>Delegates</b>
<b>Mayor Tracey Roberts</b>
<b>All North Coast Ward Councillors: Linda Aitken, Chris Baker, Sonet Coetzee, Lewis Flood and Natalie Sangalli.</b>

n) **Quinns Rocks Caravan Park Re-Development – Councillor Working Group – Delegates:**

Delegates	Deputy Delegates ( <i>one from each Ward</i> )
Mayor Tracey Roberts	N/A
All North Coast Ward Councillors: Linda Aitken, Chris Baker, Sonet Coetzee, Lewis Flood and Natalie Sangalli	N/A
One Central Ward Councillor:	One Central Ward Councillor:
One South Ward Councillor:	One South Ward Councillor:

**o) Reconciliation Action Plan Working Group –**

<b>Three Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

**p) Revenue Review Committee –**

[illegible]

<b>Councillor:</b>

**q) RoadWise Working Group –**

<b>Three Delegates</b>
<b>Elected Member:</b>
<b>Elected Member:</b>
<b>Elected Member:</b>

**r) Wanneroo BMX Raceway Club Relocation Working Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts</b>
<b>All Central Ward Councillors: Frank Cvitan, Jacqueline Huntley, Paul Miles and Dot Newton.</b>

**s) Wanneroo Business and Tourism Development Working Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts or nominee</b>
<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>

**t) Wanneroo Town Centre Advisory Group – Delegates:**

<b>Delegates</b>
<b>Mayor Tracey Roberts</b>
<b>All Central Ward Councillors: Frank Cvitan, Jacqueline Huntley, Paul Miles and Dot Newton.</b>

**u) Waste Management Advisory Committee – Delegates:**

<b>Delegates</b>
<b>Mayor Tracey Roberts</b>
<b>Mindarie Regional Council representatives</b>
<b>One Central Ward Councillor:</b>
<b>One North Coast Ward Councillor:</b>
<b>One South Ward Councillor:</b>

**v) Yanchep Lagoon Community Working Group –**

<b>Delegates</b>
<b>Mayor Tracey Roberts or nominee</b>
<b>All North Coast Ward Councillors: Linda Aitken, Chris Baker, Sonet Coetzee, Lewis Flood and Natalie Sangalli</b>

*Attachments:*

- 1 [!\[\]\(4c660a3c4ce1da3313488b7854f55083\_img.jpg\)](#). Attachment 1 - Internal Appointments for Council 19/322278[v3]  
2 [!\[\]\(f01c435bb39e3068a9b4895c9a993158\_img.jpg\)](#). Attachment 2 - External Appointments for Council 19/322180[v5]

## Internal Appointments

	Title	Role	Elected Member Representation	Time and Frequency of Meetings
a)	Arts Advisory Committee	To provide advice on matters relating to the arts.	Two Delegates	Four meetings per year
b)	Audit and Risk Committee	Review matters associated with the City's audit process comprises all elected members operating as a Committee of council as a whole. No delegated authority.	Minimum of three Elected Members ( <i>one being Mayor Tracey Roberts</i> )	Six meetings per year
c)	Bush Fire Advisory Committee	To advise Council with regards to matters relating to bush fire mitigation/planning within the City of Wanneroo.	One Delegate  One Deputy Delegate	As required  Minimum two meetings per year
d)	Community Funding Working Group	The ranking of each application made under the program against funding criteria and eligibility. The provision of recommendations to Council regarding Community Funding distribution at the conclusion of each round of the program.	<i>Delegates:</i> Mayor One Central Ward One North Coast Ward One South Ward  <i>Deputy Delegates:</i> One Central Ward One North Coast Ward One South Ward	Two meetings per year
e)	Community Safety Working Group	To work in partnership with the community and the WA Police to develop a strategic approach to ensure the safety and wellbeing of the wider community of the City Of Wanneroo. This will be achieved through the development of planned actions and ongoing direction of the Safer Citizens program in consultation with the local communities and relevant Government instrumentalities.	<i>Delegates:</i> Mayor One Central Ward One North Coast Ward One South Ward  <i>Deputy Delegates:</i> One Central Ward One North Coast Ward One South Ward	Four meetings per year

f)	Community Support and Financial Assistance Working Group	To provide strategic advice and guidance with regard to the development of process improvements to improve access to community support and financial assistance for the betterment of community outcomes.	<i>Delegates:</i> Mayor or nominee One Central Ward One North Coast Ward One South Ward	Quarterly basis
g)	Environmental Advisory Committee	To provide a means of participatory two-way communication between the community and the City of Wanneroo on environmental issues.  To assist Council with the identification of environmental issues and the development of strategies relating to these issues.	Three Delegates	Quarterly basis
h)	Festival and Cultural Events Committee	To recommend to Council on policy matters pertaining to the promotion of the City's culture through festivals and events.	<i>Delegates:</i> Mayor One Central Ward One North Coast Ward One South Ward  <i>Deputy Delegates:</i> One Central Ward One North Coast Ward One South Ward	As required
i)	Heritage Services Advisory Group	To provide advice to Council on policy related to heritage matters.	Three Delegates	As required
j)	Multicultural Advisory Group	To provide a strong link between the City of Wanneroo (the City) and its culturally and linguistically diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP).	<i>Delegates:</i> Mayor or nominee One Central Ward One North Coast Ward One South Ward	Four meetings per year
k)	Neerabup Industrial Area Development Working Group	To provide guidance and direction so that the Project develops in line with the Council's strategic position.	<i>Delegates:</i> Mayor Chair of Audit and Risk Committee One Central Ward One North Coast Ward	As required

			One South Ward	
l)	North Coast Cycling Facility Master Plan Implementation Working Group	To provide strategic advice and guidance with regard to the implementation of the North Coast Cycling Facility Master Plan.	<i>Delegates:</i> All North Coast Ward Councillors One Central Ward One South Ward	As required
m)	Quinns Beach Long Term Coastal Protection Community Reference Group	To have input into the development and implementation of long term coastal protection measures for the Quinns Rocks coastline.	<i>Delegates:</i> Mayor All North Coast Ward Councillors	Quarterly minimum basis
n)	Quinns Rocks Caravan Park Re-Development – Councillor Working Group	To participate in the Quinns Rocks Caravan Park re-development project and to act as a conduit to provide updates to Council and/or seek formal direction from Council.	<i>Delegates:</i> Mayor All North Coast Ward Councillors One Central Ward One South Ward  <i>Deputy Delegates:</i> One Central Ward One South Ward	As required
o)	Reconciliation Action Plan Working Group	To develop draft goals to reflect the Relationships, Respect and Opportunities pillars of the City's Reconciliation Action Plan with the aim of long term and genuine engagement with the Aboriginal community in Wanneroo.	Three Delegates	As required
p)	Revenue Review Committee	To provide a forum to advise and make recommendations to Council on matters pertaining to the revenue sources of the City and related policy.	Minimum of three Elected Members ( <i>one being Mayor Tracey Roberts</i> )	As required
q)	RoadWise Working Group	To provide a forum for community liaison, implement community road safety projects and to provide advice to the City of Wanneroo on traffic and road safety issues that affects the residents and transport users within the City.	Three Delegates	Bi-monthly basis
r)	Wanneroo BMX	To progress the relocation of the Wanneroo BMX	<i>Delegates:</i>	As required

	Raceway Club Relocation Working Group	Raceway Club Inc. from Lot 21 (176) Mary Street, Wanneroo.	Mayor All Central Ward Councillors	
s)	Wanneroo Business and Tourism Development Working Group	To participate in the development and promotion of business and tourism development strategies relevant to the Wanneroo region and the North West corridor.	<i>Delegates:</i> Mayor or nominee One Central Ward One North Coast Ward One South Ward	Half-yearly basis
t)	Wanneroo Town Centre Advisory Group	To advise Council on matters relating to the management of land and planning matters and construction projects involved in the redevelopment of the Wanneroo Town Centre.	<i>Delegates:</i> Mayor All Central Ward Councillors	As required
u)	Waste Management Advisory Committee	To provide advice to Council and to the City's representatives on the Mindarie Regional Council on matters relating to waste management within the City  <i>Note: Committee membership must include both delegates to the Mindarie Regional Council.</i>	<i>Delegates:</i> Mayor One Central Ward One South Ward One North Coast Ward Mindarie Regional Council representatives	Quarterly basis
v)	Yanchep Community Lagoon Working Group	To build and maintain local awareness on proposals and important project milestones through implementation of the Yanchep Lagoon Master Plan actions.	<i>Delegates:</i> Mayor All North Ward Councillors	As required



## External Appointments

	Title	Role	Elected Member Representation	Time and Frequency of Meetings
a)	Construction Reference Group – Wanneroo Road and Ocean Reef Road	<ul style="list-style-type: none"> <li>Assist in identifying, discussing and providing advice on stakeholder issues associated with the project during construction;</li> <li>Receive information from Main Roads WA and the contractor for sharing with the wider community;</li> <li>Provide representative stakeholder input into details such as noise wall design, landscaping, wayfinding and temporary traffic management; and</li> <li>Provide advice on any additional ways to communicate with local residents, businesses and/ or other stakeholders.</li> </ul>	Two Delegates	Six meetings per year
b)	Department of Transport Two Rocks Reference Group	To guide long-term planning and progress a vision for the redevelopment of the Two Rocks Marina, including consideration of seagrass wrack accumulation and coastal erosion issues adjacent to the marina.	<i>Delegates:</i> Mayor One North Coast Ward Delegate	Three meetings per year
c)	Elderbloom Community Care Centre's Board of Management	Management body for Belgrade Park Village, Jacaranda Lodge, Wanneroo Community Nursing Home and Barridale Lodge.	One Delegate  One Deputy Delegate	Fourth Wednesday on a monthly basis
d)	Joondalup Health Campus Community Board of Advice	To provide advice to the Joondalup Health Campus regarding community health needs.	One Delegate	Quarterly on a Thursday
e)	Metro North-West Joint Development Assessment Panel	Joint Development Assessment Panel that the City of Wanneroo is part of together with the Cities of Joondalup and Stirling to deal with range of proposed planning reform initiatives and 'significant' development applications.	Two Local Members  Two Deputy Local Members	As required
f)	Mindarie Regional Council	To provide a waste management receipt and treatment operation.  <i>Note: Delegates must also be appointed as members of</i>	Two Delegates	Every 2-3 months

		<i>the City's Waste Management Advisory Committee.</i>		
g)	North West Regional Road Sub Group	Responsible for the assessment of road funding needs the annual distribution of State road funds to Local Government roads, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.	One Delegate One Deputy Delegate	As required
h)	Tamala Park Regional Council	To undertake, in accordance with the objectives, the rezoning, subdivision, development, marketing and sale of the land.  To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to above.	Two Delegates Two Deputy Delegates	Bi-monthly basis
i)	Wanneroo Agricultural Society	To promote the agricultural, horticultural and other associated industries in the Wanneroo District. To conduct the annual Wanneroo Agricultural Show.	One Delegate One Deputy Delegate	Second Monday on a monthly basis
j)	Wanneroo and Districts Historical Society	To foster an interest in the history of the Wanneroo area.	One Delegate One Deputy Delegate	Monthly basis
k)	Wanneroo/ Joondalup Local Emergency Management Committee	Local Emergency Management Committees are created to consist of representatives from all lead hazard response agencies and have a charter to develop and test emergency management plans that address identified risks to communities within each local authority.  <i>Note: Delegates and Deputy Delegates must be the same as North West District Emergency Management Committee.</i>	One Delegate One Deputy Delegate	Thursday on a quarterly basis
l)	North West District Emergency Management Committee	Oversees local emergency management arrangements in the district.  <i>Note: Delegates and Deputy Delegates must be the same as Wanneroo/ Joondalup Local Emergency Management Committee.</i>	One Delegate One Deputy Delegate	Thursday on a quarterly basis
m)	Western Australian	To represent issues from the Cities of Wanneroo,	Four Delegates	Thursday bi-monthly

	Local Government Association North Metropolitan Zone	Joondalup and Stirling back to Western Australian Local Government Association.	Four Deputy Delegates  <i>(Deputy Delegates must be the Deputy for a specific Delegate only)</i>	basis
n)	Western Australian Local Government Association State Council	The Western Australian Local Government Association is the voice of local government in Western Australia. As the peak industry body Western Australian Local Government Association advocates on behalf of the State's 140 Local Governments and negotiates service agreements for the sector. Western Australian Local Government Association is not a government department or agency.  <i>Note: WALGA North Metropolitan Zone to appoint one Delegate and one Deputy Delegate.</i>	One Delegate  One Deputy Delegate	Wednesday bi-monthly basis
o)	Yanchep/ Two Rocks Community Bus Management Committee	To provide a community bus service to those residents of Yanchep and Two Rocks who because of age, ill health, disability or lack of suitable public transport are unable to access health, welfare, recreational or commercial facilities in the City of Wanneroo, Perth and their environs.	One North Coast Ward Delegate  One North Coast Ward Deputy Delegate	Thursday monthly basis
p)	Yellagonga Regional Park Community Advisory Committee	To provide a regular forum to hear public opinion and exchange advice on regional park management issues.	One Delegate  One Deputy Delegate	Thursday quarterly basis

## SCS03-10/19 Determination of Ordinary Council Meeting Dates - January to December 2020

File Ref: 14553V06 – 19/307413  
 Responsible Officer: Director Corporate Strategy & Performance  
 Disclosure of Interest: Nil  
 Attachments: Nil

### Issue

For Council to determine the schedule for the 2020 Ordinary Council Meeting dates.

### Background

The final Ordinary Council Meeting for 2019 is scheduled for Tuesday, 10 December 2019. Following this meeting, Council traditionally commences 'recess' until resuming in late January of the New Year.

This report details the proposed schedule for Ordinary Council Meetings from January to December 2020, for Council's consideration.

### Detail

It is recommended that a schedule of Council Meeting dates be adopted for 2020, and that a four-weekly cycle be continued.

Advanced approval of Council Meeting dates allows forward planning for, and reduces potential conflict with, other civic and community responsibilities, functions and events of Council.

The 2020 Public Holidays (as approved by the *Western Australian Department of Mines, Industry, Regulation and Safety*) are as follows:

Public Holiday	Day/ Date
New Year's Day	Wednesday, 1 January 2020
Australia Day	Monday, 27 January 2020 ( <i>Australia Day Sunday, 26 January 2020</i> )
Labour Day	Monday, 2 March 2020
Good Friday	Friday, 10 April 2020
Easter Monday	Monday, 13 April 2020
ANZAC Day	Saturday, 25 April 2020 Monday, 27 April 2020
Western Australia Day	Monday, 1 June 2020
Queen's Birthday	Monday, 28 September 2020
Christmas Day	Friday, 25 December 2020
Boxing Day	Saturday, 26 December 2020 Monday, 28 December 2020

As stated on the *Western Australian Department of Mines, Industry, Regulation and Safety* website:

*"...When New Year's Day, ANZAC Day, or Christmas Day falls on a Saturday or Sunday the next following Monday is also a public holiday.*

*When Boxing Day falls on a Saturday the next following Monday is also a public holiday..."*

It is important to note the following variation to the standard four weekly meeting arrangements:

- The Briefing Session and Ordinary Council Meeting in February 2020 will be held on a Monday instead of the usual Tuesday;
- A Special Council Meeting will be held prior to the Briefing Session on 23 June 2020. This meeting is for the purpose of adopting the 2020/21 Annual Budget; and
- A Special Council Meeting will be held prior to the Briefing Session on 8 December 2020. This meeting is for the purpose of adopting the Annual Audited Financials 2019/20.

The proposed Ordinary Council Meetings for 2020 are outlined below, with Briefing Sessions held one week prior:

<b>BRIEFING SESSION</b> <i>(All meetings commence at 6:00pm, unless otherwise indicated)</i>	<b>ORDINARY COUNCIL MEETING</b> <i>(All meetings commence at 7:00pm, unless otherwise indicated)</i>
Monday, 3 February 2020	Monday, 10 February 2020
Tuesday, 3 March 2020	Tuesday, 10 March 2020
Tuesday, 31 March 2020	Tuesday, 7 April 2020
Tuesday, 28 April 2020	Tuesday, 5 May 2020
Tuesday, 26 May 2020	Tuesday, 2 June 2020
Tuesday, 23 June 2020	<b>Special Council Meeting</b> Tuesday, 23 June 2020 (5:30pm)  <b>Ordinary Council Meeting</b> Tuesday, 30 June 2020
Tuesday, 21 July 2020	Tuesday, 28 July 2020
Tuesday, 18 August 2020	Tuesday, 25 August 2020
Tuesday, 15 September 2020	Tuesday, 22 September 2020
Tuesday, 13 October 2020	Tuesday, 20 October 2020
Tuesday, 10 November 2020	Tuesday, 17 November 2020
Tuesday, 8 December 2020	<b>Special Council Meeting</b> Tuesday, 8 December 2020 (5:30pm)  <b>Ordinary Council Meeting</b> Tuesday, 15 December 2020

The Annual General Meeting of Electors' will be held on Monday, 14 December 2020.

The final 2019 Council meeting is scheduled for 10 December 2019 and the first Briefing Session of 2020 will commence on 3 February 2020. The resulting recess between 2019 and 2020 will be eight weeks over the Christmas and New Year holiday period.

## Consultation

Nil

## Comment

The recommended program is a continuation of the existing four week cycle for Council meetings. Should Council approve the proposed schedule, local public notice will be given in

accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* (the **Regulations**).

## Statutory Compliance

The Act Section 5.3 and Section 5.4:-

### *“5.3 Ordinary and special council meetings*

- (1) a Council is to hold ordinary meetings and may hold special meetings.*
- (2) Ordinary meetings are to be held not more than 3 months apart.*
- (3) If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

### *5.4 Calling Council meetings*

*An ordinary or special meeting of a Council is to be held –*

- (a) If called for by either –*
  - (i) the Mayor or President; or*
  - (ii) at least 1/3 of the Councillors,*  
*in a notice to the CEO setting out the date and purpose of the proposed meeting; or*
- (b) if so decided by Council.”*

The Regulations, Regulation 12:-

### *“12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year, local government is to give local public notice of the dates on which and the time and place at which –*
  - (a) the ordinary Council meetings; and*
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*  
*are to be held in the next 12 months.*
- (2) a local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) Subject to subregulation (4), if a special meeting of a Council is to be open to members of the public then the local government is to give local public notice of the date, time and place and purpose of the special meeting.*
- (4) If a special meeting of a Council is to be open to members of the public but, in the CEO’s opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO’s opinion, is practicable.”*

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

### *“4 Civic Leadership*

#### *4.2 Good Governance*

##### *4.2.1 Provide transparent and accountable governance and leadership”*

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**Risk Management Considerations**

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council ADOPTS the schedule of 2020 Ordinary Council Meeting dates for the period January to December 2020, as detailed in this report.**

*Attachments: Nil*

**Item 5 Confidential**

Nil

**Item 6 To Be Tabled**

Nil

**Item 7 Date of Next Meeting**

**Item 8 Closure**





## COUNCIL CHAMBERS SEATING DIAGRAM

SCREEN

Mayor  
Tracey Roberts  
JP

Daniel Simms  
CEO

Mustafa Yildiz  
Executive Manager  
Governance & Legal

Cr Hugh Nguyen

Cr Glynis Parker

Cr Dot Newton JP

Cr Jacqueline Huntley

Cr Sonet Coetzee

Cr Natalie Sangalli

Cr Linda Aitken JP

Cr Domenic Zappa

Cr Vinh Nguyen

Cr Brett Treby

Cr Paul Miles

Cr Frank Cvitan JP

Cr Chris Baker

Cr Lewis Flood

Harminder Singh  
Director  
Assets

Noelene Jennings  
Director  
Corporate Strategy  
& Performance

Debbie Terelink  
Director  
Community & Place

Mark Dickson  
Director  
Planning &  
Sustainability

EXIT

MICROPHONE

PUBLIC GALLERY