



Council Agenda

SPECIAL COUNCIL MEETING

6:00pm, 26 October 2021

**Council Chambers (Level 1), Civic Centre,
23 Dundobar 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. Council Members may request a copy of the recording of the Council proceedings at no charge.
6. All Council 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.

COMMONLY USED ACRONYMS AND THEIR MEANING

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
Act	<i>Local Government Act 1995</i>
CBP	City of Wanneroo Corporate Business Plan
CHRMAP	Coastal Hazard Risk Management & Adaption Plan
City	City of Wanneroo
CPI	Consumer Price Index
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DOE	Department of Education Western Australia
DOH	Department of Health
DPLH	Department of Planning Lands and Heritage
DPS2	District Planning Scheme No. 2
DLGSCI	Department of Local Government, Sport and Cultural Industries
DWER	Department of Water and Environmental Regulation
EPA	Environmental Protection Authority
GST	Goods and Services Tax
JDAP	Joint Development Assessment Panel
LTFP	Long Term Financial Plan
MRS	Metropolitan Region Scheme
MRWA	Main Roads Western Australia
POS	Public Open Space
PTA	Public Transport Authority of Western Australia
SAT	State Administrative Tribunal
SCP	City of Wanneroo Strategic Community Plan
WALGA	Western Australian Local Government Association
WAPC	Western Australian Planning Commission



City of Wanneroo

Notice is given that the next Special Council Meeting will be held in the Council Chambers
(Level 1), Civic Centre,
23 Dundobar Road, Wanneroo on **Tuesday 26 October, 2021** commencing at **6:00pm**.

D Simms
Chief Executive Officer
20 October, 2021

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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 Council 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

SCS01-10/21 Election of Deputy Mayor

File Ref:	30104V03 – 21/374019
Responsible Officer:	Director, Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To consider electing the Deputy Mayor for the City of Wanneroo.

Background

In accordance with the Local Government Act 1995 (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-year term, with the role being re-elected after every ordinary council election cycle. The day on which the Deputy Mayor term begins and ends is detailed in the Table to section 2.28 of the Act, item 12 as follows:

Item	Kind of office	How elected	Term begins	Term ends
12.	Deputy mayor or deputy president	Elected at any election	When the person is elected	At the start of the first meeting of the council after the local government's next ordinary elections

Clause 2.15 of the Act - *Filling office of deputy mayor or deputy president*, states that the deputy mayor is to be elected by the Council under Schedule 2.3, Division 2.

Clause 8 and 9 of Schedule 2.3, Division 2 states:

8. How deputy mayor or deputy president is elected

- (1) *The council is to elect a councillor (other than the mayor or president) to fill the office.*
- (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.*
- (3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*
 - (3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*

- (4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.*

9. Votes may be cast a second time

- (1) *If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
- (3) *When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.*

Councillors may nominate themselves or any other Councillor for the role of Deputy Mayor. Nomination forms for the position of Deputy Mayor have been circulated to all Council Members. Nominations should be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations

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 Mayor, is as follows:

1. The office of Deputy Mayor will be filled in accordance with Clause 8 and 9 of Schedule 2.3, Division 2 of the Act.
2. The person conducting the election is the Executive Manager Governance and Legal, Mr Mustaf Yildiz.
3. Nominations for the role of Deputy Mayor are to be made using a nomination form and nominations will close at the Special Council Meeting at a time announced by the person conducting the election.
4. If a Councillor is nominated by another Councillor, the person conducting the election 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.
5. As per the *Local Government (Constitution) Amendment Regulations 2005*, (the Constitution) Regulation 11A, if there is more than one nominee announced by the

person conducting the election, then Council Members are to vote via a secret ballot form as per Form 10 of the *Local Government (Election) Regulations 1997* (the Regulations).

6. Council 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.
7. 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.
8. As soon as the result of the election of Deputy Mayor is known, the person conducting the election is to declare and provide notice in accordance with the Regulations.
9. 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.
10. Should this situation arise, the Special Council Meeting will be closed and a new Special Council Meeting convened.
11. All nominations for the Deputy Mayor role may be withdrawn and further nominations made before, or when, the new Special Council Meeting is convened.
12. When the new Special Council Meeting is held, Council Members are to vote again for the role of Deputy Mayor again by secret ballot, as if they were voting in an election.
13. The votes are to be counted and the successful candidate is determined.
14. The candidate who receives the greater number of votes is elected.

If there is still an equal number of votes between nominees following a second count, the person conducting the election will draw lots in accordance with the Regulation 77A to determine the candidate to be elected to the role of Deputy Mayor which states:

77A. Drawing lots under Act Sch. 4.1 — s. 4.74

- (1) *In this regulation —*

clause 5 means clause 5 of Schedule 4.1 to the Act;

tied candidates means the candidates between whom the drawing of lots is required under clause 5.

- (2) *As soon as possible after the occurrence of a circumstance under which the RO is required to draw lots under clause 5, the RO is to make out in respect of each of the tied candidates a slip bearing the candidate's name.*
- (3) *The RO is to place each of the slips in separate hollow opaque spheres of exact similarity, securely close the spheres, deposit the spheres in an empty container, and securely fasten the container.*
- (4) *Then the RO is to shake and rotate the container and permit anyone else present to do likewise if they so wish.*
- (5) *Then the RO is to open the container, take out and open one of the spheres to obtain the slip enclosed in it.*

- (6) *The steps set out in subregulations (2) to (5) are to be carried out in front of all the people present.*
- (7) *The candidate whose name appears on the slip obtained by the RO in accordance with subregulation (5) is to be elected.*

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's role is vacant, the Mayor is not available or unwilling to perform his or her functions, then 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 25% of the annual local government allowance payable to the Mayor as follows as at October 2021:

Annual Allowance for a Mayor, President, Chair, Deputy Mayor, Deputy President And Deputy Chair	Annual Amount
Deputy Mayoral Allowance (25% of Mayoral Allowance)	\$22,438

Statutory Compliance

As detailed in this Report, the Local Government Act 1995, 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 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.2 - Responsibly and ethically managed

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

The election is by secret ballot if there is more than one nominee.

Recommendation

That Council NOTES that Councillor _____ has been declared elected to fill the role of Deputy Mayor for the City of Wanneroo for a term to conclude at the start of the first meeting of the Council after the local government's next ordinary elections.

Attachments: Nil

SCS02-10/21 Determination of Council Meeting Dates - January to December 2022

File Ref: 30104V03 – 21/374051
 Responsible Officer: Director, Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

To determine the schedule for the 2022 Council meeting dates.

Background

The final Ordinary Council Meeting for 2021 is scheduled for Tuesday, 7 December 2021. Following this meeting, Council traditionally has a 'recess' until resuming in late January/early February of the new year.

This report details the proposed schedule for the January to December 2022 Council meeting dates for Council's consideration.

Detail

It is recommended that a schedule of Council Meeting dates be adopted for 2022, and that the existing four weekly cycle be continued.

Advance 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 2022 Public Holidays (as approved by the *Western Australian Department of Mines, Industry Regulation and Safety*) are as follows:

Public Holiday	Day/Date 2022
New Year's Day	Saturday 1 January and Monday, 3 January
Australia Day	Wednesday, 26 January
Labour Day	Monday, 7 March
Good Friday	Friday, 15 April
Easter Monday	Monday, 18 April
ANZAC Day	Monday, 25 April
Western Australia Day	Monday, 6 June
Queen's Birthday	Monday, 26 September
Christmas Day	Sunday 25 December and Monday, 26 December*
Boxing Day	Monday 26 December* and Tuesday, 27 December

* Monday, 26 December 2022 is a Boxing Day public holiday and also an additional Christmas Day public holiday at the same time.

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...”

Source: (<https://www.commerce.wa.gov.au/labour-relations/public-holidays-western-australia>)

The above public holiday dates do not affect the proposed meeting dates. Minor adjustments will be made to administrative processes to account for the public holidays.

A Special Council Meeting is proposed to be held on 28 June 2022. This meeting is for the purpose of adopting the 2021/22 Annual Budget.

The Annual General Meeting of Electors’ will be held on Tuesday, 13 December 2022.

The proposed Council Meeting schedule for 2022 is outlined below, with Briefing Sessions held one week prior.

Proposed Schedule of 2022 Council Meeting Dates:

BRIEFING SESSION <i>(All meetings commence at 6:00pm, unless otherwise indicated)</i>	ORDINARY COUNCIL MEETING <i>(All meetings commence at 6:00pm, unless otherwise indicated)</i>
Tuesday, 8 February 2022	Tuesday, 15 February 2022
Tuesday, 8 March 2022	Tuesday, 15 March 2022
Tuesday, 5 April 2022	Tuesday, 12 April 2022
Tuesday, 3 May 2022	Tuesday, 10 May 2022
Tuesday, 7 June 2022	Tuesday, 14 June 2022
	Special Council Tuesday, 28 June 2022
Tuesday, 5 July 2022	Tuesday, 12 July 2022
Tuesday, 2 August 2022	Tuesday, 9 August 2022
Tuesday, 6 September 2022	Tuesday, 13 September 2022
Tuesday, 4 October 2022	Tuesday, 11 October 2022
Tuesday, 1 November 2022	Tuesday, 8 November 2022
Tuesday, 29 November 2022	Tuesday, 6 December 2022
	Annual General Meeting Tuesday, 13 December 2022

The final 2021 Ordinary Council meeting is scheduled for Tuesday, 7 December 2021 and the first Briefing Session in 2022 is scheduled for Tuesday, 8 February 2022.

The resulting recess between 2021 and 2022 will be a nine-week recess over the Christmas and New Year holiday period. For comparison, the recess between 2020 and 2021 was eight weeks.

Consultation

Internal consultation was undertaken to ensure the proposed dates align with required timeframes relating to administrative processes.

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 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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 2022 Council Meeting dates for the period January 2022 to December 2022, as detailed in this report.

Attachments: Nil

SCS03-10/21 Appointment of Delegates and Deputy Delegates to Internal and External Committees and Groups

File Ref: 30104V03 – 21/374941
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 five established Committees in accordance with Section 5.8 of the Act to assist with its functions. Committee and Group membership is comprised of Council Members and as required, community members and/or representatives from other organisations.

Council may also appoint representatives to external groups when such requests are received.

In accordance with the Local Government Act 1995 (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 2019 Local Government Election with their tenure having expired on 16 October 2021, being the next ordinary Local Government Election Day. Council applies the same duration for membership appointments to groups.

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

Detail

The City of Wanneroo has five Committees and 16 groups, which require membership from Council Members (**Attachment 1**).

In addition, the City is affiliated with 16 other external local and regional groups which request membership from the City’s Council Members (**Attachment 2**).

The Attachments to this report provide a summary of the key role and expectation of the internal Committees and Groups, as well as the external Councils and groups. The following additional information is provided to assist Council Members in consideration of specific appointments.

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 requested to nominate four Council Members

(Two Council 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.

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 Council Members have been appointed to the JDAP, with their terms ending 26 January 2022.

Delegate	Deputy Delegate
Councillor Frank Cvitan	Councillor Jacqui Huntley
Councillor Vinh Nguyen	Councillor Sonet Coetzee

The Delegates and Deputy Delegates nominated from this Special Council meeting will be in effect from the 26 January 2022 for a period of two years.

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 Council 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), Administration recommends that Council allow the newly appointed Delegates to the MRC to remain until the next Ordinary Council Elections in October 2023, in line with the election cycle to avoid a further nomination of delegates on 1 July 2022 and 1 July 2023.

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 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 Council Members as Delegates and two Council 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	\$15,839
Deputy Chairperson	\$10,560
Councillor	\$10,560
Additional Allowance per annum for Chairperson (25% paid to Deputy Chairperson)	\$20,063

Members do not claim separate telephone, IT allowances or travelling allowances for meetings. Council Members allowances are paid 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 Council Members as Delegates and four Council 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 2021 Zone Meeting. North Metropolitan Zone will be electing their Delegates at the November 2021 Meeting.

WALGA State Council pays sitting fees of \$3,580 per annum to State Councillors and \$415.00 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. Department of Transport Two Rocks Reference Group

The terms of reference for the Department of Transport Two Rocks Reference Group requests a nomination for a North Coast Ward Councillor from the City of Wanneroo to be appointed as the delegate for their group. However under the City's new ward structure the North Coast Ward no longer exists. Therefore, it is recommended that Council nominate its delegate and that the group be advised accordingly.

6. Yanchep/ Two Rocks Community Bus Management Committee Yanchep/ Two Rocks Community Bus Management Committee

The Memorandum of Understanding for the Yanchep/ Two Rocks Community Bus Management Committee Yanchep/ Two Rocks Community Bus Management Committee calls for a North Coast Ward Councillor to be appointed as the delegate for their group. However, under the City's new ward structure the North Coast Ward no longer exists. Therefore, it is recommended that Council nominate its delegate and that the Committee be advised accordingly.

Consultation

Nil

Comment

The establishment of Committees and groups assists the Council to perform its legislative responsibilities and to seek valuable engagement with the community.

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 vote will need to be conducted; however, Council has the discretion to amend the Terms of Reference for any City of Wanneroo Committee or Advisory/ Working Group, should Council deem it appropriate to change the representation. There is no discretion to amend a Terms of Reference for external Councils, Committees and Boards.

Statutory Compliance

The Local Government Act 1995 –

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 2021 – 2031:

6 ~ A future focused City that advocates, engages and partners to progress the priorities of the community

6.3 - Build local partnerships and work together with others

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:

1. Pursuant to Regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, **NOMINATES** the following Council Members to the Metro North-West Joint Development Assessment Panel to take effect from 26 January 2022 and **ADVISES** the Minister for Transport; Planning; Ports of the outcome:

Two Local Members	Two Deputy Local Members
Councillor:	Councillor:
Councillor:	Councillor:

2. **APPOINTS** the following Council Members to External Council's as per their Terms of Reference:

- a) **Mindarie Regional Council** (*automatic appointment to the City of Wanneroo Waste Management Advisory Committee*):

Two Delegates
Councillor:
Councillor:

- b) **Tamala Park Regional Council:**

Two Delegates	Two Deputy Delegates
Councillor:	Councillor:
Councillor:	Councillor:

3. **APPOINTS** the following Council Members to the Western Australian Local Government Association North Metropolitan Zone as per their Terms of Reference:

Four Delegates	Four Deputy Delegates
Councillor:	Councillor:
Councillor:	Councillor:
Councillor:	Councillor:
Councillor:	Councillor:

4. **BY ABSOLUTE MAJORITY APPOINTS** the following Council Members to City of Wanneroo Committees as per their Terms of Reference:

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

Minimum of 3 and maximum of 15 Council Members <i>(one being the Mayor)</i>
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

- b) **Bush Fire Advisory Committee:**

One Delegate	One Deputy Delegate
Councillor:	Councillor:

Mayor and Three Delegates	Three Deputy Delegates
Mayor Tracey Roberts	N/A
Councillor:	Councillor:
Councillor:	Councillor:
Councillor:	Councillor:

[illegible]

e) Waste Management Advisory Committee:

Mayor and Three Delegates
Mayor Tracey Roberts
Councillor:
Mindarie Regional Council Representatives:
Councillor:
Councillor:

5. APPOINTS the following Council Members to City of Wanneroo Advisory Groups as per their Terms of Reference:**a) Arts Advisory Group:**

Two Delegates
Councillor:
Councillor:

b) Business and Tourism Advisory Group:

Mayor and Maximum of Three Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:

c) Environmental Advisory Group:

Three Delegates
Councillor:
Councillor:
Councillor:

d) Heritage Services Advisory Group:

Three Delegates
Councillor :
Councillor:
Councillor:

e) Multicultural Advisory Group:

Mayor and Maximum of Three Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:

f) Quinns Beach Long Term Coastal Protection Advisory Group:

Mayor and Maximum of Five Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

g) Wanneroo Town Centre Advisory Group:

Mayor and maximum of four Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:

6. APPOINTS the following Council Members to City of Wanneroo Reference and Working Groups as per their Terms of Reference:**a) Aboriginal and Torres Strait Islander Community Reference Group:**

Three Delegates
Councillor:
Councillor:
Councillor:

b) Alkimos Aquatic and Recreation Centre Project Working Group:

Mayor and Maximum of Seven Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

c) Community Safety Working Group:

Mayor and Maximum of Three Delegates	Three Deputy Delegates
Mayor Tracey Roberts	N/A
Councillor:	Councillor:
Councillor:	Councillor:
Councillor:	Councillor:

d) Neerabup Industrial Area Development Working Group:

Mayor, Audit & Risk Committee Chairperson and Maximum of Three Delegates
Mayor Tracey Roberts
Audit and Risk Committee Chairperson
Councillor:
Councillor:
Councillor:

e) **North Coast Cycling Facility Master Plan Implementation Working Group:**

Mayor and Maximum of Seven Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

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

Mayor and Maximum of Seven Delegates	Maximum of Two Deputy Delegates
Mayor Tracey Roberts	N/A
Councillor:	Councillor:
Councillor:	Councillor:
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	

g) **RoadWise Advisory Group:**

Delegates
Councillor:
Councillor:
Councillor:

h) **Wanneroo BMX Raceway Club Relocation Working Group:**

Mayor and Maximum of Four Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:

i) **Yanchep Lagoon Community Working Group:**

Mayor and Maximum of Five Delegates
Mayor Tracey Roberts
Councillor:
Councillor:
Councillor:
Councillor:
Councillor:

7. **APPOINTS the following Council Members to External Committees, Groups and Boards as per their Terms of Reference:**a) **Construction Reference Group – Wanneroo Road and Ocean Reef Road:**

Delegates
Councillor:
Councillor:

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

Mayor Roberts and One Delegates
Mayor Tracey Roberts
Councillor:

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

One Delegate	One Deputy Delegate
Councillor:	Councillor:

d) Joondalup Health Campus Community Board of Advice:

One Delegate
Councillor:

e) North West Regional Road Sub Group:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

f) Wanneroo Agricultural Society:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

g) Wanneroo and Districts Historical Society:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

h) Wanneroo/ Joondalup Local Emergency Management Committee and North West District Emergency Management Committee:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

i) Yanchep/ Two Rocks Community Bus Management Committee:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

j) Yellagonga Regional Park Community Advisory Committee:

One Delegate	One Deputy Delegate
Councillor:	Councillor:

8. NOTES that all appointments remain in effect until the next ordinary Local Government election day being 21 October 2023, unless otherwise indicated.*Attachments:*

1. [Attachment 1 - Internal Appointments for Council](#) 21/382117
 2. [Attachment 2 - External Appointments for Council](#) 21/382121

Internal Appointments

	Title	Role	Council Member Representation	Time and Frequency of Meetings
a)	Arts Advisory Group	To provide advice on matters relating to the arts.	Two Delegates	Four meetings per year
b)	Alkimos Aquatic and Recreation Centre Project Working Group	To provide guidance and advice so that the Alkimos Aquatic and Recreation Centre Project develops in line with the Council's strategic position.	Mayor; and Maximum seven Delegates	Quarterly
c)	Audit and Risk Committee	Review matters associated with the City's audit process comprises all Council Members operating as a Committee of council as a whole. No delegated authority.	Minimum of three Council Members (<i>one being Mayor Tracey Roberts</i>)	Six meetings per year
d)	Business and Tourism Advisory Group	To advise the City on business and tourism initiatives relevant to the Wanneroo region and the North West corridor to support the City's Economic Development Strategy, stimulate major investment, drive economic growth and diversify our economic base.	Mayor; and Maximum three Delegates	As required
e)	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
f)	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.	Delegates: Mayor; and Maximum three Delegates Deputy Delegates: Maximum three Deputy Delegates	Four meetings per year
g)	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.	Mayor; and Maximum three Delegates	Quarterly basis

	Title	Role	Council Member Representation	Time and Frequency of Meetings
h)	Environmental Advisory Group	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
i)	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.	Delegates: Mayor; and Three Delegates Deputy Delegates: Three Deputy Delegates	As required
j)	Heritage Services Advisory Group	To provide advice to Council on policy related to heritage matters.	Three Delegates	As required
k)	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).	Mayor; and Three Delegates	Four meetings per year
l)	Neerabup Industrial Area Development Working Group	To provide guidance and direction so that the Project develops in line with the Council's strategic position.	Mayor; Chair of Audit and Risk Committee; and Maximum three Delegates	As required
m)	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.	Mayor; and Maximum seven Delegates	As required
n)	Quinns Beach Long Term Coastal Protection Advisory Group	To have input into the development and implementation of long term coastal protection measures for the Quinns Rocks coastline.	Mayor; and Maximum five Delegates	Quarterly basis minimum

	Title	Role	Council Member Representation	Time and Frequency of Meetings
o)	Quinns Rocks Caravan Park Re-Development Advisory Group	To provide a platform where community representatives provide information, advice and views to the City on the re-development of the former Quinns Rocks Caravan Park as a modern tourist park.		As required
p)	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.	Delegates: Mayor; and Maximum seven Delegates Deputy Delegates: Maximum two Deputy Delegates	As required
q)	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
r)	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 Council Members (<i>one Being Mayor Tracey Roberts</i>)	As required
s)	RoadWise Advisory 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
t)	Wanneroo BMX Raceway Club Relocation Working Group	To progress the relocation of the Wanneroo BMX Raceway Club Inc. from Lot 21 (176) Mary Street, Wanneroo.	Mayor; and Maximum four Delegates	As required
u)	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.	Mayor and Maximum four Delegates	As required

	Title	Role	Council Member Representation	Time and Frequency of Meetings
v)	Waste Management Advisory Committee	<p>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</p> <p><i>Note: Committee membership must include both delegates to the Mindarie Regional Council.</i></p>	Mayor; and Maximum three Delegates	Quarterly basis
w)	Yanchep Lagoon Community Working Group	To build and maintain local awareness on proposals and important project milestones through implementation of the Yanchep Lagoon Master Plan actions.	Mayor; and Maximum five Delegates	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"> Assist in identifying, discussing and providing advice on stakeholder issues associated with the project during construction; Receive information from Main Roads WA and the contractor for sharing with the wider community; Provide representative stakeholder input into details such as noise wall design, landscaping, wayfinding and temporary traffic management; and Provide advice on any additional ways to communicate with local residents, businesses and/ or other stakeholders. 	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 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 Barrisdale 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 receival 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 Delegate One 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

Item 5 Confidential

Nil

Item 6 To Be Tabled

Nil

Item 7 Date of Next Meeting

Item 8 Closure



COUNCIL CHAMBERS SEATING DIAGRAM

SCREEN

Daniel Simms
CEO

Mayor
Tracey Roberts
JP

Mustafa Yildiz
Exec Manager
Governance & Legal

Harminder Singh
Director Assets

Noelene Jennings
Director
Corporate Strategy

Debbie Terelinck
Director
Community & Place

Mark Dickson
Director
Planning &
Sustainability

EXIT

MEDIA

MICROPHONE