

COUNCIL AGENDA

Special Council Meeting

6:00pm 28 October 2025
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

1. POLICY STATEMENT

All Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of Electors will be live streamed and digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This policy does not apply to any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the *Local Government Act 1995* and associated Regulations.

3. KEY DEFINITIONS

Act	Means the <i>Local Government Act 1995</i>
Administration	The operational arm of the City which includes the employees and is headed by the CEO
Agenda Briefing	Meeting where Council Members and the community can ask questions, seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming ordinary council meeting and is open to the public.
Annual General Meeting of Electors	Meeting held in accordance with section 5.27 of the Act.
Council Member	Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government
Electronic recording	Means any recording made by an electronic device capable of recording sound and or vision.
Employee	Means a person employed by a local government under section 5.36(1) of the Act.
Ordinary Council Meeting	A formal meeting of Council conducted in accordance with the Act and applicable local laws for the purpose of considering and dealing with the ordinary business of the Council.
Special Council Meeting	Meeting held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.
Special Meeting of Electors	Meeting held in accordance with section 5.28 of the Act.

4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo. This Policy does not extend to meetings, or any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

Strategic Community Plan 2021-2031

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

Priority 7.2 – Responsibly and ethically managed. The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

6. IMPLEMENTATION

6.1. 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;
- Special Electors Meeting; and
- Agenda Briefing Session.

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

Recording of Proceedings

- 6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.
- 6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.
- 6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996 (Regulations)*, for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.
- 6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.
- 6.6. In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

Access to Recordings

- 6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen days after the Meeting and will remain accessible for a minimum period of five years after the Meeting date.

- 6.8. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for 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.
- 6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.
- 6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.
- 6.11. All electronic recording content is the property of the City of Wanneroo. Reproduction without written authorisation of the City of Wanneroo is prohibited.

7. ROLES AND RESPONSIBILITIES

The Policy is the responsibility of the Manager Corporate Governance and Council Services.

8. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

9. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and its effectiveness reviewed by the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

10. RELATED DOCUMENTS

City of Wanneroo Recordkeeping Plan

Ordinary Council Meetings and Forums of Council Policy

City of Wanneroo Standing Orders Local Law 2021

11. REFERENCES

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

General Retention and Disposal Authority for Local Government Information

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance & Council Services

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
DLGIRS	Department of Local Government, Industry Regulation and Safety
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



Notice is given that the next Special Council Meeting will be held in the
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo on **Tuesday 28 October, 2025** commencing at **6:00pm**.

B Parker
Chief Executive Officer
21 October, 2025

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A G E N D A

Good evening Councillors, staff, ladies and gentlemen, this meeting today is being held on Whadjuck Nyoongar Boodjar and I would like to acknowledge and pay my respects to Elders, past, present and future. I thank all past and present members of the community that have supported the City to better understand and value Nyoongar culture within the City of Wanneroo.

I invite you to bow your head in prayer:

Lord, We thank you for blessing our City, our community and our Council. Guide us all in our decision making to act fairly, without fear or favour and with compassion, integrity, wisdom and honesty. May we show true leadership, be inclusive of all, and guide all of the City's people and many families 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.

Legal & Governance

SCE01-10/25 Election of Deputy Mayor

File Ref: 2391 – 25/355256
Responsible Officer: Chief Executive Officer
Attachments: 1

Issue

To elect the Deputy Mayor for the City of Wanneroo.

Background

The City of Wanneroo Local Government Ordinary Elections were held on 18 October, 2025. The *Local Government Act 1995* (the **Act**) requires that where a Local Government has an elected Mayor, the office of the Deputy Mayor is to be filled as the first matter dealt with at the first meeting held after the Election in accordance with clause 7(1) of the Act.

The appointment of Deputy Mayor is for two years until the start of the first meeting of the Council after the local government's next ordinary election.

The Ordinary Local Government elections were held on 18 October 2025. The Council is now required to elect a Deputy Mayor.

The Deputy Mayor performs the functions of the Mayor when authorised to do so under section 5.34 of the Act –

"If –

- (a) the office of mayor or president is vacant; or*
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,*

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires."

Detail

Clauses 8 and 9 of Schedule 2.3, Division 2 of the Act provides the details of when and how a Deputy Mayor is elected by the Council.

Clause 8. How Deputy Mayor 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 by the CEO in accordance with the procedure prescribed.

- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

Nomination form is attached (**Attachment 1**) and will be provided separately to all Council Members prior to this Special Council Meeting.

The person conducting the election will act in the capacity of the Returning Officer. The Mayor will announce the Returning Officer at the Special Council Meeting.

- (4) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (5) If a councillor is nominated by another council member, the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that they are willing to be nominated for the office.
- (6) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (7) Subject to clause 9(1), the votes cast under subclause (6) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (8) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

Clause 9. Votes May be Cast a Second Time

- (1) If when the votes cast under clause 8(6) are counted, there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the council members are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) 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.

How to Determine Results of the Election

The election of Deputy Mayor is a 'one office election'. Division 2, Schedule 4.1 of the Act details how to count votes and ascertain the result of an election for a one office election.

If there are only two candidates in the Deputy Mayor election then –

- (a) the first-preference votes for each candidate must be counted; and
- (b) the candidate who has the greater number of first-preference votes is elected.

If the candidates have the same number of first-preference votes, the returning officer must draw lots in accordance with regulations to determine which candidate is elected.

If there are three or more candidates in the Deputy Mayor election then clauses 4 and 5 of Division 2, Schedule 4.1 of the Act apply.

Clause 4. Count of first-preference votes

- (1) The first-preference votes for each candidate must be counted.
- (2) A candidate is elected if the number of first-preference votes for the candidate exceeds 50% of the total number of all the first-preference votes for candidates.

Clause 5. Process if no candidate elected under clause 4

- (1) The process in subclause (2) —
 - (a) must be followed if no candidate is elected under clause 4; and
 - (b) as necessary, must be repeated until a candidate is elected under subclause (3).

Subclause (2) details the process to be followed for the preferential voting system. The Returning Officer will conduct the election in accordance with the legislative requirements.

Declaration of Office

Upon election, the Deputy Mayor must make a Declaration of Office -

“2.29 Declaration –

- (2) A person elected by the Council as mayor, president, **deputy mayor** or deputy president has to make a declaration in the prescribed form before acting in the office.*
- (3) A declaration required by this section is to be taken or made before a prescribed person.*
- (4) A person who acts in an office contrary to this section commits an offence.”*

In accordance with the *Local Government (Elections) Regulations 1997*, the Declaration must be made in the presence of an authorised witness. An authorised witness is a person who meets the requirements of the *Oaths, Affidavits and Statutory Declarations Act 2005*. The Mayor is an authorised witness.

Consultation

Nil

Comment

An annual local government allowance is paid to the Deputy Mayor under Section 5.98A(1) of the Act, which is 25% of the annual local government allowance payable to the Mayor. This amount as at October 2025 is set out below:

Annual Allowance for Deputy Mayor	Annual Amount
Deputy Mayoral Allowance (25% of Mayoral Allowance of \$100,514)	\$25,128.50

Statutory Compliance

The *Local Government Act 1995*, sections 2.29, 5.34 and 5.98A.

The *Local Government Act 1995* schedule 2.3, Division 2.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

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

An election is to be held by secret ballot if there is more than one candidate.

Recommendation

That Council ACKNOWLEDGES Councillor > insert name < has been officially declared as the Deputy Mayor of the City of Wanneroo.

Attachments:

[1](#) Attachment 1 - 2025 Nomination Form - Position of Deputy Mayor 23/343645



Nomination Form

Position of Deputy Mayor

*If you are nominating another Councillor, please request that Councillor to countersign this nomination form to acknowledge that they accept the nomination.

Nominee	
Family name	
Other names	
Name on Ballot Paper	
Name of person submitting Nomination	*Complete only if different to Nominee*
Signed	
Date	

If a Council Member is nominated by another Council Member the person conducting the meeting is NOT to accept the nomination unless the nominee has advised the person conducting the election that they are willing to be nominated for the office.

*I herewith declare that I accept the nomination.

Signed	
Date	

23/343645

SCE02-10/25 Appointment of Delegates and Deputy Delegates to External Councils, Groups, Committees and Boards

File Ref: 2391 – 25/345705
Responsible Officer: Chief Executive Officer
Attachments: 2

Issue

To consider the appointment of City of Wanneroo (the **City**) Delegates and Deputy Delegates to various external Councils, Groups, Committees and Boards (**Groups**).

Background

The current memberships were appointed following the 2023 Local Government Election, or after various vacancies that may have arisen since that time, with all tenure expiring on 18 October 2025 being the next ordinary Local Government Election Day.

Council is requested to consider the appointment of representatives to its various external Groups for the upcoming two-year term. To facilitate this process, a nomination form (**Attachment 1**) has been provided for Council Members to submit their nominations.

Detail

Attachment 2 to this report provides a summary of the key role and expectation of the external Groups.

External Statutory Authorities

The City of Wanneroo is represented on the following statutory authorities.

1. Metro Outer Development Assessment Panel (DAP)

Metro Outer Joint Development Assessment Panel changed its name to Metro Outer Development Assessment Panel on 1 March 2024.

In accordance with Regulation 25 of the *Planning and Development (Development Assessment Panel) Regulations 2011 (DAP Regs)*, Council is requested to nominate four Council Members, two members to represent the City and two alternative members to represent the City.

“(2) Subject to subregulation (4), the register must include, for each local government of a district for which a DAP is established, the names of 4 members of the council of the local government —

- (a) 2 of whom must be designated as the local government DAP members for the local government; and*
- (b) 2 of whom must be designated as the alternate local government DAP members for the local government.”*

Final appointment is determined by the Minister for Planning and Lands; Housing and Works; Health Infrastructure, Hon John Carey MLA.

Two Council Members will be ‘Local Government DAP Members’, and two will be ‘Deputy Local Government DAP Members (alternate Members)’ to be called on if an issue of quorum arises.

Members to DAP must undertake mandatory training prior to attending a formal meeting. DAP Members may receive payments, as set out below, for their attendance at training sessions and/or meetings, as per the DAP Regs Schedule 2 – Fees for DAP Members (Regulation 30, 31).

Details confirmed as at 12/09/2025	Member Fee (\$)
Fee for any other member per meeting to determine development applications.	\$425.00
Fee per meeting for any other member to determine applications to amend or cancel determination	\$100.00
Fee for any other member attending proceeding in State Administrative Tribunal.	\$425.00
Fee for training for DAP members.	\$400.00
Fee for re-training for DAP members.	\$200.00

The following Council Members were appointed to the DAP at the Special Council Meeting held 6 November 2023 (SCS02-11/23). The Delegates and Deputy Delegates, nominated from this Special Council Meeting and subsequently appointed by the Minister, took effect on 26 January 2024 for a period of two years, with the membership continuing until 26 January 2026.

Delegates (DAP)	Deputy Delegates (DAP)
Councillor Bronwyn Smith	Councillor Natalie Herridge (Alternate Deputy 1)
Councillor Jacqueline Huntley	Councillor Sonet Coetzee (Alternate Deputy 2)

As former Cr Natalie Herridge position as deputy delegate is now vacant, an alternative Deputy for Cr Bronwyn Smith will need to be appointed.

Council may consider re-nomination of the Members listed above or endorse new nominees. The term for Council Members nominated at the Special Council Meeting on 28 October 2025, would take effect on the date and for the duration, as determined by the Minister (which would usually be 27 January 2026 until 26 January 2028).

2. External Council Appointments

a) Mindarie Regional Council (MRC)

The MRC is one of WA's largest Waste Management Authorities assisting its Member Councils, being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo, and the Towns of Cambridge and Victoria Park. Situated in Perth's northern corridor, the Council disposes over 250,000 tonnes of waste generated each year by people living in its seven government localities. Fees for DAP members are shown in the table below:

Details confirmed as at 12/09/2025	Fee (\$)	LG Allowance (\$)	Allowance (\$) (Technology)
Chairperson	\$17,740.00	\$22,470.00	\$1,166.66
Deputy Chairperson	\$11,830.00	\$5,617.50	\$1,166.66
Councillor	\$11,830.00	Nil	\$1,166.66
Deputy Councillor	Nil	Nil	Nil

Details confirmed as at 12/09/2025	Fee (\$)	LG Allowance (\$)	Allowance (\$) (Technology)
Expenses Other	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the <i>Local Government (Administration) Regulations 1996</i>		

Council is requested to appoint two Council Members to the MRC. These same two Council Members will be automatically appointed to the Waste Avoidance and Resource Recovery Advisory Committee.

The MRC does not permit deputy delegates. If a City of Wanneroo delegate cannot attend an MRC meeting, then the seat will be vacant, unless Council chooses (and has time) to make another resolution to appoint an alternate 'delegate' for that specific MRC meeting only.

The City has been advised that there is no remuneration for an alternate delegate appointed in this way, and this arrangement has been in place since November 2019 in accordance with MRC's Terms of Reference.

The MRC generally seeks renominations from 1 July each calendar year. However, to align with all other appointment terms, the Administration recommends that Council appoint MRC delegates through to the next Ordinary Council Elections (October 2027).

The following Council Members were appointed delegates to MRC on 6 November 2023 (SCS02-11/23) with terms ending 18 October 2025.

Previous Delegates (MRC)
Councillor Paul Miles
Councillor Jordan Wright

b) Catalina Regional Council (CRC)

CRC 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. CRC was formed to implement the urban development of the Tamala Park Project.

Council is requested to appoint two Council Members as Delegates and two Council Members as Deputy Delegates to the CRC, with each Deputy Delegate being a Deputy for a specific Delegate.

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

Membership Type/ Allowance Confirmed 12/09/2025	Fee (\$)
Chairperson	\$17,740
Deputy Chairperson	\$11,830
Councillor	\$11,830

Membership Type/ Allowance Confirmed 12/09/2025	Fee (\$)
Additional Allowance per annum for Chairperson (25% paid to Deputy Chairperson)	\$22,470

Members do not claim separate telephone, IT allowances or travelling allowances for meetings. CRC Council Member allowances are paid quarterly in arrears.

The following Council Members were appointed as Delegates to the CRC on 6 November 2023.

Previous Delegates	Previous Deputy Delegates
Councillor Helen Berry	Councillor Phil Bedworth
Councillor Sonet Coetzee	Councillor Vinh Nguyen

Subsequently, Cr Vinh Nguyen resigned from the role on 19 December 2023, followed by Cr Bedworth's resignation on 1 July 2024. They were replaced by Cr Eman Seif and Cr Marizane Moore, respectively. All Delegates and Deputy Delegates will serve until the conclusion of their terms on 18 October 2025.

Previous Delegates	Previous Deputy Delegates
Councillor Helen Berry	Councillor Marizane Moore (Alternate Deputy 1)
Councillor Sonet Coetzee	Councillor Eman Seif (Alternate Deputy 2)

c) Western Australian Local Government Association (WALGA) North Metropolitan Zone (NMZ)

The WALGA NMZ 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 NMZ, with each Deputy Delegate being a Deputy for a specific Delegate.

From WALGA NMZ, a State Council representative and Deputy State Council representative are elected to join the WALGA State Council. The WALGA State Council is the voice of local government in Western Australia and advocates on behalf of WA local governments and negotiates service agreements for the sector. It is not a government department or agency.

At the first meeting of the WALGA NMZ to be held on 19 November 2025, an election will be held for the Zone Chair, Deputy Zone Chair, State Council representative and the Deputy State Council representative. Nomination forms for these elections will be provided prior to that meeting.

WALGA NMZ do not receive allowance/fee payments. WALGA State Council pays sitting fees of \$4,108 per annum to State Councillors and \$476.00 per meeting attended by Deputy State Councillors for every meeting attended.

The following Council Members were appointed delegates/deputy delegates to WALGA NMZ with terms ending 18 October 2025:

Previous Delegate (WALGA NMZ)	Previous Deputy Delegate (WALGA NMZ)
Councillor James Rowe	Councillor Natalie Herridge
Councillor Jacqueline Huntley	Councillor Alex Figg
Councillor Bronwyn Smith	Councillor Eman Seif
Councillor Marizane Moore	Councillor Jordan Wright

Two City of Wanneroo Council members were subsequently elected to the WALGA State Council as follows:

Previous Delegate (WALGA State Council)	Previous Deputy Delegate (WALGA State Council)
Councillor Bronwyn Smith	Councillor Jacqueline Huntley

3. External Committees, Groups and Boards

Administration consulted with the existing external Groups with Council Member representation from the City of Wanneroo and obtained the following feedback in relation to ongoing membership.

Confirmation Received Representative Is Required

- Joondalup Health Campus Community Board of Advice Committee.
- Yellagonga Regional Park Community Advisory Committee.
- Wanneroo/ Joondalup Local Emergency Management Committee (LEMC) with the North West District Emergency Management Committee (DEMC).
- Wanneroo and Districts Historical Society.

Confirmation Received Representative No Longer Required

- Elderbloom Community Centre advised in July 2025 that there is no longer a need for a representative from the City to be on the Elderbloom Community Care Centre Board of Management.
- Wanneroo Agricultural Society advised in September 2025 they have a strong working relationship with the City of Wanneroo staff involved in the Wanneroo Show and via the Sponsorship Agreement, they felt there was not a need to have a Council Member on the Group. However, they will invite the Ward Councillors to a meeting if a need arises.

The City is affiliated with the following external Groups and renewed membership is sought following the 2025 Local Government Election.

External Groups
a. Joondalup Health Campus Community Board of Advice Committee b. North West Regional Road Subgroup c. Wanneroo and Districts Historical Society d. Wanneroo/ Joondalup Local Emergency Management Committee (LEMC) with the North West District Emergency Management Committee (DEMC) e. Yellagonga Regional Park Community Advisory Committee

Consultation

Administration engaged with the external Groups who have City of Wanneroo representation to request if they required a renewed representation from the City after the 2025 Local Government Election.

Comment

Representation on external Groups 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. There is no discretion to amend a Terms of Reference for external Groups.

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 Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

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:

1. Pursuant to Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, **NOMINATES** the following Council Member as a Deputy Delegate to the Metro Outer Development Assessment Panel to replace former Council Member Natalie Herridge to take effect from 28 October 2025 to 26 January 2026 and **ADVISES** the Minister for Planning and Lands; Housing and Works, Health Infrastructure, Hon Jon Carey MLA;

Deputy Delegate (Alternate Deputy 1)
Councillor

2. Pursuant to Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, **NOMINATES** the following Council Members to the Metro Outer Development Assessment Panel to take effect from 27 January 2026 to 26 January 2028 and **ADVISES** the Minister for Planning and Lands; Housing and Works; Health Infrastructure, Hon Jon Carey MLA;

Two Local Members	Two Deputy Local Members
Councillor	Councillor
Councillor	Councillor

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

- a) **Mindarie Regional Council (with automatic appointment to the City of Wanneroo Waste Avoidance and Resource Recovery Advisory Committee):**

Two Delegates
Councillor
Councillor

b) **Catalina Regional Council:**

Two Delegates	Two Deputy Delegates
Councillor (delegate 1)	Councillor (deputy 1)
Councillor (delegate 2)	Councillor (deputy 2)

4. **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

5. **APPOINTS the following Council Members to External Committees, Groups and Boards as per their Terms of Reference:**a) **Joondalup Health Campus Community Board of Advice Committee:**

One Delegate
Councillor

b) **North West Regional Road Sub Group:**

One Delegate	One Deputy Delegate
Councillor	Councillor

c) **Wanneroo and Districts Historical Society:**

One Delegate	One Deputy Delegate
Councillor	Councillor

- d) **Wanneroo/ Joondalup Local Emergency Management Committee and North West District Emergency Management Committee (*with automatic appointment to the City of Wanneroo Bush Fire Advisory Committee*):**

One Delegate	One Deputy Delegate
Councillor	Councillor

- e) **Yellagonga Regional Park Community Advisory Committee:**

One Delegate
Councillor

6. **CONFIRMS** that all appointments remain in effect until the next ordinary local government election day being 16 October 2027, unless otherwise indicated.

Attachments:

1. [Attachment 1 - Nomination Form - External Councils, Groups, Committee and Boards](#) 25/398931
 2. [Attachment 2 - Appointments - both Internal & External](#) 25/345710



COUNCIL MEMBER NOMINATIONS

- External Councils, Groups, Committees and Boards

Special Council Meeting 28 October 2025

Please indicate with a tick ✓ those external Council, Groups, Committees and Boards that you would like to nominate for or would like to nominate another Council Member for, either as a Delegate or Deputy Delegate.

If you would like to nominate as a Deputy Delegate in the event that you are not elected as a Delegate, please tick both boxes.

Please return via hard copy or via email to Elected Member Support:

councillor@wanneroo.wa.gov.au by **Thursday 23 October 2025**

Nominee	
Name:	

Details of Person Submitting Nomination (if different to nominee)	
Name:	
Signed:	
Date:	

If you are nominating another Council Member, please request that Member to countersign this nomination form to acknowledge that they accept the nomination.

In the case of being nominated by another Council Member:	
<i>I herewith declare that I accept the nomination/s:</i> ☐	
Name:	
Signed:	
Date:	

External Assessment Panel	Availability	Local Member	Deputy Local Member
Metro Outer Development Assessment Panel (DAP)	2 Local Members 2 Deputy Local Members		



External Councils	Availability	Delegate	Deputy Delegate *Where applicable.
Mindarie Regional Council <i>(with automatic appointment to the City of Wanneroo Waste Avoidance and Resource Recovery Advisory Committee)</i>	2 Delegates		N/A
Catalina Regional Council	2 Delegates 2 Deputy Delegates		
Western Australian Local Government Association (WALGA) North Metropolitan Zone (NMZ)	4 Delegates 4 Deputy Delegates		
Western Australian Local Government Association (WALGA) State Council	1 Delegate 1 Deputy Delegate	Appointed at WALGA meeting 23 November 2025	Appointed at WALGA meeting 23 November 2025

External Groups	Availability	Delegate	Deputy Delegate *Where applicable.
Joondalup Health Campus Community Board of Advice Committee	1 Delegate		N/A
North West Regional Road Sub-Group	1 Delegate 1 Deputy Delegate		
Wanneroo and Districts Historical Society	1 Delegate 1 Deputy Delegate		
Wanneroo/ Joondalup Local Emergency Management Committee (LEMC) with the North West District Emergency Management Committee (DEMC) <i>(with automatic appointment to the City of Wanneroo Bush Fire Advisory Committee)</i>	1 Delegate 1 Deputy Delegate		
Yellagonga Regional Park Community Advisory Committee	1 Delegate 1 Deputy Delegate		

25/398931

City of Wanneroo
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Wanneroo WA 6065

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Appointments – External Special Council Meeting 2025

Purpose: To inform Councillors a summary of the role & potential meeting requirements, prior to the Appointment of Delegates and Deputy Delegates to External Committees and Groups.

Name	Role	Council member representation	Meetings
Metro Outer Development Assessment Panel (DAP)	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 Delegates; and - Two Alternative Delegates	As required - Venue rotating between Council's
Mindarie Regional Council <i>(with automatic appointment to the City of Wanneroo Waste Avoidance and Resource Recovery Advisory Committee)</i>	To provide a waste management receival and treatment operation.	Two Delegates	Every two to three months as required on a Thursday evening
Catalina 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 on Thursday at 6:00pm
Western Australian Local Government Association (WALGA) North Metropolitan Zone	To represent issues from the Cities of Wanneroo, Joondalup and Stirling back to Western Australian Local Government Association.	Four Voting Zone Delegates Four Deputy Delegates	Bi-monthly on a Thursday evening <i>Including pre-brief meetings, organised two days prior.</i>

25/345710

Name	Role	Council member representation	Meetings
Joondalup Health Campus Community Board of Advice Committee	To provide advice to the Joondalup Health Campus regarding community health needs.	One Delegate	Bi-monthly starting in February.
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 - Venue rotating between Council's.
Wanneroo and Districts Historical Society	To foster an interest in the history of the Wanneroo area.	One Delegate & one Deputy Delegate	Monthly
Wanneroo/ Joondalup Local Emergency Management Committee with the North West District Emergency Management Committee <i>(with automatic appointment to the City of Wanneroo Bush Fire Advisory Committee)</i>	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. Note: Delegates and Deputy Delegates must be the same as North West District Emergency Management Committee.	One Delegate & one Deputy Delegate	Quarterly
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	Quarterly on a Thursday evening

SCE03-10/25 Appointment of Delegates, Deputy Delegates, Presiding and Deputy Presiding Members to the City's Internal Committees

File Ref: 2391 – 25/344072
Responsible Officer: Chief Executive Officer
Attachments: 4

Issue

To consider the appointment of Delegates, Deputy Delegates, Presiding and Deputy Presiding Members to various City of Wanneroo (**City**) Committees.

Background

The City has established Committees by absolute majority decision to assist with its functions in accordance with section 5.8 of the *Local Government Act 1995 (Act)* -

“A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

**Absolute majority required.”*

The City also established its Bushfire Advisory Committee under section 67 of the *Bush Fires Act 1954*.

- “(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may*
-
- (a) make rules for the guidance of the committee; and*
- (b) accept the resignation in writing of, or remove, any member of the committee; and*
- (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*

(4) *A committee appointed under this section —*

- (a) *may from time to time meet and adjourn as the committee thinks fit;*
- (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
- (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.”*

Committee membership is comprised of Council Members and where required, external members.

The current Committee memberships were appointed following the 2023 Local Government Election, or after various vacancies that may have arisen since that time, with all tenure expiring on 18 October 2025 being the next Ordinary Local Government Election Day.

Council is invited to review and determine the appointment of representatives to its various Committees, as well as the selection of the Presiding Member and Deputy Presiding Member for the upcoming two-year term. To facilitate this process, a nomination form (**Attachment 1**) has been provided for Council Members to submit their nominations.

Detail

Attachment 2 to this report provides a summary of the key role and expectation of the City's internal Committees.

Following the recent reforms to the Act, under section 5.12, Council must appoint the Presiding and Deputy Presiding members by absolute majority.

“5.12. Presiding members and deputies

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

** Absolute majority required.*

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

** Absolute majority required.”*

The City currently has five committees (established under section 5.8 of the *Local Government Act 1995*) which include:

- Audit and Risk Committee;
- Chief Executive Officer Performance Review Committee;
- Policy Review Committee;
- Revenue Review Committee; and
- Waste Avoidance and Resource Recovery Advisory Committee.

The Policy Review Committee Terms of Reference have been reviewed and a minor change is proposed as shown in mark up (**Attachment 3**) for Council to consider which includes:

- Removing the word “*Ordinary*” from clause 3.1; and
- Removing the last sentence from clause 3.1.

The Bush Fire Advisory Committee was re-established in 2017 under the *Bush Fires Act 1954*.

Council Members will need to vote on their preferred candidate for the role of Presiding Member and Deputy Presiding Member of the City's five Committees established under section 5.8 of the Act.

Consultation

Nil

Comment

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

Representation on Committees 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 should Council deem it appropriate to change the representation.

All appointments remain in effect until the next ordinary local government election day being 16 October 2027, unless otherwise indicated.

Committee Changes

New

- The Policy Review Committee - established September 2024. The only committee that has delegated authority.
- The Chief Executive Officer Performance Review Committee – established August 2025.

At the Ordinary Council Meeting held on 26 August 2025, Council resolved (CE03-08/25) to establish the Chief Executive Officer Performance Review Committee (**Committee**). Administration has since prepared a draft Terms of Reference (**Attachment 4**) for Council's review and endorsement. These Terms of Reference have been developed in accordance with legislative requirements and informed by a comprehensive peer review of similar committees across other local governments

In line with the CEO Performance Contract, the draft Terms of Reference propose that the Committee be comprised of the Mayor and up to four Council Members. Appointment to the Committee requires an absolute majority decision of Council under section 5.10 of the Act.

The Committee does not have any delegated authority and must present any recommendation to Council for consideration. All matters presented to the Committee will be conducted in accordance with section 5.23(2) of the Act.

Name Change

- Waste Management Advisory Committee changed its name to the Waste Avoidance and Resource Recovery Advisory Committee – August 2025.

In accordance with the requirements of the Local Government Act reform, the City's Audit and Risk Committee will be renamed to the Audit, Risk and Improvement Committee. The revised Terms of Reference will be submitted to a forthcoming Council Meeting for formal endorsement.

Disbanded

- Festival and Cultural Events Committee – June 2025.

Statutory Compliance

The Local Government Act 1995 section 5.23(2) – Meetings generally open to public, section 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.

Bush Fires Act 1954 section 67 – Advisory committees.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

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

The City committees established under the Act will need to adhere to the Ordinary Council Meetings and Forums of Council Policy.

Financial Implications

Payment of any external members to the City's Committees is budgeted through the operational budget.

Voting Requirements

Absolute Majority

Recommendation

That Council BY ABSOLUTE MAJORITY:

1. **ENDORSES** the revised Terms of Reference for the Policy Review Committee as shown in Attachment 3;
2. **ENDORSES** the Terms of Reference for the Chief Executive Officer Performance Review Committee as shown in Attachment 4;
3. **APPOINTS** the following Council Members to the City of Wanneroo Audit and Risk Committee as per their Terms of Reference:

(Council may determine to appoint one or more persons to the Committee who are external and independent to the Council).

The Mayor and maximum of 14 Council Members

Mayor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor
Councillor

4. **APPOINTS** under section 5.12 of the *Local Government Act 1995* the following Council Members as the Presiding Member and Deputy Presiding Member of the Audit and Risk Committee:

- a) Cr _____ Presiding Member; and
 b) Cr _____ Deputy Presiding Member;

5. **CONFIRMS** the following Council Members are on the City of Wanneroo Bush Fire Advisory Committee as per their Terms of Reference:

Council appointed representative on the Local Emergency Management Committee.	Council appointed deputy delegate on the Local Emergency Management Committee.
Councillor	Councillor

6. **APPOINTS** the following Council Members to City of Wanneroo to the Chief Executive Officer Performance Review Committee as per their Terms of Reference:

The Mayor and maximum of four Council Members
Mayor
Councillor
Councillor
Councillor
Councillor

7. **APPOINTS** under section 5.12 of the *Local Government Act 1995* the following Council Members as the Presiding Member and Deputy Presiding Member of the Chief Executive Performance Review Committee:

- a) Cr _____ Presiding Member; and
 b) Cr _____ Deputy Presiding Member;

8. **APPOINTS the following Council Members to the City of Wanneroo Policy Review Committee as per their Terms of Reference:**

Maximum of 15 Council Members
Mayor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor

9. **APPOINTS under section 5.12 of the *Local Government Act 1995* the following Council Members as the Presiding Member and Deputy Presiding Member of the Policy Review Committee:**
- a) Cr _____ Presiding Member; and
- b) Cr _____ Deputy Presiding Member;

10. **APPOINTS** the following Council Members to the City of Wanneroo Revenue Review Committee as per their Terms of Reference:

The Mayor and maximum of 14 Council Members
Mayor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor

11. **APPOINTS** under section 5.12 of the *Local Government Act 1995* the following Council Members as the Presiding Member and Deputy Presiding Member of the Revenue Review Committee:

- a) Cr _____ Presiding Member; and
 b) Cr _____ Deputy Presiding Member;

- 12. APPOINTS the following Council Members to the City of Wanneroo Waste Avoidance and Resource Recovery Advisory Committee as per their Terms of Reference:**

Mayor, a maximum of four delegates and the two Council representatives on the Mindarie Regional Council
Mayor
Councillor
Councillor
Councillor
Councillor
Council representatives on the Mindarie Regional Council (two)
Councillor
Councillor

- 13. APPOINTS under section 5.12 of the *Local Government Act 1995* the following Council Members as the Presiding Member and Deputy Presiding Member of the Waste Avoidance and Resource Recovery Advisory Committee:**

- a) Cr _____ Presiding Member; and
 b) Cr _____ Deputy Presiding Member;

- 14. CONFIRMS that all appointments remain in effect until the next Ordinary Local Government election day being 16 October 2027, unless otherwise indicated.**

Attachments:

<u>1</u>	Attachment 1 - Nomination Form - Internal Committees	25/398928
<u>2</u>	Attachment 2 - Appointments - Internal Committees	25/344084
<u>3</u>	Attachment 3 - Terms of Reference - Policy Review Committee - Marked Up	24/322990[v3]
<u>4</u>	Attachment 4 - Terms of Reference - CEO Performance Review Committee	25/336032



COUNCIL MEMBER NOMINATIONS

- Internal Committees
- Delegates and Presiding
- Deputy Presiding Members

Special Council Meeting 28 October 2025

Please indicate with a tick ✓ those committees that you would like to nominate for or would like to nominate another Council Member as a Delegate.

In addition, please indicate with a tick ✓ if the nomination is also for Presiding Member or Deputy Presiding Member.

If you wish to nominate for Deputy Presiding Member in the event that you are not elected as Presiding Member please tick both boxes.

Please return via hard copy or via email to Elected Member Support:

councillor@wanneroo.wa.gov.au by **Thursday 23 October 2025**

Nominee	
Name:	

Details of Person Submitting Nomination (if different to nominee)	
Name:	
Signed:	
Date:	

If you are nominating another Council Member, please request that Member to countersign this nomination form to acknowledge that they accept the nomination.

In the case of being nominated by another Council Member:	
<i>I herewith declare that I accept the nomination/s:</i> ☐	
Name:	
Signed:	
Date:	

The list of Committees is over the page, if you can please indicate your interest in either being a **Delegate** or being the **Presiding Member** or **Deputy Presiding Member** on the Committee.

INTERNAL COMMITTEES

Six Internal Committees	Availability	Delegate	Presiding Member	Deputy Presiding Member
Audit and Risk Committee	Mayor & maximum of 14 Council Members			
Bushfire Advisory Committee	Council appointed representative on the Local Emergency Management Committee	NA	NA	NA
Chief Executive Officer Performance Review Committee	Mayor & maximum of 4 Council Members			
Policy Review Committee	Mayor & maximum of 14 Council Members			
Revenue Review Committee	Mayor & maximum of 14 Council Members			
Waste Avoidance and Resource Recovery Advisory Committee	Mayor & maximum of 4 Council Members <i>(in addition to the 2 Mindarie Regional Council Representatives)</i>			

25/398928



Appointments – Internal Committees Special Council Meeting 2025

Purpose: To inform Councillors a summary of the role & potential meeting requirements, prior to the Appointment of Delegates and Deputy Delegates to Internal Committees.

Name	Role	Council member representation	Meetings
Audit and Risk Committee	To support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit functions, and ethical accountability.	- Minimum of three and maximum of 15 delegates; and - One being the Mayor.	At least quarterly.
Bushfire Advisory Committee	To advise and make recommendations to Council on matters related to effective bush fire risk management. To advise Council on matters that relate to Bush Fire Brigade operations, achievements and development.	- Council appointed representative on the Local Emergency Management Committee ; and - Council appointed Deputy Delegate on the Local Emergency Management Committee.	As required, but with a minimum two to be held annually.
Chief Executive Officer Performance Review Committee	The Committee's role is to review the Chief Executive Officer's (CEO) performance on an annual basis and make recommendations to Council, in consultation with the CEO, on any proposed changes to the CEO's Contract of	- Mayor; and - Up to four delegates	At least once a year.

25/344084

Name	Role	Council member representation	Meetings
	Employment, performance review process and/or key performance indicators.		
Policy Review Committee	The purpose of the Policy Review Committee is to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the <i>Local Government Act 1995</i> in determining the policies of the Council. The Committee will be responsible for the review and approval of repeals, reviews and changes to any existing Council and Local Planning Policies. The Committee is not to deal with any new Council Policies or Local Planning Policy proposals by Administration or Council Members.	Up to 15 delegates	Quarterly
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 and maximum of 15 delegates; and - One being the Mayor.	As determined by the Committee normally one meeting per year.
Waste Avoidance and Resource Recovery Advisory Committee	To provide a forum to advise and make recommendations to Council on matters pertaining to waste management.	- Mayor; - A maximum of four delegates; and - The two Council Representatives on the Mindarie Regional Council	As determined by the Committee averaging four meeting per year.



TERMS OF REFERENCE

Title:	<i>Policy Review Committee</i>
Purpose and Role	
The purpose of the Policy Review Committee (Committee) is to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the <i>Local Government Act 1995</i> in determining the policies of the Council. The Committee will be responsible for the review and approval of repeals, reviews and changes to any existing Council and Local Planning Policies. The Committee is not to deal with any new Council Policies or Local Planning Policy proposals by Administration or Council Members.	
1. Aims & Functions	
The aim of the Committee is to review and change any existing Council and Local Planning Policies. The Committee will not review the following: • Policies that require an absolute majority decision of Council; or • Any new Council Policies or Local Planning Policy proposals.	
2. Membership:	
2.1. The Committee shall consist of up to 15 Council Members as delegates. 2.2. Council to determine by absolute majority the membership of the Committee. 2.3. An absolute majority decision of Council is required to remove a Council Member as delegate. 2.4. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct. 2.5. Membership shall be in accordance with section 5.11 of the <i>Local Government Act 1995</i>.	
3. Presiding and Deputy Presiding Members:	
3.1. Council by absolute majority and in accordance with section 5.12 of the <i>Local Government Act 1995</i> select a Presiding and Deputy Presiding Member at a Council Meeting. 3.2. The Presiding Member will facilitate all meetings. 3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member. 3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.	

Deleted: n

Deleted: Ordinary

Deleted: For transparency and accountability, it recommended that City Officers not be appointe the position of Presiding and Deputy Presiding Members....

24/322990[V2]

4. Meeting Procedures:
4.1. The Committee shall meet quarterly with additional meetings scheduled as required.
5. Authority of Establishment
5.1. The Committee is established in accordance with section 5.8 of the <i>Local Government Act 1995</i> .
6. Delegated Authority:
6.1. The Committee by an absolute majority decision of Council has delegated authority under section 5.16 of the <i>Local Government Act 1995</i> and authority to implement its recommendations without approval of Council except in the following matters which must be presented to Council for consideration: • Policies that require an absolute majority decision of Council; • Any new Council Policies or Local Planning Policy.
6.2. Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:		10 September 2024	
Council Minute – Ref:		CE01-09/24 (Committee)	
Terms of Reference - HPE Ref:		24/322990[v3]	
HPE Container – Ref:		49902	
Last Review Date:	25 March 2025	Next Review Date:	
	Legislative change required due to s.5.12 (CE03-03/25)		

- Deleted: 2
- Deleted: 1
- Deleted: 25 March 2025¶
Legislative change required due to s.5.12
- Deleted: 2 November 2024
- Deleted: ¶
25 March 2025¶
(CE03-03/25)

TERMS OF REFERENCE

Title:	Chief Executive Officer Performance Review Committee
Purpose and Role	
The purpose of the Chief Executive Officer Performance Review Committee (Committee) is to ensure compliance with section 5.38 of the <i>Local Government Act 1995 (WA)</i>, the Model Standards for CEO Recruitment, Performance and Termination (Model Standards) adopted by Council on 20 April 2021 (CE04-04/21) and the City's Chief Executive Officer Performance Review Policy (Policy). The Committee's role is to review the Chief Executive Officer's (CEO) performance on an annual basis and make recommendations to Council, on any proposed changes to the CEO's Contract of Employment, performance review process and/or key performance indicators. The review of the CEO's performance and any recommendations made to Council will be done in consultation with the CEO as required by cl. 16 of the Model Standards under the <i>Local Government (Administration) Regulations 1996</i>.	
1. Aims & Functions	
The Aim of the Committee is to: 1.1. Provide a forum for constructive two-way communication between Council and the CEO. 1.2. Monitor and support the CEO in the progression of KPIs. 1.3. Undertake the annual CEO performance review process. The function of the Committee is to: 1.4. Review the CEO's performance in accordance with the appropriate provisions contained within the CEO's Employment Contract. 1.5. Assist Council in oversight of an external consultant(s) engaged to assist the Committee and Council in conducting a CEO Performance Review in line with the Policy. 1.6. Review the Key Performance Indicators to be met by the CEO. 1.7. Review the CEO remuneration package, in accordance with the appropriate provisions within the CEO Employment Contract and the most recent and applicable Salaries and Allowances Tribunal Determination for Local Government CEO's and Elected Members. 1.8. Review the CEO performance on an on-going basis and when deemed necessary in accordance with the appropriate provisions contained within the CEO Employment Contract. 1.9. Define and establish any performance criteria for the next financial year period, in consultation with the CEO, for recommendation to Council arising from the performance of the review process.	
2. Membership:	
2.1. The Committee will comprise of the Mayor and up to four other Council Members appointed by an absolute majority decision of Council. 2.2. The independent consultant appointed to facilitate the CEO's performance review process in accordance with the Policy will not be a member of the Committee or have any voting rights but will be required to partake in committee meetings. 2.3. Council is required to decide, by absolute majority, the membership of the Committee.	

- 2.4. If Council is required to remove a Council Member from the committee this must be made by an absolute majority.
- 2.5. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.
- 2.6. All members will be appointed for a term of two years and will be appointed at the first Council Meeting (Special or Ordinary) following the announcement of the Local Government Election results.

3. Presiding and Deputy Presiding Members:

- 3.1. Council, by absolute majority and in accordance with section 5.12 of the *Local Government Act 1995*, will select a Presiding and Deputy Presiding member at a Council Meeting.
- 3.2. The Presiding Member will facilitate all meetings.
- 3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.
- 3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to facilitate the meeting.

4. Meeting Procedures:

- 4.1. The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the *City of Wanneroo Standing Orders Local Law 2021*.
- 4.2. The City will ensure appropriate administrative support is provided by Legal and Governance Services.
- 4.3. All minutes shall be made available to all Council members.
- 4.4. The Committee shall meet at least quarterly a year to receive KPI progress updates and undertake the CEO's annual performance review.
- 4.5. All items discussed by the Committee and all information presented to the Committee must be treated as confidential and the meeting will be held in closed session as per section 5.23(2) of the *Local Government Act 1995*.

Resolutions

- 4.6. The Committee will communicate with Council by way of formal recommendation for the consideration of Council.
- 4.7. All appointed members of the Committee will have one vote. The Presiding Member will have the casting vote and a simple majority will prevail.

Quorum

- 4.8. A quorum will be a simple majority of the total number of members.
- 4.9. A quorum may include members of the Committee attending a meeting remotely where necessary.

5. Authority of Establishment

- 5.1. The Committee is established in accordance with section 5.8 of the *Local Government Act 1995*.

6. Delegated Authority:

6.1. The Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Councils consideration at the next available Ordinary Council Meeting.

Administration Use Only			
Date of Council Establishment of Group:		26 August 2025	
Council Minute – Ref:		CE02-08/25	
Terms of Reference - HPE Ref:		25/336032	
HPE Container – Ref:		2391	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	

SCE04-10/25 Appointment of Delegates and Deputy Delegates to Internal Working and Advisory Groups

File Ref: 2391 – 25/343122
 Responsible Officer: Chief Executive Officer
 Attachments: 2

Issue

To consider the appointment of Delegates and Deputy Delegates to various City Working and Advisory Groups (**Groups**).

Background

Group membership is comprised of Council Members and where required, external members and/or community representatives and/or organisations.

The current Group memberships were appointed following the 2023 Local Government Election, or after various vacancies that may have arisen since that time, with all tenure expiring on 18 October 2025 being the next Ordinary Local Government Election Day.

Council traditionally applies the same duration for membership appointments to Groups for consistency and to reduce unnecessary complications arising from differing appointment terms.

Council is requested to consider the appointment of representatives to its various Groups for the upcoming two-year term. To facilitate this process, a nomination form (**Attachment 1**) has been provided for Council Members to submit their nominations.

Detail

Attachment 2 to this report provides a summary of the key role and expectation of the Groups.

Established Groups

The City has 11 established Groups, which require membership from Council Members.

Working and Advisory Groups	
a.	Business and Tourism Advisory Group
b.	Community Safety Working Group
c.	Environmental Advisory Group
d.	Festival, Awards and Cultural Events (FACE) Advisory Group
e.	Multicultural Advisory Group
f.	Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Advisory Group
g.	RoadWise Advisory Group
h.	Service Review Working Group
i.	Strategic Projects Working Group
j.	Wanneroo Town Centre Advisory Group
k.	Yanchep Coastal Management Advisory Group

It should be noted that:

- The Mayor and all Councillors form the membership of the Service Review Working Group and the Strategic Projects Working Group in accordance with each Groups Terms of Reference. Therefore, both Groups have not been included in this report to seek appointments.
- Public advertising has commenced to seek nominations from community members for any groups that require external community representative appointments.

The following Groups have ceased and do not require renewed membership:

- Alkimos Aquatic and Recreation Centre Project Working Group – disbanded October 2024;
- Arts Advisory Group – disbanded October 2025;
- Australia Day Working Group – disbanded June 2025;
- Heritage Services Advisory Group – disbanded October 2025;
- Neerabup Industrial Area Development Working Group – disbanded October 2024;
- Quinns Beach Coastal Management Advisory Group – disbanded October 2025;
- Quinns Rocks Caravan Park Redevelopment Working Group – disbanded October 2025; and
- Yanchep Lagoon Community Working Group – disbanded October 2025.

Consultation

Nil

Comment

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

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 Advisory Group or Working Group, should Council deem it appropriate to change the representation.

Statutory Compliance

Working Groups and Advisory Groups are created via a resolution of Council and are not established under the Act.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

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

The Groups will need to adhere to the Ordinary Council Meetings and Forums of Council Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:

1. **APPOINTS the following Council Members to City of Wanneroo Working and Advisory Groups as per their Terms of Reference:**

- a) **Business and Tourism Advisory Group:**

Mayor and up to three Delegates
Mayor
Councillor
Councillor
Councillor

- b) **Community Safety Working Group:**

Mayor and minimum two Delegates
Mayor
Councillor
Councillor

c) Environmental Advisory Group:

Up to three Delegates
Councillor
Councillor
Councillor

d) Festival, Awards and Cultural Events (FACE) Advisory Group:

Mayor and up to seven Delegates
Mayor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor

e) Multicultural Advisory Group:

Mayor and up to three Delegates
Mayor
Councillor
Councillor
Councillor

f) Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Advisory Group:

Up to three Delegates
Councillor
Councillor
Councillor

g) RoadWise Advisory Group:

Minimum three Delegates
Councillor
Councillor
Councillor

h) Wanneroo Town Centre Advisory Group:

Mayor and up to four Delegates
Mayor
Councillor
Councillor
Councillor
Councillor

i) Yanchep Coastal Management Advisory Group:

Mayor and up to five Delegates
Mayor
Councillor
Councillor
Councillor
Councillor
Councillor

- 2. CONFIRMS in accordance with the Service Review Working Group and the Strategic Projects Working Groups' Terms of Reference the membership for both groups includes the Mayor and all Councillors; and**
- 3. CONFIRMS that all appointments remain in effect until the next ordinary local government election day being 16 October 2027, unless otherwise indicated.**

Attachments:

- [1](#). Attachment 1 - Nomination Form - Internal Working and Advisory Groups 25/398934
- [2](#). Attachment 2 - Appointments - Internal Working and Advisory Groups 25/343140



COUNCIL MEMBER NOMINATIONS

- Internal Working Groups
- Internal Advisory Groups

Special Council Meeting 28 October 2025

Please indicate with a tick ✓ those internal Working or Advisory Groups that you would like to nominate for or would like to nominate another Council Member as a Delegate.

Please return via hard copy or via email to Elected Member Support:

councillor@wanneroo.wa.gov.au by **Thursday 23 October 2025**

Nominee	
Name:	

Details of Person Submitting Nomination (if different to nominee)	
Name:	
Signed:	
Date:	

If you are nominating another Council Member, please request that Member to countersign this nomination form to acknowledge that they accept the nomination.

In the case of being nominated by another Council Member:	
<i>I herewith declare that I accept the nomination/s:</i> ☐	
Name:	
Signed:	
Date:	

City of Wanneroo
23 Dundobar Road
Wanneroo WA 6065

Postal Address
Locked Bag 1
Wanneroo WA 6946

T (08) 9405 5000
E enquiries@wanneroo.wa.gov.au

wanneroo.wa.gov.au    

INTERNAL GROUPS

Internal Groups	Availability	Delegate
Business and Tourism Advisory Group	Mayor & 3 Delegates	
Community Safety Working Group	Mayor & 2 Delegates	
Environmental Advisory Group	3 Delegates	
Festival, Awards and Cultural Events (FACE) Advisory Group	Mayor & up to 7 Delegates	
Multicultural Advisory Group	Mayor & 3 Delegates	
Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Community Advisory Group	Up to 3 Delegates	
RoadWise Advisory Group	3 Delegates	
Wanneroo Town Centre Advisory Group	Mayor & up to 4 Delegates	
Yanchep Coastal Management Advisory Group	Mayor & up to 5 Delegates	
Service Review Working Group	Mayor and 14 Council Members already included on this group through its Terms of Reference	
Strategic Projects Working Group	All Council Members already included on this group through its Terms of Reference	

25/398934



Appointments – Internal Groups Special Council Meeting 2025

Purpose: To inform Councillors a summary of the role & potential meeting requirements, prior to the Appointment of Delegates and Deputy Delegates to Internal Working and Advisory Groups.

Name	Role	Council member representation	Meetings
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 up to three delegates	As determined by the Advisory Group
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.	Mayor and a minimum of two delegates	As determined by the Community Safety Working Group
Environmental Advisory Group	To provide a forum for community consultation in the preparation of the City's environmental policies, strategies and other such matters that from time to time may be referred to the Environmental Advisory Group by the City. To provide input based on community values and aspirations with respect to the environment, and not to act as an expert technical or scientific advisory panel.	Up to three delegates	As determined by the Environmental Advisory Group
Festival, Awards and Cultural Events Advisory Group (FACE)	To provide advice and guidance on City-led cultural events and community awards at the City of Wanneroo.	Mayor and up to seven delegates	As determined by the Group.

Name	Role	Council member representation	Meetings
Multicultural Advisory Group	The purpose of this Group is to: a) Support the development and implementation of the City of Wanneroo's (the City) Community Development Plan and other plans, strategies and initiatives, as relevant. b) Provide advice, guidance and feedback on issues relating to communities and people of a multicultural background within the City.	Mayor and up to three delegates	The Group shall meet at least four times per year, including a minimum of two formal meetings.
Ni Kadadjiny Koort, Aboriginal and Torres Strait Islander Advisory Group	The purpose of this Group is to: – Guide and monitor the development and implementation of the City of Wanneroo (the City) Reconciliation Action Plan (RAP). – Provide advice, guidance and feedback to the City on issues relating to communities and people of an Aboriginal and Torres Strait Islander background.	Up to three delegates	The Group shall meet at least four times per year, with dates of those meetings determined by the Group.
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.	A minimum of three delegates	As determined by the RoadWise Advisory Group
Service Review Working Group	To consider the following matters relating to review of the City's services and make recommendations to the Council for determination: – Overall service review aims, principles and prioritising criteria for the City – Priority order and annual schedule of services for review (Maximum 2-3 per annum) – Scope of each service review – Service review progress updates Service review outcomes¹.	The Mayor and all Council Members are appointed as delegates	Quarterly
Strategic Projects Working Group	The purpose of this Working Group to provide guidance and advice on the planning, construction and implementation of	Mayor and all Council Members	Quarterly

Name	Role	Council member representation	Meetings
	identified strategic projects undertaken by the City of Wanneroo. Strategic Project: A project is considered a 'strategic project' if it meets all of the following criteria: • Major capital project listed in the City's Corporate Business Plan; • The City is delivering the project; • A project of significant value (over \$15,000,000); • The project has funding contributions from external parties, such as state and/or federal government; and • Other projects as identified by the Working Group.		
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 up to a maximum of four delegates	As determined by the Advisory Group
Yanchep Coastal Management Advisory Group	To have input into the development and implementation of coastal management measures for the Yanchep coastline.	Mayor and up to a maximum of five delegates	Quarterly

Item 5 Confidential

Nil

Item 6 To Be Tabled

Nil

Item 7 Date of Next Meeting

Item 8 Closure