

Agenda

Revenue Review Committee Meeting

6:00 PM Monday 13 April 2026
Council Chamber (Level 1), Civic Centre,
23 Dundebur Road, Wanneroo

wanneroo.wa.gov.au

TERMS OF REFERENCE



TERMS OF REFERENCE Revenue Review Committee

March 2017

Name:	Revenue Review Committee
Role/Purpose:	To provide a forum to advise and make recommendations to Council on matters pertaining to the revenue sources of the City and related policy.
Aims & Functions:	<p>1.1 To research, review and advise Council on fees and charges setting strategies and management policy options;</p> <p>1.2 To consider the implementation of such changes in fee strategies and management policy options, as required; and</p> <p>1.3 To research potential revenue sources</p>
Membership:	<p>2.1 The membership of the committee must comprise a minimum of three Elected Members with one position to be occupied by the Mayor;</p> <p>2.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply;</p> <p>2.3 Committee membership shall be appointed or removed by the Council.</p> <p>2.4 Members must comply with the City's Values and Code of Conduct.</p> <p>2.5 The Committee has authority to second individuals (non-voting) from outside of the committee, on a voluntary basis, for their expert advice.</p> <p>2.6 Maximum of 15 on the committee.</p>
Operating Procedures:	<p>Presiding Member:</p> <p>a) The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the committee and in accordance with the <i>Local Government Act 1995</i>, Schedule 2.3, Division 1. (For transparency and accountability it is recommended that Council officers not be appointed to the position of presiding member and deputy presiding member.)</p> <p>b) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.</p> <p>c) The Presiding Member will preside at all meetings.</p> <p>d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his absence, a person is to be elected by the committee members present to assume the Chair.</p> <p>e) The Presiding Member is responsible for the proper conduct of the committee.</p>

	<p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) The committee shall meet on a regular basis as determined by the nominated committee members. b) All meeting dates are to be provided in the Wanneroo Wrap and in the City of Wanneroo diary. c) A Notice of Meetings including an agenda will be circulated to the committee members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than five business days after each meeting, provide the Committee members (including deputy delegates) with a copy of such minutes. The minutes are to be available for public inspection. e) Copies of all minutes are to be forwarded electronically, through TRIM the City's electronic record keeping system, to Governance for filing in the elected members' reading room. f) All agenda and minute documentation to be generated through Council's Infocouncil software reporting system. g) A committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy or deputy delegate attending in lieu of the elected member) of the committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.
	<p>3.3 Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members.</p>
	<p>3.4 Administration:</p> <p>3.4.1 Administration Support Administration support for the committee will be provided by the City of Wanneroo. That support person will be the Senior Rates Officer.</p> <p>3.4.2 Motions on Notice A committee member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the committee, in the form of a motion, of which seven days notice has been given in writing to the Committee Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Appointing legislation:	<p>4.1 The committee is appointed as an advisory committee to the City of Wanneroo Council under Part 5-Administration, Section 5.8 of the Local Government Act 1995.</p> <p>4.2 The Council in accordance with the Local Government Act 1995, will assign the powers pertaining to these Terms of Reference to the committee as an appointed advisory committee of Council.</p>
Delegated Authority:	<p>5.1 The committee has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>5.2 The committee has no delegated authority to commit Council to the expenditure of monies.</p> <p>5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>

MEMBERSHIP

DELGATES:

Council Members

LINDA AITKEN, JP
EMAN SEIF, JP
JORDAN WRIGHT
PAUL MILES
HELEN BERRY
PHIL BEDWORTH
BRONWYN SMITH
ALEX FIGG

Mayor

South Ward
Central Ward
Central-East Ward
Central-West Ward
Central-West Ward
North-East Ward (Deputy Presiding Member)
North Ward (Presiding Member)

Officers:

BILL PARKER
CHRIS LEIGH
HARMINDER SINGH
KIRSTIE DAVIS
KATHERINE HARRISON

VICKI COLES

Chief Executive Officer
Director Planning & Sustainability
Director Assets
Director Community & Place
Acting Director Corporate Strategy &
Performance
General Counsel



Notice is given that the next Revenue Review Committee Meeting will be held in the Council Chamber (Level 1) Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 13 April, 2026** commencing at **6:00 PM**.

CONTENTS

<u>ITEM 1</u>	<u>ATTENDANCES</u>	<u>1</u>
<u>ITEM 2</u>	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	<u>1</u>
<u>ITEM 3</u>	<u>CONFIRMATION OF MINUTES</u>	<u>1</u>
<u>ITEM 4</u>	<u>REPORTS</u>	<u>1</u>
<u>ITEM 5</u>	<u>CONFIDENTIAL</u>	<u>1</u>
5.1	RENEWABLE ENERGY FACILITY BUSINESS CASE	1
<u>ITEM 6</u>	<u>LATE REPORTS (TO BE CIRCULATED UNDER SEPARATE COVER)</u>	<u>2</u>
<u>ITEM 7</u>	<u>DATE OF NEXT MEETING</u>	<u>2</u>
<u>ITEM 8</u>	<u>CLOSURE</u>	<u>2</u>

A G E N D A

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 Noongar nation, past, present and future, 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.

Meetings to be conducted in accordance with the City of Wanneroo Standing Orders Local Law 2021

Meetings of committees of Council convened under Section 5.8 of the Local Government Act 1995 (the Act) are subject (in part) to the City of Wanneroo Standing Orders Local Law 2021 (the Standing Orders). For the avoidance of doubt and in accordance with clause 9.6 of the Standing Orders, a committee's presiding person may determine that a committee meeting will be conducted in full compliance with the Standing Orders including those sections which are not explicitly stated to apply to committee meetings, this determination to be effected by a declaration by the presiding person at the opening of the meeting.

As Presiding Member of the Policy Review Committee and in accordance with clause 9.6 of the City of Wanneroo Standing Orders Local Law 2021 I declare that all provisions of the Standing Orders will apply to the conduct of this meeting.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Confirmation of Minutes

That the minutes of Revenue Review Committee Meeting held on 18 August 2025 be confirmed.

Item 4 Reports

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

Item 5 Confidential

5.1 Renewable Energy Facility Business Case

File Ref: 32155 – 26/109675
Responsible Officer: Acting Chief Executive Officer

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (f) *information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law*

Item 6 Late Reports (to be circulated under separate cover)

Nil

Item 7 Date of Next Meeting

The next Revenue Review Committee Meeting has been scheduled for 6:00 PM on Monday, 13 July 2026, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure



COUNCIL CHAMBER SEATING DIAGRAM

