



City of Cockburn
Special Council Meeting
Minutes

For Tuesday, 28 October 2025

These Minutes are subject to confirmation

Presiding Member's signature

Date: 11 November 2025

Special Council Meeting, Tuesday, 28 October 2025

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Special Council Meeting, Tuesday, 28 October 2025

Minutes

Attendance

Elected Members

Mayor L Howlett	Presiding Member
Deputy Mayor C Stone	Central Ward
Cr P Eva	Central Ward
Cr T Widenbar	Central Ward
Cr T Dewan	East Ward
Cr C Reeve-Fowkes	East Ward
Cr C Zhang	East Ward
Cr K Allen	West Ward
Cr P Corke	West Ward
Cr H Srhoy	West Ward

Staff

Mr D Simms	Chief Executive Officer
Mr D Arndt	Director Planning and Sustainability
Ms C Bywater	Director Corporate Systems and Services
Ms K Johnson	Director Community and Place
Mr A Lees	Director Infrastructure
Ms T Hardmeier	Service Lead Governance and Council Support
Mr M Lee	System Support Officer (IT Support)
Ms A Schutz	Assistant Governance Officer
Ms S D'Agnone	Council Minute Officer

1. Declaration of Meeting

The Presiding Member declared the meeting open at 7:00pm.

The City of Cockburn acknowledged the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to the Elders, past and present.

2. Appointment of Presiding Member

Nil



3. Disclaimer

The Presiding Member read the Disclaimer:

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position.

Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)

Nil

7.02pm Cr Allen departed the meeting.

5. Apologies & Leave of Absence

Apology

Mr J Blanchard, General Counsel

7.03pm Cr Allen returned to the meeting.



6. Public Question Time

Michael Separovich, Spearwood

- Q1. Changes to the Local Government Act for the filling extraordinary vacancies if they occur. My understanding is that if there were to be an extraordinary vacancy for the role of Mayor that opens up any time in the next 12 months, that it would not go to an extraordinary election, it would be automatically filled by the runner up of that election. Is that correct?
- A1. The Chief Executive Officer advised that his understand was that the amendments to the Local Government Act 1995 now prescribe a time period for both Mayor and Elected Member Ward Councillors, that allow a distribution to the second preferred candidate without having an extraordinary election. The Chief Executive Officer further advised that he would take the question on notice so as to review the legislation and confirm the 12 month period.
- Q2. So I am correct in assuming that if any vacancy were to open up, that role would immediately defer to Chontelle Stone as the runner up in that election – correct?
- A2. The Chief Executive Officer advised the City of Cockburn will follow exactly what the Local Government Act requires.
- Q3. As far as the election of the Deputy Mayor goes, the Act prescribes that the position of Deputy Mayor is filled from the point when they are elected, up until the first meeting of Council after the next election, which would mean that Chontelle's term ended five minutes ago exactly. Is this correct?
- A3. The Presiding Member advised yes, it is correct.
- Q4. Council Policy for Elected Members at events. We adopted a Policy on the 14 November last year that specifically states how Elected Members' invitations to events would be dealt with, and the process that I know because I was the Chair of the Governance Committee, is that invitations that are directed to the Mayor, that the Mayor cannot accept, would then go to the Deputy Mayor, and if the Deputy Mayor isn't available, it then goes to ward Councillors. Why was Cr Corke representing the Mayor at a Diwali event and the Seaton Year 12 Graduation, both of which have public posts stating that she was invited and representing you, when we still had a Deputy Mayor and none of the Elected Members were given an opportunity to accept that invitation in their stead?
- A4. The Presiding Member advised some Elected Members who had their positions held were given the opportunity to attend.
- Q5. Sorry, you are saying other Elected Members, which I am going to assume would be Councillors Widenbar, Zhang and Reeve-Fowkes, were also given the opportunity to represent the City at these events?
- A5. The Presiding Member advised that, depending on the circumstance, they were, or would have been given the opportunity to attend in the order of the last person who accepted a role or represented the City.
- Q5. But Cr Corke attended two events in a row within a week, so the fact that I've got Cr Reeve-Fowkes shaking her head saying that she did not receive an event invitation would imply that either the Council Policy is not being followed, or there is a degree of nepotism being thrown around currently.
- A5. The Presiding Member advised the City would look in it, but assured Mr Separovich that there is a process that should have been followed.

- Q6. There was a Facebook post by another Council candidate, Marcus Burnett, who was raising concerns about the process and the justification for electing a Deputy Mayor, where he maintained that the Deputy Mayor should be chosen by the people. On that Facebook post, Cr Srhoy did express an intent that she was opposed to backroom deals and that the Deputy Mayor should be chosen by the popular public. The fact that we do have that result from the WA Electoral Commission that has cemented the fact that Chontelle Stone was the runner up in the Mayoral election, and that she will assume that role if anything were to happen in the next 12 months, would it be fair to assume that Cr Srhoy is going to stand by her principles and vote for the person that the public have chosen to be their Deputy Mayor, or were those left at the door when she got sworn in?
- A6. The Presiding Member advised the this would be taken as a rhetorical question.



7. Election of Deputy Mayor

The Chief Executive Officer advised the meeting that he had prescribed the procedure for the election of the position of Deputy Mayor, which was articulated in the Agenda papers for the meeting.

The Chief Executive Officer further advised he had delegated the role of Returning Officer to the Director Corporate and System Services, Ms Carissa Bywater, with support from the Service Lead Governance and Council Support, Ms Tara Hardmeier.

The Director Corporate and System Services advised one nomination had been received for the position of Deputy Mayor from Cr Stone prior to the meeting, and called for any further nominations.

7.12pm Cr Dewan departed the meeting and returned at 7.13pm.

After providing five minutes for any further nominations, the following two nominations were received:

- Cr Corke
- Cr Dewan.

The Director Corporate and System Services conducted a ballot to determine the order of nominations on the ballot paper, and advised the order as follow:

1. Cr Dewan
2. Cr Stone
3. Cr Corke

The Director Corporate and System Services, supported by the Service Lead Governance and Council Support, commenced preparation of a ballot for the position of Deputy Mayor.

Mayor Howlett invited each candidate to provide a three minute speech while ballot papers were being prepared.

Cr Dewan, Cr Stone and Cr Corke each gave a speech of up to three minutes.

7.20pm The Service Lead Governance and Council Support departed the meeting and returned at 7.22pm.

The Director Corporate and System Services signed each ballot and then the Service Lead Governance and Council Support issued a ballot paper to each Elected Member. Each Elected Member was called, one at a time, and requested to cast their vote by placing their Ballot Paper in the Ballot Box on the nominated Ballot Table.

7.33pm Cr Allen departed the meeting.

On completion of voting, the Director Corporate and System Services counted the votes, in accordance with the voting provisions of Schedule 4.1 of the *Local Government Act 1995*.



7.34pm Cr Allen returned to the meeting.

The Director Corporate and System Services advised the meeting the count had concluded, and declared Cr Corke elected to the office of Deputy Mayor, with a term of office expiring at the start of the first meeting of the Council after the local government's next ordinary elections.

Mayor Howlett invited Cr Corke to come forward to read aloud the Declaration of the Office of Deputy Mayor.

Cr Corke made the Declaration of the Office of Deputy Mayor, in accordance with the requirements of the *Local Government Act 1995*.

Mayor Howlett congratulated Deputy Mayor Corke and invited her to assume the Deputy Mayor's Chair.



8. Deputations

Nil

9. Declaration by Members Who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting

Nil

10. Purpose of Meeting

- Election of the Deputy Mayor
- Elected Member appointments to Committees, Reference Groups and External Groups
- Appointment of independent Audit, Risk and Improvement Committee Members.



11 Reports - CEO (and Delegates)

11.1 Office of the CEO

11.1.1 Appointment to Standing Committees - Governance Committee and Audit, Risk and Improvement Committee

Executive	Chief Executive Officer
Author	Service Lead Governance and Council Support
Attachments	N/A

RECOMMENDATION

That Council:

- (1) APPOINTS the following Elected Members as members and deputy members to the following City of Cockburn Council Committees:

1. Audit, Risk and Improvement Committee

Member	Deputy Member

2. Governance Committee

Member	Deputy Member

- (2) APPOINTS _____ as the Presiding Member of the Governance Committee;
- (3) APPOINTS _____ as the Deputy Presiding Member of the Governance Committee;
- (4) NOTES that any deputy member may take the place of any member of the Committee, with any question about priority to be resolved by the Presiding Member of the Committee at the relevant meeting;
- (5) NOTES that the appointment of the Presiding and Deputy Presiding Member of the Audit, Risk and Improvement Committee is dealt with by a separate report to this meeting.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

That Council:

- (1) APPOINTS the following Elected Members as members and deputy members to the following City of Cockburn Council Committees:

11.1.1 (1) - 1 (2025/MINUTE NO 0173) Audit, Risk and Improvement Committee

Council Decision

MOVED Mayor L Howlett SECONDED Cr T Dewan

That Council APPOINTS the following Elected Members as members and deputy members to the following City of Cockburn Council Committee:

Audit, Risk and Improvement Committee

Members
Cr Reeve- Fowkes
Cr Stone
Cr Zhang
Cr Allen
Cr Srhoy
DM Corke
Cr Widenbar

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

11.1.1 (1) - 2 (2025/MINUTE NO 0174) Governance Committee

Council Decision

MOVED Mayor L Howlett SECONDED Cr C Stone

1. Governance Committee

Member
Cr Reeve-Fowkes
Cr Stone
Cr Zhang
Cr Srhoy
Cr Dewan
DM Corke
Cr Widenbar
Cr Eva

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

11.1.1 (2) (2025/MINUTE NO 0175) Governance Committee - Presiding Member**Council Decision**

MOVED Cr C Stone SECONDED Cr C Reeve-Fowkes

- (2) That Council APPOINTS Cr Stone as the Presiding Member of the Governance Committee.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

11.1.1 (3) (2025/MINUTE NO 0176) Governance Committee - Deputy Presiding Member**Council Decision**

MOVED Cr T Dewan SECONDED Cr P Eva

- (3) That Council APPOINTS Cr Dewan as the Deputy Presiding Member of the Governance Committee.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

11.1.1 (4) (5) (2025/MINUTE NO 0177) Deputy Members and Appointment of Presiding Member and Deputy Member of the Audit, Risk and Improvement Committee**Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That Council:

- (4) NOTES that any deputy member may take the place of any member of the Committee, with any question about priority to be resolved by the Presiding Member of the Committee at the relevant meeting; and
- (5) NOTES that the appointment of the Presiding and Deputy Presiding Member of the Audit, Risk and Improvement Committee is dealt with by a separate report to this meeting.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

The City has two Committees of Council - being the Audit, Risk and Improvement Committee and the Governance Committee.

The Local Government Act 1995 (the Act) provides that, where a person is appointed to a member of a committee, the persons membership of that committee ends the next ordinary elections day.



The 2025 local government elections were held on Saturday, 18 October 2025. All Elected Member appointments to committees have therefore ended and appointments must now be made.

This report is presented to Council to allow for the appointment of members, and for the Governance Committee - for the appointment of a Presiding Member and a Deputy Presiding Member - for the period from this date to the next ordinary local government elections.

Submission

N/A

Report

The City's committee structure seeks to assist and support Council's decision-making process.

The Audit, Risk and Improvement Committee and Governance Committee meet on a regular basis, in accordance with the schedule adopted by Council. The schedule for Oct to Dec 2025, and 2026, was adopted at the Ordinary Meeting of Council on 2 September 2025.

Information on the purpose of each Committee and recommended composition is provided below.

Audit Risk and Improvement Committee (ARIC)

The Audit, Risk and Improvement Committee (ARIC) is a Committee of Council established under sections 5.8 and 7.1A of the Act.

The core functions of ARIC are:

1. facilitating external financial audit reporting;
2. examining the annual financial audit report and facilitating the following up of any matters raised in the report and subsequent management letter;
3. vetting and responding to Office of the Auditor General (OAG) local government performance audits;
4. facilitating Council compliance with its functions under Part 6 and Part 7 of the Act in relation to financial management and audit requirements;
5. facilitating an appropriate internal audit program;
6. reviewing the CEO's report provided under regulation 17(3) of the Local Government (Audit) Regulations 1996 and regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996;
7. facilitating compliance with regulation 17 of the Local Government (Audit) Regulations 1996 in relation to risk management, internal control, and legislative compliance
8. monitoring and reporting on the effectiveness of the City's risk management framework, including reviewing risk assessments, risk treatment plans, and the effectiveness of controls.
9. monitoring and reporting on the effectiveness of the City's Integrity Strategy.



10. facilitating effective communication between the external auditor, internal auditor, administration (management) and the Council.
11. facilitating the protection of City assets.
12. reviewing the annual Compliance Audit Return required under Regulation 14 of the Local Government (Audit) Regulations 1996.

The Terms of Reference for ARIC provide that there should be at least four Elected Members appointed to ARIC, along with two independent and appropriately qualified members.

Governance Committee (GovCo)

The Governance Committee (GovCo) is a committee of Council established under section 5.8 of the Act.

The core functions of GovCo are:

1. the regular and timely review of the Council policies;
2. overseeing the development and review of local laws;
3. review of key governing documents of the City such as plans, strategies, frameworks and the like;
4. other matters referred by decision of Council.

The Terms of Reference for GovCo provide that there should be at least four Elected Members appointed to GovCo.

Code of Conduct Complaints Committee

In accordance with the City's Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach Policy, the membership of the Complaints Committee for the consideration of any Complaint is to include all members of the Council except a Council member who is a Complainant or a Respondent to a Complaint.

This means all Elected Members are appointed members of the Code of Conduct Complaints Committee, and meetings are convened to include all members except the Elected Member(s) who are Complainants or Respondents to the complaint.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

There are no financial implications from the recommendations in this report.

Legal Implications

Section 5.11(1) of the Act provides that where a person is appointed to a member of a committee, the persons membership of that committee ends the next ordinary elections day.



Further, section 7.1A provides that all local government must have an audit committee of at least 3 persons.

As per section 5.10(1)(a), all appointments must be made by absolute majority decision. As per section 5.10(4), the Mayor is entitled to be appointed to any committee they wish to be appointed to.

Community Consultation

N/A

Risk Management Implications

A failure to appoint Elected Members to committees would mean that those committees could not function. Further, a failure to appoint Elected Members to ARIC, or for Council to appoint a Presiding and Deputy Presiding Member to the Governance Committee, would be a breach of the Local Government Act 1995.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



11.1.2 Appointment of Independent Members - Audit, Risk and Improvement Committee

11.1.2 (2025/MINUTE NO 0178) Appointment of Independent Members - Audit, Risk and Improvement Committee

Executive	Chief Executive Officer
Author	General Counsel and Risk and Governance Advisor
Attachments	1. All applicants for Independent ARIC Members (Confidential) 2. Candidates Shortlisted for Interview for Independent ARIC Members (Confidential)

Council Decision

MOVED Mayor L Howlett SECONDED Deputy Mayor P Corke
That Council:

- (1) APPOINTS Shona Zulsdorf and Len Estrade as Independent Members of the City of Cockburn Audit, Risk and Improvement Committee;
- (2) APPOINTS Independent Member Shona Zulsdorf as Presiding Member of the City of Cockburn Audit, Risk and Improvement Committee;
- (3) DETERMINES the fee for the Independent Presiding Member to be the maximum amount as determined by the Salaries and Allowances Tribunal from time to time, varied automatically;
- (4) APPOINTS Independent Member Len Estrade as Deputy Presiding Member of the City of Cockburn Audit, Risk and Improvement Committee;
- (5) DETERMINES the fee for the Independent Deputy Presiding Member to be the maximum amount as determined by the Salaries and Allowances Tribunal from time to time, varied automatically; and
- (6) AUTHORISES the Chief Executive Officer to reimburse reasonable expenses for each of the independent Committee Members to a maximum amount of \$1,000 per member each year as determined by the Salaries and Allowances Tribunal.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

Under recent Local Government Reform, local governments will be required to have an Audit, Risk and Improvement Committee.

Council endorsed an updated Terms of Reference for the Audit, Risk and Improvement Committee at its 2 September 2025 Ordinary Council Meeting.



Local Government Reform will also require the Chair and Deputy Chair of the ARIC to be Independent Members.

The City has advertised for the positions of Independent Chair and Deputy Chair.

Submission

N/A

Report

Under Local Government Reform, audit committees will be required to have an independent presiding member. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The City understands these reforms are imminent, so Council has revised its Terms of Reference. Subsequently, the City advertised for the position of Independent Chair and Independent Deputy Chair.

The City received 29 applications. The names of the 29 applicants are shown in Confidential Attachment 1 to this report, and the full details of the shortlisted candidates are shown in Confidential Attachment 2 to this report.

Of these applications, two (2) were shortlisted for Independent Chair and three (3) were shortlisted for Independent Deputy Chair.

The City conducted interviews with these five (5) candidates. Following the interviews, the following candidates were preferred for appointment:

- ☐ Ms Shona Zulsdorf. (Chair)
- ☐ Mr Len Estrade (Deputy Chair).

Reference checks and pre-employment screening of both candidates is part of the City's standard process. On this basis, this report recommends their appointment.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

Fees for Audit, Risk and Improvement Committee Members are allocated in the Annual Budget. The amount of the fees is set within a band endorsed by the Salaries and Allowance Tribunal. To attract the best applicants, it is recommended the City pay the fee at the maximum amount.



Legal Implications

The City is to adjust its approach to the Audit, Risk and Compliance Committee to accord with Local Government Reform.

Community Consultation

N/A

Risk Management Implications

Audit Committees are key mechanisms for managing governance risk in modern organisations.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



11.1.3 Appointment of Delegates - Western Australian Local Government Association and South Metropolitan Zone and Metro Outer Development Assessment Panel

Executive Chief Executive Officer

Author Service Lead Governance and Council Support and
Service Manager Development Services

Attachments N/A

OFFICER RECOMMENDATION

That Council:

- (1) NOMINATES the following Elected Members as delegates to the Western Australian Local Government Association (WALGA) South Metropolitan Zone:

Member	Deputy Member
Mayor Howlett	DM Corke
Cr Stone	Cr Dewan
Cr Widenbar	

- (2) NOMINATES the following Elected Members as members and alternate members of the Metro Outer Development Assessment Panel (MODAP), for the period 26 January 2026 to 26 January 2028; and

Member	Alternate Member
Cr Widenbar	DM Corke

- (3) REQUESTS the Chief Executive Officer to advise the relevant secretariats of Council's resolution.

11.1.3 (1) (2025/MINUTE NO 0179) Western Australian Local Government Association (WALGA) South Metropolitan Zone

Council Decision

MOVED Mayor L Howlett SECONDED Cr C Stone

- (1) That Council NOMINATES the following Elected Members as delegates to the Western Australian Local Government Association (WALGA) South Metropolitan Zone:

Member	Deputy
Cr Stone	Cr Dewan
Cr Eva	DM Corke
Mayor Howlett	Cr Srhoy

CARRIED 10/0

11.1.3 (2) (2025/MINUTE NO 0180) Metro Outer Development Assessment Panel (MODAP)

Council Decision

MOVED Cr T Widenbar SECONDED Cr C Stone

- (2) That Council NOMINATES the following Elected Members as members and alternate members of the Metro Outer Development Assessment Panel (MODAP), for the period 26 January 2026 to 26 January 2028:

Member	Alternate Member
Cr Widenbar	Cr Eva
Cr Stone	Cr Srhoy

CARRIED 6/4

For: Mayor L Howlett, Cr P Eva, Cr C Stone, Cr T Widenbar, Cr C Reeve-Fowkes, Cr K Allen

Against: Deputy Mayor P Corke, Cr T Dewan, Cr H Srhoy, Cr C Zhang

11.1.3 (3) (2025/MINUTE NO 0181) Council Resolution - CEO to advise secretariats

Council Decision

MOVED Cr C Reeve-Fowkes SECONDED Cr T Dewan

That Council REQUESTS the Chief Executive Officer to advise the relevant secretariats of Council's resolution.

CARRIED 10/0

Background

The City has received correspondence from both the Western Australian Local Government Association (WALGA) and the Department of Planning, Lands and Heritage (DPLH) requesting nominations to the WALGA South Metropolitan Zone and Metro Outer Development Assessment Panel (MODAP) respectively.

This report is presented to Council to consider these requests and to appoint delegates by the requested timeframes.

Submission

N/A

Report

On 10 October 2025, the Chief Executive Officer (CEO) received correspondence from DPLH advising that the current MODAP nominations will expire on 26 January 2026 and inviting Council to review its nominations after the local government elections.

Further, on 16 October 2025, the CEO received correspondence from WALGA requesting that Council also review its delegates and deputy delegates to the WALGA South Metropolitan Zone after the local government elections.

Council has traditionally reviewed its MODAP nominations and WALGA delegates and deputy delegates every two years after the local government elections. This allows for new Elected Members to nominate for these opportunities, and also ensures continued City of Cockburn representation.

Order of consideration is set out in the City's Elected Members Appointments – Standing Committees, Reference Groups, Boards and External Organisations Policy (the Policy). Any currently sitting Elected Members appointed prior to the local government elections are entitled to be renominated, with their nominations considered first. This will apply unless they choose to resign as a Council delegate by notice to the CEO.

Elected Members wishing to nominate for the WALGA South Metropolitan Zone or the MODAP must do so in accordance with the Policy, which requires nominations to be sent to the CEO prior to the meeting at which appointments are to be made (i.e., the 28 October 2025 Special Council Meeting on the 28 October 2025).

Further detail on the WALGA South Metropolitan Zone and the Metro Outer Development Assessment Panel is provided below for consideration.

Western Australian Local Government Association South Metropolitan Zone

WALGA is the peak advocacy body representing local government in this State.

It is comprised of a number of zones, including the South Metropolitan Zone, which covers the districts of Melville, Fremantle, East Fremantle, Cockburn, Kwinana, and Rockingham.

WALGA Zone meetings consider a broad range of portfolio functions across the spectrum of local government responsibilities, which have the general capacity to impact on local communities.

Each zone submits recommendations from its meetings to be considered by the WALGA State Council. If adopted, State Council decisions become the official position promoted on behalf of the sector.

While WALGA zone meetings are unpaid, delegates are eligible to be elected by their Zone to the WALGA State Council. State Councillors are paid an annual sitting fee and a travel allowance to attend State Council Meetings. The current sitting fee is \$4,108 per annum.

Council may appoint three delegates to the WALGA South Metropolitan Zone and as many deputy delegates as they see fit. It is recommended that there be one deputy delegate per delegate, to ensure continued City of Cockburn representation at these meetings. Council has been requested to provide the name of its delegates and deputy delegates by Thursday, 30 October 2025.

The Council's current members of the WALGA South Metropolitan Zone are:

- Mayor Howlett
- Cr Stone
- Cr Widenbar

Current deputy members are:

- Cr Corke
- Cr Dewan

Further information on meeting frequency, location, as well as approximate time commitments can be found in the [WALGA Elected Member Prospectus](#).

Metro Outer Development Assessment Panel

Development Assessment Panels (DAPs) are panels set up by the State Government to assess development applications with a value of \$10 million or over. Applications can also request that their application is determined by a DAP where it is valued over \$2 million.

Each DAP consists of five members – three being specialist members, one of which is the presiding member, and two being local government elected members. A quorum for a DAP is three members, which includes the presiding member.

Local government members bring local knowledge and insights of the local community, as well as any relevant expertise, to the assessment of development applications.

The City of Cockburn is part of the Metro Outer Development Assessment Panel (MODAP), which covers the districts of Cockburn, Joondalup, Wanneroo, Swan, Mundaring, Kalamunda, Gosnells, Armadale, Kwinana, Rockingham, Serpentine-Jarrahdale, Mandurah, Murray and Waroona.

City of Cockburn members are invited to MODAP meetings where an application is being considered for a development within the district of the City of Cockburn. Meetings occur during business hours and are generally held online, rather than requiring attendance in-person. Local government members only need to consider and vote on applications relevant to their district.

Local government members may be paid for attending MODAP training and meetings, as well as representing the MODAP at the State Administrative Tribunal (SAT). The meeting fee is currently \$425 (\$100 where the meeting is simply to amend or cancel a determination), with a one-off fee of \$400 paid to local government members to attend mandatory training, and a one-off fee of \$200 paid to local government members to attend re-training. Local government members must attend mandatory training before attending a MODAP meeting.

Council may nominate two primary members for the MODAP, and two alternate member who may be invited to DAP meetings if the primary members are unavailable. Council has been requested to provide their nominations by Friday, 21 November 2025.



The Council's current MODAP members are:

- Cr Widenbar

Current alternate members are:

- Cr Corke

The number of MODAP meetings in any given year fluctuates greatly. The following demonstrates the number of meetings over the last two years:

- 2024 – 5 meetings
- 2025 – 9 meetings.

More detailed, comprehensive information regarding MODAPs can be obtained from the [Development Assessment Panels](#) webpage on the DPLH website.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

There are no budget implications from the recommendations in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

To ensure continued City of Cockburn representation on the WALGA South Metropolitan Zone and the MODAP, it is prudent that new appointments are made by the required timeframes.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil.

11.1.4 Appointment of Delegates - Reference Groups and Local Emergency Management Committee (LEMC)

Executive Chief Executive Officer

Author Service Lead Governance and Council Support

- Attachments**
1. [Aboriginal Reference Group Terms of Reference](#)
 2. [Age-Friendly Reference Group Terms of Reference](#)
 3. [Bush Fire Advisory Reference Group Terms of Reference](#)
 4. [Crime Prevention Reference Group Terms of Reference](#)
 5. [Disability Reference Group Terms of Reference](#)
 6. [Multicultural Reference Group Terms of Reference](#)
 7. [Neighbourhood Watch Reference Group Terms of Reference](#)
 8. [Sister City Reference Group Terms of Reference](#)
 9. [Sustainability and Environment Reference Group Terms of Reference](#)
 10. [Youth Advisory Collective Terms of Reference](#)

RECOMMENDATION

That Council

- (1) APPOINTS the following Elected Members to the following City Reference Groups:

1. Aboriginal Reference Group (ARG)

Member	Deputy
Cr Corke Cr Widenbar	Cr Dewan

2. Age Friendly Reference Group (AFRG)

Member	Deputy
Cr Zhang	

3. Bushfire Advisory Reference Group (BFRG)

Member	Deputy
Cr Stone Cr Dewan Cr Reeve-Fowkes	Cr Eva

4. Crime Prevention Reference Group

Member	Deputy
Cr Corke Cr Allen	

5. Disability Reference Group (DRG)

Member	Deputy
Cr Zhang	

6. Multicultural Reference Group

Member	Deputy
Mayor Howlett Cr Corke Cr Dewan Cr Zhang	

7. Neighbourhood Watch Reference Group (NWRG)

Member	Deputy
Cr Corke	

8. Sister Cities Reference Group (SSRG)

Member	Deputy
Mayor Howlett Cr Stone Cr Corke Cr Eva Cr Reeve-Fowkes Cr Widenbar Cr Zhang	

9. Sustainability and Environment Reference Group (SERG)

Member	Deputy
Cr Corke Cr Eva Cr Widenbar	

10. Youth Advisory Collective Reference Group (YAC)

Member	Deputy
Cr Corke	

- (2) APPOINTS the following Elected Members to the Local Emergency Management Committee (LEMC); and

Member	Deputy
Mayor Howlett Cr Dewan Cr Eva Cr Reeve-Fowkes	

- (3) APPOINTS the following members to the Grants, Funding and Events Working Group (GFEWG):

Member	Deputy

11.1.4 - 1 (2025/MINUTE NO 0182) Aboriginal Reference Group**Council Decision**

MOVED Cr C Stone SECONDED Deputy Mayor P Corke

1. That Council APPOINTS the following Elected Members to the **Aboriginal Reference Group (ARG)**:

Member
DM Corke
Cr Stone

CARRIED 10/0

11.1.4 - 2 (2025/MINUTE NO 0183) Age Friendly Reference Group**Council Decision**

MOVED Mayor L Howlett SECONDED Cr T Widenbar

2. That Council APPOINTS the following Elected Members to the **Age Friendly Reference Group (AFRG)**:

Member	Deputy
Cr Zhang	Cr Srhoy

CARRIED 10/0

11.1.4 - 3 (2025/MINUTE NO 0184) Bushfire Advisory Reference Group**Council Decision**

MOVED Mayor L Howlett SECONDED Cr T Dewan

3. That Council APPOINTS the following Elected Members to the **Bushfire Advisory Reference Group (BFRG)**:

Member
Cr Stone
Cr Dewan
Cr Reeve-Fowkes

CARRIED 10/0

11.1.4 - 4 (2025/MINUTE NO 0185) Crime Prevention Reference Group**Council Decision**

MOVED Mayor L Howlett SECONDED Cr C Zhang

4. That Council APPOINTS the following Elected Members to the **Crime Prevention Reference Group (CPRG)**:

Member
Cr Allen
Cr Zhang
Cr Srhoy
Cr Dewan
Cr Eva

CARRIED 10/0

11.1.4 - 5 (2025/MINUTE NO 0186) Disability Reference Group**Council Decision**

MOVED Mayor L Howlett SECONDED Cr C Zhang

5. That Council APPOINTS the following Elected Members to the **Disability Reference Group (DRG)**:

Member	Deputy
Cr Srhoy	Cr Zhang

CARRIED 10/0

11.1.4 - 6 (2025/MINUTE NO 0187) Multicultural Reference Group**Council Decision**

MOVED Mayor L Howlett SECONDED Cr C Zhang

6. That Council APPOINTS the following Elected Members to the **Multicultural Reference Group (MRG)**:

Member
Mayor Howlett
Cr Zhang
DM Corke
Cr Srhoy

CARRIED 10/0

**11.1.4(1) - 7, (2025/MINUTE NO 0188) Neighbourhood Watch Reference
8, 9, 10, (2), Group, Sister Cities Reference Group, Sustainability and
(3) Environment Reference Group, Youth Advisory Collective
Reference Group, Local Emergency Management Committee,
Grants, Funding and Events Working Group**

Council Decision

MOVED Cr C Stone SECONDED Cr C Reeve-Fowkes

That Council APPOINTS the following Elected Members to the following City Reference Groups:

7. Neighbourhood Watch Reference Group (NWRG)

Member
Cr Allen Cr Srhoy

8. Sister Cities Reference Group (SSRG)

Member
Mayor Howlett Cr Stone Cr Zhang DM Corke Cr Eva Cr Srhoy Cr Reeve-Fowkes

9. Sustainability and Environment Reference Group (SERG)

Member
DM Corke Cr Eva Cr Dewan

10. Youth Advisory Collective Reference Group (YAC)

Member
DM Corke

(2) That Council APPOINTS the following Elected Members to the Local Emergency Management Committee (LEMC):

Member
Mayor Howlett Cr Reeve-Fowkes Cr Stone Cr Zhang

- (3) That Council APPOINTS the following members to the Grants, Funding and Events Working Group (GFEWG):

Member
Cr Reeve-Fowkes
Cr Stone
Cr Zhang
Cr Allen
Cr Srhoy
Cr Dewan
DM Corke
Cr Widenbar
Cr Eva

CARRIED 10/0

Background

The City has eleven formal reference groups, as well as a Local Emergency Management Committee (LEMC), with Elected Member representation.

The City's Elected Members Appointments – Standing Committees, Reference Groups, Board and External Organisations Policy (the Policy) provides that all appointments to reference groups and the LEMC lapse on the date of the local government elections.

The 2025 local government elections were held on Saturday, 18 October 2025. All Elected Member appointments to reference groups and the LEMC have therefore lapsed, and new appointments must now be made.

This report is presented to Council to allow for the appointment of members to these reference groups and the LEMC for the period from this date to the next ordinary local government elections.

Submission

N/A

Report

Council has established reference groups for the purposes of dealing with issues or matters of special focus or nature. These groups have no decision-making authority but may provide advice and recommendations to Council.

Council has further established a LEMC, as required by section 38 of the State Emergency Management Act 2005.

Each reference group meets on a different cycle, as provided for in the Terms of Reference for that reference group. Elected Member representation on reference groups is guided by the Policy and the relevant Terms of Reference.



As per the Policy, Elected Member membership on reference groups and the LEMC lapses on the date of each local government election. However, any current sitting Elected Members whose tenure remains unaffected by the election are entitled to be renominated for their respective reference groups, with their nominations considered first. This applies unless they choose to resign as a member of that reference group by notice to the CEO.

The below tables outlines the eleven different reference groups and LEMC, as well as a high-level overview of their purpose, any current continuing membership, and any limit to Elected Member representation as provided for in the relevant Terms of Reference.

Elected Members wishing to nominate for a reference group or the LEMC must do so in accordance with the Policy, which requires nominations to be sent to the CEO prior to the meeting at which appointments are to be made (i.e., the Special Meeting of Council on the 28 October 2025).

1. Aboriginal Reference Group

- The Aboriginal Reference Group (ARG) acts in a guiding role, using their collective and individual voice, cultural understandings and personal experiences, to compliment the City of Cockburn's commitment to:
 - o its recognition of the Beeliar peoples of the Whadjuk Nyungar Nation, being the Traditional Custodians of the lands upon which the City of Cockburn conducts its business
 - o actions within its Reconciliation Action Plan, including employment of Aboriginal and Torres Strait Islander peoples, procurement of Aboriginal and Torres Strait Islander service providers, the development of an Aboriginal Cultural and Visitors Centre, and provision of culturally relevant service delivery
- The ARG will act to feedback Aboriginal and Torres Strait Islander communities' comments in relation to City of Cockburn service delivery and project development, and regarding others working in partnership with the City of Cockburn
- The ARG and the City of Cockburn will assist and support each other to establish strong partnerships and relationships with the local Aboriginal and Torres Strait Islander communities
- The ARG aims to respect, support and generate awareness of Aboriginal and Torres Strait Islander cultures.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Bi-monthly from February to December - first Tuesday of the month	Cr Stone Cr Corke Cr Dewan (Deputy)	Up to 2 Elected Members

2. Age Friendly Reference Group

The AFRG represents seniors within the community by voicing their concerns, providing advice and exchanging information with City of Cockburn.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Monthly February to November - second Thursday of each month	Cr Dewan	Up to 1 Elected Member

3. Bushfire Advisory Reference Group

To assist in advising the City of Cockburn on all matters relating to preventing, controlling and extinguishing of bush fires. The Group will support bushfire mitigation planning undertaken by the City and provide guidance on an as required basis. The Group will discuss interagency cooperation on all issues pertaining to bush fire prevention, as appropriate

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Quarterly (or as required)	Cr Stone Cr Dewan Cr Reeve-Fowkes Cr Eva (Deputy)	Up to 2 Elected Members (including 1 Chairperson) (no deputy required)

4. Crime Prevention Reference Group

To identify and address issues pertaining to community safety and crime prevention in the City of Cockburn.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Quarterly in March, June, September, December	Cr Corke Cr Allen	No limit on membership

5. Disability Reference Group

- ☐ To assist the City to provide services, programs, and facilities that are inclusive and accessible for people with disability
- ☐ The DRG is a point of contact for community consultation and co-design of services and programs.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Bi-monthly (minimum nine meetings per year)	Cr Zhang	Up to 1 Elected Member

6. Multicultural Reference Group

- ☐ The Multicultural Reference Group acts in a guiding role and provides a voice for people of cultural and linguistically diverse (CaLD) backgrounds living in the City
- ☐ The Group provides the City with specialist knowledge on the needs and priorities of local multicultural communities, to ensure residents' wellbeing and access to services
- ☐ The Group assists the City with communication and consultation with multicultural communities
- ☐ The Group assists the City in identifying ways to celebrate the benefits of cultural diversity and advises of important dates and celebrations.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Bi-monthly (February to November)	Mayor Howlett Cr Corke Cr Dewan Cr Zhang	No limit on membership

7. Neighbourhood Watch Reference Group

The Group's purpose is to assist WA Police (WAPOL) to promote crime prevention strategies to the broader public.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Monthly except January	Cr Corke	No limit on membership

8. Sister Cities Reference Group

The purpose of the Sister Cities Reference Group is to:

- ☐ Facilitate the development and maintenance of effective international relations and enhance the City in conjunction with its partnered Cities
- ☐ Establish guidelines for Council to follow when considering engagement with potential new international relationships or partners
- ☐ Consider the rationale and criteria for entering into new international relationships and terminating existing arrangements.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
As required (minimum two meetings per year).	Mayor Howlett Cr Stone Cr Corke Cr Eva Cr Reeve-Fowkes	No limit on membership

9. Sustainability and Environment Reference Group (SERG)

The purpose of a Sustainability and Environment Reference Group is to provide strategic level input and advice to the City and Council and would be limited to providing feedback in the development and review of strategies, strategic policies, programs, plans and reports relating to sustainability and environmental issues within the City of Cockburn.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
February, May, August and November	Cr Corke Cr Eva Cr Widenbar	Up to 3 Elected Members

10. Youth Advisory Collective

The purpose of the Reference Group is to:

- ☐ Represent the aspirations, views and needs of young people.
- ☐ Participate in projects for the benefit of young people in the City of Cockburn (City).
- ☐ Act as a consultative body on matters arising in Council business which affect young people.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Wednesdays, Bi-weekly (except school holidays)	Cr Corke	No limit on membership

11. Local Emergency Management Committee (LEMC)

The purpose of the Cockburn Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and key local stakeholder's representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Quarterly in March, June, August, November	Mayor Howlett Cr Dewan Cr Eva Cr Reeve-Fowkes	No limit on membership

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

There are no financial implications from the recommendations in this report. Any funds required to administer these reference groups is dealt with through existing budget processes.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Due to the City's Elected Members Appointments – Standing Committees, Reference Groups, Board and External Organisations Policy, all current appointments to reference groups and the LEMC lapsed on 18 October 2025. To ensure Elected Member representation on these reference groups and the LEMC, it is prudent that new appointments are made.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil





Aboriginal Reference Group (ARG)

Terms of Reference

January 2022

The Aboriginal Reference Group acknowledges meeting on Nyungar Boodjar and respects Nyungar cultural protocols. They acknowledge and embrace all Aboriginal and Torres Strait Islander cultures living, working or visiting the Cockburn community.

The City of Cockburn has worked with its Aboriginal Reference Group (ARG) formally known as the Aboriginal Advisory Committee since 2002, to assist in its strategic and operational outcomes.

Version no.	Date	Author	Comments/Amendments
1.0	0		
2.0	March 2021		
3.	October 21	M.Kickett	

Name

Aboriginal Reference Group (ARG)

Purpose

The Aboriginal Reference Group acts in a guiding role, using their collective and individual voice, cultural understandings and personal experiences, to compliment the City of Cockburn's commitment to:

- Its recognition of the Beeliar peoples of the Whadjuk Nyungar Nation, being the Traditional Custodians of the lands upon which the City of Cockburn conducts its business;
- Actions within its Reconciliation Action Plan, including employment of Aboriginal and Torres Strait Islander peoples, procurement of Aboriginal and Torres Strait Islander service providers, the development of an Aboriginal Cultural and Visitors Centre, and provision of culturally-relevant service delivery

The ARG will act to feedback Aboriginal and Torres Strait Islander communities comments in relation to City of Cockburn service delivery and project development, and in regards to others working in partnership with the City of Cockburn.

The Aboriginal Reference Group and the City of Cockburn will assist and support each other to establish strong partnerships and relationships with the local Aboriginal and Torres Strait Islander communities.

The Aboriginal Reference Group aims to respect, support and generate awareness of Aboriginal and Torres Strait Islander cultures.

The City supports the ARG by providing facilities for meetings, administrative support and the covering of associated costs.

Membership of the Reference Group

Memberships will be for a term of two (2) years.

Memberships will be staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and develop leadership.

An Annual General Meeting (AGM) will be the process for working through the elections.

Made up of:

- 15 Aboriginal and/or Torres Strait Islander peoples who are part of the City of Cockburn (live, work or are active members in). This includes two memberships

for younger people aged 16 – 35 years, who are identified as Emerging Leaders, and nominated by the ARG. This allows for leadership development and succession planning.

- Aboriginal Community Development Officers, City of Cockburn.
- One, or where required two, Elected Members who have been nominated to this group.
- City of Cockburn staff: Family and Community Development Manager, and/or Manager Community Development (or delegates).

Details of members will be kept on a Membership Register.

The process of coming to agreement is generally by consensus decision-making. However voting will be used in specific circumstances, including at the election process at the Annual General Meeting and other required circumstances.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

Quorum

A quorum consists of five members.

Roles & Responsibilities

Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

The Chair, or another nominated member, may be asked by the City to represent the Aboriginal Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

City of Cockburn staff

The Aboriginal Community Development Officer is a City of Cockburn staff member with responsibility for coordinating the ARG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the ARG. The Officer reports at meetings on current relevant projects and budgets, and provides a liaison point between the ARG and the City.

Other City staff attend in an advisory role, and provide a further contact point at the City in relation to ARG queries or concerns.

Elected Members

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

Accountability and Process

The ARG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and has no public voice outside of its support role for the City of Cockburn.

The ARG does not provide Traditional Owner sign-off or consultation, on any project that requires Traditional Owner or cultural guidance. This should be dealt with through the appropriate channels.

Members of the ARG are not permitted to discuss City of Cockburn business outside of the boundaries of official ARG and City of Cockburn.

Membership to the ARG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.

Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and record.

Members are unpaid volunteers, however where specialised cultural advice is sought at additional meetings, then payment can be considered.

The ARG may have its own social media 'closed group' (by invite only) as a means of keeping in contact, with members being vigilant about respectful and confidential use of this social media group. Social media guidelines will need to be agreed to.

The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

Membership Process

Members can join the Aboriginal Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

Annual General Meeting

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- The Aboriginal and Torres Strait Islander community is informed of the election process via various contact lists, promotion and advertising.
- Any potential nominees are asked to contact the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to customer@cockburn.wa.gov.au by the closing date.
- A minimum quorum of 50% is required at the Meeting.
- At the Meeting the Aboriginal Reference Group steps down and a City of Cockburn staff member chairs the meeting.
- The relevant 50% of positions on the Aboriginal Reference Group are declared open and a list of nominations presented.

- A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
- When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
- An agenda item for the Meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.

Appointments during the year

- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
- Interested people should be in contact with the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack. Nominees are required to sign their agreement with these documents.
- The nominee is asked to attend one meeting as a guest prior to their nomination being considered.
- A nomination form is then sent to customer@cockburn.wa.gov.au and will be put on the Agenda for the next ARG meeting.
- The nominee will be informed of the outcome as soon as possible.

Term

The Terms of Reference will be reviewed by the Aboriginal Reference Group and relevant staff every 2 years.

Meetings

Meeting times to be bi-monthly throughout the calendar year as follows, with meeting times proposed as 5.15pm on the first Tuesday of each month except February:

1 st Meeting	Bunaru	February
2 nd Meeting	Djiran	April
3 rd Meeting	Mukaru	June
4 th Meeting	Djilba	August
5 th Meeting	Kambarang	October
6 th Meeting	Birak	December
Annual General Meeting		January

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings will result in a potential loss of membership.

An Annual General Meeting of the ARG will be held in mid-January, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.

Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, Members are then required to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss ARG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

Respect

All members of the ARG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All ARG members are expected to value and respect the diversity and contribution of all Aboriginal and Torres Strait Islander community members on the ARG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

Integrity

Members of the ARG have a responsibility to act with good intent towards their fellow ARG members, the City of Cockburn and all who engage with the ARG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow ARG members and all others who support or engage the ARG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the ARG and the City of Cockburn, in line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting ARG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

Member's agreement of Terms of Reference and Code of Conduct

Members of the City's Aboriginal Reference Group must have read and understood the Terms of Reference, and Code of Conduct with regard to membership of the ARG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Aboriginal Reference Group Member Name:

Signature: _____

Witness: _____

Date: _____

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia 6965
T: 08 9411 3444 F: 08 9411 3333
cockburn.gov.wa.au





City of Cockburn Age-friendly Reference Group

Terms of Reference

October 2019

Version no.	Date	Author	Comments/Amendments
1.0	7.10.2019	Jill Zumach – Julie McDonald	



Member's agreement of Terms of Reference and Code of Conduct

Members of the City's Age-friendly Reference Group (AFRG) must have read and understood the Terms of Reference, and Code of Conduct with regard to membership of the AFRG.

Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Age-friendly Reference Group Member

Name: _____

Signature: _____

Witness: _____

Date: _____

Name

Name of this Group shall be known as:

City of Cockburn Age-friendly Reference Group (AFRG)

Purpose

The City of Cockburn Age-friendly Reference Group represents seniors within the community by voicing their concerns, providing advice and exchanging information with City of Cockburn.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on senior specific issues and opportunities arising within the Cockburn district. The AFRG was established in 2019.

Membership of the Reference Group

The AFRG will have 12 members consisting of:

- Consumer Representatives, Industry Representatives, an Elected Member and City of Cockburn Representatives
- Resident(s) of Cockburn, who are seniors and/or a carer, or an advocate of a senior
-

The City of Cockburn representatives are made up of the following:

- An Elected Member City of Cockburn
- Childcare and Seniors Manager
- Senior Centre Coordinator (CSC)

Guest speaker(s) will be invited to give presentation on specific issues with approval from the Chairperson. Other interested community members representing seniors issues may attend the meeting provided the CSC is informed prior to the meeting date.

Details of members will be kept on Membership Register.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

Membership Process

Members can join the Age-friendly Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

1) Annual General Meeting annually:

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- Any potential nominees are asked to contact the City's Seniors Centre Coordinator to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to customer@cockburn.wa.gov.au by the closing date.
- At the meeting the Age-friendly Reference Group steps down and a City of Cockburn staff member chairs the meeting.
- The relevant 50% of positions of the Age-friendly Reference Group are declared open and a list of nominations presented.
- A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
- When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
- An agenda item for the meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.

2) Appointments during the year:

- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
- Interested people should contact the City's Seniors Centre Coordinator to be guided through the Reference Group's Information Pack. A nomination form is then sent to customer@cockburn.wa.gov.au and will be put on the Agenda for the next AFRG meeting.
- The nominee will be informed of the outcome as soon as possible.

Quorum

A quorum constitutes at least 50% of active Cockburn AFRG members.

Roles & Responsibilities

Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

The Chair, or another nominated member, may be asked by the City to represent the Age-friendly Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn AFRG by providing the following Officer support:

- Prepare the monthly AFRG Agenda and disseminate to the Group and to Elected Members via Personal Assistant to Mayor and Elected Members
- Attend monthly AFRG meetings and support development of the minutes
- Ensure that any correspondence from the meeting requiring administrative attention is disseminated
- Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting
- Maintain the AFRG Member database for Cockburn;
- Promote AFRG in the community
- Receive and assess new membership applications
- Distribute information/invitations to all Cockburn AFRG Members, as appropriate; and support AFRG Members with applications to seniors related awards or programs.

Elected Members

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

Accountability and Process

The AFRG is primarily autonomous and operates at a local level within the direction and guidance provided by City of Cockburn Age-Friendly Strategy.

The AFRG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and it has no public voice outside of its support role for the City of Cockburn.

Members of the AFRG are not permitted to discuss City of Cockburn business outside of the boundaries of official AFRG and City of Cockburn business. Membership to the AFRG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.

Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and recording. The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded

in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

The members will attend community and seniors activities to promote AFRG, support the City's AFRG Strategy and advocate for seniors issues.

Represent AFRG at City of Cockburn organised events, as appropriate, identify opportunities to promote AFRG and increase membership and seniors participation.

Working Groups may be formed to work on a particular project. At least one member will be from the Reference Group while the remainder of the members may include non-members. The Reference Group member is responsible for ensuring feedback to the AFRG. Working Groups are able to organise times and frequency of meetings to suit their members.

Term

Terms of Reference to be reviewed by the AFRG every 24 months, from the first meeting after the Annual General Meeting.

Meetings

Meetings are held at the City of Cockburn, every Second Tuesday of the month, 2pm to 3pm. There will not be a meeting in December or January.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting. Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings may result in a potential loss of membership.

An Annual General Meeting of the AFRG will be held in November, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.

The Cockburn AFRG is a democratic forum where members are encouraged to address the Group with any seniors issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members are required not to use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This would include promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are required not to use their position to exert inappropriate influence in any community setting, to incorrectly claim to be representing the Reference Group, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, and are then expected to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss AFRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality.

Respect

All members of the AFRG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All AFRG members are expected to value and respect the diversity and contribution of all members sitting on the AFRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

Integrity

Members of the AFRG have a responsibility to act with good intent towards their fellow AFRG members, the City of Cockburn and all who engage with the AFRG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow AFRG members and all others who support or engage the AFRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the AFRG and the City of Cockburn, in-line with the Respect item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting AFRG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breaches of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party can be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of their perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse then their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

City of Cockburn

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Bush Fire Advisory Reference Group

Terms of Reference

July 2023

Version no.	Date	Author	Comments/Amendments
1.0	24/09/19	M. Emery	Creation and reformatting with Accepted changes from Group
2.0	07/2023	C. Mora	Update purpose, objectives, and additional membership terms to align with other City reference groups

Document Set ID: 11410562
Version: 1, Version Date: 23/03/2023

Document Set ID: 11574560
Version: 2, Version Date: 03/10/2023



Name

Name of this group shall be known as;

Bush Fire Advisory Reference Group or (BFARG)

Purpose

To advise the City of Cockburn (hereafter: the City) on all matters relating to preventing, controlling, and extinguishing of bush fires, and any other function assigned to the Reference Group under Section 67 of the *Bush Fires Act 1954*, regulations, or Council policy.

Ensure operational alignment and collaboration between all agencies involved in bush fire prevention and mitigation.

Monitor the effectiveness of the currency and implementation of local laws, the Bushfire Risk Management Plan, and other relevant emergency management plans.

- Check the various relevant legislation and rules
- Check the currency of the plan and identify any early risks and/or changes in the operating environment.

Provide a channel for escalation of any systemic blockages.

Be a collective voice for local needs.

Objectives & Strategies

The purpose of the group will be achieved through:

1. Open communication and information sharing on bushfire issues and concerns
2. Providing meaningful reports on issues arising
3. Providing guidance in the development of policies, programs and community preparedness activities relating to the prevention of and preparedness for bushfires
4. Providing guidance in the development of strategic policies, programs and plans to ensure response and recovery from bushfires within the City of Cockburn
5. Ensuring effective governance guides the group in achieving its objectives.

Membership of the Group

The BFARG will comprise of;

- South Coogee Volunteer Bush Fire Brigade
 - Captain or proxy
 - First Lieutenant or proxy
- Jandakot Volunteer Bush Fire Brigade
 - Captain or proxy
 - First Lieutenant or proxy
- Elected Member/s appointed by Council in accordance with Council policy
 - Nominated Chair
- City of Cockburn staff – Head of Community Safety and Ranger Services, Fire and Emergency Management Manager, and Fire and Emergency Management Officer or equivalents
- Chief Bushfire Control Officer
- Deputy Chief Bushfire Control Officers
- Fire Control Officers (operational).

Guests;

- Regional staff and representatives from the Department of Fire and Emergency Services and/or the Department of Biodiversity, Conservation and Attractions
- Others as invited.

Membership Resignation

- A member may resign from membership of the BFARG by giving written notice of the resignation to the Fire and Emergency Management Officer or equivalent
- The resignation takes effect when the City's Fire and Emergency Management Officer or equivalent receives the notice.

Quorum

A quorum constitutes more than 50% of members.

Roles & Responsibilities

Members

- Prepare for, attend, and participate in meetings
- Adhere to the Terms of Reference for this group (This Document)
- Provide information and advice on items related to the group's purpose, scope, and objectives
- Be respectful to the Chair and other members and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

Chairperson

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

The Chairperson shall ensure:

- The meeting is conducted according to the Terms of Reference
- Matters are dealt with in an orderly and efficient manner
- Meetings are kept on time.

In the absence of the Chair, an attending City of Cockburn staff member will undertake this role.

Elected Members

- Attend to provide a level of support and its membership
- Not to 'drive' the Group in achieving its objectives
- Not to try influence outcomes
- Meet responsibilities of Members as detailed in the Terms of Reference.

Fire and Emergency Management Officer

- Coordinating the BFARG
- Administrative support to the BFARG
- Progression of meeting outcomes
- Liaison between the BFARG and the City.

Accountability and Process

Members are required to:

- Act with honesty, good faith, and integrity
- Abide by the Terms of Reference and Code of Conduct
- Actively participate in meetings
- Declare any actual or perceived conflicts of interest at the commencement of the meeting
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of Council or the group
- Use any Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official BFARG and the City of Cockburn.

Term

The BFARG will be ongoing until terminated by agreement by resolution of Council.

These Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended, varied, or modified in writing after consultation and agreement by resolution of the Council.

Meeting Information

Decision-making

- The process of coming to an agreement is generally by consensus decision-making
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

Meetings

- Quarterly (typically February, May, August, and November), or as determined by the BFARG
- Held at the City of Cockburn Administration Building or other City facilities
- Generally, meetings will not exceed one and a half hours
- Members to attend in person
- Requests for virtual attendance should be received by the Fire and Emergency Management Officer no later than five business days prior to the meeting
- Chaired by the Chairperson.

Notice of motion for significant matters

A Member may have significant matters of business included in the agenda of a meeting by forwarding a notice of motion in writing to the minute taker no less than 14 clear days before the meeting so it can be considered by the membership.

The notice of motion must include a draft version of the motion proposed to be moved by the member.

Code of Conduct for Reference Group Members

Members are required to understand and agree with the Code of Conduct, as breaches may result in the forfeiting of membership.

Conflicts of Interest

BFARG members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or group discussions should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes the promotion of personal businesses or skills.

Misuse of position as a member

BFARG members are not permitted to use their position to exert influence in any community setting, to claim to be representing the BFARG without the express direction to do so from the City, or to bring disrepute to the Group or the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function. Members are then required to do so in a professional and respectful manner

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Integrity

Members of the BFARG have a responsibility to act with good intent towards their fellow BFARG members, the City of Cockburn and all who engage with the BFARG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow CPRG members and all others who support or engage the CPRG (written, spoken or otherwise)
- Declaring one's own conflict of interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open, and fair, in all dealings and conversations whilst conducting BFARG business.

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Version no.	Date	Author	Comments/Amendments
1.0	22/08/2024	William W.	Reviewed purpose and objectives. Minor changes made for clarity. Inserted resignation, roles and responsibilities, code of conduct, and accountability.

Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar Boodjar as the traditional custodians of this land. We pay our respect to Elders, past and present.



Crime Prevention Reference Group (CPRG)



Terms of Reference

Purpose

- Identify and address issues pertaining to community safety and crime prevention in the City of Cockburn.

Objectives

The purpose of this group will be achieved through:

- (1) Open communication and information sharing on community safety issues and concerns.
- (2) Encourage members to participate in crime prevention events, programmes, and initiatives.
- (3) Provide guidance in the development of policies and programmes aimed at reducing crime. This includes the perception of crime, the actual occurrence of crime, and anti-social behaviour.
- (4) Assist in the development of the City's plans towards community safety and crime prevention.
- (5) Review, reassess, and report on the City of Cockburn's plans on community safety and crime prevention.
- (6) Provide interagency cooperation to address community safety issues.

Membership of the Group

The CPRG membership will comprise of:

- Elected Member/s appointed by Council in accordance with Council Policy
- WA Police – up to four representatives
- Department of Communities (Housing) - one representative
- Department of Justice – one representative
- Department of Education – one representative
- Business - up to three representatives from local businesses
- City of Cockburn representatives:
 - Head of Community Safety and Ranger Services
 - Community Safety Manager
 - Community Safety Liaison Officer
 - Youth Services Manager
 - Community Development Manager
 - Aboriginal Community Development Officer
 - Library Services Manager
 - CoSafe Manager

Membership Resignation

- A member may resign from membership of the CPRG by giving written notice of the resignation to the CPRG meeting facilitator.
- The resignation takes effect when the City's CPRG facilitator receives the notice.

Quorum

A quorum consists of 50% of members.

Roles & Responsibilities

Members

- Prepare for, attend, and participate in meetings.
- Adhere to the Terms of Reference for this group.
- Provide information and advice on items related to the group's purpose, scope, and objectives.
- Be respectful to the Chair and other members and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

Chairperson

- The Chairperson role shall be undertaken by a City of Cockburn Elected Member. Membership terminates when an Ordinary Local Government election occurs every two years in October. Elected Members may be reappointed as the Chairperson
- The Chairperson shall ensure:
 - the meeting is conducted according to the Terms of Reference
 - matters are dealt with in an orderly and efficient manner
 - meetings are kept on time.

Elected Members

- Attend to provide support to its membership.
- Not to 'drive' the Group in achieving its objectives.
- Not to try influence outcomes.
- Meet responsibilities of Members as detailed in the Terms of Reference.

Community Safety Liaison Officer

- Coordinating the CPRG
- Administrative support to the CPRG
- Progression of meeting outcomes
- Liaison between the CPRG and the City

Accountability and Process

Members are required to:

- Act with honesty, good faith, and integrity.
- Abide by the Terms of Reference and Code of Conduct.
- Actively participate in meetings.
- Declare any actual or perceived conflicts of interest at the commencement of the meeting.
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of The City of Cockburn, the Council, or the group.
- Use any Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official CPRG and the City of Cockburn.

Term

The CPRG will be ongoing until terminated by agreement by resolution of Council.

These Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended, varied, or modified in writing after consultation and agreement by resolution of Council.

Meeting Information

Decision-making

- The process of coming to agreement is generally by consensus decision-making
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

Meetings

- Quarterly, or as determined
- Held at the City of Cockburn Administration Building or other City facilities
- Members to attend in person
- Chaired by the Chairperson

Code of conduct for Reference Group members

Members are required to understand and agree with the Code of Conduct, as breaches may result in the forfeiting of membership.

Conflicts of Interest

CPRG members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a member

CPRG members are not permitted to use their position to exert influence in any community setting or to claim to be representing the CPRG without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function, members are then required to do so in a professional and respectful manner

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Integrity

Members of the CPRG have a responsibility to act with good intent towards their fellow CPRG members, the City of Cockburn and all who engage with the CPRG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow CPRG members and all others who support or engage the CPRG (written, spoken or otherwise)
- Declaring one's own conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open, and fair, in all dealings and conversations whilst conducting CPRG business



Disability Reference Group(DRG)

Terms of Reference

October 2020

City of Cockburn's Vision:

To make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metro area.

Disability Reference Group vision:

A caring community where all people within the City and surrounds with a disability are included, valued, respected and have universal access to all opportunities.

Disability Reference Group Values:

- Respect
- Inclusiveness
- Sustainability
- Safety

Name

This group shall be known as;

The Disability Reference Group (DRG)

Purpose

To assist the City to provide services, programs & facilities inclusive and accessible for people with disability.

The DRG is a point of contact for community consultation and co-design of services and programs.

Membership of the Reference Group

The DRG will comprise of a maximum of 20 people

The DRG Facilitator will however need to take into account room hire availability, room hire costs, size of room, accessibility in determining maximum attendance.

Eligibility for membership includes the below members who support the purpose of the DRG.

DRG Members include:

- Residents of City of Cockburn with disability
- Parents/Carer of a person with disability (under 65) living in the City of Cockburn
- Staff representing a disability organisation in the City of Cockburn with up to five members with a limit of one representative per organisation
- Up to four representatives from the City of Cockburn including, Disability and Inclusion officer, Family and Community Development Manager, Cockburn Care Manager,
- One City of Cockburn Elected Member.

Applying for membership:

A person who wants to become a member must complete and submit an application form to the City's DRG Facilitator. The City's Disability Access & Inclusion Officer is the DRG Facilitator

Dealing with membership applications:

The City's DRG Facilitator must consider each application for membership of the group and decide whether to accept or reject the application.

The City's DRG Facilitator must consider applications in the order in which they are received and whether there is a position available.

The City's DRG Facilitator may delay its consideration of an application if further information needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.

The City's DRG Facilitator presents the accepted nomination to the DRG. The City's DRG Facilitator will notify the applicant of the DRG's decision to accept or reject the application as soon as practicable after making the decision.

If the City's DRG Facilitator rejects the application, the DRG Facilitator is not required to give the applicant its reasons for doing so.

Becoming a member:

1. DRG Nomination form completed and presented to the City's DRG Facilitator prior to the AGM and is presented to the DRG elected at the AGM or
2. Nomination form completed and presented to the City's DRG Facilitator throughout the year and elected by when a casual vacancy occurs.

An applicant for membership of the DRG becomes a member when the DRG accepts the application. Each person who becomes a member of the DRG receives a copy of the DRG Terms of Reference in force at the time their membership commences and must sign in agreement to the terms.

A copy of the DRG Terms of Reference will be provided to new members by electronic transmission in an accessible format or hard copy.

Members must be at least 18 of age.

The City provides financial support to the DRG for sundry expenses that occur throughout the year. City officers have the responsibility to administer these funds, in conjunction with relevant decisions of the group.

Voting rights of members:

Each DRG member has one vote at a general meeting of the group.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

When a membership ceases:

A person ceases to be a member when any of the following takes place:

- the person resigns from the DRG
- the person is expelled from the group
- the person does not renew their membership through correct processes

The minute taker must record in the minutes which person ceased to be a member and why.

At a general meeting, the DRG may by general consensus decision-making elect a member who is eligible fill the vacant position.

Membership Resignation:

A member may resign from membership of the DRG by giving written notice or verbal notice of the resignation to the DRG meeting Facilitator.

The resignation takes effect when the City's DRG Facilitator receives the notice.

Register of Members:

The City's DRG Facilitator will maintain a spreadsheet containing a register of its members and record in the register any change in the membership of the DRG. Any change to the register to be recorded within 28 days after the change occurs.

The register of members must include each member's name and a residential, postal or email address.

Quorum

For the monthly meeting of DRG member's quorum is four members, of which one must be either the Chairperson or Deputy Chairperson.

For the annual general meeting of DRG member's quorum is four members of which one must be either the Chairperson or Deputy Chairperson. No business is to be conducted at a DRG meeting unless a quorum is present.

If a quorum is not present within 20 minutes after the notified commencement time of a DRG meeting. Unmet business may be rolled over to the next due meeting.

Roles & Responsibilities**City of Cockburn**

The City Supports the DRG by providing facilities for meetings, administrative support and meetings.

The City provides financial support to the DRG for sundry expenses that occur throughout the year. City officers have the responsibility to administer these funds, in conjunction with relevant decisions of the group.

Member responsibilities

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them. Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

The DRG Members consists of:**The Chair Person**

Chairperson: means the DRG member holding office as the chairperson of the DRG.

Role definition: It is the duty of the chairperson to consult with the City's DRG Facilitator regarding the business to be conducted at each DRG meeting and general meeting. The Chairperson convenes and presides at DRG meetings.

Term: 1 year

The Deputy Chair

Role definition: It is the Duty of the Deputy Chair to preside in the event of the Chair being absent.

Term: 1 year

DRG members

DRG member: means a member of the DRG, who has had membership confirmed and recorded and signed to abide by the groups Terms of Reference.

Role definition: To attend the DRG and support both the City's & DRGs mission and values. To build relationships and work collaborate with the DRG members, City of Cockburn representatives and Guests.

Term: 1 year

City of Cockburn Staff

The Disability Access and Inclusion Officer (DAIO) is a City of Cockburn staff member with responsibility for coordinating/facilitating the DRG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the DRG. The Officer reports at meetings on current relevant projects and budgets, and provides a liaison point between the DRG and the City. The DAIO is the DRG Facilitator.

Role: To provide support and guidance to the DRG

Term: As per employment & role

Other City staff attend in an advisory role, and provide a further contact point at the City in relation to DRG queries or concerns.

City of Cockburn Elected Member

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference, and to have experience with disability or completed disability awareness training.

Role: Providing an informative link between the City's Council and DRG

Term: 2 years

Non Members include:

Minute taker

Role: City appointed and remunerated position. Duty is to record the minutes of the meetings.

Guest Presenters

Role: Invited guests of the DRG group

Accountability and Process

The Terms of Reference assist with the governance of the Reference Group. The rules of the DRG provide the scope and limitations of the Reference Group's activities.

Voting at DRG meetings

Significant decisions will be determined by a voting process and determined by a simple majority

The process of coming to agreement is generally by consensus decision-making. Voting will be used in specific circumstances, including at the election process at the Annual General Meeting, and when making other significant decisions.

Voting rights apply only to community members of the DRG, and are not applicable to City of Cockburn staff, guests and Elected Members.

Each DRG member present at a DRG meeting has one vote on any question arising at the meeting.

A motion is carried if a majority of the DRG members present at the DRG meeting vote in favour of the motion.

If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

A vote may take place by the DRG members present indicating their agreement or disagreement or by a show of hands, unless the DRG decides that a secret ballot is needed to determine a particular question.

If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

Members

Chair- 1 vote

Deputy Chair – 1 vote

DRG members – 1 vote

City of Cockburn Staff- no voting rights

City of Cockburn Elected Members- no voting rights

Minute Taker -no voting rights

Guests and/or Presenters- no voting rights

Minutes of DRG meetings

The City's DRG Facilitator must ensure that minutes are taken and kept of each DRG meeting. The minutes must record the following:

- The names of the DRG members present at the meeting;
- The name of any person attending the meeting
- The business considered at the meeting;
- Any motion on which a vote is taken at the meeting and the result of the vote.

The chairperson must ensure that the minutes of a DRG meeting are reviewed and confirmed by the DRG at the next DRG meeting.

Disclosure of a DRG member's material personal interest in a matter being considered at a DRG meeting must be recorded in the minutes of the meeting.

Member's use of technology to participate in DRG meetings

The presence of a DRG member at a DRG meeting need not be by attendance in person but may be by that DRG member and each other DRG member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a DRG meeting as allowed above is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Annual General Meeting

The City and DRG must determine the date, time and place of the annual general meeting. The City's DRG Facilitator must give to each member at least 14 days' notice of a general meeting. City's DRG Facilitator must send written notice to all the members:

- calling for nominations for election to the DRG; and
- stating the date by which nominations must be received by

The notice will specify the date, time and place of the meeting and indicate the general nature of each item of business to be considered at the meeting.

A DRG member who wishes to be considered for election to the DRG at the annual general meeting must nominate for election by completing a DRG member application and submitting at least 7 days before the annual general meeting.

The City's DRG Facilitator may invite members to nominate for the Chair or Deputy Chair position. A member whose nomination does not comply with above is not eligible for election to the DRG.

Election of Chairperson & Deputy Chairperson

At the annual general meeting

Election of DRG members

At the annual general meeting, the group must decide if the number of members nominating for DRG membership is not greater than the number to be elected, the chairperson of the meeting:

- must declare each of those members to be elected to the position; and
- for the position of DRG member is greater than the number to be elected;

A vote will be held to decide on the members to be elected. Voting rights apply only to community members of the DRG, and are not applicable to City of Cockburn staff, guests and Elected Members.

Term of office

The term of office of a DRG member begins when the member:

- is elected at an annual general meeting or
- is appointed to fill a vacancy
- A DRG member holds office until the positions on the DRG are declared vacant at the next annual general meeting.

A DRG member may be re-elected.

AGM Ordinary Business

The ordinary business of the annual general meeting is as follows:

- to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
- to receive and consider the Chairs annual report on the group's activities during the preceding year; and
- to receive and consider the City's DRG Facilitators report on the group's activities during the preceding year
- Any other business of which notice (Agenda) has been given in accordance with these rules may be conducted at the annual general meeting.

The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.

If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the DRG members at the meeting must choose one of them to act as chairperson of the meeting.

- No business is to be conducted at a general meeting unless a quorum is present.
- If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
- In the case of the annual general meeting, the meeting is adjourned and rescheduled (by the DRG Facilitator) subject to an appropriate time and venue.
- Written notice of another venue and time is given to the members before the day to which the meeting is adjourned.

Voting at AGM

On any question arising at a general meeting:

- Each DRG member has one vote and
- DRG members may vote in person
- City of Cockburn Staff have no voting rights
- Minute taker has no voting rights

- Elected Member has no voting rights
- A motion is carried if a majority of the DRG members present at a general meeting vote in favour of the motion.
- If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- For a person to be eligible to vote at a general meeting as a DRG member, or on behalf of a DRG member, the Voter must have been an DRG member at the time notice of the meeting was given
- Acceptance of absentee votes at AGM will be at the discretion of the City's Reference Group Facilitator.

Minutes of AGM

- The Minute Taker appointed by the City's DRG Facilitator, must take and provide minutes of each general meeting to the Facilitator.
- The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- In addition, the minutes of each annual general meeting must record:
 - The names of the DRG members attending the meeting; and
 - Any forms given to the chairperson of the meeting and
- The chairperson must ensure that the minutes of a general meeting are reviewed and recorded as correct.
- When the minutes of a general meeting have been confirmed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - The meeting to which the minutes relate was duly convened and held; and
 - The matters recorded as having taken place at the meeting took place as recorded; and
- Any election or appointment purportedly made at the meeting was validly made.

Member's use of technology to attend AGM

The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a general meeting as allowed as above is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Membership Process

DRG Nomination form completed and presented to the City's DRG Facilitator prior to the AGM and is presented to the DRG elected at the AGM or Nomination form completed and presented to the City's DRG Facilitator throughout the year and elected by when a casual vacancy occurs.

An applicant for membership of the DRG becomes a member when the DRG accepts the application. Each person who becomes a member of the DRG receives a copy of the DRG Terms of Reference in force at the time their membership commences and must sign in agreeance to the terms.

A copy of the DRG Terms of Reference will be provided to new members by electronic transmission in and accessible format or hard copy.

Members must be at least 18 of age.

A person ceases to be a DRG member if the person:

- resigns from the DRG or is removed from the DRG or
- becomes permanently unable to act as a DRG member because of health reasons; or
- Fails to attend 3 consecutive DRG meetings, of which the person has been given notice, without having notified the DRG that the person will be unable to attend.

Suspension or expulsion

The City's DRG Facilitator may decide to suspend a member's membership or to expel a member from the DRG if:

- The member contravenes any of these rules; or
- The member acts detrimentally to the interests of the DRG and City.

The City's DRG Facilitator must give the member written notice of the suspension or expulsion.

The notice will be given to the member confirming suspension or expulsion.

A decision of the City's DRG Facilitator to suspend the member's membership or to expel the member from the Association takes immediate effect.

When a person is expelled they are expelled permanently from the group.

Consequences of suspension

During the period a member's membership is suspended, the member loses any rights (including voting rights) arising as a result of membership; and

When a member's membership is suspended, the City's DRG Facilitator must record in the register of members:

- That the member's membership is suspended; and
- The date on which the suspension takes effect; and
- The period of the suspension.

When the period of the suspension ends, the City's DRG Facilitator must record in the register of members that the member's membership is no longer suspended.

Term

The DRG Terms of Reference will be reviewed by the City, every 2-4 years.

The DRG Mission and goals will be reviewed by the members annually.

Meetings

The DRG meet nine times in each year on the dates and at the times and places predetermined by the City and the DRG members.

Meetings are held in the City monthly (excluding December & January). The proceedings of the DRG meetings are to be recorded as the Minutes and confirmed as an accurate record at the following meeting. Refer to the rules of the meetings for further detail.

The Venue and time of the DRG meeting are to be decided collaborate with the City's DRG Facilitator and DRG taking into account business hours, venue size, hire charges, availability and accessibility and must be determined by the City's DRG Facilitator as soon as practicable after the annual general meeting at which the DRG members are elected.

Reimbursement to DRG Members

A DRG member is entitled to be reimbursed from the City for any out-of-pocket expenses for travel incurred:

- In attending a DRG meeting or
- In attending a general meeting;
- If discussed and agreed by the City's DRG Facilitator prior to the meeting.

Notice of DRG meetings

The Agenda of each DRG meeting must be given to each DRG member at least 24 hours before the time of the meeting.

The Agenda must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

The only business that may be conducted at the meeting is the business described in the Agenda.

Funds - source & control

- Funds are provided by the City of Cockburn and administrated and controlled by the City's DRG Facilitator
- Publication by DRG members about the DRG business prohibited
- A DRG member must not publish, or cause to be published, any statement about the business conducted by the DRG at a general meeting or DRG meeting unless:

- The DRG member has been authorised to do so at a DRG meeting; and
- The authority given to the DRG member has been recorded in the minutes of the DRG meeting at which it was given.

Financial report

The City's DRG Facilitator will update at each DRG Meeting the financial balance of remaining DRG funds

Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function, Members are then required to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss DRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

Respect

All members of the DRG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All DRG members are expected to value and respect the diversity and contribution of Aboriginal and Torres Strait Islander and culturally and Linguistically Diverse (CaLD) community members on the DRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

Integrity

Members of the DRG have a responsibility to act with good intent towards their fellow DRG members, the City of Cockburn and all who engage with the DRG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow DRG members and all others who support or engage the DRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the DRG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting DRG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

Member's agreement of Terms of Reference and Code of Conduct

Members of the City's DRG must have read and understood the Terms of Reference and Code of Conduct with regard to membership of the DRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

DRG Member Name: _____

Signature: _____

Witness: _____

Date: _____



Multicultural Reference Group (MRG)

Terms of Reference

The Multicultural Reference Group acknowledges the traditional owners of this land the Nyungar people of Beeliar Boodja. Long ago, now and in the future, they care for country.

The Multicultural Reference Group Nyungar moort Beeliar Boodja-K kaadadijiny, Koora, yeyi, benang baalap nidja boodja-k kaaradijiny.

Purpose

- The Multicultural Reference Group acts in a guiding role and provides a voice for people of cultural and linguistically diverse (CaLD) backgrounds living in the City of Cockburn.
- The group provides the City with specialist knowledge on the needs and priorities of local multicultural communities, to ensure residents wellbeing and access to services.
- The group assists the City with communication and consultation with multicultural communities.
- The group assists the City in identifying ways to celebrate the benefits of cultural diversity and advises of important dates and celebrations.

Membership of the Group

- Membership will normally be for a term of two(2) years.
- Membership terminates when an Ordinary Local Government election occurs every two years in October. Members may be reappointed.

The MRG will comprise of:

- A maximum of fifteen (15) people from diverse backgrounds who are residents of the City of Cockburn.
- Cultural Diversity Officer, City of Cockburn or equivalent position
- Elected Member/s appointed by Council in accordance with Council Policy
- City of Cockburn staff – Community Development Lead, and/or Family and Community Development Manager (or delegates).

Members join the MRG by submitting an Expression of Interest (EOI) Form and being appointed by the Group.

- Inaugural membership of non-Elected Member MRG members will be by appointment by the Chief Executive Officer or delegated officer of the City of Cockburn.

Membership Resignation

- A member may resign from membership of the MRG by giving written notice or verbal notice of the resignation to the MRG meeting Facilitator.
- The resignation takes effect when the City's MRG Facilitator receives the notice.

Quorum

A quorum consists of eight (8) members.

Roles & Responsibilities

Members

- Attend, prepare for and participate in meetings
- Adhere to the Terms of Reference
- Represent community views and provide information and advice on items related to the group's purpose, scope, and objectives
- Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

Chairperson & Deputy Chairperson

- A Chairperson is elected by the members of the Reference Group, to ensure:
 - the meeting is conducted according to the Terms of Reference
 - matters are dealt with in an orderly and efficient manner
 - meetings are kept on time.
- A Deputy Chair is elected by members and is to be Chair in the absence of the Chairperson, if neither is available then a member will be asked to Chair the meeting.

Elected Members

- Attend to provide a level of support and its membership
- Not to 'drive' the Group in achieving its objectives
- Not to try influence outcomes
- Meet responsibilities of Members as detailed in the Terms of Reference.

Cultural Diversity Officer

- Coordinating the MRG
- Administrative support to the MRG
- Progression of meeting outcomes
- Liaison between the MRG and the City

Accountability and Process

Members are required to:

- Act with honesty, good faith, and integrity
- Abide by the Terms of Reference and Code of Conduct
- Actively participate in meetings
- Provide leadership in the group so that other members will be proactive and participate and assist the group to function well
- Declare any actual or perceived conflicts of interest at the commencement of the meeting; Represent the interests of their local community rather than individual interests or issues
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of council or the group
- Use any Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official MRG and the City of Cockburn.

Term

The MRG will be ongoing until terminated by agreement by resolution of Council.

These Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended, varied, or modified in writing after consultation and agreement by resolution of Council.

Review

- The effectiveness of the MRG is to be reviewed annually by the MRG and may be subject to a review of Council.

Meeting Information

Decision-making

- The process of coming to agreement is generally by consensus decision-making. However, voting will be used in specific circumstances.
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

Voting rights of members:

Each MRG member has one vote at a general meeting of the group.

Voting rights apply to members of the Multicultural Reference Group only, and are not applicable to City of Cockburn staff, guests and Elected Members.

If the votes are divided equally on a question, the chairperson has a casting vote.

A vote may take place by a show of hands, unless the Group decides that a secret ballot is required.

Meetings

- Bimonthly, (February – November) or as determined by the MRG
- Held at the City of Cockburn Administration Building or other City facilities
- Members to attend in person or virtually
- Chaired by the Chairperson or Vice Chairperson in the absence of the Chairperson
- In the absence of both Chairperson and Vice Chairperson members Cultural Diversity Officer or City of Cockburn staff present to chair the meeting.

Code of conduct for Reference Group members

Members are required to understand and agree with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function, members are then required to do so in a professional and respectful manner

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss MRG or City business, or to unfairly target individuals (members, staff, or others) or breach confidentiality and/or cultural safety.

Respect

All members of the MRG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors, and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All MRG members are expected to value and respect the diversity and contribution of other members on the MRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business

Integrity

Members of the MRG have a responsibility to act with good intent towards their fellow MRG members, the City of Cockburn and all who engage with the MRG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow MRG members and all others who support or engage the MRG (written, spoken or otherwise)
- Ensuring that the behavior of members reflects the best interest of the MRG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open, and fair, in all dealings and conversations whilst conducting MRG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate from a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However, if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff members/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated, then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

Member's agreement of Terms of Reference and Code of Conduct

Members of the City's MRG must have read and understood the Terms of Reference and Code of Conduct regarding membership of the MRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group

I have read, understood, and agree with these documents.

MRG Member Name: _____

Signature: _____

Witness: _____

Date: _____



Cockburn Neighbourhood Watch Reference Group

Terms of Reference

October 2022

Version no.	Date	Author	Comments/Amendments
1.0	0		
2.0	September 2022	M. Charles	Removal of 7PM commencement times and expand the role of the City's officers

Name

Name of this group shall be known as;

Cockburn Neighbourhood Watch (NHW) Reference Group.

Purpose

To assist WA Police (WAPOL) promote crime prevention strategies to the broader public. The Reference Group is established by the City of Cockburn and is administered and structured by WAPOL, pursuant to Neighbourhood Watch WA Policies and Procedures.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community safety issues arising within the Cockburn district.

Membership of the Reference Group

- Active Cockburn NHW volunteers
- City of Cockburn Councillor(s) appointed by Council
- WA Police (WAPOL)
- City of Cockburn Officers

Quorum

A quorum constitutes at least 50% of active Cockburn NHW volunteers.

Roles & Responsibilities

NHW Chairperson

The role shall be filled by a Councillor appointed to the Reference Group by the Council, except if the Councillor declines, in which case, another person can be selected by the Reference Group.

The Cockburn NHW Chairperson will be responsible for the following duties:

1. Chair the Cockburn NHW Reference Group meetings;
2. Ensure continued promotion of key messaging through the Cockburn NHW Facebook page;
3. Promote Cockburn NHW in the community and to other Elected Members;
and

4. Conduct presentations on behalf of Cockburn NHW when invited.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn NHW Reference Group by providing the following Officer support:

1. Prepare the monthly NHW Agenda and disseminate to the group;
2. Attend monthly NHW Meetings and take Minutes;
3. Ensure that any correspondence from the Meeting requiring administrative attention is disseminated;
4. Provide available resources to the Group for events organised and endorsed by the Group;
5. Liaise with NHW State Coordinator, when required, on procedural requirements;
6. Maintain the NHW Volunteer database for Cockburn; and
7. Distribute information/invitations to all Cockburn NHW Volunteers, as appropriate.
8. Encourage community members who are interested in joining NHW to attend a meeting by pre-arrangement.

The City Officers will not have any voting rights.

Volunteers

Active volunteers will be responsible to undertake the following functions:

1. Volunteers to operate in accordance with the guidelines of the NHW Volunteer Operational Procedures
2. Over a 12 month period, participate in at least five monthly NHW Reference Group meetings or activities;
3. Chair monthly meetings in absence of the Chairperson, decided by popular vote; and
4. Encourage community members who are interested in joining NHW to attend a meeting by pre-arrangement.

Accountability and Process

The Reference Group is primarily autonomous and operates at a local level within the direction and guidance provided by the WAPOL philosophy of *'Neighbourhood Watch is a program to watch out for and help neighbours in reducing crime in the community'* via the following activities:

1. Letterbox drop promotional and community safety related material provided by the NHW State Coordinator, WA Police and City of Cockburn;
2. Organise NHW volunteers to attend Community / Resident Association meetings;
3. Attend community activities to promote NHW and crime prevention;
4. Represent NHW at City of Cockburn or NHW State organised events, as appropriate;
5. Identify opportunities to promote the NHW brand and increase volunteer

- participation;
- 6. Induct new Cockburn NHW volunteers and provide training opportunities;
- 7. Nominate Cockburn NHW volunteers for Awards; and
- 8. Organise a timetable of events and activities for the Cockburn NHW group, once endorsed at a Meeting of the Group.

Term

Terms of Reference to be reviewed by the NHW Cockburn Reference Group every four (4) years, or as directed by Council or WAPOL.

Meetings

Meetings are held at the City of Cockburn Administration Building on the first Wednesday of each month (except January).

The time of the meeting is to be agreed by a simple majority vote at the previous meeting by the attending active volunteers.

The City of Cockburn provides a light meal for attendees at the Meeting.

The proceedings of the meetings are to be recorded as the Minutes and confirmed as an accurate record at the following meeting.

Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

The Cockburn NHW Reference Group is a democratic forum where members are encouraged to address the Group with any safety/security issues or concerns which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group

City of Cockburn

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T: 08 9411 3444 F: 08 9411 3333
cockburn.gov.wa.au

COCKBURN SISTER CITIES REFERENCE GROUP**Terms of Reference****1. Name**

Cockburn Sister Cities Reference Group

2. Purpose

The purpose of the Reference Group is to:

- 2.1 facilitate the development and maintenance of effective international relations and enhance the City of Cockburn in conjunction with its partnered Cities.
- 2.2 establish guidelines for Council to follow when considering engagement with potential new international relationships or partners.
- 2.3 consider the rationale and criteria for entering into new international relationships and terminating existing arrangements.

3. Memberships and Term

- 3.1 Membership of the Reference Group will comprise of elected members duly appointed by Council following the biennial election cycle.
- 3.2 The Mayor may be appointed to the Reference Group on an *ex officio* basis, upon indicating to this effect.
- 3.3 Notice of resignation is effected by notification in writing being provided to the Chief Executive Officer (CEO)
- 3.4 The Reference Group may invite persons with specific interest in a matter to attend and/or present at a meeting.
- 3.5 City officers, as directed by the Chief Executive Officer (CEO), will attend meetings for the purpose of providing advisory, administrative, and secretarial support.
- 3.6 The term of the Cockburn Sister Cities Reference Group will continue until formally disbanded by Council.

4. Quorum

- 4.1 At least 50% of elected members appointed to the Reference Group are required to be in attendance prior to the opening and ongoing conduct of the Reference Group meetings. If a quorum is not present either before the start of the meeting or at any time during the meeting, the meeting shall be adjourned to some future time or date and time.

5. Roles and Responsibilities

- 5.1 The primary role of the Reference Group is to ensure the integrity of the City of Cockburn Sister City arrangements are upheld and regularly monitored for effectiveness and ongoing value to the Cockburn community, in accordance with relevant adopted Policies.
- 5.2 It will be the responsibility of the Reference Group to participate in any arrangements

related to inward delegations from overseas partner Cities and to ensure that outward delegations are comprised of adequate representation to ensure the purpose of the visit is justifiable.

- 5.3 The Reference Group will ensure that any recommendation it makes regarding expenditure which has not been provided for by the City's Sister City Activities Budget is reported to Council for approval.
- 5.4 The Reference Group will ensure relevant matters are referred to Council for endorsement.

6. Meeting Information

- 6.1 Meetings of the Cockburn Sister Cities Reference Group will be conducted on an as required basis, with a minimum of two meetings per calendar year.
- 6.2 Meetings can be called by either the Presiding Member or CEO, as required.
- 6.3 The reference group is to appoint a Presiding Member using the methodology described in Section 5.12 of the *Local Government Act 1995*.
- 6.4 An agenda will be prepared and circulated to each member prior to the Meeting.
- 6.5 Minutes of the Meeting will be taken and stored as an official record by the City of Cockburn.
- 6.6 Any resolution/s of the Meeting which require a Council decision to be effective will require a formal Report to be prepared and presented at the next practicable Ordinary Council Meeting, together with any officer recommendation/s, for Council consideration.



Sustainability and Environment Reference Group (SERG)

Terms of Reference

Acknowledgment

The Sustainability and Environment Reference Group acknowledges the traditional owners of this land the Nyungar people of Beeliar Boodja. Long ago, now and in the future, they care for country.

The Sustainability and Environment Reference Group Nyungar moort Beeliar Boodja-K kaadadijiny, Koora, yeyi, benang baalap nidja boodja-k kaaradijiny.

Purpose

The purpose of a Sustainability and Environment Reference Group is to provide strategic level input and advice to the City and Council and would be limited to providing feedback in the development and review of strategies, strategic policies, programs, plans and reports relating to sustainability and environmental issues within the City of Cockburn.

Membership of the Group

The Sustainability and Environment Reference Group consists of:

- Three (3) Elected Members
- Two (2) community representatives
- Four (4) community representatives with demonstrated qualifications or experience in sustainability and/or environmental management
- One (1) representative from the Perth South West Metropolitan Alliance with expertise in natural area management and conservation ecology
- One (1) representative from the Melville Cockburn Chamber of Commerce or similar

The group will be supported by:

- Head of Sustainability and Environment, as Executive Support
- Administrative Assistant for agenda/minute preparation
- Relevant City staff member/s invited as required

Elected Members will be appointed by Council in accordance with the *Policy – Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations*.

Community representatives will be chosen via an expression of interest (EOI) process using an independent assessor in consultation with the City.

Representatives from the Perth South West Metropolitan Alliance and the Melville Cockburn Chamber of Commerce will be directly invited.

Membership term is for 24 months from when membership is accepted.

Membership Resignation

- A member may resign from membership of the SERG by giving written notice or verbal notice of the resignation to the SERG meeting Facilitator.
- The resignation takes effect when the City's SERG Facilitator receives the notice.
- The Facilitator will then notify the remaining SERG members in writing.

Quorum

A quorum constitutes at least 50% of active SERG members.

Roles & Responsibilities

Members

- Attend, prepare for and participate in meetings
- Adhere to the Terms of Reference and Code of Conduct
- Represent community views and provide information and advice on items related to the group's purpose
- Be respectful to the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

Chairperson & Deputy Chairperson

A Chairperson is elected by the members of the Reference Group, to ensure:

- the meeting is conducted according to the Terms of Reference
- matters are dealt with in an orderly and efficient manner
- meetings are run on time.

A Deputy Chair is elected by members and is to be Chair in the absence of the Chairperson, if neither is available then a member will be asked to Chair the meeting.

Head of Sustainability and Environment (Facilitator)

- Ensure discussion remains in line with the SERG Purpose
- Coordinating the SERG
- Administrative support to the SERG
- Progression of meeting outcomes
- Liaison between the SERG and the City

Accountability and Process

Members are required to:

- Act with honesty, good faith, and integrity
- Abide by the Terms of Reference and Code of Conduct
- Actively participate in meetings
- Provide leadership in the group so that other members will be proactive and participate and assist the group to function well
- Declare any actual or perceived conflicts of interest at the commencement of the meeting; Represent the interests of their local community rather than individual interests or issues
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of Council or the group
- Use any Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official SERG and the City of Cockburn.

Term

- The SERG will be ongoing until terminated by agreement by resolution of Council.
- The Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended in writing after consultation and agreement by the group and resolution of Council.
- The effectiveness of the SERG is to be reviewed annually by the City and may be subject to a review of Council.

Meeting Information

Decision-making

- The process of coming to agreement is generally by consensus decision-making. However, voting will be used in specific circumstances.
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

Voting rights of members:

- Each SERG member has one vote at a general meeting of the group.
- Voting rights apply to members of the SERG only, and are not applicable to City of Cockburn staff, or guests.
- If the votes are divided equally on a question, the Chairperson has the casting vote.
- A vote may take place by a show of hands, unless the Group decides that a secret ballot is required.

Meetings

- Quarterly, in February, May, August and November, with scope to modify dates or arrange additional meetings should urgent matters need to be discussed.
- Held at the City of Cockburn Administration Building or other City facilities.
- Members to attend in person or virtually.
- In the absence the Chairperson, the Deputy Chairperson will chair the meeting, and in the absence of both Chair and Deputy Chair another member will Chair.
- It is expected that members attend each meeting. Apologies can be accepted but missing three (3) consecutive meetings may result in a potential loss of membership.

Code of Conduct

Members are required to understand and agree with the Code of Conduct, as breaches may result in forfeiting membership. Key aspects are described below but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses, services or skills, particularly if there is monetary or other gain.

Members must declare any conflicts of interest at the start of each meeting or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.

Where a conflict of interest or potential conflict of interest is identified and/or registered, the group member concerned must follow the advice of the Chairperson who shall advise the member to:

- leave the room while the item is discussed,
- abstain from speaking on the matter, other than expressly invited to do so by the Chairperson with the consent of the other members, and
- to abstain from voting on the matter.

If a member declares themselves to have a conflict of interest, confidentiality will be respected.

Misuse of position as a member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function, members are then required to do so in a professional and respectful manner

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use public channels of communication to discuss Reference Group business, specifically via social media (e.g., Facebook), email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss SERG or City business, or to unfairly target or bully individuals (members, staff, or others) or breach confidentiality and/or cultural safety.

Respect

All members of the SERG are expected to show respect and consideration for all involved in this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors, and wider community members who may be present at meetings.

There is no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All SERG members are expected to value and respect the diversity and contribution of other members on the SERG.

All members are expected to engage with each other with due respect.

All members will maintain a culturally safe and mentally healthy meeting place to discuss Reference Group business

Integrity

Members of the SERG have a responsibility to act with good intent towards their fellow SERG members, the City of Cockburn and all who engage with the SERG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise).
- Maintaining the personal confidentiality of fellow SERG members and all others who support or engage the SERG (written, spoken or otherwise).
- Ensuring that the behaviour of members reflects the best interest of the SERG and the City of Cockburn in line with the 'Respect' item above.
- Being honest, open, and fair, in all dealings and conversations whilst conducting SERG business.

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate from a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However, if this fails then the next step will be taken, as below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff members/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated, then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

Member's agreement to Terms of Reference and Code of Conduct

Members of the City's SERG must have read and understood the Terms of Reference and Code of Conduct regarding membership of the SERG. A breach of the Terms of Reference or Code of Conduct may lead to removal from the group.

I have read, understood, and agree with the Terms of Reference and Code of Conduct.

SERG Member Name: _____

Signature: _____

Witness: _____

Date: _____



City of Cockburn Youth Advisory Collective

Terms of Reference

September 2019

Version no.	Date	Author	Comments/Amendments
1.0			



Name

Name of this Group shall be known as:

City of Cockburn Youth Advisory Collective (YAC)

2013 Youth Advisory Reference Group members voted to change their name to a Youth Advisory Collective believing a collective was a more accurate representation and more attractive name for young people looking to join.

Purpose

To represent the aspirations, views and needs of young people and participate in projects for the benefit of young people in the City of Cockburn. To act as a consultative body on matters arising in Council business, which affect young people. The Reference Group is established by the City of Cockburn and is administered and structured by the Youth Services service unit.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community and youth specific issues and opportunities arising within the Cockburn district.

Membership of the Reference Group

- Active Cockburn YAC members between the ages of 12 and 24 years
- City of Cockburn Councillor(s) appointed by Council
- City of Cockburn Officers

Quorum

A quorum constitutes at least 50% of active Cockburn YAC members.

Roles & Responsibilities

YAC Chairperson

The YAC has agreed to share the chairperson role at meetings, where a young person is not willing to chair a Youth Services staff member will chair.

The Cockburn YAC Chairperson will be responsible for the following duties:

1. Chair the Cockburn YAC Reference Group meetings;

2. Ensure continued promotion of key messaging through the Cockburn YAC Facebook page;
3. Raise a positive profile of young people in the community;
4. Promote Cockburn YAC in the community and to other Elected Members; and
5. Conduct presentations on behalf of Cockburn YAC when invited.

If the Chairperson is unavailable for one of the mentioned duties, another YAC member can be appointed by the Reference Group.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn YAC by providing the following Officer support:

1. Prepare the monthly YAC Agenda and disseminate to the Group and to Elected Members via Personal Assistant to Mayor and Elected Members;
2. Attend fortnightly YAC meetings and take minutes;
3. Ensure that any correspondence from the meeting requiring administrative attention is disseminated;
4. Chair the YAC fortnightly meetings in the absence of the YAC Chairperson;
5. Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting;
6. Maintain the YAC Member database for Cockburn;
7. Promote YAC in the community;
8. Receive and assess new membership applications;
9. Distribute information/invitations to all Cockburn YAC Members, as appropriate; and
10. Support YAC Members with applications to youth related awards or programs.

Members

Active Members will be responsible to undertake the following functions:

1. Participate in fortnightly YAC meetings;
2. Raise a positive profile of young people in the community;
3. Promote Cockburn YAC in the community; and
4. Encourage community members who are interested in joining YAC to attend a meeting by pre-arrangement.

Accountability and Process

The YAC is primarily autonomous and operates at a local level within the direction and guidance provided by Cockburn Youth Services and Cockburn Youth Strategy, via the following activities:

1. Attend community and youth activities to promote YAC, support the City's Youth Services Strategy and advocate for youth issues;
2. Represent YAC at City of Cockburn organised events, as appropriate;
3. Identify opportunities to promote YAC and increase membership and youth participation;
4. Induct new YAC members; and
5. Organise a timetable of events and activities for the YAC, once endorsed at a meeting.

Term

Terms of Reference to be reviewed by the YAC every four (4) years, or as directed by Council or the City of Cockburn Youth Services Manager.

Meetings

Meetings are held at the City of Cockburn Youth Centre on a Wednesday, 5PM to 6PM, every two weeks, except for during school holidays. The City of Cockburn provides a light refreshments for attendees at the meeting.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting.

Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

The Cockburn YAC is a democratic forum where members are encouraged to address the Group with any youth issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

City of Cockburn

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PO Box 1215, Bibra Lake DC Western Australia 6965
T: 08 9411 3444 F: 08 9411 3333
cockburn.gov.wa.au



11.1.5 Appointment of Delegates - External Committees, Councils, Alliances, Boards, Groups and Networks

Executive Chief Executive Officer
Author Service Lead Governance and Council Support
Attachments N/A

RECOMMENDATION

That Council NOMINATES the following Elected Members as delegates to the following external committees, councils, groups, alliances, boards, and networks:

1. Beeliar Regional Park Community Advisory Committee

Member	Deputy
Cr Widenbar	

2. Cockburn Central YouthCare Council

Member	Deputy
Cr Zhang	

3. Cockburn Coast Liaison Group

Member	Deputy
Cr Corke	Cr Allen

4. Cockburn Sound Management Council

Member	Deputy
Cr Eva	

5. Jandakot Airport Community Aviation Consultation Group

Member	Deputy
Cr Reeve-Fowkes	

6. Jandakot Regional Park Community Advisory Committee

Member	Deputy
Cr Widenbar	

7. Kwinana Community Consultative Network (formerly Alcoa Kwinana Environmental Improvement Plan Advisory Group)

Member	Deputy
Cr Corke	



8. National Growth Areas Alliance (NGAA)

Member	Deputy
Cr Widenbar	

9. Perth SouthWest Metropolitan Alliance - SouthWest Corridor Development Foundation and Environmental Forum (SWCDEF)

Member	Deputy
Cr Corke	Cr Stone

10. South-West Metropolitan Sub-Group (South-West Regional Road Group) Metropolitan Regional Road Group (MRRG) (SWMSG)

Member	Deputy
Cr Stone	Cr Dewan

11. Wetlands Centre Cockburn Board of Management

Member	Deputy
Cr Eva	Cr Corke

12. Woodman Point Regional Park Community Advisory Committee

Member	Deputy

11.1.5 - 1, 2 (2025/MINUTE NO 0189) Beeliar Regional Park Community Advisory Committee**Council Decision**

MOVED Cr P Eva SECONDED Cr C Reeve-Fowkes

That Council NOMINATES the following Elected Members as delegates to the following external Committee and Council:

1. Beeliar Regional Park Community Advisory Committee

Member
DM Corke

2. Cockburn Central YouthCare Council

Member
Cr Zhang

CARRIED 10/0

11.1.5 - 3 (2025/MINUTE NO 0190) Cockburn Coast Liaison Group**Council Decision**

MOVED Deputy Mayor P Corke SECONDED Cr H Srhoy

That Council NOMINATES the following Elected Members as delegates to the following Group:

3. Cockburn Coast Liaison Group

Member	Deputy
DM Corke Cr Srhoy	Cr Allen

CARRIED 10/0

11.1.5 – 4 (2025/MINUTE NO 0191) Cockburn Sound Management Council**Council Decision**

MOVED Cr K Allen SECONDED Cr H Srhoy

That Council NOMINATES the following Elected Members as delegates to the following Council:

4. Cockburn Sound Management Council

Member	Deputy
Cr Allen	Cr Srhoy

CARRIED 10/0

**11.1.5 - 5, 6, 7 (2025/MINUTE NO 0192) Jandakot Airport Community
Aviation Consultation Group, Jandakot Regional Park Community
Advisory Committee, Kwinana Community Consultative Network**

Council Decision

MOVED Cr C Zhang SECONDED Cr T Dewan

That Council NOMINATES the following Elected Members as delegates to the following external Committee, Group, and Network:

5. Jandakot Airport Community Aviation Consultation Group (JACACG)

Member

Cr Zhang

6. Jandakot Regional Park Community Advisory Committee (JRPCAC)

Member

Cr Stone

**7. Kwinana Community Consultative Network (formerly Alcoa Kwinana
Environmental Improvement Plan Advisory Group)**

Member

Cr Srhoy

CARRIED 10/0

11.1.5 – 8 (2025/MINUTE NO 0193) National Growth Areas Alliance

Council Decision

MOVED Cr C Stone SECONDED Cr T Dewan

That Council NOMINATES the following Elected Members as delegates to the following Alliance:

8. National Growth Areas Alliance (NGAA)

Member	Deputy
--------	--------

Cr Stone	Cr Dewan
----------	----------

CARRIED 10/0

11.1.5 – 9 (2025/MINUTE NO 0194) Perth SouthWest Metropolitan Alliance - SouthWest Corridor Development Foundation and Environmental Forum

Council Decision

MOVED Deputy Mayor P Corke SECONDED Cr P Eva

That Council NOMINATES the following Elected Members as delegates to the following Alliance:

9. Perth SouthWest Metropolitan Alliance - SouthWest Corridor Development Foundation and Environmental Forum (SWCDEF)

Member	Deputy
DM Corke	Cr Eva

CARRIED 10/0

11.1.5 - 10, (2025/MINUTE NO 0195) SouthWest Metropolitan Sub-Group 11, 12 (South West Regional Road Group) Metropolitan Regional Road Group, Wetlands Centre Cockburn Board of Management, Woodman Point Regional Park Community Advisory Committee

Council Decision

MOVED Cr H Srhoy SECONDED Cr C Stone

That Council NOMINATES the following Elected Members as delegates to the following external Committee, Group and Board:

10. South-West Metropolitan Sub-Group (South-West Regional Road Group) Metropolitan Regional Road Group (MRRG) (SWMSG)

Member	Deputy
Cr Stone	Cr Srhoy

11. Wetlands Centre Cockburn Board of Management

Member	Deputy
Cr Zhang	Cr Eva

12. Woodman Point Regional Park Community Advisory Committee

Member
DM Corke

CARRIED 10/0

Background

City of Cockburn Elected Members are members or delegates of a range of external committees, councils, groups, alliances, boards and networks.

The City's Elected Members Appointments – Standing Committees, Reference Groups, Board and External Organisations Policy (the Policy) provides that all appointments to external organisations lapse on the date of the local government elections.

The 2025 local government elections were held on Saturday, 18 October 2025. All Elected Member appointments to external committees, councils, groups, alliances, boards and networks have therefore lapsed, and new appointments must now be made. This is an internal convention controlled by the Policy, as the tenure of members or delegates when it comes to external committees, committees, councils, groups, alliances, boards and networks is a matter for the organising body.

This report is presented to Council to allow for the nomination of delegates to external committees, councils, groups, alliances, boards and networks for the period from this date to the next ordinary local government elections.

Submission

N/A

Report

Council is from time-to-time invited to nominate members or delegates to various external committees, councils, groups, alliances, boards and networks.

When this happens, Council is invited to consider the request and nominate delegate/s and deputy delegate/s by resolution decision. These appointments are then reviewed every two years following the local government elections. This allows for new Elected Members to nominate for these opportunities, and also ensures continued City of Cockburn representation.

In accordance with the City's Elected Members Appointments – Standing Committees, Reference Groups, Boards and External Organisations Policy (the Policy), any current sitting Elected Members who were appointed prior to the local government elections and whose tenure remains unaffected by the election are entitled to be renominated, with their nominations considered first, unless they choose to resign as a Council delegate by notice to the CEO.

Elected Members wishing to nominate any of the below committees, councils, groups, alliances, boards and networks must do so in accordance with the Policy, which requires nominations to be sent to the CEO prior to the meeting at which appointments are to be made (i.e., the Special Meeting of Council on the 28 October 2025).

The below tables outline the 12 different committees, councils, groups, alliances, boards and networks, as well provide a high-level overview of their purpose, meeting frequency, any current continuing membership, and any limit to Elected Member representation as advised by the relevant committee, council, group, alliance, board or network.

1. Beeliar Regional Park Community Advisory Committee

Established by DBCA to provide a regular forum to hear public opinion and exchange advice on management issues affecting Beeliar Regional Park.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Four times a year	Cr Corke Cr Eva (Deputy)	Up to 1 Elected Member No Deputy required

2. Cockburn Central Youth Care Council

Established by YouthCARE to meet the needs of our community and support social, emotional, and spiritual wellbeing.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Four times a year	Cr Zhang	Up to 1 Elected Member

3. Cockburn Coast Liaison Group

Comprising senior representation from the Department of Planning, Cities of Cockburn and Fremantle, and DevelopmentWA, this group was established to guide the District Structure Plan Project.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Ad hoc meeting.	Cr Corke Cr Allen (Deputy)	Up to 2 Elected Members

4. Cockburn Sound Management Council

An advisory council to the Minister for Environment, the Cockburn Sound Management Council facilitates and coordinates stakeholder and community input into the environmental management of Cockburn Sound. It oversees and coordinates environmental monitoring and research in Cockburn Sound.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Quarterly	Cr Corke	Up to 1 Elected Member (1 Deputy)

5. Jandakot Airport Community Aviation Consultation Group (JACACG)

An independent committee established to provide a forum for appropriate community engagement on airport planning and operations.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Three times a year	Cr Reeve-Fowkes	Up to 1 Elected Member



6. Jandakot Regional Park Community Advisory Committee (JRPCAC)

The JRPCAC was established by the Department of Parks and Wildlife to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Four times a year	Cr Widenbar	Up to 1 Elected Member Deputy not required

7. Kwinana Community Consultative Network (formerly Alcoa Kwinana Environmental Improvement Plan Advisory Group)

To act as a community reference group for development of an environmental improvement plan for Alcoa's Kwinana Refinery.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Ad hoc meetings	Cr Corke	Up to 1 Elected Member

8. National Growth Areas Alliance (NGAA)

National Growth Area's Alliance is a representative group of metropolitan councils across Australia experiencing significant population growth. Recent changes to the NGAA Constitution has afforded voting rights to each member Council.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Bi-annual	Cr Widenbar	Up to 1 Elected Member

9. Perth SouthWest Metropolitan Alliance - SouthWest Corridor Development Foundation and Environmental Forum (SWCDEF)

The Perth SouthWest Metropolitan Alliance Board is supported by several internal forums that report to the CEOs' Forum.

The Perth SouthWest Metropolitan Alliance seeks nominations from Member Councils for committees comprising of Councillors and Officers, including the SouthWest Corridor Development Foundation and Environmental Incorporated Associated (SWCDEF Inc.) and the SouthWest Environmental Forum. Elected Member representation will now combine the SWCDEF and the Environmental Forum - each Council nominates a representative and deputy for the Environmental Forum and SWCDEF in a combined capacity.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
5 times per year	Cr Corke Cr Stone (Deputy)	Up to 1 Elected Member

10. South-West Metropolitan Sub-Group (SouthWest Regional Road Group) Metropolitan Regional Road Group (MRRG) (SWMSG)

The Metropolitan Regional Road Group (MRRG) manages and administers state allocated funding for road projects and black spot programs on the local road network of the metropolitan region. The metropolitan local governments are divided into six subgroups (Cities of Kwinana, Cockburn, East Fremantle, Fremantle, Melville and Rockingham).

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Once or twice yearly	Cr Stone Cr Dewan (Deputy)	Up to 1 Elected Member

11. Wetlands Centre Cockburn Board of Management

Responsible for all decisions pertaining to the centre, operations, surroundings, overseeing overarching decisions regarding the use, alteration, or development of wetlands and wetland resources.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Monthly	Cr Eva Cr Corke (Deputy)	Up to 1 Elected Member

12. Woodman Point Regional Park Community Advisory Committee

The Department of Environment and Conservation established the Woodman Point Regional Park Community Advisory Committee in 1999 as a regular forum for public opinion and the exchange of advice on management issues affecting the Park. The committee's role is to assist in planning for the Park and to provide advice regarding its ongoing management.

Frequency of Meetings	Current Continuing Membership	Limitation on Membership
Quarterly	Cr Corke (Deputy)	Up to 1 Elected Member Deputy no longer required

In 2023, the Council also nominated delegates for the Woodman Point Water Resource Recovery Facility Reference Group, and the Perth Airport Municipalities Group. Both groups do not meet anymore, and so Council nominations are no longer required.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money..

Budget/Financial Implications

There are no budget implications from the recommendations in this report.

Legal Implications

N/A

Community Consultation

N/A



Risk Management Implications

Due to the City's Elected Members Appointments – Standing Committees, Reference Groups, Board and External Organisations Policy, all current appointments lapsed on 18 October 2025. To ensure Elected Member representation on these external committees, councils, groups, alliances, boards, and networks, it is prudent that new appointments are made.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



12. Confidential Business

Nil

7. Closure of Meeting

There being no further business, the Presiding Member closed the meeting at 8.18pm.

