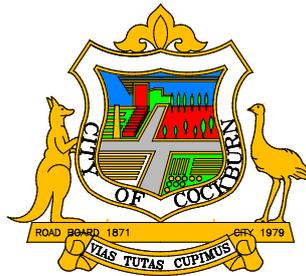


CITY OF COCKBURN



SPECIAL COUNCIL MEETING

AGENDA PAPER

FOR

TUESDAY, 27 OCTOBER 2015

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL MEETING TO BE HELD ON TUESDAY, 27 OCTOBER 2015 AT 7:00 PM

	Page
1. DECLARATION OF MEETING.....	1
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)	1
3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER).....	1
4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER).....	1
5. APOLOGIES & LEAVE OF ABSENCE.....	1
6. PUBLIC QUESTION TIME	1
7. DECLARATION BY COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS	1
8 (SCM 27/10/2015) - PURPOSE OF MEETING	2
9. COUNCIL MATTERS.....	2
9.1 (SCM 27/10/2015) - COUNCIL DELEGATES - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - SOUTH METROPOLITAN ZONE (028/004) (D GREEN) (ATTACH)	2
9.2 (SCM 27/10/2015) - COUNCIL DELEGATE - SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION (INC) (028/039) (D GREEN) (ATTACH).....	4
9.3 (SCM 27/10/2015) - COUNCIL DELEGATE - SOUTH WEST REFERENCE GROUP (028/039) (D GREEN).....	5
9.4 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN SOUND MANAGEMENT COUNCIL (028/038) (D GREEN) (ATTACH).....	7
9.5 (SCM 27/10/2015) - COUNCIL DELEGATE - ALCOA LONG TERM RESIDUE MANAGEMENT STRATEGY STAKEHOLDER REFERENCE GROUP (028/042) (A TROSIC).....	9
9.6 (SCM 27/10/2015) - COUNCIL DELEGATE - WOODMAN POINT WASTE WATER TREATMENT PLANT COMMUNITY REFERENCE GROUP (027/028) (D ARNDT).....	11
9.7 (SCM 27/10/2015) - COUNCIL DELEGATE - JANDAKOT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE (028/026) (D GREEN).....	13
9.8 (SCM 27/10/2015) - COUNCIL DELEGATE - JANDAKOT AIRPORT COMMUNITY AVIATION CONSULTATION GROUP (028/043).....	15
9.9 (SCM 27/10/2015) - COUNCIL DELEGATE - PERTH AIRPORTS MUNICIPALITIES GROUP (028/020) (D GREEN) (ATTACH).....	17
9.10 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN COAST STEERING COMMITTEE (028/041) (D GREEN).....	20

9.11	(SCM 27/10/2015) - COUNCIL DELEGATE - BUSINESS FOUNDATIONS INC (028/037) (D GREEN).....	22
9.12	(SCM 27/10/2015) - COUNCIL DELEGATE - MELVILLE-COCKBURN CHAMBER OF COMMERCE (028/040) (D GREEN).....	24
9.13	(SCM 27/10/2015) - ESTABLISHMENT OF STANDING ORDERS LOCAL LAW REVIEW REFERENCE GROUP (FILE NO. 025/001) (D GREEN).....	26
9.14	(SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN DISABILITY ACCESS AND INCLUSION REFERENCE GROUP (027/004) (D GREEN)	28
9.15	(SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN YOUTH ADVISORY REFERENCE GROUP (027/010) (D GREEN)	30
9.16	(SCM 27/10/2015) - COUNCIL DELEGATE - NEIGHBOURHOOD WATCH REFERENCE GROUP (028/009) (D GREEN).....	31
9.17	(SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN BUSHFIRE ADVISORY REFERENCE GROUP (027/007) (D GREEN).....	33
9.18	(SCM 27/10/2015) - COUNCIL DELEGATE - COMMUNITY SAFETY AND CRIME PREVENTION REFERENCE GROUP (027/014) (D GREEN).....	35
9.19	(SCM 27/10/2015) - COUNCIL DELEGATE - ABORIGINAL REFERENCE GROUP (027/009) (D GREEN).....	37
9.20	(SCM 27/10/2015) - COUNCIL DELEGATE - CULTURAL REFERENCE GROUP (027/015) (D GREEN).....	39
9.21	(SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN SISTER CITIES REFERENCE GROUP (027/016) (D GREEN) (ATTACH).....	40
9.22	(SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN CENTRAL WEST REFERENCE GROUP (027/017) (D GREEN)	42
9.23	(SCM 27/10/2015) - COCKBURN CHILDREN'S REFERENCE GROUP (027/005) (D GREEN)	44
10.	(SCM 27/10/2015) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995).....	46
11.	CLOSURE OF MEETING.....	47

CITY OF COCKBURN**AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL
MEETING TO BE HELD ON
TUESDAY, 27 OCTOBER 2015 AT 7:00 PM**

- 1. DECLARATION OF MEETING**
- 2. APPOINTMENT OF PRESIDING MEMBER (If required)**
- 3. DISCLAIMER (To be read aloud by Presiding Member)**

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)**
- 5. APOLOGIES & LEAVE OF ABSENCE**
- 6. PUBLIC QUESTION TIME**
- 7. DECLARATION BY COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS**

8 (SCM 27/10/2015) - PURPOSE OF MEETING

The purpose of the meeting is to consider:

- (a) Appointment of Council Delegates to External Organisations
- (b) Appointment of Reference Group Members

9. COUNCIL MATTERS

9.1 (SCM 27/10/2015) - COUNCIL DELEGATES - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - SOUTH METROPOLITAN ZONE (028/004) (D GREEN) (ATTACH)

RECOMMENDATION

That Council appoint (1) _____, (2) _____ and (3) _____ (Elected Members) as delegates to the Western Australian Local Government Association – South Metropolitan Zone.

COUNCIL DECISION

Background

The Western Australian Local Government Association (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.

Submission

N/A

Report

WALGA Zone Meetings consider a broad range of portfolio functions across the full range of local government responsibilities that have the capacity to affect local government in a generic sense. Each Zone submits recommendations to be considered by the WALGA State Council. Once adopted, the WALGA State Council decisions become the official position promoted on behalf of member Councils.

Previous council delegates to the Zone were Mayor Howlett, Deputy Mayor Reeve-Fowkes and Councillor Allen. Zone meetings are held on the last Monday of each month at 5.30 p.m. on a rotational basis at member Councils.

Strategic Plan/Policy Implications

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.

Budget/Financial Implications

Council provides annual membership subscriptions to WALGA.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Correspondence from WALGA.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.2 (SCM 27/10/2015) - COUNCIL DELEGATE - SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION (INC) (028/039) (D GREEN) (ATTACH)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as its delegate to the South West Corridor Development Foundation (inc).

COUNCIL DECISION

Background

The South West Corridor Development Foundation (Inc) (SWCDeF) is an incorporated body whose membership consists of each of the participating South West Group local governments, as well as regional Chambers of Commerce and employment based organisations.

Submission

N/A

Report

Council was previously represented on this Group by Councillor Smith and former Councillor Mubarakai (Deputy).

The Foundation has as its primary focus the economic development interests of the South West Corridor local governments. Meetings are conducted bi-monthly on the same day and venue as the South West Group Board Meetings.

Strategic Plan/Policy Implications

Growing City

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Correspondence – South West Group

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.3 (SCM 27/10/2015) - COUNCIL DELEGATE - SOUTH WEST REFERENCE GROUP (028/039) (D GREEN)

RECOMMENDATION

That Council appoint _____ and _____ (Elected Members) as its two Delegates to the South West Corridor Environmental Services Committee.

COUNCIL DECISION

Background

Previously, Council's two representatives on the South West Corridor Environment and Services Committee were Councillor Eva and Deputy Mayor Reeve-Fowkes.

Submission

N/A

Report

The South West Reference Group has been established by the South West Group, comprising the six local authorities in the South West Metropolitan Region of Perth.

Its role is to:

- Oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group.
- Provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy.
- Actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region).
- Identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations.

Meetings are convened four to six times per year.

Should no elected member wish to be appointed as Council's representative to the Committee, it is acceptable for an officer of Council to be nominated.

Strategic Plan/Policy Implications

Environment & Sustainability

- A community that uses resources in a sustainable manner.
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.4 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN SOUND MANAGEMENT COUNCIL (028/038) (D GREEN) (ATTACH)

RECOMMENDATION
That Council:

- (1) appoint _____ (Elected Member/s) as its delegate to the Cockburn Sound Management Council; and
- (2) note the membership of Chris Beaton, Environment Manager as a technical officer on the Cockburn Sound Management Council.

COUNCIL DECISION

Background

The Cockburn Sound Management Council was established in 2000 to coordinate environmental planning and management of Cockburn Sound and its catchment.

Submission

N/A

Report

The Cockburn Sound Management Council is a State Government organisation responsible for management of activities within Cockburn Sound and surrounding areas. It consists of 23 members from representatives of community, recreational and conservation groups, industry, Federal, State and Local Government. The City of Cockburn's previous delegate was Deputy Mayor Councillor Reeve-Fowkes.

Strategic Plan/Policy Implications

Environment & Sustainability

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Correspondence from Department of Environment Regulation regarding Nominations.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.5 (SCM 27/10/2015) - COUNCIL DELEGATE - ALCOA LONG TERM RESIDUE MANAGEMENT STRATEGY STAKEHOLDER REFERENCE GROUP (028/042) (A TROSIC)

RECOMMENDATION

That Council:

- (1) appoint _____ (Elected Member) as its Delegate to the Alcoa Long Term Residue Management Strategy Stakeholder Reference Group; and
- (2) note the membership of Andrew Trosic, Manager Strategic Planning as a technical officer on the Alcoa Long Term Residue Management Strategy Stakeholder Reference Group.

COUNCIL DECISION

Background

Alcoa of Australia (“Alcoa”) maintains an important industrial presence immediately south of the City of Cockburn (“City”), within the Town of Kwinana. This is specifically Alcoa’s alumina refinery (located at the northern end of the Kwinana Industrial Area), and its associated residue disposal area (located approximately 4km directly east inland of the refinery). The residue disposal area represents a significant allocation of land (approximately 580 ha), due to the large amounts of residue by-product which are generated through the refining process to produce alumina and ultimately aluminium.

Submission

N/A

Report

The Need for the City's Involvement in the Long Term Residue Management Strategy Stakeholder Reference Group

At the 11 November 2010 Ordinary Meeting, Council considered a report dealing with the Draft Outer Metropolitan Perth and Peel Sub-regional Strategy ("Draft Strategy"). This Draft Strategy has been produced to guide, at a local level, implementation of growth targets established through the new Perth and Peel Strategic Plan titled 'Directions 2031 and Beyond'. A significant aspect to Directions 2031 and the Draft Strategy is identifying areas within existing settlement patterns in which to accommodate new residential growth. This is part of the objective towards achieving a more compact settlement form for the metropolitan area.

The previous member was Deputy Mayor Reeve-Fowkes.

Meeting dates are occasional with no specific day or time.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.
- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.6 (SCM 27/10/2015) - COUNCIL DELEGATE - WOODMAN POINT WASTE WATER TREATMENT PLANT COMMUNITY REFERENCE GROUP (027/028) (D ARNDT)

RECOMMENDATION
That Council:

- (1) appoint _____ (Elected Member) as its Delegate to the Woodman Point Waste Water Treatment Plant Community Reference Group;
- (2) appoint _____ (Elected Member) as its Deputy Delegate to the Woodman Point Waste Water Treatment Plant Community Reference Group;
- (3) note the membership of Nick Jones, Manager Environmental Health as a technical officer on the Woodman Point Waste Water Treatment Plant Community Reference Group; and
- (3) advise the Water Corporation accordingly.

COUNCIL DECISION

Background

The Water Corporation has declared that the Woodman Point Wastewater Treatment Plant Community Reference Group has been established to:

- *“Provide advice to the Water Corporation on its decision-making processes relating to wastewater treatment issues impacting on neighbouring communities;*
- *Provide input to odour assessment and modelling activities and on the development of odour management strategies; and shall*
- *Facilitate feedback to, and seek input from, the community on the operations of the wastewater treatment plant.”*

Submission

N/A

Report

Council has been represented on this Group by Deputy Mayor Reeve-Fowkes and Councillor Eva (Deputy). It is recommended that Council nominate an Elected Member to be a member of the Woodman Point Wastewater Treatment Plant Community Reference Group and also nominate another Elected Member as Deputy.

Meetings are occasional and there are no set days or times.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.

Infrastructure

- Partnerships that help provide community infrastructure.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Environment & Sustainability

- Identification and minimisation of impacts to human health risk.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.7 (SCM 27/10/2015) - COUNCIL DELEGATE - JANDAKOT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE (028/026) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member) as its Delegate to the Jandakot Regional Park Community Advisory Committee (JRPCAC).

COUNCIL DECISION

Background

The JRPCAC is a community based organisation, the primary objectives of which are to oversee the implementation of the Jandakot Regional Park Management Plan, which was prepared in 2010. The City of Cockburn was previously represented by Councillor Portelli.

Submission

N/A

Report

The Jandakot Regional Park comprises of protected bush and nature reserves in areas of Cockburn, Kwinana and Armadale, as indicated in the attachment. The Park is subject to a Management Plan, which was prepared by the Conservation Commission and is administered by the Department of Environment and Conservation, in conjunction with participant Councils and the JRPCAC. The Committee comprises representation of each of the organisations, plus community representatives and meets quarterly (4th Tuesday of February, May, August and November) at the Cockburn Wetlands Education Centre at 5.30 pm.

Strategic Plan/Policy Implications

Environment & Sustainability

- A community that uses resources in a sustainable manner.
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.8 (SCM 27/10/2015) - COUNCIL DELEGATE - JANDAKOT AIRPORT COMMUNITY AVIATION CONSULTATION GROUP (028/043)

RECOMMENDATION

That Council:

- (1) appoint _____ (Elected Member) as the Delegate on the Jandakot Airport Community Aviation Consultation Group;
- (2) appoint _____ (Elected Member) as the Proxy Delegate on the Jandakot Airport Community Aviation Consultation Group; and
- (2) note the membership of Andrew Trosic, Manager of Strategic Planning as a technical officer on the Jandakot Airport Community Aviation Consultation Group.

COUNCIL DECISION

Background

A Community Aviation and Consultation Group (“CACG”) has been established for Jandakot Airport. While consultation between the community and Jandakot Airport has, and continues to be, undertaken via various methods, the Federal Government has recently moved to implement a new nationwide system of CACG’s for all airports coming under the genus of the *Airports Act 1996*.

Submission

N/A

Report

In terms of scope and terms of reference, the Federal Government has provided the following advice in relation to role of CACG's across Australia:

- *The Australian Government will require all airports subject to the planning framework in the Airports Act to establish and lead Community Aviation Consultation Groups.*
- *The Community Aviation Consultation Groups will address planning and development issues and a range of other operational matters, such as aircraft noise, which may affect airports' relations with their neighbours.*
- *In recognition of the variety of community and operational contexts that different airports operate within, each lessee company shall have the flexibility to define the scope and membership of the Community Aviation Consultation Groups, as long as the following core prescribed conditions are met:*
 1. *the chair is to be independent;*
 2. *a record of the outcomes of key discussions is to be published;*
 3. *a report on the group's work is to be reviewed as part of the annual lease review; and*
 4. *the activity is to be funded by airports.*

Membership of the CACG includes the Cities of Canning, Gosnells and Melville, Department of Planning, Department of Transport, Royal Aero Club of WA and the Jandakot Residents Association. Andrew Trosic, Manager Strategic Planning, is also a member and provides technical officer input.

To ensure wide community views and aspirations can be voiced, it is important that an Elected Member be part of the CACG. Through nominating an additional Elected Member as a proxy on the Jandakot CACG, the City will be able to ensure attendance at the quarterly CACG meetings.

Previous members were former Councillor Mubarakai and Councillor Portelli (Proxy).

Strategic Plan/Policy Implications

Growing City

- Development that is soundly balanced between new and existing areas.

Infrastructure

- Facilities that promote the identity of Cockburn and its communities.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

A Prosperous City

- Investment in the local economy to achieve a broad base of services and activities.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.9 (SCM 27/10/2015) - COUNCIL DELEGATE - PERTH AIRPORTS MUNICIPALITIES GROUP (028/020) (D GREEN) (ATTACH)

RECOMMENDATION

That Council:

- (1) appoint _____ (Elected Member) as its Delegate and _____ (Elected Member) as its Deputy Delegate; and
- (2) advise the Perth Airports Municipalities Group accordingly.

COUNCIL DECISION

Background

The Perth Airports Municipalities Group (PAMG) is constituted primarily:

- “(1) to provide a forum for meaningful discussion on issues which affect metropolitan airports and their environs;*
- (2) to investigate, report and formulate recommendations in respect of matters affecting or likely to affect the development of these airports; and*
- (3) to monitor their use and environmental impact on neighbouring communities.”*

PAMG has formally requested Council consider appointing a Delegate to the Group.

Submission

N/A

Report

The business dealt with by the PAMG is predominantly Perth Airport related and not directly relevant to the City of Cockburn.

In recent years, the Jandakot Airport Community Consultative Committee (JACC) has provided a more relevant forum for addressing matters related to aircraft noise and airport related issues affecting the City of Cockburn.

Meetings are held on a quarterly basis at the offices of member Councils on rotation, plus an Annual General Meeting.

Previous members were Mayor Howlett and Councillor Houwen (Deputy).

Strategic Plan/Policy Implications

Infrastructure

- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Environment & Sustainability

- Identification and minimisation of impacts to human health risk.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Correspondence from Perth Airports Municipalities Group.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.10 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN COAST STEERING COMMITTEE (028/041) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member) as its Delegate to the Cockburn Coast Steering Committee and _____ (Elected Member) as its Deputy Delegate.

COUNCIL DECISION

Background

Since June 2009, the Cockburn Coast Working Group, consisting of Officer representatives from the Department of Planning, City of Cockburn, City of Fremantle and LandCorp has continued to progress planning for the Cockburn Coast project which includes the framework for its implementation.

The approval of the Cockburn Coast District Structure Plan (CCDSP) in August 2009 and the initiation of the Metropolitan Region Scheme (MRS) Amendment to rezone the project area from 'Industrial' to 'Urban Deferred' in September 2009 highlights two mayor milestones for this project. The project is now moving towards detailed planning to ensure timely achievement of the 'Urban' zoning under the MRS.

One of the key tasks that lies ahead is the need to engage with landowners in the project area to ensure the project Masterplan and Town Planning Scheme framework is completed with due consultation. Similar to the CCDSP, this will be a considerable undertaking and will require the appropriate resources, time and strategic direction from key stakeholders for its successful implementation.

Submission

N/A

Report

To ensure the continued success of the project, the Department for Planning and LandCorp are proposing to re-establish the Cockburn Coast Steering Committee. Previously, representatives from the City's of Cockburn and Fremantle participated in the Committee. It is anticipated the Steering Committee would provide strategic direction for the project. LandCorp has nominated General Manager Metropolitan, Luke Willcock, to chair the Committee.

Accordingly, it is considered appropriate for Council to nominate both a delegate and a deputy to ensure continuity of input by the City of Cockburn to this project.

Previous members were Deputy Mayor Reeve-Fowkes and Councillor Allen (Deputy).

Meetings are held bi-monthly during the day.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.11 (SCM 27/10/2015) - COUNCIL DELEGATE - BUSINESS FOUNDATIONS INC (028/037) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as its delegate to Business Foundations.

COUNCIL DECISION

Background

Council has supported this organisation for over 20 years on the basis that it provides information and opportunities for prospective small businesses to establish themselves in the South West Metropolitan Region. Currently, it operates from the Fremantle Prison on a business “incubator” model which allows prospective business practitioners to utilise a space within the old prison as a “test site” to gauge the feasibility of a business opportunity over a period of time.

An annual operational grant of \$5,000 from Council has assisted Business Foundations Inc with its ongoing administrative outgoings and it is considered an organisation which deserves local government support accordingly. In return, the City is able to nominate a delegate to represent its interests at the Board of Management level.

Submission

N/A

Report

Council has always been actively represented on the Board, with the delegate being former Councillor Yaz Mubarakai. Board meetings are held at the Fremantle Prison, usually early morning on an as required basis.

Strategic Plan/Policy Implications**Growing City**

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

A Prosperous City

- Promotion and support for the growth and sustainability of local businesses and local business centres.

Budget/Financial Implications

Council contributes an annual grant to Business Foundations Inc through its Grants and Donations program.

Legal Implications

Business Foundations Inc is a legally constituted organisation.

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.12 (SCM 27/10/2015) - COUNCIL DELEGATE - MELVILLE-COCKBURN CHAMBER OF COMMERCE (028/040) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as its delegate to the Melville-Cockburn Chamber of Commerce.

COUNCIL DECISION

Background

The Melville-Cockburn Chamber of Commerce (MCCC) invites the sponsoring Councils (Cities of Melville and Cockburn) to be represented on its Executive Committee as delegates.

Submission

N/A

Report

The MCCC is the local 'branch' of the Chamber of Commerce and Industry and is the forum which provides an avenue for local small business proprietors to source advice and information on matters which affect business, primarily from a statutory and government regulation perspective. The MCCC also arranges events, seminars and networking functions for the mutual benefit and interest of its membership.

It has been traditional for both Cities to be represented by an elected member at Executive Committee meetings, which are conducted approximately 8 times per year. Council's previous Delegate was former Councillor Mubarakai with Councillor Smith as Deputy.

Strategic Plan/Policy Implications

Growing City

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

Infrastructure

- Partnerships that help provide community infrastructure.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

A Prosperous City

- Promotion and support for the growth and sustainability of local businesses and local business centres.

Budget/Financial Implications

Council sponsors the MCCC through an annual grant of \$20,000.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.13 (SCM 27/10/2015) - ESTABLISHMENT OF STANDING ORDERS LOCAL LAW REVIEW REFERENCE GROUP (FILE NO. 025/001) (D GREEN)

RECOMMENDATION

That Council:

- (1) establish the Standing Orders Local Law Review Reference Group, and
- (2) appoint Mayor Howlett, Deputy Mayor Reeve–Fowkes and councillor/s _____ as members of the Group.

COUNCIL DECISION

Background

Council's Local Law Relating to Standing Orders (the proceedings of business at Council / Committee Meetings) has not been extensively reviewed since 2005. Accordingly, it is proposed that a Reference Group be established to conduct a comprehensive review of the Local Law during the 2015 /16 financial year.

Submission

N/A

Report

The primary purpose of the Group will be to review the current Standing Orders and their suitability in the current Meeting environment. It is proposed that the Group will meet on an as required basis and once satisfied that an amended Local Law is appropriate, recommend its adoption through the normal Council Meeting process.

As the Mayor (and Deputy Mayor in the Mayor's absence) are required to preside at Council Meetings, it is recommended that those two members be appointed to the Group, with support from any other

councillors who undertake a Presiding Member role at any Standing Committees.

It is intended that the inaugural meeting of the Reference Group will be conducted in November / December 2015 to assess a Report from the administration. From that point, the frequency of meetings will be determined on an as required basis, with a Final Draft Report, including an amended Standing Orders Local Law, to be presented for Council consideration by June 2016.

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.

Budget/Financial Implications

N/A

Legal Implications

Section 3.12 of the Local Government Act 1995 refers.

Community Consultation

Public comment on the Draft Amended Local Law will be invited, prior to final Council adoption.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.14 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN DISABILITY ACCESS AND INCLUSION REFERENCE GROUP (027/004) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) to the Cockburn Disability Access and Inclusion Reference Group.

COUNCIL DECISION

Background

The Disability Access and Inclusion Reference Group was initially formed in 1995 to assist the City of Cockburn develop its first Disability Access and Inclusion Plan (DAIP). Since then, the Group has undertaken an important role in monitoring the ongoing implementation of its DAIP. The Group's mission is to advise the City on the provision of universal access to all facilities and resources within and for the local community.

Submission

N/A

Report

The Reference Group is an active forum which meets monthly (1st Tuesday at 4pm) at the City of Cockburn and is facilitated by Council staff attached to the Family Services Unit. The allocated officer is usually the Disability Access and Inclusion Officer. Elected Member representation was previously provided by Councillor Houwen.

It is practice for an Elected Member to Chair the meetings. Accordingly, it is considered appropriate for Council to formally appoint an Elected Member/Members to fulfil this role.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that are connected, inclusive and promote intergenerational opportunities.
- Communities that take pride and aspire to a greater sense of community.
- The significance and richness of our local Indigenous people and diverse multicultural community will be recognised and celebrated.

Budget/Financial Implications

The Reference Group is allocated an annual operating budget to cover its meeting requirements.

Legal Implications

N/A

Community Consultation

External positions on the Group are filled by community and industry representatives and are advertised if vacancies occur.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.15 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN YOUTH ADVISORY REFERENCE GROUP (027/010) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as a delegate to the Cockburn Youth Advisory Reference Group.

COUNCIL DECISION

Background

The Cockburn Youth Advisory Reference Group has been established to address issues relevant to young people in the City of Cockburn. It comprises mostly of upper school students in the 13 – 18 year age demographic; however, people up to the age of 25 are eligible to apply for membership of the Group.

Submission

N/A

Report

The Group is a Council initiated forum and therefore has no limit on the number of Elected Members wishing to participate in its activities. Meetings are held monthly on a Wednesday during the evening at the City of Cockburn Youth Centre and are supported administratively by relative staff members. The previous Elected Member representatives to the Group were Councillor Pratt and Councillor Wetton.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that are connected, inclusive and promote intergenerational opportunities.
- Communities that take pride and aspire to a greater sense of community.

Budget/Financial Implications

An operational budget is provided to support the administrative operations of this Reference Group.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.16 (SCM 27/10/2015) - COUNCIL DELEGATE - NEIGHBOURHOOD WATCH REFERENCE GROUP (028/009) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as a delegate to the Neighbourhood Watch Reference Group.

COUNCIL DECISION

Background

The Neighbourhood Watch (NHW) Reference Group is in place to promote safety in the district through the provision of co-operative assistance to neighbours, thus helping to create effective deterrents to potential criminal activity. The Group consists of suburb “Managers” recruited to share strategies and promote the NHW values among residents.

Submission

N/A

Report

The NHW Reference Group meets monthly and is administratively supported by relevant staff. As an internal Reference Group, there is no limitation on Elected Member participants in its activities. The previous Elected Member delegate to the Group was Councillor Portelli, who also was the Presiding Member at meetings.

Strategic Plan/Policy Implications

Community & Lifestyle

- Safe communities and to improve the community’s sense of safety.

Budget/Financial Implications

Council provides funds for the administrative operations of the Reference Group.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.17 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN BUSHFIRE ADVISORY REFERENCE GROUP (027/007) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) to the Cockburn Bushfire Advisory Reference Group.

COUNCIL DECISION

Background

Council has two (2) long established volunteer bushfire brigades (Jandakot and South Coogee) with which it has had strong association in the past. Both Brigades operate independently of Council and comprise their own membership, with their major source of funding being provided through the State Government administered Emergency Services Levy (ESL).

A Council appointed Chief Bushfire Control Officer (CBFCO) is currently shared with the Fire and Emergency Services Authority (FESA) and provides support and close liaison with the Brigades. The Council appointed reference Group is established to further support the volunteers in administering their primary function

Submission

N/A

Report

The primary function of this Reference Group is to liaise with the senior personnel of both volunteer brigades to ensure they are adequately prepared to perform their function as fire control organisations.

The Group also comprises representatives of FESA and other government agencies with a role in fire control. While there is no set timeframe for reference Group meetings, it is expected that it will be

convened at least biannually (evening) to review and monitor matters of relevance.

Given the high profile nature of bushfire control issues in the community, it is recommended that an elected Member appointed representative/s is made to ensure a Council perspective of the Group's activities of provided.

As the forum is a Reference Group, there is no limitation to the number of members Council may appoint. The previous Council delegate was Councillor Steven Portelli.

Strategic Plan/Policy Implications

Community & Lifestyle

- Safe communities and to improve the community's sense of safety.

Leading & Listening

- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Environment & Sustainability

- A community that uses resources in a sustainable manner.
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

N/A

Legal Implications

Bush Fires Act, 1954, refers.

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.18 (SCM 27/10/2015) - COUNCIL DELEGATE - COMMUNITY SAFETY AND CRIME PREVENTION REFERENCE GROUP (027/014) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member) to the Community Safety and Crime Prevention Reference Group and _____ (Elected Member) as a deputy delegate.

COUNCIL DECISION

Background

The Community Safety and Crime Prevention Reference Group (CSCPRG) is a multi-agency group convened by the City of Cockburn with the objective of addressing identified crime prevention issues within the District. Whilst it is facilitated through the City's administration, it harnesses the combined resources of the following State Government departments:

- WA Police
- Education Department
- Department of Housing and Works
- Department of Community Development

In addition to the following Council Reference Groups:

- Cockburn Youth Advisory Reference Group
- Neighbourhood Watch Reference Group
- Aboriginal Advisory Group

These resources are complemented by relevant Council staff from Council's Community Safety, Community Development and Human Services Units, as required.

Submission

N/A

Report

The CSCPRG meets on an “as required” basis (usually each quarter) at the City of Cockburn. One of its primary strategic functions is to monitor progress of the Community Safety and Crime Prevention Strategy (2011 – 2014), which was endorsed by the State Government Office of Crime Prevention in 2011. The Group’s Terms of Reference provides for an Elected Member delegate, as well as a deputy. Council has previously been represented by Councillor Smith and former Councillor Mubarakai.

Meetings are held quarterly during the evening.

Strategic Plan/Policy Implications

Community & Lifestyle

- Safe communities and to improve the community’s sense of safety.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.19 (SCM 27/10/2015) - COUNCIL DELEGATE - ABORIGINAL REFERENCE GROUP (027/009) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as a delegate to the Aboriginal Reference Group.

COUNCIL DECISION

Background

The Aboriginal Reference Group has been active since 2007 and has been primarily responsible for the development and monitoring of the City's Reconciliation Action Plans (2). The Group also provides an important advisory function to the City of Cockburn on matters of significance to the aboriginal community.

Submission

N/A

Report

This Group meets monthly at the City of Cockburn, usually mornings. The Group's Terms of Reference provides for an Elected Member of the City of Cockburn to be appointed as Council's delegate. This position was previously occupied by Councillor Pratt.

Strategic Plan/Policy Implications

Infrastructure

- Community facilities that meet the diverse needs of the community now and into the future.
- Partnerships that help provide community infrastructure.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.
- Communities that are connected, inclusive and promote intergenerational opportunities.
- The significance and richness of our local Indigenous people and diverse multicultural community will be recognised and celebrated.
- Conservation of our heritage and areas of cultural significance

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.20 (SCM 27/10/2015) - COUNCIL DELEGATE - CULTURAL REFERENCE GROUP (027/015) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as a delegate to the Cultural Reference Group.

COUNCIL DECISION

Background

The Cultural Reference Group is responsible for the distribution of the Youth Art Scholarships program and monitors the implementation of the City's Public Artworks Strategy.

Submission

N/A

Report

The Group will also have oversight of the Culture and Arts Strategy for the City when it is in draft form.

This Group meets on an "as required" basis at the City of Cockburn and its previous delegates were Councillor Pratt and Councillor Eva.

Strategic Plan/Policy Implications

Infrastructure

- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.21 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN SISTER CITIES REFERENCE GROUP (027/016) (D GREEN) (ATTACH)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) as a delegate to the Cockburn Sister Cities Reference Group.

COUNCIL DECISION

Background

Council has had Sister City arrangements in place with the Cities of Split (Croatia) and Yueyang (China), both since 1998, and the City of Mobile (USA) since 2005. These arrangements were based on common interest factors of the participating communities. In recent times, Council has adopted a reciprocal visitation schedule between Cockburn and its Sister Cities, which requires input and monitoring.

Submission

N/A

Report

The Sister Cities Reference Group is required to determine the desired outcomes of the Agreements in place for its international Sister Cities. An extract from the Sister City Program Strategy and the current associated Council Policy is attached.

Meetings of the Reference Group have been held on an as required basis in the past.

As with all Council administered reference groups, any Elected Members are able to be appointed if they have a desire to be involved in this function.

Previous membership consisted of Mayor Howlett, Deputy Mayor Reeve-Fowkes and Councillors Allen, Smith, Pratt, Portelli and Eva.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that take pride and aspire to a greater sense of community.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

Council has \$65,000 allocated in its 2015/16 Budget to provide for participation and promotion of its Sister Cities arrangements.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

1. Extract from Sister City Program Strategy.
2. Council Policy SC33 "Sister City Relationships".

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.22 (SCM 27/10/2015) - COUNCIL DELEGATE - COCKBURN CENTRAL WEST REFERENCE GROUP (027/017) (D GREEN)

RECOMMENDATION

That Council appoint all Elected Members to the Cockburn Central West Reference Group.

COUNCIL DECISION

Background

The Cockburn Central West (CCW) development is progressing for land owned by the State Government (WA Planning Commission) as a mixed use / community recreation project. The development incorporates the largest capital outlay for a community facility ever undertaken by the City of Cockburn. The Joint Venture initiative involves WAPC, Landcorp, the City of Cockburn and Fremantle Football Club. Accordingly, it is imperative that Council has a strong monitoring role in the progress of this proposal.

Submission

N/A

Report

Council has negotiated with the State Government and Fremantle Football Club for more than 12 months over this development and the process has been overseen by the CCW Reference Group as a means of Elected Members being able to be fully involved in understanding the community impact such a project is likely to have. Accordingly meetings of the Group tend to be conducted on an occasional basis, whenever there is an item of significance to be considered.

For this reason it is recommended that all Elected Members be appointed to attend these meetings.

Strategic Plan/Policy Implications**Growing City**

- Diversity of housing to respond to changing needs and expectations.

Infrastructure

- Community facilities that meet the diverse needs of the community now and into the future.
- Partnerships that help provide community infrastructure.

Community & Lifestyle

- Promotion of active and healthy communities.

Leading & Listening

- Effective advocacy that builds and manages relationships with all stakeholders.

A Prosperous City

- Sustainable development that ensures Cockburn Central becomes a Strategic Regional Centre.

Environment & Sustainability

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Moving Around

- Infrastructure that supports the uptake of public transport and pedestrian movement.

Budget/Financial Implications

The City of Cockburn estimates that this development will require up to \$65M of Municipal Funds, plus further funds from Federal/State Governments and Fremantle Football Club.

Legal Implications

Formal legal agreements are established to cooperatively develop the land.

Community Consultation

Extensive community consultation has taken place throughout the planning phase of this project.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

9.23 (SCM 27/10/2015) - COCKBURN CHILDREN'S REFERENCE GROUP (027/005) (D GREEN)

RECOMMENDATION

That Council appoint _____ (Elected Member/s) to the Cockburn Children's Reference Group.

COUNCIL DECISION

Background

To give a voice to children (and also as part of the City's Children's Services Strategic Plan 2010-2015), the City launched a Children's Reference Group (CRG) in November 2012 with 16 primary school children involved.

Submission

N/A

Report

This group is a consultative group for mainly child-related projects across the City, but also a means to develop children's interest in civic affairs from a young age. Western Australia's Commissioner for Children and Young People has made participation of children a priority:

- The Commissioner has a statutory responsibility under the Commissioner for Children and Young People Act 2006 (s 19(b)) to 'promote the participation of children and young people in the making of decisions that affect their lives and to encourage government and non-government agencies to seek the participation of children and young people appropriate to their age and maturity'.
- The contributions made by children and young people should be recognised for their value and merit.
- Including children and young people in planning and decision making processes that affect them can help to achieve better policies, services, laws and outcomes.

Currently up to 13 primary aged school children are actively involved in the group. There is no set time for meetings, however they usually meet two to three times per school term on a Wednesday or Thursday at 4pm. Their current project is to organise the Children's Fiesta in November, which is an event to celebrate all children in the City as well as to promote the group and connect with children in Cockburn to get a sense of their priorities, ideas and wishes.

There was no previous Elected Member representation on the Reference Group.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that are connected, inclusive and promote intergenerational opportunities.
- Communities that take pride and aspire to a greater sense of community.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

NA

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

10. (SCM 27/10/2015) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)

RECOMMENDATION

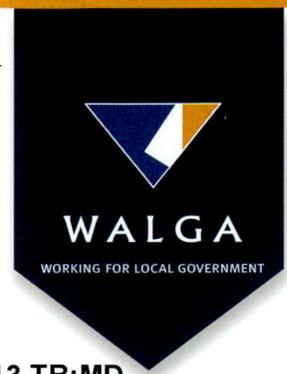
That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

COUNCIL DECISION

11. CLOSURE OF MEETING

Meeting closed at _____



CITY OF COCKBURN
DOC No
18 SEP 2015
SUBJECT 028/02/ Our Ref: 01-005-02-0013 TB:MD
RETENTION 25.4.1.4) 7
PROPERTY
APP
ACTION 011/010

16 September 2015

Mr Stephen Cain
Chief Executive Officer
City of Cockburn
PO Box 1215
BIBRA LAKE WA 6965

Dear Stephen

ELECTIONS 2015

The Local Government elections are scheduled for Saturday 17 October 2015. The elections will impact on Councils election/appointments to committees, organisations' and in particular to the **South Metropolitan Zone**.

As a consequence, Councils are requested to elect/appoint Elected Member Delegates and Deputies to the South Metropolitan Zone and notify WALGA, in writing, by no later than 9 November 2015.

A chronological overview of the process for Zone Officer Bearer Elections was a subject of an Agenda item to the August 2015 Zone meeting, see attached.

WALGA is recommending that all Zone Member Councils appoint their Zone Chair/President, Deputies and their Representatives/Deputy Representatives to State Council, at their November 2015 Zone meeting. The process must be completed prior to the State Council meeting to be held 2 December 2015.

If you have any questions or require further information in relation to the above mentioned process, please contact Margaret Degebrodts on 9213 2036 or email mdegebrodts@walga.asn.au.

Yours sincerely

Tony Brown
Executive Manager Governance and Organisational Services

2015 Local Government Elections – Zone Officer Bearer Elections

A Chronological overview of the process is detailed below:

- Local Government elections occur on 17 October 2015.
- Member Councils to elect/appoint their Zone Delegates and to advise the Zone Executive Officer, as soon as possible but preferably by 9 November 2015.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, the zones are required to hold these elections at their November 2015 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2015 November Zone meeting.
- State Councillor Induction Session – morning of **2 December 2015**.
- New State Council will take office at the Ordinary Meeting of State Council on **2 December 2015**.
- The position of President and Deputy President of WALGA, will be elected at the March 2016 State Council Meeting.

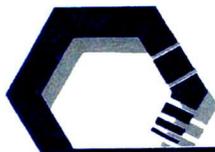
In relation to the nominations and election process to be followed by each Zone in electing a representative and deputy representative to the WALGA State Council, the below process has been instituted by State Council:

1. *Zone Executive Officer to write to all Member Councils no later than 1 month prior to the Zone meeting at which the election is to be held calling for nominations from delegates to the Zone for the positions of representative and deputy representative to State Council. The correspondence is to state that all nominations are to be made in writing to the Zone Executive Officer, and only Elected Members who are a nominated Zone delegates are eligible to nominate. The time period for the receipt of nominations is to be **one week prior** to the Zone meeting at which the election will be held.*
2. *Zone Executive Officer to receive written nominations from Zone delegates for the positions of representative and deputy representative to State Council and then provide written confirmation to Member Councils of the nominations received.*
3. *Elections are to be held at the next Zone meeting as the first item of business. Where there is more than one nomination for each vacant position, an election will be conducted using a secret ballot, with the Zone Executive Officer to represent WALGA as the returning officer for the election. Prior to the ballot, nominees for each position are to be extended the opportunity to provide a 2 minute election bid to delegates.*
4. *All voting delegates to the Zone are entitled to cast one (1) vote in the ballot process. The candidate with the greater or greatest number of votes is elected to the office.*
5. **Tied vote** – *in the event of a tied vote, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.*
6. *Zone Executive Officer to advise WALGA in writing immediately following the Zone meeting of the outcome of their elections.*

If you have any questions or require further information in relation to the above mentioned process, please contact Tony Brown, Executive Manager Governance and Organisational Services on 9213 2051 or email tbrown@walga.asn.au.

RECOMMENDATION

That the election of Zone Representative and Deputy Representative to the WALGA State Council for the XXX Zone be held at the xx November 2015 meeting.


SOUTH WEST GROUP

A Co-operative venture of the municipalities of:
Cockburn, East Fremantle, Fremantle, Mirrabooka, Melville & Rockingham

Friday, 2 October 2015

Contact: Joanna Ong (08) 9364 0637
Reference: SWG Nominations 2016

Mr Stephen Cain
Chief Executive Officer
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

CITY OF COCKBURN	
DOC No	
	0 6 OCT 2015
SUBJECT	091/005
RETENTION	67.4)7
PROPERTY	
APP	
ACTION	011/010

Dear Stephen

SOUTH WEST GROUP NOMINATIONS FOR MEMBERSHIP FOR 2016

With the upcoming Local Government Council elections, nominations are called for the following South West Group committee positions for 2016 from the City of Cockburn.

- **South West Corridor Development Foundation Inc**
 - One Nominee and One Deputy (Elected Members and / or Staff Members)
- **South West Reference Group**
 - One Nominee and One Deputy (Elected Members and / or Staff Members)

The 2015 Membership, current Role Statements and meeting dates are attached for your guidance, including information regarding membership of other governance structures as set out in the South West Group Corporate Governance Charter (August 2015).

Please note that the 2016 meeting planner and 2016 role statements will be considered by the South West Group Board at its 2 November 2015 and first Board meeting of 2016 respectively, and therefore may be subject to change.

Please submit nominations by post / facsimile or email to Joanna Ong, (joanna.ong@melville.wa.gov.au) by Friday 22 January 2016.

Yours sincerely

Mick McCarthy
Director South West Group

Encs: 2016 Membership Nomination
2015 South West Group Membership
Role Statements
2015 Meeting Dates

**SOUTH WEST GROUP
NOMINATIONS FOR MEMBERSHIP FOR 2016**

The following are the arrangements for filling South West Group positions for 2016.

SOUTH WEST GROUP BOARD

The Chair of the South West Group Board will be by annual rotation with the term commencing on January 1 each year based on the signed Memorandum of Understanding on 3 August 2015. The arrangements will be as set out below:

Year	Chair South West Group	Deputy Chair South West Group
2015	Mayor Town of East Fremantle	Mayor City of Fremantle
2016	Mayor City of Fremantle	Mayor City of Kwinana
2017	Mayor City of Kwinana	Mayor City of Melville
2018	Mayor City of Melville	Mayor City of Rockingham
2019	Mayor City of Rockingham	Mayor City of Cockburn
2020	Mayor City of Cockburn	Mayor Town of East Fremantle

Other members ex officio (Mayors and CEOs).

SOUTH WEST GROUP CEO's FORUM

The Chair of the CEO Forum will be by annual rotation with the term commencing on January 1 each year based on the signed Memorandum of Understanding on 3 August 2015. The arrangements will be as set out below:

Year	Chair CEO Forum	Deputy Chair CEO Forum
2015	CEO Town of East Fremantle	CEO City of Fremantle
2016	CEO City of Fremantle	CEO City of Kwinana
2017	CEO City of Kwinana	CEO City of Melville
2018	CEO City of Melville	CEO City of Rockingham
2019	CEO City of Rockingham	CEO City of Cockburn
2020	CEO City of Cockburn	CEO Town of East Fremantle

Other members ex officio (CEOs).

SOUTH WEST CORRIDOR DEVELOPMENT AND EMPLOYMENT FOUNDATION INC

One Nominee and One Deputy (Elected Members and / or Staff Members) from each local government authority.

2015 SOUTH WEST GROUP MEMBERSHIP

COMMITTEE	LOCAL GOVERNMENT AUTHORITY	ELECTED MEMBER(S)	STAFF MEMBER(S)
South West Corridor Development Foundation Inc. (SWCDeF)	Melville	Cr Duncan Macphail	
	East Fremantle		
	Fremantle	Cr Doug Thompson	
	Cockburn	Cr Lee-Anne Smith	
	Kwinana	Crs Dennis Wood and Sherilyn Wood	
	Rockingham	Cr Deb Hamblin <i>Cr Leigh Liley (Deputy)</i>	

SOUTH WEST REFERENCE GROUP

One Nominee and One Deputy (Elected Members and / or Staff Members) from each local government authority.

2015 SOUTH WEST GROUP MEMBERSHIP

COMMITTEE	LOCAL GOVERNMENT AUTHORITY / ORGANISATION	ELECTED MEMBER(S)	STAFF MEMBER(S)
South West Reference Group	Melville	Cr Clive Robartson	Jeff Bird John Christie
	East Fremantle		Shelly Cocks
	Fremantle	Mayor Brad Pettitt, Cr Jon Strachan (<i>Deputy</i>)	Joanne Smith Katrina Sachse
	Cockburn	Cr Carol Reeve-Fowkes Cr Philip Eva (<i>Deputy</i>)	Chris Beaton
	Kwinana	Cr Sandra Lee Cr Bob Thompson (<i>Deputy</i>)	Ashley Harding Peter McKenzie
	Rockingham	Cr Ron Pease	Brett Ashby Katherine Callaway (<i>Deputy</i>)

SOUTH WEST GROUP ROLE STATEMENTS

1. Board of Management

Membership

- Mayors and CEOs of six member Local Governments (ex officio)
- President of SWCDEF attends Board meetings as an observer

Proxies

Mayors and CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Board by the Director South West Group and staff

Meeting Frequency

Four times per year

Quorum

Seven members

Reporting

Annual Report with audited Financial Report

Other Formal Documents

South West Group 3 Year Strategic Plan
South West Group Annual Work Plan
South West Region Profile

Role

- To chart the strategic direction of the South West Group
- To prioritise and oversight the activities and projects of the South West Group
- To consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments
- To consider reports and other formal documents of the South West Group
- To consider advice from the South West Corridor Planning and Infrastructure Committee and other committees and groups as required

Media Contact

As authorised by the Chairperson

Confidentiality

Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson.

2. Chief Executive Officers' Forum

Membership

CEOs of each of six member Local Governments (ex officio)

Proxies

CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Forum by the Director South West Group and his staff

Meeting Frequency

Four times per year generally preceding the South West Group Board Meeting

Quorum

No quorum

Reporting

No formal reporting

Other Formal Documents

South West Group Director Performance Agreement.

Role

- To provide advice on finances of the South West Group and SWCDEF
- Oversight the employment and activities of the Director South West Group
- To provide a forum to progress and resolve complex or controversial regional issues
- Provide advice on areas of Local Government activity to be assessed for potential shared service assessment
- To consider future agenda items for the South West Group Board
- To consider future project activity, policies and procedures for the South West Group

Media Contact

As authorised by the Chairperson South West Group Board

Confidentiality

Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson South West Group Board.

3. South West Corridor Development Foundation Inc (SWCDeF)

Membership

- Staff and/or elected representative from each of six region Local Governments
- Representatives from State or Federal Agencies*
- Representatives from organisations*
- Individuals*

*as approved by the Management Committee

Proxies

Members may appoint proxies under the Constitution

Administration

Executive support provided to SWCDF by the Director South West Group and staff

Meeting Frequency

Six times per year and an Annual General Meeting

Quorum

Six members

Reporting

President's Annual Report and audited Financial Report presented to the Annual General Meeting

Other Formal Documents

Constitution

Role

- To facilitate and promote development of the South West Metropolitan Region
- Carry out projects to promote regional development and skills development
- Manage the Industry Direct web portal

Relationship to South West Group

Affiliated body

Media Contact

As authorised by the Chairperson

Confidentiality

Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson.

4. South West Reference Group

Membership

- Delegate nominated by each member Local Government (may be elected member or staff member).
- Stakeholder representation by invitation or by expression of interest from industry, government, education or research institutions, community groups and/or peak bodies as determined by the group. Members may nominate proxies in their absence.

Proxies

Members may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the South West Reference Group by the South West Group

Meeting Frequency

Four to six times per year

Quorum

Half of the group membership

Reporting

To South West Group Board or through relevant Committee (Technical Directors, CEOs Forum) for resourcing/budget matters.

Role

- To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group.
- To provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy. To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region.
- To identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations

Media Contact

As authorised by the Chairperson

Confidentiality

Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson.

SOUTH WEST GROUP MEETING PLANNING FOR 2015

Amended May 2015

MEETING	WALGA South Metro Zone	SWCDeF	SWG CEOs Forum	SWG Board (CEOs & Mayors)	South West Reference Group	Technical Directors
January						
February	Monday 23 February 5.30pm Rockingham	Monday 23 February 4.20pm Rockingham				Monday 9 February 2.30 – 4.00pm Rockingham
March			Wednesday 4 March 10.00am Rockingham	Monday 9 March 5:30pm Rockingham	Thursday 19 March 12.00 – 2.00pm Fremantle	
April	Tuesday 28 April 5.30pm Cockburn	Monday 28 April 4.20pm Cockburn	Wednesday 29 April 10.00am Cockburn			Monday 13 April 2.30 – 4.00pm Cockburn
May				Monday 4 May 3:30pm Cockburn		
June	Monday 22 June 5:30pm East Frem	Monday 22 June 4.20pm East Frem			Thursday 18 June 12.00 – 2.00pm Cockburn	
July			Monday 27 July 10.00am Melville			Monday 13 July 2.30 – 4.00pm Melville
August	Monday 24 August 5:30pm Fremantle	Monday 24 August 4.20pm Fremantle		Monday 3 August 3:30pm Melville		
September					Thursday 17 Sep 12.00 – 2.00pm Kwinana	
October		Monday 26 Oct 4.00-4.30pm AGM 4.30-5.30pm Kwinana	Monday 26 Oct 10.00am Kwinana			Monday 12 October 2.30 – 4.00pm Kwinana
November	Monday 23 November 5:30pm Kwinana			Monday 2 November 3:30pm Kwinana		
December						

Public Holidays in Western Australia for 2015

▷New Year's Day – Thursday 1 January
 ▷Australia Day –Monday 26 January
 ▷Labour Day - Monday 2 March
 ▷Good Friday - Friday 3 April
 ▷Easter Monday - Monday 6 April

▷ANZAC Day - Monday 27 April
 ▷WA Day - Monday 1 June
 ▷Queen's Birthday - Monday 28 September
 ▷Christmas Day – Friday 25 December
 ▷Boxing Day - Monday 28 December



Government of Western Australia
Department of Environment Regulation

CITY OF COCKBURN	
DOC No	
	19 OCT 2015
SUBJECT	028/038
RETENTION	25.4.1.4)7
PROPERTY	
APP	
ACTION	011/011 011/010

SCM 27/10/2015 - Item 9.4 - Attach 1

Your ref:
Our ref: CEO2510/15
Enquiries: Stephanie Turner
Phone: 08 6467 5454
Email: stephanie.turner@DER.wa.gov.au

Mayor Logan Howlett, JP
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

Dear Mr Howlett

NOMINATION FOR MEMBERSHIP ON THE COCKBURN SOUND MANAGEMENT COUNCIL

The Cockburn Sound Management Council (Council) is an advisory council to the Minister for Environment established under section 25 of the *Environmental Protection Act 1986* (EP Act). Following a review of the governance and operational functions of the Council, new Terms of Reference have been established to replace the existing Constitution, a copy of which is enclosed. Under these Terms of Reference, the membership comprises an independent Chair and 19 members representing the general community; conservation, recreational user and industry interests; and Australian, State and local government agencies.

Members of the Council are appointed by the Minister for Environment under section 25(2) of the EP Act. The City of Cockburn has had a longstanding involvement with the Council and I would like to invite you to nominate a representative and a proxy for membership on the Council. I understand that the City of Cockburn's current representative on the Council is Deputy Mayor Carol Reeve-Fowkes.

Nominees for the Council should be able to represent the opinions of their organisation on matters relating to Cockburn Sound and be of sufficient authority to make decisions on its behalf.

It would be appreciated if you nominate a representative and proxy within two weeks of the date of this letter, including provision of a two-page summary curriculum vitae consistent with the enclosed proforma.

Should you require any further information or have any queries, please do not hesitate to contact the Council's Coordinator, Dr Stephanie Turner on 6467 5454 or Stephanie.Turner@DER.wa.gov.au.

I would like to thank you for the City of Cockburn's commitment to the Council to date and look forward to your continued involvement.

Yours sincerely


Jason Banks
DIRECTOR GENERAL

14 October 2015

cc. Mr Stephen Cain, Chief Executive Officer

Encl.

The Atrium, 168 St Georges Terrace, Perth WA 6000
Postal address: Locked Bag 33, Cloisters Square, Western Australia 6850
Phone: (08) 6467 5000 Fax (08) 6467 5562
www.der.wa.gov.au

Terms of Reference

Cockburn Sound Management Council

Background

The Cockburn Sound Management Council (the Council) is established under Part II, section 25(1) of the *Environmental Protection Act 1986* (EP Act) as an advisory Council to the Minister for Environment. The Council is supported by the Department of Environment Regulation.

Since the 1970s, the Western Australian State Government, in partnership with industry, local government and the community has worked to improve the environmental health of the Cockburn Sound. The partnerships formed over a number of years, and strong community support and concern for the state of the marine environment resulted in the formation of the Council in 2000, for the purpose of maintaining the value of Cockburn Sound as a multiple-use marine area.

The Council was originally established in response to Cabinet Decision 07/02/2000, as a Committee of the Board of the Water and Rivers Commission under Clause 15 of Schedule 1 of the *Water and Rivers Commission Act 1995* to assist in the management of Cockburn Sound and its catchment in accordance with the terms of the Council's Constitution.

Amendments to this legislation through the Machinery of Government Review at the time, acknowledged existing committees such as the Council and allowed for these committees to continue as if they were appointed by the Minister for Environment.

In October 2005, the then Ministers for Water and Environment created the Department of Water and the Department of Environment and Conservation. It was decided at this time that the Council would be supported by the Department of Environment and Conservation. In January 2007, the Council was re-established as an advisory council to the Minister for Environment under section 25 of the EP Act.

Under the EP Act, the Department of Environment Regulation and the Environmental Protection Authority have responsibility for the conservation, preservation, protection, enhancement and management of the environment, including the marine and coastal environments, for the prevention, control and abatement of pollution, environmental harm and other relevant matters that affect these environments. The Terms of Reference and the operations of the Council recognise and do not duplicate the statutory and non-statutory roles and responsibilities of the Minister for Environment and portfolio, government agencies and statutory authorities.

Terms of Reference for the Council

The Council's Terms of Reference are to:

1. Facilitate and coordinate stakeholder and community input into the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values¹ for the Cockburn Sound marine area.
2. Oversee and coordinate environmental monitoring and research/ investigative studies in Cockburn Sound.
3. Provide advice to the Minister for Environment on the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.
4. Report to the Minister for Environment and the community on the state of the environment of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.

In meeting its Terms of Reference, the Council will undertake the following:

1. Provide advice and recommendations to the Minister for Environment on:
 - i. issues impacting, or potentially impacting, the water quality and associated environmental values for the Cockburn Sound marine area;
 - ii. management actions to protect and maintain the water quality and associated environmental values for the Cockburn Sound marine area;
 - iii. monitoring of water quality and associated environmental values for the Cockburn Sound marine area; and
 - iv. strategies to improve the water quality and associated environmental values for the Cockburn Sound marine area.
2. Provide a report to the Minister for Environment:
 - i. annually on the results of environmental monitoring of the Cockburn Sound marine area and the extent to which these meet the Environmental Quality Objectives and Criteria set in the State Environmental (Cockburn Sound) Policy; and

¹ The environmental values for the Cockburn Sound marine area are: ecosystem health, fishing and aquaculture, recreation and aesthetics, cultural and spiritual, and industrial water supply.

- ii. every three years on the overall state of the Cockburn Sound marine area, including trends in water quality and associated environmental values,

and publish these reports.

Structure of the Council

The Council will consist of representatives with appropriate experience drawn from the community, conservation interests, recreational interests and industry, and federal, state and local government. The Full Council will comprise 20 members.

An Executive Council of at least five members plus the Chair shall be established from within the Full Council membership. The Executive Council shall be responsible for setting the direction, planning and management advice, policies and all other activities undertaken by the Council, in accordance with this Terms of Reference.

The Council (either Full Council or Executive Council) may recommend the formation of additional temporary Working Groups that are empowered to address specific initiatives or issues and report back to the Council. The Council will develop the purpose, objectives, resource requirements and intended outputs and outcomes of such Working Groups and develop separate operating rules for each.

Membership of the Council

Full Council

The members shall comprise:

- (a) An independent Chair;
- (b) Three community members, including two general community members who represent the broader community and a member representing Aboriginal and Torres Strait Islanders;
- (c) One conservation representative nominated by the Conservation Council of Western Australia Incorporated;
- (d) Two representatives nominated by any relevant recreation representative bodies, including powerboats, sailing or other recreational users of Cockburn Sound;
- (e) Three industry representatives nominated (one representative each) by:
 - Kwinana Industries Council
 - WA Fishing Industry Council
 - Any relevant industry representative body, including horticultural, agricultural, ship building, tourism, commercial, or other related stakeholder bodies;

(f) Three local government representatives nominated (one representative each) by:

- Cockburn City Council
- Kwinana City Council
- Rockingham City Council;

(g) One representative from the Australian Department of Defence nominated by a senior departmental officer; and

(h) Six state government agency and statutory authority representatives, including one senior officer nominated by the Director General or Chief Executive Officer from each of:

- Department of Environment Regulation
- Department of Fisheries
- Department of Water
- Department of Health
- Fremantle Port Authority
- Water Corporation.

The Minister for Environment may appoint any other person from time to time and for such period as determined by the Minister, where that person's experience, skills or qualifications would enable them to make a contribution to the Council.

Executive Council

The Executive Council shall comprise:

- (a) The independent Chair; and
- (b) A minimum of five representatives from the Full Council.

Every year the Full Council will be asked to nominate a minimum of five members for the Executive Council. The Chair will ensure balanced representation from across the Council and where possible shall have an industry, community, conservation, and state and local government representative.

Working Groups

A Council member shall be appointed by the Council to act as Chair of each Working Group and will have responsibility for the functioning and reporting of the Working Group. Other members of the Working Group shall also be determined by the Council.

Selection Process – Chair

A call for expressions of interest in appointment to the office of Chair shall be made for consideration by the Minister for Environment.

Section Process – Community Members

A call for applications from the public shall be made. A selection panel (comprised of representatives from the Executive Council on approval of the Minister for Environment) shall be assembled to review the applications and make a recommendation to the Minister for Environment.

Operation of the Council

The Council shall ensure that appropriate policies, guidelines and procedures are developed and maintained to meet the Public Sector Commission's *principles of good corporate governance for Western Australian public sector boards and committees*.

The Council shall determine the detail of its own meeting procedures and protocols. Those procedures shall include protocols such as calling of meetings, provision of agendas on notice, keeping of minutes, need for a quorum, voting, and resolution of issues.

The Council shall determine its own procedure for public access to meetings, meeting agendas and attachments, and meeting minutes.

Support for the Council

The Department of Environment Regulation will provide operational support to the Council in the form of a Coordinator and administrative support. The Council may sign a Memorandum of Understanding with the Department which specifies the services that are provided to the Council by the Department.

[Signed 24 September 2015]

Albert Jacob MLA
MINISTER FOR ENVIRONMENT; HERITAGE

Curriculum Vitae

The following information is required by the Department of the Premier and Cabinet from board member nominees (for both new members and reappointed members.) A maximum of two pages for each member.

Title

Full Name

Postal Address

Contact Telephone Number

Email Address

Current employer and position

Work history relevant to board position

Voluntary involvement relevant to board position

Qualifications/training

Other board experience (list all current positions)

Current contact details of two (2) referees

The following information is optional and provides the Department of the Premier and Cabinet with important data on the diversity of board membership across government and helps the Department assess how well these outcomes are being achieved.

Date of Birth	dd/mm/yyyy		
Aboriginal	Yes / No		
Torres Strait Islander	Yes / No		
Country of Birth – Australian	Yes / No	If no, please specify	
Language other than English spoken at home specify	Yes / No	If yes, please specify	
Person with a disability or special needs specify	Yes / No	If yes, please specify	



Perth Airports Municipalities Group Inc.

Communities Co-Existing with Airports

Our Reference: 15/007

15 October 2015

Mr Stephen Cain
Chief Executive Officer
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

CITY OF COCKBURN
DCG 15
16 OCT 2015
SUBJECT 028/020 184/001
RETENTION 25.4.4 07
PROPERTY
APP
ACTION 01/010

Dear Mr Cain,

NOMINATION OF PAMG DELEGATES / DEPUTY DELEGATES AND NOMINATION OF OFFICE BEARERS FOR PAMG MANAGEMENT COMMITTEE

In accordance with the Perth Airports Municipalities Group Inc.'s (PAMG's) Constitution and the upcoming Council Elections, the term of office of your delegate and deputy delegate to the PAMG is about to expire. In addition, the term of office for the PAMG Management Committee members expires at the upcoming annual general meeting of the PAMG (10 December 2015) and elections will take place at the AGM for new office bearers. The following details information that is required to continue the affective administration of the PAMG:

Nomination of Delegates / Deputy Delegates and Technical Support Officers

To ensure that your Council is represented on the PAMG, would you please complete the attached Core Member Details 2015/17 form with the details of your delegate, deputy delegates, your corporate contacts and any technical officer you wish to attend PAMG meetings to provide support to your delegate/deputy.

It is strongly recommended that you take up the option of nominating a second deputy delegate and that you nominate an Officer of Council for that role. This will then ensure that your Council is appropriately represented should your delegate or deputy delegate (if elected members) are unable to attend PAMG meetings because of attending to their civic duties. In addition it will ensure that business before the Group can be dealt with at the meeting it is being presented at and not carried over to a future meeting because of lack of voting numbers for it to be resolved.

It is also recommended that you nominate a Technical Support Officer who can attend PAMG meetings as necessary. By nominating a Technical Support Officer it also assists the PAMG Management Committee when preparing regional responses on behalf of members to discussion papers, Commonwealth Government Green/White Papers and Airport Master Plans.



Perth Airports Municipalities Group Inc.

Communities Co-Existing with Airports

This information should be provided as soon as practicable in consideration of the 10 December 2015 PAMG meeting date.

Nominations for positions on the PAMG Management Committee

Also attached is information relating to the election of office bearers on the PAMG Management Committee for the next 2 year term of office. Should your Council wish to submit a nomination for any of the positions available, please complete and return the enclosed PAMG Management Committee Nomination for Office Bearers form no later than seven (7) days prior to the annual general meeting (being 3 December 2015).

Should you have any enquiries or require additional information, please do not hesitate to contact the PAMG Secretariat on 9477 7430 (Monday, Thursday, Friday) or email pacf@belmont.wa.gov.au.

Yours Sincerely

Leila Timol
PAMG SECRETARY

Enc. Core Member Details Form
PAMG Management Committee Nomination for Office Bearers



CITY OF COCKBURN DOC No 16 OCT 2015
SUBJECT
ATTENTION
PROPERTY APP
ACTION

Information Sheet

Nomination of Office Bearers to the PAMG Management Committee

Under the terms of the PAMG's Constitution, the term of office of the Management Committee members shall cease on the day of the first PAMG meeting after the next Ordinary Council Election. The following positions on the PAMG Management Committee become vacant at the first Annual General Meeting following the Ordinary Council Elections.

Elected by the PAMG Membership

- Chairperson
- Deputy Chairperson
- Committee Delegate
- Treasurer

Clause 11.1 of the Constitution states the criteria for eligibility for office as follows:

Only delegates are eligible to nominate for the position of Chairperson, Deputy Chairperson or Committee Delegate.

Only delegates, deputy delegates and Councillors or employees of Members are eligible for appointment to the position of Treasurer.

Only an employee from the core Member of the office of the Chairperson is eligible for the appointment to the position of Secretary.

In accordance with Clause 11.2.1 of the Constitution,

Nominations for election to any office of the Committee must be received by the Secretary in writing prior to the conduct of the election.

A person is not eligible for election to the Committee unless his or her Local Government has nominated him or her for election by delivering notice in writing of that nomination, signed by –

- The nominator; and*
- The nominee to signify his or her willingness to stand for election,*

to the Secretary not less than seven (7) days before the day on which the annual general meeting concerned is to be held.

Appointment by the Chairperson

- Secretary

In accordance with Clause 11.3.2 of the Constitution,

The office of Secretary shall be appointed by the Member Local Government represented by the office of the Association Chair. Costs associated with the secretarial/administrative support i.e. salary, travel expenses and out of pocket expenses will be met by the Chair's Local Government with the exception of those already provided for by Clause 24.2.2.

A separate Nomination Form for Office Bearers must be completed by the candidate for each position being nominated for and submitted to the PAMG Secretary 7 days prior to the Annual General Meeting.



Perth Airports Municipalities Group Inc.

Communities Co-Existing with Airports

Nomination Form for Office Bearers PAMG Management Committee 2015 - 2017

NOMINATOR:

The City of Cockburn hereby nominates _____ (Elected Member/Officer title),
Cr / Mr / Ms _____ for the position of (circle one) Chair / Deputy Chair /
Committee Delegate / Treasurer on the PAMG's Management Committee.

Nominator's Signature

Nominator's Name

Nominator's Title

____/____/____
Date

NOMINEE'S DECLARATION:

I, Cr / Mr / Ms _____, confirm that I agree to stand for election to the
position of _____ on the PAMG's Management Committee and should I
be elected, I will abide by the terms, duties and responsibilities as set out in the PAMG's Constitution.

Nominee's Signature

Nominee's Name

Nominee's Title

____/____/____
Date

Nominations close at 5.00pm, Thursday, 3 December 2015

Mail to:	Email	Facsimile
PAMG Secretary Perth Airports Municipalities Group Inc. C/o City of Belmont LMB 379 CLOVERDALE WA 6985	leila.timol@belmont.wa.gov.au	(08) 9478 1473



Information Sheet

Nomination of Office Bearers to the PAMG Management Committee

Under the terms of the PAMG's Constitution, the term of office of the Management Committee members shall cease on the day of the first PAMG meeting after the next Ordinary Council Election. The following positions on the PAMG Management Committee become vacant at the first Annual General Meeting following the Ordinary Council Elections.

Elected by the PAMG Membership

- Chairperson
- Deputy Chairperson
- Committee Delegate
- Treasurer

Clause 11.1 of the Constitution states the criteria for eligibility for office as follows:

Only delegates are eligible to nominate for the position of Chairperson, Deputy Chairperson or Committee Delegate.

Only delegates, deputy delegates and Councillors or employees of Members are eligible for appointment to the position of Treasurer.

Only an employee from the core Member of the office of the Chairperson is eligible for the appointment to the position of Secretary.

In accordance with Clause 11.2.1 of the Constitution,

Nominations for election to any office of the Committee must be received by the Secretary in writing prior to the conduct of the election.

A person is not eligible for election to the Committee unless his or her Local Government has nominated him or her for election by delivering notice in writing of that nomination, signed by –

- (a) The nominator; and*
- (b) The nominee to signify his or her willingness to stand for election,*

to the Secretary not less than seven (7) days before the day on which the annual general meeting concerned is to be held.

Appointment by the Chairperson

- Secretary

In accordance with Clause 11.3.2 of the Constitution,

The office of Secretary shall be appointed by the Member Local Government represented by the office of the Association Chair. Costs associated with the secretarial/administrative support i.e. salary, travel expenses and out of pocket expenses will be met by the Chair's Local Government with the exception of those already provided for by Clause 24.2.2.

A separate Nomination Form for Office Bearers must be completed by the candidate for each position being nominated for and submitted to the PAMG Secretary 7 days prior to the Annual General Meeting.



Perth Airports Municipalities Group Inc.

Communities Co-Existing with Airports

Nomination Form for Office Bearers PAMG Management Committee 2015 - 2017

NOMINATOR:

The City of Cockburn hereby nominates _____ (Elected Member/Officer title),
Cr / Mr / Ms _____ for the position of (circle one) Chair / Deputy Chair /
Committee Delegate / Treasurer on the PAMG's Management Committee.

Nominator's Signature

Nominator's Name

Nominator's Title

____/____/____
Date

NOMINEE'S DECLARATION:

I, Cr / Mr / Ms _____, confirm that I agree to stand for election to the
position of _____ on the PAMG's Management Committee and should I
be elected, I will abide by the terms, duties and responsibilities as set out in the PAMG's Constitution.

Nominee's Signature

Nominee's Name

Nominee's Title

____/____/____
Date

Nominations close at 5.00pm, Thursday, 3 December 2015

Mail to:	Email	Facsimile
PAMG Secretary Perth Airports Municipalities Group Inc. C/o City of Belmont LMB 379 CLOVERDALE WA 6985	leila.timol@belmont.wa.gov.au	(08) 9478 1473

PAMG CORE MEMBER DETAILS 2015 - 2017

MEMBER COUNCIL: City of Cockburn

The appointment of Deputy Delegates (Councillors or Officers) is strongly recommended to ensure that your Council is adequately represented in the unforeseen absence of your Delegate.

Member	Title and Name	Postal Address	Contact No's	Email
Delegate:			Bus Hrs:	
			Mob:	
Delegate's EA/PA			Bus Hrs:	
			Mob:	
Deputy Delegate 1:			Bus Hrs:	
			Mob:	
Deputy Delegate 2: <i>(Officer Recommended)</i>			Bus Hrs:	
			Mob:	
Technical Support Officer: <i>(Optional)</i>			Bus Hrs:	
			Mob:	
Chief Executive Officer			Bus Hrs:	
			Mob:	
CEO's EA/PA			Bus Hrs:	
			Mob:	

5. CONCLUSIONS AND RECOMMENDATIONS

The assessment of the value and benefits which accrue from Sister City relations should properly balance the tangible outcomes with the less measurable perceptions associated with the promotion of goodwill and hospitality.

Certainly, the City of Cockburn has invested considerably in land infrastructure, as attested by the \$180,000 expended on artworks along the length of Friendship Way as a means of acknowledging its Sister City Agreements.

Added to this is the regular promotion of the countries in which the Sister Cities are located (ie. Croatian, United States of America and China) at the annual Cockburn Rotary Spring Fair. While Council contributes around \$50,000 annually to the Spring Fair, only a small portion of this is expended directly on showcasing the Sister City element and this is usually outlaid on entertainment which would be necessary in any case.

Should Council wish to continue its support for the overall Sister City concept and adopt a regular visitation calendar, it would be expected that the Spring Fair theme would feature one country every two years, to correspond with an incoming visit by that country's Sister City. This would translate to each of the current Sister Cities being involved in this event once every six years.

Similarly, there should be an expectation that Council will continue to visit its partner Cities on a regular basis as part of the visitation program as well, which would see each of the current three cities visited over a six year period. It is proposed that outbound visits endeavour to be accompanied by other interest groups in the City, particularly if school/youth/cultural exchanges can be arranged to coincide with such Council delegations.

Providing Council accepts this as a reasonable position for the future, it will be necessary to amend Council Policy Sc33 *Sister City Relationships* to more accurately reflect these proposals.

Recommendations:

That Council:

- (1) continues to support the three current Sister City Agreements established (Split – Croatia, Yueyang – China and Mobile – USA);
- (2) adopt the visitation program (2012-2017), as outlined in the appended Calendar;
- (3) consider the amended Policy SC33 *Sister City Relationships*, as appended;
- (4) review the overall Sister City Program and Policy upon the conclusion of the proposed visitation schedule 2012-2017, to determine the level of support it wishes to provide to the concept beyond that time.

SISTER CITY VISITATION SCHEDULE (PROPOSED)

2012 - 2017

<u>YEAR</u>	<u>SISTER CITY</u>	<u>DESTINATION</u>	
2012	Mobile	From Cockburn	(Outbound)
2013	Mobile	To Cockburn	(Inbound)
2014	Split	From Cockburn	(Outbound)
2015	Split	To Cockburn	(Inbound)
2016	Yueyang	From Cockburn	(Outbound)
2017	Yueyang	To Cockburn	(Inbound)

POL	SISTER CITY RELATIONSHIPS	SC33
------------	----------------------------------	-------------

POLICY CODE:	SC33
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	14 July 2005
DATE LAST REVIEWED:	12 June 2014
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	29 June 2005 22 March 2012 24 May 2012 28 November 2013 22 May 2014
OCM:	14 July 2005 12 April 2012 12 June 2012 14 December 2013

BACKGROUND:

The City of Cockburn has established Sister City Agreements with the City of Split, Croatia (formed in 1998); the City of Yueyang, China (formed in 1998) and the City of Mobile, U.S.A. (formed in 2005).

Council has supported these relationships on an ongoing basis and wishes to state its intentions for the medium term future of these arrangements by the adoption of this Policy.

PURPOSE:

1. To promote Cockburn and assist in fostering economic development, tourism and trade relations.
2. To seek a wider understanding of other nations, their traditions, customs, education and cultures and similarly to promote to other nations the traditions, customs, education and cultures of Australia.
3. To foster international peace and goodwill

POL	SISTER CITY RELATIONSHIPS	SC33
------------	----------------------------------	-------------

POLICY:

- (1) The Council desires to maintain a small number of active sister city relationships based upon the benefits which can accrue, including trade, tourism, cultural, educational and sporting activities.
- (2) The Council considers that the abovementioned objectives can be achieved by:-
 1. Trade, cultural, educational, tourism and sporting exchanges.
 2. Official visits.
- (3) Accordingly, the Council's role will be:-
 1. To encourage exchanges.
 2. To facilitate and assist visits and exchanges (such as providing letters of introduction to the Sister City).
 3. To arrange an exchange of greeting on the occasion of visits from Sister Cities.
 4. To facilitate exchange of educational, cultural and promotional material.
 5. To encourage students to learn about a Sister City by carrying out school projects on that city.
 6. To provide information to visitors from Sister Cities on places of interest.
 7. To set up friendship associations for its Sister Cities, where possible.. These associations will be chaired by an Elected Member and would provide a vehicle for businesses, cultural and community groups, sporting associations and educational institutions to action the objectives of the Sister City relationship.
 8. To take an active role in the Sister Cities Australia organisation.
- (4) The question as to whether to establish additional Sister Cities should consider the possibility and benefits to be gained out of City/State Relationships.
- (5) These benefits should include but not be limited to:-
 1. Trade links between the two countries; preference being given to cities in countries where Australia has a free trade agreement or a proven trade record.

POL	SISTER CITY RELATIONSHIPS	SC33
-----	---------------------------	------

2. Cultural links between the two countries; preference being given to cities in countries where Council determines that the City would benefit from a greater awareness and appreciation of that country's traditions and customs.
 3. Sporting links between the two countries; preference being given to cities in countries where Australia has existing sporting links through national sporting federations.
 4. Tourism links between the two countries; preference being given to cities in countries who are major sources of visitors to Australia or who provide a potential market for local tourism operators.
 5. Education links between the two countries; preference being given to cities in countries that have existing educational exchange programmes or who provide a potential market for local educational institutions.
- (6) Council will support a visitation program of each of its Sister Cities. A calendar of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The visitation program will allow for annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year. The program will be reviewed following the completion of the initial scheduled visits relevant to each partner City, as a means of assessing the outcomes of the visits and determining their value for the future.
- (7) Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at paragraph 5 (1) – (5) above.
- (8) Outbound delegations will be led by the Mayor and accompanied by the Deputy Mayor and up to a maximum of three(3) other Councillors and the Chief Executive Officer (CEO) or his/her nominated representative. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
- (9) The principle of selecting Councillors referred to in (8) above will be on the following basis:
1. Councillors wishing to join an outward delegation will submit their interest through the Chief Executive Officer (CEO) by a date and time specified by the CEO in writing.
 2. After the closure of nominations, if there are more than (3) Councillors who have submitted an interest to attend the delegation, then a ballot

POL	SISTER CITY RELATIONSHIPS	SC33
------------	----------------------------------	-------------

will be held of those Councillors only to fill the three (3) allocated positions.

3. If, following the process outlined in 2 above, there are three (3), or less, Councillors who have an interest in attending the delegation, then those Councillors only will participate in the delegation.
 4. The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at the time and place nominated by the CEO, and
 5. A register of delegates attending outward delegations is to be established and maintained by the Executive Support Unit.
- (10) The Mayor and partner, accompanied by the Chief Executive Officer or his/her delegated nominee and any other person deemed to have relevance to the enhancing of the Sister City relationship, may participate in a delegation subject to appropriate provisions being made in the adopted budget.

SISTER CITY VISITATION SCHEDULE (PROPOSED)

2012 - 2017

<u>YEAR</u>	<u>SISTER CITY</u>	<u>DESTINATION</u>	
2012	Mobile	From Cockburn	(Outbound)
2013	Mobile	To Cockburn	(Inbound)
2014	Split	From Cockburn	(Outbound)
2015	Split	To Cockburn	(Inbound)
2016	Yueyang	From Cockburn	(Outbound)
2017	Yueyang	To Cockburn	(Inbound)