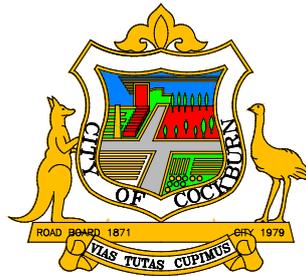


# **CITY OF COCKBURN**



## **SPECIAL COUNCIL MEETING**

## **AGENDA PAPER**

**FOR**

**THURSDAY, 26 OCTOBER 2017**

# CITY OF COCKBURN

## SUMMARY OF AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL MEETING TO BE HELD ON THURSDAY, 26 OCTOBER 2017 AT 7:00 PM

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**CITY OF COCKBURN****AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL  
MEETING TO BE HELD ON  
THURSDAY, 26 OCTOBER 2017 AT 7:00 PM**

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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. **DEPUTATIONS**
8. **PETITIONS**
9. **DECLARATION BY COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPERS**
- 10 **(SCM - 26/10/2017) - PURPOSE OF MEETING**

The purpose of the meeting is to consider:

- (1) Appointment of Council Delegates to External Organisations.
- (2) Appointment of Reference Group Members.

## 11. COUNCIL MATTERS

### 11.1 (SCM - 26/10/2017) - COUNCIL DELEGATES - WALGA - SOUTH METROPOLITAN ZONE (028/004) (D GREEN)

#### RECOMMENDATION

That Council appoint \_\_\_\_\_ (Elected Member/s) 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 Cr Allen. Zone meetings are held on the last Monday of each month at 5.30 pm on a rotational basis at member Councils.

#### Strategic Plan/Policy Implications

#### Leading & Listening

- Deliver sustainable governance through transparent and robust policy and processes

- Listen to and engage with our residents, business community and ratepayers with greater use of social media

**Budget/Financial Implications**

Council provides annual membership subscriptions to WALGA.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “low” level of “Brand/Reputation” risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.2 (SCM - 26/10/2017) - COUNCIL DELEGATE - WALGA SOUTH WEST METROPOLITAN REGIONAL ROAD GROUP (028/021) (C SULLIVAN)**

**RECOMMENDATION**  
That Council appoint \_\_\_\_\_ (Elected Member) to the WALGA South West Metropolitan Regional Road Group.

**COUNCIL DECISION**

## **Background**

The South West Metropolitan Regional Road Group (SWMRRG) is a sub-group of the Metropolitan Regional Road Group (MRRG).

The Metropolitan Regional Road Group manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network within the policies and guidelines established by the State Road Funds to the Local Government Advisory Committee.

## **Submission**

N/A

## **Report**

The Metropolitan Regional Road Sub Groups such as the SWMRRG were established to assist the MRRG with the management and consideration of local roads issues.

The Metropolitan Local Governments are divided into six Sub Groups with membership being an Elected Member and Technical Representative from each Local Government. Each Sub-Group appoints one representative Elected Member and Technical representative to attend the MRRG Technical and Elected Members Meetings.

The Sub-Group reviews the funding allocation for Road Projects and Black Spot Programs for the Councils in the South West area and forwards its recommendations to the MRRG.

The group meets at least twice a year, but additional meetings may be called to resolve specific issues that may arise. The meetings are currently held at the City of Melville, but may be hosted by any of the members of the SWMRRG.

Previous delegate to this Group was Mayor Howlett.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

## **Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.3 (SCM - 26/10/2017) - COUNCIL DELEGATE - SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION (INC) (028/039) (D GREEN)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member) to the South West Corridor Development Foundations (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**

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.

Council was previously represented on this Group by Cr Chamonix Terblanche.

**Strategic Plan/Policy Implications**

**City Growth**

- Ensure planning facilitates a desirable living environment and meets growth targets

**Economic, Social & Environmental Responsibility**

- Increase local employment and career opportunities across a range of different employment areas through support for economic development.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.4 (SCM - 26/10/2017) - COUNCIL DELEGATE - SOUTH WEST REFERENCE GROUP (028/039) (D GREEN)****RECOMMENDATION**

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) to the South West Reference Group; and
- (2) note the appointment of an Environmental Officer as the technical Officer to the South West Reference Group.

**COUNCIL DECISION****Background**

Previously, Council's representative on the South West Reference Group was Cr Eva.

**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 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**

#### **Economic, Social & Environmental Responsibility**

- Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health
- Further develop adaptation actions including planning; infrastructure and ecological management to reduce the adverse outcomes arising from climate change

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

#### **Attachment(s)**

N/A

#### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.5 (SCM - 26/10/2017) - COUNCIL DELEGATE - SOUTH WEST GROUP BOARD (028/039) (D GREEN)****RECOMMENDATION**

That Council note the appointment of the Mayor and Chief Executive Officer to the South West Group Board (CEOs and Mayors).

**COUNCIL DECISION****Background**

The South West Group, formed in November 1983, is a Voluntary Regional Organisation of Councils (VROC). It comprises the Cities of Cockburn, Fremantle, Melville and Rockingham and the Towns of East Fremantle and Kwinana. The south West Group is managed by a Board consisting of the Mayors and CEs of its member local governments.

**Submission**

N/A

**Report**

The South West Group seeks to work with member local governments and through co-operation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth as well as supporting a diversity of quality lifestyles whilst servicing and sustaining cohesive, productive communities.

**Strategic Plan/Policy Implications****Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.6 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN SOUND MANAGEMENT COUNCIL (028/038) (D GREEN)**

**RECOMMENDATION**

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) 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 Carol Reeve-Fowkes.

**Strategic Plan/Policy Implications****Economic, Social & Environmental Responsibility**

- Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health
- Further develop adaptation actions including planning; infrastructure and ecological management to reduce the adverse outcomes arising from climate change

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.7 (SCM - 26/10/2017) - COUNCIL DELEGATE - WOODMAN POINT WASTE WATER TREATMENT PLANT COMMUNITY REFERENCE GROUP (028/036) (N JONES)**

**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
- (4) 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 Cr 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****Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.8 (SCM - 26/10/2017) - COUNCIL DELEGATE - JANDAKOT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE (028/026) (D GREEN)**

**RECOMMENDATION**

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) to the Jandakot Regional Park Community Advisory Committee (JRPCAC); and
- (2) note the appointment of an Environmental Officer as the technical Officer to the Jandakot Regional Park Community Advisory Committee.

**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.

**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 (4<sup>th</sup> Tuesday of February, May, August and November) at the Cockburn Wetlands Education Centre at 5.00 pm.

Council was previously represented on the Committee by Cr Eva.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.9 (SCM - 26/10/2017) - COUNCIL DELEGATE - JANDAKOT AIRPORT COMMUNITY AVIATION CONSULTATION GROUP (028/043) (A TROSIC)**

**RECOMMENDATION**

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) as its delegate to the Jandakot Airport Community Aviation Consultation Group;
- (2) appoint \_\_\_\_\_ (Elected Member) as its proxy delegate to the Jandakot Airport Community Aviation Consultation Group;

- (3) note the membership of Andrew Trosic, Manager – Strategic Planning as a technical officer to 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 Jandakot ACACG 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 ACACG, the City will be able to ensure attendance at the quarterly Jandakot ACACG meetings.

Previous members were Cr Smith and Cr Terblanche (Proxy).

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

### **Attachment(s)**

N/A

### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.10 (SCM - 26/10/2017) - COUNCIL DELEGATE - PERTH AIRPORTS MUNICIPALITIES GROUP (028/020) (A TROSIC) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) not appoint an Elected Member to the Perth Airports Municipalities Group due to the meeting day conflicting with other Council obligations;
- (2) note the membership of Andrew Trosic, Manager – Strategic Planning as a technical officer to the Group; and
- (3) 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.

No members were appointed previously as Meetings are held on Thursday evenings which does not allow Elected Members to attend.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

### **Attachment(s)**

N/A

### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.11 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN COAST STEERING COMMITTEE (028/041) (D ARNDT)**

**RECOMMENDATION**

That Council appoint the following Elected Members to the Cockburn Coast Steering Committee:

1. \_\_\_\_\_ (Delegate); and
2. \_\_\_\_\_ (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**

Previously, representatives from the Cities of Cockburn and Fremantle participated in the Committee. It is anticipated the Steering Committee would provide strategic direction for the project. LandCorp has

nominated Manager Metropolitan North, Matt Read, 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 Mayor Howlett (Deputy).

Meetings are held bi-monthly during the day.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

#### **Attachment(s)**

N/A

#### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.12 (SCM - 26/10/2017) - COUNCIL DELEGATE - MELVILLE-COCKBURN CHAMBER OF COMMERCE (028/040) (D GREEN)**

**RECOMMENDATION**

That Council appoint the following Elected Members to the Melville-Cockburn Chamber of Commerce:

1. \_\_\_\_\_ (Delegate);
2. \_\_\_\_\_ (Deputy Delegate)

**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 Cr Terblanche with former Cr Houwen as Deputy.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil

**11.13 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN CENTRAL YOUTHCARE COMMITTEE (162/003) (D GREEN)**

**RECOMMENDATION**  
That Council appoint \_\_\_\_\_ (Elected Member) to the Cockburn Central Youthcare Committee.

**COUNCIL DECISION**

**Background**

The City of Cockburn supports the Cockburn Central Youth CARE Council (CCYCC) by way of an annual donation towards funding of a chaplaincy service at Lakeland Senior High School (LSHS). The amount recommended by the Grants and Donations Committee for

2017-2018 is \$20,000 which will require Council approval at the 9 November 2017 Ordinary Council Meeting.

### **Submission**

N/A

### **Report**

The Committee meets on a quarterly basis (February, May, August & November) commencing 9.15am at Jandakot Primary School.

Having a Council representative on the Committee is recommended as a means of assessing the value received by the City of Cockburn for its contribution towards this service.

In accordance with Council's protocol, it is recommended that Council formally appoints an Elected Member as its delegate to the CCYCC.

Mayor Howlett was previously appointed as Council's delegate.

### **Strategic Plan/Policy Implications**

Policy SC35 'Grants, Donations and Sponsorships – Community Organisations and Individuals' refers.

### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.14 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN WETLANDS EDUCATION CENTRE (INC.) (064/001) (D GREEN)**

**RECOMMENDATION**

That Council appoint the following Elected Members as its delegates to the Cockburn Wetlands Education Centre (Inc.) (CWEC) Board of Management:

1. \_\_\_\_\_ (Delegate); and
2. \_\_\_\_\_ (Deputy Delegate)

**COUNCIL DECISION**

**Background**

Council has provided representation to the CWEC Board in the past.

**Submission**

N/A

**Report**

The Centre has been in operation for over 20 years in its current location on Hope Road, Bibra Lake. Council is an ongoing supporter of activities which occur there and provides recurrent funding to assist in its administration. Accordingly, it is logical that Council participate in the management of the Centre to oversee the investment it provides and to ensure Council's interests are monitored in the future, given the array of matters which occur in the adjacent surroundings.

Regular meetings of the CWEC Board occur at the Centre, 184 Hope Road, Bibra Lake, on a quarterly basis on the second Monday of March, June, September and December, from 5.30 pm. Meetings generally finish by 7 pm.

In summary, it is recommended that Council provide Elected Member representation to the Board in the form of a delegate and deputy delegate.

The Group's previous delegates were former Cr Houwen and Cr Eva.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

#### **Attachment(s)**

N/A

#### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

## 11.15 (SCM - 26/10/2017) - COUNCIL DELEGATE - BEELIAR REGIONAL PARK COMMUNITY ADVISORY COMMITTEE (063/006) (D GREEN)

### RECOMMENDATION

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) to the Beeliar Regional Park Community Advisory Committee; and
- (2) note the appointment of an Environmental Officer as the technical Officer to the Beeliar Regional Park Community Advisory Committee.

### COUNCIL DECISION

### Background

The committee provides a forum at which issues affecting the park are discussed. The committee's role is to provide advice in regard to the ongoing management of the Park.

### Submission

N/A

### Report

Regional Parks are areas of regional open space. Each Regional Park, including the Beeliar Regional Park, has a Community Advisory Committee made up of representatives from the Department of Parks and Wildlife, Local Authorities, other agencies that may have a management role and community members. Community members can nominate for positions on the committee every three years.

The City is responsible for management of the following reserves which form part of the Beeliar Regional Park:

- Manning Park
- Market Garden Swamp
- Lake Coogee
- Bibra Lake
- Little Rush Lake
- Yangebup Lake

The role of the Committee links with the key themes of the Strategic Community Plan highlighted below.

Previous delegate to the Committee was Deputy Mayor Reeve-Fowkes.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.16 (SCM - 26/10/2017) - COUNCIL DELEGATE - REHABILITATION OF ROE 8 WORKING GROUP (007/008) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) appoint \_\_\_\_\_ (Elected Member/s) as its representative to the Rehabilitation of Roe 8 Working Group;
- (2) requires the outcome of the Working Group Meetings to be

made available to all other Elected Members upon being provided to the City of Cockburn; and

- (3) note the appointment of an Environmental Officer as the technical Officer to the Roe 8 Rehabilitation Working Group.

## COUNCIL DECISION

### Background

As an outcome of the recent State Government election, the incoming WA Labor Government halted construction of the Roe Highway alignment, between Kwinana Freeway and Stock Road.

Correspondence has since been received from the Member for Bicton, Lisa O`Malley, MLA, that the Government has established a Working Group to rehabilitate the alignment site which was subject to clearing prior to the election and that she has been appointed to Chair the Group. The purpose of the Working Group is to provide key stakeholders with the opportunity to work collaboratively with Main Roads WA to guide the rehabilitation program and help inform the decisions of the Government.

### Submission

N/A

### Report

The Working Group has been established to undertake planning for the rehabilitation of the area bounded by the footprint of Roe 8 between Kwinana Freeway and Stock Road. The initial focus of the Group will be to:

1. identify priority tasks to be undertaken pre winter 2017
2. review the Draft Revegetation Strategy
3. plan for a community based planting event in 2017; and
4. plan for the revegetation program for 2018 onwards.

The City of Cockburn has been identified as a key active stakeholder in this project and consequently has been invited to join the Working Group. Given the intention of the Group is to identify a rehabilitation plan for the Roe 8 alignment it has been necessary for it to commence its operations to enable any replanting strategies to be relevant to a suitable revegetation timeframe.

Given the City's strong stance on this matter, it is appropriate for an Elected Member to be formally endorsed as the City's representative on this important forum. A relevant City of Cockburn officer, likely to be a senior environmental officer is also recommended to attend meetings in an advisory role to assist the process. Meeting information is proposed to be distributed to all other City of Cockburn Councillors upon receipt. The previous delegate was Mayor Howlett.

### **Strategic Plan/Policy Implications**

#### **Moving Around**

- Improve connectivity of transport infrastructure
- Continue advocacy for a better solution to regional freight movement

#### **Economic, Social & Environmental Responsibility**

- Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

A "Substantial" level of Environmental risk and "Moderate" level of Brand Damage risk is associated with this issue, should the City of Cockburn not be represented on this Working Group.

### **Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.17 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN  
DISABILITY REFERENCE GROUP (027/004) (D GREEN)****RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member) to the Cockburn Disability 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 (1<sup>st</sup> Tuesday at 10.00am) 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 Deputy Mayor Reeve-Fowkes.

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**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**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.

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil

**11.18 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN YOUTH ADVISORY COLLECTIVE REFERENCE GROUP (027/010) (D GREEN)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) to the Cockburn Youth Advisory Collective Reference Group.

**COUNCIL DECISION****Background**

The Cockburn Youth Advisory Collective 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 Cr Pratt and former Cr Sweetman.

**Strategic Plan/Policy Implications****Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**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

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil

**11.19 (SCM - 26/10/2017) - COUNCIL DELEGATE - NEIGHBOURHOOD WATCH REFERENCE GROUP (028/009) (D GREEN)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) 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 Cr Portelli and Cr Smith. Cr Portelli was the Presiding Member at meetings.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

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

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.20 (SCM - 26/10/2017) - 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 delegates were Deputy Mayor Reeve-Fowkes, Cr Steven Portelli and Cr Smith.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

**Legal Implications**

Bush Fires Act, 1954 refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.21 (SCM - 26/10/2017) - COUNCIL DELEGATE - COMMUNITY SAFETY AND CRIME PREVENTION REFERENCE GROUP (027/014) (D GREEN)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) to the Community Safety and Crime Prevention Reference Group.

**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 Cr Smith, Cr Portelli and Cr Eva.

Meetings are held quarterly during the evening.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.22 (SCM - 26/10/2017) - COUNCIL DELEGATE - ABORIGINAL REFERENCE GROUP (027/009) (D GREEN)****RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) 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 Cr Pratt and Deputy Mayor Reeve-Fowkes.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.23 (SCM - 26/10/2017) - COUNCIL DELEGATE - CULTURAL REFERENCE GROUP ( 027/015) (D GREEN)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) 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 Cr Pratt, Cr Eva, former Cr Sweetman and former Cr Houwen.

**Strategic Plan/Policy Implications****Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.24 (SCM - 26/10/2017) - COUNCIL DELEGATE - COCKBURN SISTER CITIES REFERENCE GROUP (027/016) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) 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 Crs Allen, Smith, Pratt, Portelli, Terblanche and Eva.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

Council has \$5,500 allocated in its 2017-2018 Budget to provide for participation and promotion of its Sister Cities arrangements.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

### **Attachment(s)**

Council Policy SC33 "Sister City Relationships".

### **Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

## **11.25 (SCM - 26/10/2017) - COUNCIL DELEGATE - 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.

The Group's previous delegate was Mayor Howlett.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.26 (SCM - 26/10/2017) - COUNCIL DELEGATE - ROAD SAFETY AND TRAVELSMART REFERENCE GROUP (ES/R/002) (J MCDONALD) (ATTACH)**

**RECOMMENDATION**

That Council appoint \_\_\_\_\_ (Elected Member/s) to the Road Safety and Travelsmart Reference Group.

**COUNCIL DECISION**

## **Background**

A report was presented to Council and adopted on 14 March 2013 with the following recommendation:

*That Council:*

- (1) support the concept of establishing a Road Safety and Travelsmart Reference Group based on the WALGA Roadwise framework;*
- (2) seek a briefing on the Roadwise Program by WALGA at its April General Briefing; and*
- (3) receive a Draft Terms of Reference for the Road Safety and Travelsmart Reference Group at the May Ordinary Council Meeting.*

## **Submission**

N/A

## **Report**

The Group was formed in 2013 but as there was no Travel Smart officer to oversee the purpose of this Group it did not officially convene until mid-2017.

The Group meets on an 'as required' basis (generally quarterly) and will determine the meeting frequency based on the level of business required to be transacted.

The previous membership of the Group was Mayor Howlett, Crs Portelli, Allen and Pratt.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

- Deliver sustainable governance through transparent and robust policy and processes

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Any committee would need to be established and operated in compliance with the requirements of the Local Government Act 1995.

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

**Attachment(s)**

Road Safety & Travelsmart Reference Group – Terms of Reference.

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**11.27 (SCM - 26/10/2017) - COUNCIL DELEGATE - ARMADALE ROAD DUPLICATION PROJECT REFERENCE GROUP (163/011) (C SULLIVAN)**

**RECOMMENDATION**  
That Council:

- (1) appoint \_\_\_\_\_ (Elected Member) to the Armadale Road Construction Reference Group; and
- (2) note the appointment of the Community Engagement Officer, in an advisory capacity to the Group.

**COUNCIL DECISION**

**Background**

The duplication of Armadale Road and the connection to the Kwinana Freeway is a high priority project for the City of Cockburn, with successful lobbying resulting in a funding announcement by the WA Government in early 2018 to proceed with the works.

The work will be carried out in two stages – the duplication of Armadale Road first from Tapper Road, and then the connection from Tapper Road to the freeway.

This report relates to the first stage of the works in which the remaining section of single carriageway on Armadale Road will be widened from one to two lanes in each direction, reducing congestion and improving journey times.

Detailed design is underway. A series of investigation works have commenced to inform the design. The work includes locating services, environmental investigations, testing the existing condition of the ground and surrounding area, and monitoring existing levels of traffic and noise. Activity will continue intermittently until the end of 2017.

The Metropolitan Road Improvement Alliance has won the State Government contract to complete the works. It has established a technical steering committee. The City's technical officers are already involved in the steering committee and have direct contact with the design team on technical matters and approvals, where relevant.

### **Submission**

N/A

### **Report**

To foster community consultation, a Construction Reference Group (CRG) has been formed to involve stakeholders in the detailed design development and construction process of the project.

An opportunity exists to nominate an Elected Member to the CRG.

The CRG will:

- discuss and provide input into the detailed design development and construction process for the project
- help identify and respond to project issues and opportunities identified by project stakeholders
- communicate project matters to and from relevant stakeholder groups

The CRG performs an advisory and consultative role to the Metropolitan Road Improvement Alliance.

A public advertising process in September 2017 invited expressions of interest from project stakeholders and the community for membership of the CRG. Members will be appointed for a six month term, with the option to extend to the completion of the project.

The membership of the CRG may evolve over time to include other organisations / entities as required in order to fulfil the role.

The CRG will be facilitated by an experienced chairperson. The chairperson will be endorsed by the CRG at the first meeting and will not have voting rights.

The CRG will have the following responsibilities:

- Identify and discuss local impacts from the project and ways in which the impacts might be mitigated or managed
- Advise MRIA on ways to engage the local communities to build strong community relationships and feedback to the project team
- Act as a vehicle through which the local communities can voice their concerns and suggest ways to improve the project
- Monitor community feedback and identify issues for action and/or discussion
- Regularly report to MRIA to help it assess overall progress on the project's community engagement process.

It is anticipated the CRG will meet every two months until November 2019 or when project construction is complete. The group may choose to meet monthly in the early stages of the project.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Listen to and engage with our residents, business community and ratepayers with greater use of social media

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

The formation of the CRG is key feature of the community consultation for this project.

#### **Risk Management Implications**

This is an opportunity for the City to advise the MRIA on ways to engage the local communities to build strong community relationships and feedback to the project team.

**Attachment(s)**

N/A

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil.

**12. (SCM - 26/10/2017) - 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**

**13. CLOSURE OF MEETING**

<b>POL</b>	<b>SISTER CITY RELATIONSHIPS</b>	<b>SC33</b>
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<b>POLICY CODE:</b>	SC33
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support
<b>SERVICE UNIT:</b>	Executive Support
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	182/001
<b>DATE FIRST ADOPTED:</b>	14 July 2005
<b>DATE LAST REVIEWED:</b>	14 September 2017
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	6

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	29 June 2005	28 November 2013
	22 March 2012	22 May 2014
	24 May 2012	24 August 2017
OCM:	14 July 2005	14 December 2013
	12 April 2012	12 June 2014
	12 June 2012	

## **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
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**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
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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

<b>POL</b>	<b>SISTER CITY RELATIONSHIPS</b>	<b>SC33</b>
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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)



## City of Cockburn Road Safety and Travelsmart Reference Group

### Terms of Reference

TERM OF REFERENCE ADMINISTRATION	
DOCUMENT CODE:	XXXX
DIRECTORATE:	Engineering and Works Services
BUSINESS UNIT:	Engineering
SERVICE UNIT:	Road Construction and Maintenance
RESPONSIBLE OFFICER:	John McDonald
FILE NO.:	
DATE FIRST ADOPTED:	9 May 2013
DATE LAST REVIEWED:	
ATTACHMENTS:	
VERSION NO.	1

GOVERNANCE REFERENCE	
STATUTORY COMPLIANCE	NIL
INDUSTRY COMPLIANCE:	WALGA RoadWise Program
ORGANISATION COMPLIANCE:	Policy
PROCESS LINKS:	Corporate Procedure – Meeting Management - Reference Group

**VISION**

The vision of the City of Cockburn Road Safety and Travelsmart Reference Group is for the City of Cockburn to have a robust, safe and integrated transport network that meets people and industry needs while minimising environmental impacts.

**GUIDING PRINCIPLES**

This Reference Group has been established with the guiding principles to:

- Promote an integrated transport system which balances environmental impacts and community needs;
- Raise community awareness of road safety issues and initiatives in local communities;
- Review road safety strategies that may be adopted by the City of Cockburn, Main Roads WA, the Western Australian Police Service or any other statutory authority that has the ability to influence road safety in the community;
- Identify community concerns about road safety and road safety issues, potential black spot projects and poor road user behaviour and develop initiatives to address these identified road safety issues;
- Facilitate and promote healthy transport opportunities by promoting the City's TravelSmart initiative and implementation of walkway, bike and trails master plans;
- Identify a holistic regional approach to freight management.

**DELEGATED AUTHORITY**

The City of Cockburn Road Safety and Travelsmart Reference Group will not have any authority to act on behalf of the City of Cockburn. The Reference Group cannot direct staff, call tenders, award contracts, expend monies, direct volunteers or do anything that is the responsibility of the City of Cockburn.

**ESTABLISHMENT AND MEMBERSHIP**

The Reference Group is to be established and Membership appointed by Council in accordance with these Terms of Reference. The membership of the Road Safety and Travelsmart Reference Group shall generally comprise the following:

- Up to four (4) elected members as delegates of the City of Cockburn. The Elected Member representation will consist of the Mayor (or his delegate) and an elected Member from each Ward.
- One (1) WALGA RoadWise representative
- Up to six (6) representatives of organisations relevant to the promotion of road safety issues, which may be drawn from groups such as the following:

- Western Australian Police Service
- Main Roads Western Australia
- Travelsmart Officer
- Youth Advisory Committee (YAC representative)
- Emergency Services
- Associations (Road User or Road Safety Group representative)

#### **PRESIDING MEMBER**

The presiding member shall be appointed by the Reference Group at its inaugural meeting under a procedure general agreed to by members present.

Where the Presiding Member is unable to attend a scheduled meeting of the Reference Group, an Acting Presiding Member is to be elected from the membership in attendance and is to preside for the duration of that meeting only.

The Presiding Member is responsible for the good and reasonable conduct of Reference Group meetings and shall determine the meeting procedures as required.

#### **MEETINGS**

Meetings will generally be held on a quarterly basis in February, May, August and November, with the start time and venue being determined by the Group. The Group will however determine meeting frequency based on the level of business required to be transacted.

#### **DEPUTATIONS**

With the prior approval of the Presiding Member any person/s or organisation/s may be invited to attend a meeting. At the discretion of the Presiding Member such person/s may address the meeting and/or contribute to discussion. They are however not entitled to vote on any decision arising at such meetings.

#### **SUB REFERENCE GROUP**

The Reference Group may appoint a Sub-Reference Group of its members to undertake a scope of work determined by the Group. Such work is to be at the direction of the Reference Group and be within the purpose of this Terms of Reference and the activities and budget allocations approved by Council.

#### **CONDUCT OF MEMBERS**

Members will act in good faith, with honesty and integrity, demonstrating due regards for the authority of the Presiding Member and courtesy and respect in their dealings with all persons whilst undertaking the activities of the Road Safety and Travelsmart Reference Group.

**DECLARATION OF MEMBERS INTEREST**

Members of the Reference Group are bound to disclose their interests on any issue which may influence their impartiality as determined by their financial or other likely involvements.

**QUORUM**

The quorum of any meeting shall be a half plus one of the number of appointed members.

**ATTENDANCE AT MEETING**

Members of the Reference Group shall endeavor to attend all scheduled meetings of the Reference Group.

A member unable to attend a meeting of the Reference Group shall inform either the Presiding Member or the City's nominated officer of his or her inability to attend and the reason for such, prior to the scheduled commencement of the meeting.

Where a member is absent without reasonable grounds throughout three (3) consecutive meetings of the Reference Group, the continuance of that membership position may be referred to Council for determination in order to ensure that the effective operation of the Reference Group is supported through sufficient membership participation.

**VOTING**

Voting shall be by consensus of the members present or by a simple majority if deemed necessary by the Presiding Member.

**MINUTES**

Minutes or notes of the Reference Group meetings shall be kept as a record of the Group's activities. Where a resolution of the Reference Group is required to be endorsed by Council, it will be subject to an officer report to an appropriate Meeting of the City of Cockburn.

**ADMINISTRATIVE SUPPORT**

The Traffic and Transport Engineer is the officer nominated to provide administrative support to the Reference Group. All activities and communications will be coordinated through the Traffic and Transport Engineer. All enquiries and requests for support should be directed through this officer.