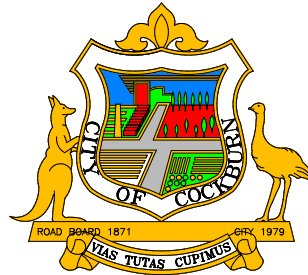


CITY OF COCKBURN



SPECIAL COUNCIL

AGENDA PAPER

**FOR
TUESDAY 12 DECEMBER 2000**

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL MEETING TO BE HELD ON TUESDAY, 12 DECEMBER 2000 AT 7:30 P.M.

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CITY OF COCKBURN

AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL MEETING TO BE HELD ON TUESDAY, 12 DECEMBER 2000 AT 7:30 P.M.

1. DECLARATION OF OPENING

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 (by Presiding Member)

5. APOLOGIES AND LEAVE OF ABSENCE

6. PUBLIC QUESTION TIME

7. DECLARATION BY COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENT BEFORE THE MEETING

8. PURPOSE OF MEETING

The purpose of the meeting is :-

- 1) To elect the Deputy Mayor;
- 2) To appoint Committee Members, Delegates etc;
- 3) To determine days and times of Council's Ordinary Meetings and Committee Meetings; and
- 4) Determine meeting fees, annual allowances and other financial matters relating to Elected Members.

9. COUNCIL MATTERS

9.1 (Scm1_12_2000) - ELECTION OF DEPUTY MAYOR (1701) (RWB)

RECOMMENDATION

That Council conduct an election for the position of Deputy Mayor, pursuant to Schedule 2.3 7(1) of the Local Government Act.

COUNCIL DECISION

Background

The Local Government Act 1995 (Schedule 2.3 7(1)) provides that the office of the Deputy Mayor is to be filled as the first matter dealt with after a Section 4.14 election (dismissed Council).

Submission

N/A

Report

The election is to be conducted by the Mayor, or if he/she is not present, by the CEO.

Nominations for the office are to be given to the person conducting the election in writing.

If a Councillor is nominated by another Councillor, the person conducting the election, is not to accept the nomination unless the nominee has advised the person conducting the election (orally or in writing), that he/she is willing to be nominated for the office.

The Council Members are to vote on the matter by secret ballot as if they were voting at an election.

The votes are to be counted and the successful candidate is the candidate who receives the greater or greatest number of votes.

If a Deputy Mayor is not elected due to an equity of votes, that count is to be discontinued and not more than seven(7) days later, a Special Meeting of Council is to be held.

Any nominations may be withdrawn and further nominations may be made before or when the Special Meeting is held.

If, at the Special Meeting, an equity of votes exists after the count, the person conducting the election is to draw lots.

The appointment will be in place until May 2003.

The person elected by Council as Deputy Mayor, has to make a declaration on the prescribed forms before acting in the office.

The Declaration is to be made in the presence of an authorised person whom a statutory declaration may be made, pursuant to S2 of the Declarations and Attestations Act 1913.

Strategic Plan/Policy Implications

Key Result Areas "*Managing Your City*" applies.

Budget/Financial Implications

Council may provide a Deputy Mayor's Allowance. This matter is subject to a separate agenda item.

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

Nil

Note: Following the election of the Deputy Mayor, the Deputy Mayor is to make the Declaration.

9.2 (Scm1_12_2000) - ORDINARY MEETINGS OF COUNCIL - DATES & TIMES (1701) (RWB)

RECOMMENDATION

That the Ordinary Meeting of Council be held on the third (3rd) Tuesday of each month commencing at 5:30pm.

COUNCIL DECISION

Background

Council is to determine the day and time which the Ordinary Meetings of Council are to be conducted.

Submission

N/A

Report

Prior to the suspension of the Council in April 1999, Council had decided to dissolve the Standing Committees and deal with its business at two Ordinary Council Meetings, held on the first and third Tuesday of each month.

The Commissioners initially held the two meetings per month and then decided that one meeting per month was all that was required and this has been the case since November 1999.

The business of Council has been effective and no concerns have been raised to suggest that the monthly meeting is not efficient and that the community has been disadvantaged.

It is therefore recommended that Council continue with a monthly Ordinary meeting, to be held on the 3rd Tuesday.

There is nothing to prevent Council from reviewing its meeting dates and times at any time.

The Act also provides that the Mayor, or at least one third ($\frac{1}{3}$ rd) of the Councillors, may call an Ordinary or Special Meeting by providing a notice to the CEO, setting out the date and purpose of the meeting.

The recommendation provides for a 5:30pm start on the basis that Council meeting days tend to be very long for both Councillors and Staff. An early conclusion will ensure that decisions of Council are made with a fresh mind.

Supper will be provided following the meeting for Elected Members and staff only. Previously, an evening meal was provided at 6:30pm prior to the meeting at 7:30pm.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" applies.

Budget/Financial Implications

Funds are provided in the budget for refreshments associated with Council Meetings.

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

Nil

9.3 (Scm1_12_2000) - APPOINTMENT OF DELEGATES/ REPRESENTATIVES TO COMMITTEES/EXTERNAL ORGANISATIONS (1701) (DMG)

RECOMMENDATION	
That Council	
(1) appoint the following Council Delegates/Representatives to the Committees/Organisations as listed below :-	
(a) Executive Services Division	
(i) <u>SOUTH METROPOLITAN ZONE - LOCAL GOVERNMENT ASSOCIATION</u> (Meets bi-monthly on last Monday and prior to WAMA meetings - 5:30pm at rotating venues)	
Delegate	
Delegate	
Deputy	
CEO (Delegate)	Mr R. Brown

Director, Community Svcs (Deputy Delegate for CEO)	Mr D. Green
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- (ii) **SOUTH WEST GROUP MANAGEMENT COMMITTEE**
(Meets monthly - Thursday, 8am at rotating venues)

Delegate (Mayor)	
Deputy (Deputy Mayor)	

- (iii) **FREMANTLE/COCKBURN LOCAL ENTERPRISE COMMITTEE**
(Meets 7am first Tuesday each month at Fremantle Jail)

Delegate	
Delegate	CEO - Mr R. Brown

- (iv) **MELVILLE-COCKBURN CHAMBER OF COMMERCE**
(Meets monthly - alternating times and venues)

Delegate	
Deputy	

- (v) **INTERNAL AUDIT COMMITTEE***
(Meets as necessary)

Delegate (Mayor)	
Delegate	
Delegate	
Deputy	
CEO	Mr R. Brown
Director, Community Svcs	Mr D. Green

- (vi) **ELECTED MEMBERS AREA USAGE COMMITTEE***
(Meets as necessary)

Delegate	
Delegate	
Delegate	
CEO	Mr R. Brown (Advisor)

(b) Community Services Division - Social Services Unit

- (i) **MUSEUM MANAGEMENT COMMITTEE ***
(Meets 4th Tuesday in March each year - 5:30pm Meeting followed by Supper)

Director, Community Svcs	Mr D. Green
President - Historical Society of Cockburn	Mrs P. Higgs
Representative - Education Dept of WA	
Curator - Azelia Ley Museum	Mr H. Willis

- (ii) **COCKBURN DOMESTIC SPORTS COUNCIL**
(Meets 1st Wednesday each quarter - Feb, May, Aug, Nov - Old Council Chambers at 8:00pm)

Coordinator, Recreation Svcs	Mr A. Ward
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- (iii) **COCKBURN RECREATION COMMITTEE ***
(Meets 2nd Thursday each month - 7:30pm)

Coordinator, Recreation Svcs	Mr A. Ward
3 Reps - Domestic Sports Council	S. Crew B. Gabrielson J. Gresley
3 Reps - Recreation Industry/ Community Organisation	C. Pearse S. French B. Wallington
3 Reps - Community Individuals	V. Element G. Monaco A. Morgan

- (iv) **COCKBURN COMMUNITY & CULTURAL COUNCIL**
(Meets 4th Thursday each month - 8pm in Old Council Chambers except December)

Community Arts/Cultural Officer	Ms C. Cooper
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- (v) **COCKBURN YOUTH ADVISORY COUNCIL ***
(Meets last Wednesday each month - 7pm in Council Chambers)

Delegate	
Deputy	
Youth Services Co-Ordinator	Ms V. Castlemain (Advisor)

(vi) **COCKBURN/SPLIT (Croatia) SISTER CITY COMMITTEE***
(Meets as necessary)

Delegate	
Deputy	
Administrative Support/Research Officer	Mr L. Cetinic-Dorol (Advisor)
Community Representatives	Mr Iviva Svilicich Mrs Marija Iacman Mr Peter Skrmeta Mrs Lyn Thomas Mr Yerko Radich Mrs Marya Vukcic Mr Nick Bleus Mr Anthony Radich Mr Ante Zorotovic Miss Angela Separovich

(vii) **COCKBURN/YUEYANG (China) SISTER CITY COMMITTEE***
(Meets as necessary)

Delegate	
Deputy	
Administrative Support/Research Officer	Mr L. Cetinic-Dorol (Advisor)
Community Representatives	Ms Michelle Badrock Mr Ray Woodcock Ms Winnie Law Mr Vince Green Mr Choi Lee Mr Simon Lee Mr Bill Thomas, MLA

(viii) **WOODMAN POINT MANAGEMENT PLANNING COMMITTEE**
(Meets as necessary)

Delegate	Manager Community Services - Mr R. Avard
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(ix) **DISABILITY SERVICES COMMITTEE***
(Meets as necessary)

Delegate	
Delegate	
Co-Ordinator - Disability Services	Mr Frank Thomas (Advisor)
Social Services Manager	Ms Gail Bowman (Advisor)
Community Representatives	Mr Clive Snowden Ms Mary Anne Bath Mr Alister Shields Ms Lesley Cangemi Ms Rosemary Fielder Fitz Cass Ms Pam Jones Mr Ian Mansfield Ms Lyn Payne Ms Anna Kirby
Representative - Disability Services Commission	

(x) **CENTENARY OF FEDERATION COMMITTEE***
(Meets as necessary)

Delegate	
Deputy	
Cultural Services Co-Ordinator	Ms C. Cooper (Advisor)
Representative - Uniting Church	
Representative - St. Jeromes Parish	
Representative - Cockburn Community & Cultural Council	
Representative - Cockburn Youth Advisory Council	
Community Representatives	Mrs Val Oliver Ms Vicki Cole Mrs Valda Ellement

(xi) **CARE OPTIONS (Inc.)**
(Meets as necessary)

Delegate	
Deputy	
Social Services Manager	Ms G. Bowman (Delegate)

Manager, Community Services	Mr R. Avard (Deputy)
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- (xii) **CO-ASSIST**
(Meets as necessary)

Social Services Manager	Ms G. Bowman (Delegate)
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(c) **Community Services Division - Safer City Services Unit**

- (i) **BUSH FIRE COMMITTEE** *
Meets as necessary (formerly 3rd Thursday of month, quarterly - May, August, November & February) - 6.00pm Meeting followed by Supper

Delegate	
Deputy	
Chief Bush Fire Control Officer	Mr J. Johnson
Deputy Chief Bush Fire Control Officer	Mr S. Filer
Fire Weather/Communications Officer	
Captain - South Coogee Volunteer Bush Fire Brigade	
1 st Lieut. - South Coogee Brigade	
Captain - Jandakot Volunteer Bush Fire Brigade	
1 st Lieut. - Jandakot Brigade (Non-voting delegate)	
Representative - Dept of Conservation & Land Management (Non-voting delegate)	
2 Representatives - Fire & Emergency Services Authority	

- (ii) **SWAN REGION FIRE PROTECTION ADVISORY COMMITTEE**
(Meets usually twice yearly in May November at rotating locations)

Delegate (same as Bush Fire)	
Deputy (same as Bush Fire)	
Chief Bush Fire Control Officer	Mr J. Johnson (Advisor)
Deputy Chief Bush Fire Control Officer	Mr S. Filer (Deputy Advisor)

- (iii) **COCKBURN VOLUNTARY EMERGENCY SERVICE**
(Meets as necessary)

Safer City Co-Ordinator	Mr J. Johnson
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- (iv) **COMMUNITY POLICING (SAFER W.A. - FREMANTLE POLICING DISTRICT)**
(Meets 2nd Thursday each month - rotating venues)

Delegate	
Deputy	
Safer City Co-Ordinator	Mr J. Johnson
Neighbourhood Co-Ordinator	Watch

- (v) **NEIGHBOURHOOD WATCH COMMITTEE ***
(Meets 1st Wednesday each month at 6.30pm)

Delegate	
Deputy	
Safer City Co-Ordinator	Mr J. Johnson
Neighbourhood Co-Ordinator	Watch

- (vi) **CRIME PREVENTION STEERING COMMITTEE**
(Meets as necessary)

Delegate	
Deputy	
Safer City Co-Ordinator	Mr J. Johnson (Advisor)

(d) **Community Services Division - Customer Services Unit**

- (i) **SOUTH WEST METROPOLITAN REGIONAL TOURISM MARKETING ASSOCIATION INC.**
(Meets monthly - 5.30pm at City of Melville)

Delegate	
Deputy	

(e) **Planning and Development Division - Development Services Unit**

- (i) **SOUTH WEST DISTRICT PLANNING COMMITTEE**
(Meets bi-monthly or as required - 1st Monday of month
7.30pm at rotating venues)

Delegate	
Deputy	
Manager, Development Services	Vacant (Advisor)

- (f) **Planning and Development Division - Environmental
Services Unit**

- (i) **COCKBURN SOUND CATCHMENT MANAGEMENT
COMMITTEE**
Meets 1st Friday of month quarterly. Sitting Fee
provided.

Delegate	
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- (ii) **COCKBURN SOUND CONSERVATION COMMITTEE**
(Meets as necessary)

Delegate	
Deputy	
Environmental Officer (Planning & Policy)	Ms K. Stratford (Advisor)

- (iii) **BEELIAR REGIONAL PARK ADVISORY COMMITTEE**
(Meets as necessary)

Delegate	
Deputy	
Environmental Officer (Planning & Policy)	Ms K. Stratford (Advisor)

- (iv) **JANDAKOT BOTANIC PARK ADVISORY GROUP**
(Meets as necessary)

Environmental Officer (Planning & Policy)	Ms K. Stratford
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(vii) **TECHNICAL REVIEW COMMITTEE FOR THOMSONS LAKE DRAINAGE SCHEME**
(Meets as necessary)

Environmental Officer (Planning & Policy)	Ms K. Stratford
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(viii) **JANDAKOT AIRPORT GROUP**
(Meets as necessary)

Delegate	
Deputy	
Principal Environmental Health Officer	Mr J. Hardy (Advisor)

(ix) **JANDAKOT AIRPORT CONSULTATIVE COMMITTEE**
(Meets as necessary)

Manager, Development Services	vacant
Principal Environmental Health Officer	Mr J. Hardy

(x) **MIDGE RESEARCH GROUP**
(Meets as necessary)

Environmental Officer (Technical)	Mr P. Strano
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(xi) **YANGEBUP LAKE & LITTLE RUSH LAKE COMMUNITY COMMITTEE**
(Meets as necessary)

Environmental Officer (Technical)	Mr P. Strano
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(xii) **MARKET GARDEN SWAMP COMMUNITY COMMITTEE**
(Meets as necessary)

Environmental Officer (Technical)	Mr P. Strano
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(xiii) **COMMUNITY ENVIRONMENTAL REFERENCE GROUP**
(Meets as necessary)

Delegate	
Deputy	
Environmental Officer (Planning & Policy)	Ms K. Stratford

(g) **Planning and Development Division - Statutory Planning Services Unit**

(i) **COOGEE IMPLEMENTATION COMMITTEE**
(Meets as necessary)

Director, Planning & Development	Mr S. Hiller
Strategic Planner	Mr A. Blood

(ii) **FREMANTLE EASTERN BY-PASS COMMUNITY LIAISON GROUP**
(Meets as necessary)

Delegate	
Deputy	
Strategic Planner	Mr A. Blood (Advisor)

(iii) **FREMANTLE-ROCKINGHAM HIGHWAY ROAD REALIGNMENT**
(Meets as necessary)

Strategic Planner	Mr A. Blood
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(iv) **REGIONAL TRANSPORT PLANNING STUDY STEERING COMMITTEE**
(Meets as necessary)

Strategic Planner	Mr A. Blood
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- (v) **ROE HIGHWAY (East of Kwinana Freeway) COMMUNITY LIAISON GROUP**
(Meets as necessary)

Delegate	
Deputy	
Strategic Planner	Mr A. Blood (Advisor)

(h) **Engineering and Works Division - Road Services Unit**

- (i) **SOUTH WEST GROUP TRANSPORT COMMITTEE**
(Meets bimonthly 2nd Thursday 4.00pm - City of Melville)

Delegate	
Deputy	
Manager, Engineering	Mr J. Radaich

- (ii) **REGIONAL ROAD FUNDING SUB-GROUP**
(Meets once a year)

Delegate (same as SWG)	
Deputy (same as SWG)	
Director, Engineering & Works	Mr B. Greay (Advisor)

(i) **Engineering and Works Division - Waste Services Unit**

- (i) **SOUTHERN METROPOLITAN REGIONAL COUNCIL**
(Meets bi-monthly on Thursdays 5.00pm at rotating venues) Sitting Fee applies.

Delegate	
Deputy	
Director, Engineering & Works	Mr B. Greay (Advisor)

(j) **Finance and Corporate Services Unit - Corporate Services Unit**

- (i) **SOUTH WEST CORRIDOR DEVELOPMENT AND EMPLOYMENT FOUNDATION**
(Meets as necessary)

Delegate	
Deputy	

COUNCIL DECISION

Background

It has been traditional for the City of Cockburn to appoint representatives to external committees or organisations with which Council has a strong link or responsibility for their function.

These appointments have been made immediately following the Council elections and in accordance with the provisions of the Local Government Act 1995.

Accordingly, these organisations and committees have been listed to enable all Elected Members to consider their suitability and interest in being appointed to represent Council on these forums. The method of appointment is further expanded upon in the Report.

Submission

N/A

Report

Section 5.10 of the Local Government Act 1995 (the Act), enables Council to appoint (by Absolute Majority), persons to be members of any Committee established by it, to undertake a specific function on behalf of Council. These Committees, of which there are currently eleven(11), are indicated by an asterix(*) in the recommendation.

In addition, Council provides delegates or representatives, to many externally administered committees, organisations or, in one case, a Regional Council. The Regional Council is responsible for Waste Management Strategies for the South West Metropolitan area and attracts a sitting fee for appointed Councillors.

It should be noted that these appointments are not compulsory and that each committee could continue to operate either with or without elected member representation.

However, it is considered that those committees or organisations for which elected member representation has been recommended, are worthwhile activities deserving of being supported by Council appointment(s).

Of the eleven committees established by Council, it is the Mayor's prerogative to nominate for representation to these, pursuant to Section 5.10(4) of the Act.

Similarly, if the Chief Executive Officer (CEO) wishes to nominate himself (or a representative) to any of these committees on which staff are represented, then the nomination must be approved by Council as an appointment.

The manner of appointing delegates and representatives, is as follows:-

- Elected Members will complete a nomination form (sent under separate cover) and return it to the CEO by 4:00pm on 12 December 2000;
- Nominations will be recorded for all positions, where indicated, on the Council Chamber whiteboards, upon their receipt;
- Where there are equal, or less, nominations than required, those persons will be appointed (by the necessary resolution of Council);
- Where there are insufficient nominations to fill the positions available, those nominations received will be appointed (by the necessary resolutions of Council) with those remaining positions being left vacant;
- Where there are no nominations received, the positions will be left vacant and if appropriate, officer appointments approved by resolution of Council;
- Where there are more nominations received than positions vacant, members will resolve, by vote of show of hands, the appointment of the requisite delegates.

The process will involve separate resolutions being made for each individual committee or organisation.

Note: If a Councillor wants to be on a Committee, then they must be on at least one Council appointed Committee which are those indicated by an asterix (*).

For your information, the following is a very brief explanation of each of the Committees:-

South Metropolitan Zone - Local Government Association - Regional group which deals with all matters relevant to local government within the Region and feeds into the peak body of local government in the State - the W.A. Municipal Association.

South West Group Management Committee - comprising Mayors of each of the South West Group Councils which discusses matters of regional local government interest.

Fremantle/Cockburn Local Enterprise Committee - endeavours to assist the development of small business and industry through the "business incubator" process and which involves providing low cost start up facilities for small business operators which show some potential to succeed.

Melville-Cockburn Chamber of Commerce - represents a wide variety of business and commercial interests in the Cities of Melville and Cockburn and invites both Councils to be represented on its Executive Committee to enhance issues of mutual interest.

Internal Audit Committee - monitors issues of internal financial and legislative compliance within the administrative area of Council's operations.

Elected Members Area Usage Committee - to consider the usage of the facilities in the area designated for the Elected Members and to determine rules and protocols associated with its usage.

Museum Management Committee - oversees the operation of the Azelia Ley Museum located at Manning Park Spearwood, including any capital improvements to the building.

Cockburn Domestic Sports Council - peak group to sporting organisations within Cockburn.

Cockburn Recreation Committee - deals with issues of (generally) recreational pursuits within the District and responds to issues raised by organisations in relation to recreation activities, facilities and associated matters.

Cockburn Community & Cultural Council - is the peak body within the district to which matters of an artistic, theatrical or cultural nature are referred to for consideration of any matters to be pursued in conjunction with the City.

Cockburn Youth Advisory Council - deals with issues considered important to young people between the ages of 13 and 25 within the community.

Cockburn/Split (Croatia) Sister City Committee - promotes the ideals and goals/objectives of the Sister City relationship established between the City of Cockburn and the Croatian City of Split.

Cockburn/Yueyang (China) Sister City Committee - promotes the ideals and goals/objectives of the Sister City relationship established between the City of Cockburn and the Chinese City of Yueyang.

Woodman Point Management Planning Committee - formed some years ago when the State Government was considering the future of the Woodman Point Reserve. It has now become a Regional Reserve vested in the Department of Conservation and Land Management with Council's input to the committee being limited to that of a community stakeholder.

Disability Services Committee - established under the framework of the Disability Services Commission, this committee monitors the progress of Council's adopted Disability Services Plan.

Centenary of Federation Committee - responsible for co-ordinating the program of community events planned for the Centenary of Federation Year (2001).

Care Options - seeks and administers funding for social welfare programs which operate within the South West Metropolitan Corridor (South West Group).

Co-Assist - established to identify and assist in welfare service areas within the district to provide emergency relief funding.

Bush Fire Committee - responsible for the operation and monitoring of Council's two Volunteer Bush Fire Brigades and their association with the Metropolitan Fire Brigade Service.

Swan Region Fire Protection Advisory Committee - comprises all the local governments in the metropolitan area with shared responsibilities for fire management between Bush Fire Brigades and Metropolitan Fire Service.

Cockburn Voluntary Emergency Service - coordinates the efforts of local volunteers who attend to emergency situations and hazards, usually caused by adverse natural conditions (storms etc).

Community Policing, (Safer WA - Fremantle Policing District) - comprises all the local governments in the Fremantle Policing District and considers matters of local law and order.

Neighbourhood Watch Committee - local committee comprising people from most suburbs within Cockburn and considers matters of local law and order concern.

Crime Prevention Steering Committee - established as a liaison between local government and the Police Service as a means of addressing issues of relevance to both areas of responsibility however, has not been active in recent times.

South West Metropolitan Regional Tourism Marketing Assoc. - Regional Committee which promotes tourism initiatives in the South West Metro area. Its primary role is to promote the 'Fun Coast' concept.

South West District Planning Committee - a committee of the West Australian Planning Commission comprising of representatives of the 6 local governments representing the south west corridor, meets to discuss and make recommendations on regional planning proposals.

Cockburn Sound Conservation Committee - is comprised of local representatives interested in protecting and participating in activities which effect Cockburn Sound.

Cockburn Sound Catchment Management Committee - State Government committee responsible for management of activities within the Sound and surrounding areas.

Beeliar Regional Park Advisory Committee - organised by CALM comprising of local representatives interested in the progress of the development of the Beeliar Regional Park and its associated management plan.

Jandakot Botanic Park Advisory Group - organised by CALM comprising of local representatives interested in the progress of the development of the Jandakot Botanical Park and its associated future management plan.

Technical Review Committee for Thomsons Lake Drainage Scheme - comprised of the DEP, Water Corporation and Water & Rivers Commission dealing with the drainage system for the Thomsons Lake area.

Jandakot Airport Group - forum for discussion of Jandakot Airport issues, particularly aircraft noise and run for the Member for Southern River.

Jandakot Airport Consultative Committee - provides a forum for discussing Jandakot Airport related issues, particularly impacts of aircraft noise. Members of the Committee are drawn from a broad

base of stakeholders including community, industry, airport and regulatory authority representatives.

Midge Research Group - comprises of a number of local government authorities and state government agencies dealing with midge management and wetland management issues.

Yangebup Lake & Little Rush Lake Community Committee - local representatives who assist with the implementation of the Yangebup Lake and Little Rush Lake Management Plan.

Market Garden Swamp Community Committee - local representatives who assist with the implementation of the Market Garden Swamp Management Plan.

Coogee Implementation Committee - responsible for overseeing planning and development issues within the North Coogee Industrial Precinct.

Fremantle Eastern By-Pass Community Liaison Group - comprises technical officers from Cockburn, Fremantle, Main Roads and their consultants who advised Main Roads on the Master Plan for the proposed road.

Fremantle-Rockingham Highway Road Realignment - technical officers from Cockburn, Main Roads and consultants regarding planning and preparation of a Master Plan for the highway between Rollinson Road and Russell Road.

Regional Transport Planning Study Steering Committee - technical group looking at a wide range of transport issues including freight and public transport needs.

Roe Highway (East of Kwinana Freeway) Community Liaison Group - community and Council representative reference group looking at proposals for the Roe Highway between the Kwinana Freeway and South Street.

South West Group Transport Committee - a committee of the 5 councils of the south west group who deal with transport issues affecting the region.

Regional Road Funding Sub-Group - allocate priorities for regional road funding.

Southern Metropolitan Regional Council - principal function is to coordinate the waste minimisation programs of the member councils. This council has been responsible for the awarding of contracts for recycling and secondary waste processing of the domestic waste.

South West Corridor Development and Employment Foundation - oversees funds for economic development which are not available to local government.

It is also recommended that Council not have formal, elected member representation to the following forums as it is either not required at this stage, or the function and role of the organisation is largely independent of Council influence:-

- Eco-Tourism Committee
- Cockburn/Rockingham/Kwinana Environmental Review Committee
- Wetlands Education Centre Committee
- Jandakot Groundwater Discussion Group
- Perth Airport Municipalities Group
- Fremantle Port Authority Outer Harbour Community Liaison Group
- Jandakot Regional Sporting Complex
- Volunteer Home Support (Inc.)
- Coolbellup Child Care Committee
- South Lake Child Care Committee
- Beale Park Management Committee
- Joe Cooper Recreation Centre Committee
- Atwell Parklands Community Centre
- Skillshare Project Advisory Committee
- Hamilton District Chaplaincy Council
- Bridging The Gap
- Western Australian Croatian Association Working Group
- Cockburn Volunteer Sea Search & Rescue Group
- Fremantle Accord
- Arborcultural Committee
- Municipal Heritage Inventory Committee
- Road Wise Community Committee

Matters that come forward from these groups, can be dealt with administratively and placed before Council where required.

Below is a brief outline of these committees:-

Eco-Tourism Committee - to monitor the recommendations of the Eco-Tourism Strategy and was produced for Council, mainly to look at opportunities to attract tourism to wetland areas in Cockburn.

Cockburn/Rockingham/Kwinana Environmental Review Committee - no longer meets.

Wetlands Education Centre Committee - an autonomous, broadly based community association for environmental education and conservation.

Jandakot Groundwater Discussion Group - no longer exists.

Perth Airport Municipalities Group - association of representatives from local governments in the Perth Metropolitan Area that are affected by aircraft noise. The purpose of the group is to improve the noise environment in their localities.

Fremantle Port Authority Outer Harbour Community Liaison Group - this group looks at proposals for development of the outer harbour.

Jandakot Regional Sporting Complex - initially established to consider the creation of a Regional Sporting Complex adjacent to the Jandakot Town Centre area. No longer required.

Volunteer Home Support (Inc.) - co-ordinates and monitors a group of workers who perform household duties and work for people who are unable to undertake this work on their own accord.

Coolbellup Child Care Committee - responsible for the operation of the Winterfold Child Care Centre which is now taken over by a private not for profit organisation.

South Lake Child Care Committee - operates from the South Lake Child Care Centre and is responsible for the long day care programmes which operate from the Centre.

Beale Park Management Committee - no longer operates - lease agreement in place.

Joe Cooper Recreation Centre Committee - established to oversee the operations of the Joe Cooper Recreation Centre some years ago, but has since been disbanded.

Atwell Parklands Community Centre - no longer in existence - facility managed by the City.

Skillshare Project Advisory Committee - coordinates the functions of the Cockburn Vocation Centre, which leases Council premises in Coolbellup.

Hamilton District Chaplaincy Council - this organisation invited Council representation as Council provided an annual financial contribution to it.

Bridging The Gap - established to act as a broker for employment schemes in the region.

Western Australian Croatian Association Working Group - originally established to monitor the progress of the development of Lot 14 Progress Drive Bibra Lake, as a soccer pitch and clubrooms by the

Association, after a Council decision to subdivide and sell some of the land to the Association.

Cockburn Volunteer Sea Search & Rescue Group - administers sea based rescue initiatives and operates the base headquarters and equipment which is located in Henderson.

Fremantle Accord - Fremantle based committee which endeavoured to form an agreement between Police and liquor outlets in the Fremantle Police Region as a means of combatting anti-social behaviour.

Arborcultural Committee - the Greening Plan has overtaken the need for this committee.

Municipal Heritage Inventory Committee - was created to aid in the production of an inventory listing. This committee no longer exists as the inventory has been completed.

Road Wise Community Committee - this committee can be re-established when the demand requires it.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" refers.

Budget/Financial Implications

Nil

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

Nil

9.4 (Scm1_12_2000) - MAYOR'S MEETING/ANNUAL FEE (1701) (RWB) (ATTACH)

RECOMMENDATION

That Council pay an Annual Fee to the Mayor, in lieu of a meeting fee, of \$12,000 per annum payable monthly in arrears.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

The Local Government Act 1995, provides that Council may pay to the Mayor, a meeting fee or an annual amount.

Submission

N/A

Report

Section 5.98 of the Local Government Act 1995, provides that the Mayor attending Council or Committee Meetings, is entitled to be paid a meeting fee. The minimum fee for a Council Meeting is set at \$100 per meeting, with the maximum at \$240 per meeting.

For Committee Meetings, the minimum is \$25 with \$60 maximum.

Committee Meetings are defined as being committees with Council Members only or Council Members and Council employees.

If Council does not set a fee, then the Mayor is entitled to receive the minimum meeting fee. The maximum which can be paid on a meeting basis, is limited to \$12,000.

Alternatively, Section 5.99 allows for the Council to set an annual attendance fee, providing for a minimum of \$5,000 and a maximum of \$12,000.

Any decision to pay a fee, requires an absolute majority of Council (ie: six votes).

For voting purposes, the Mayor does not have a financial interest in the decision.

A survey of similar size local governments with similar operational characteristics, has shown that most of the Councils opt for the Section 5.99 annual payment based on the maximum. It is on this basis the recommendation is made.

The schedule attached to the agenda, provides relevant details of the payments made.

Before Council was suspended, the Mayor received \$10,000. The Act was amended in 1999 to provide for a maximum of \$12,000.

Note: This allowance is taxable.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" applies.

Budget/Financial Implications

Funds are available in the budget for the annual fee.

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

Nil

9.5 (Scm1_12_2000) - MAYORAL LOCAL GOVERNMENT ALLOWANCE /VEHICLE (RWB) (1701) (ATTACH)

RECOMMENDATION

That Council:

- (1) adopt the brief as attached to the agenda, as being the basis on which the position of Mayor will be examined in regard to a Mayoral Allowance;
- (2) in the interim period until Council determines an allowance to be paid to the Mayor following advice from a consultant, Council pay an allowance of \$21,000 per year monthly in arrears; and
- (3) not provide a vehicle for the Mayor's personal use in accordance with the survey's findings and that the travelling allowance be the same as for all Elected Members.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION**Background**

Section 5.98 of the Local Government Act 1995, allows Council to determine an allowance which may be paid to the Mayor as a Local Government Allowance.

Submission

N/A

Report

The Local Government Act 1960, allowed a Local Government to pay a Mayoral Entertainment Allowance to the Mayor.

There was conjecture over what the allowance could be used for due to the word "entertainment" being included. Interpretation included that the allowance could be drawn upon for entertainment in the interest of the local government, to the payment of an annual sum which was not accounted for. Council paid an annual sum which was set at \$20,000 for the 1998/99 financial year.

When Council approved that annual sum in April 1998, there was a view that the Mayoral Entertainment Allowance should be based on the role and responsibilities of the Mayor, taking into consideration, industry standards of similar local governments.

A consultant was to be appointed to provide advice to Council, so that Council could reconsider the allowance to be paid for 1998/99.

In addition, the issue was raised with the South Metropolitan Zone of the Local Government Association, to pursue an industry standard.

The Local Government Act 1995, prescribed the range of the Mayoral Entertainment Allowance of between \$10,000 or 0.002 of the local government's operating revenue. In Cockburn, the maximum allowance therefore at the time of the 1998 decision, was \$67,500 based on the 1997/98 financial year.

An analysis of legislation in other States which applied for the Mayor, was undertaken.

This was done administratively on the basis that management consultant firms had not been able to demonstrate previous experience in determination of Mayoral Entertainment Allowances.

Morgan and Banks quoted \$6,600 to undertake an analysis.

Council decided to defer the appointment of a consultant until advice was received from the Local Government Association.

The issue of a Mayoral Entertainment Allowance became an issue within local governments, with some views being expressed that the position should be full-time.

The intention of the Local Government Act provision for the payment of a Mayoral Entertainment Allowance, was also questioned as to the ramifications of the word "entertainment".

In June 1999, the Act was amended by the deletion of the word 'entertainment', leaving it clearly open to councils to pay an allowance to the Mayor, based on the parameters of \$10,000 minimum to 0.002 of operating revenue maximum (\$73,490 based on current budget). The Act was also amended to provide that the maximum could not be more than \$60,000.

The supply of a council vehicle is not mentioned in the Act and verbal advice from the Department of Local Government, is that it is an issue for Council to determine, with such assigned value not being a part of the Mayoral Allowance.

Council has previously supplied a vehicle to the Mayor which has now been sold. The analysis of the schedule of comparison of like local governments (attached), indicates that the provision of a vehicle to the Mayor is not common practice.

Following from the Council decision of April 1998 and the subsequent decision to defer the appointment of a consultant until the Local Government Association pursued an industry standard, it is now appropriate for Council to again consider the appointment of a consultant.

As can be seen from the schedule attached to the agenda, which is based on fringe metropolitan councils as defined by the Grants Commission, no council approaches the issue of the Mayoral Allowance and provision of a vehicle in the same manner.

It is considered therefore, appropriate for Council to adopt a position statement on its expectation for the role of the Mayor and then have it assessed on the basis of industry standards.

It is to be noted that the Local Government Act 1995 provides that the role of the Mayor is:-

- a) *Presides at meetings in accordance with this Act;*
- b) *Provides leadership and guidance to the community in the district;*
- c) *Carries out civic and ceremonial duties on behalf of the local government;*
- d) *Speaks on behalf of the local government;*
- e) *Performs such other functions as are given to the mayor or president by this Act or any other written law; and*
- f) *Liases with the CEO on the local government's affairs and the performance of it functions.*

The brief provides for the appointment of a consultant to determine the industry position in regard to the role of the Mayor, from which Council would determine its requirements. Following a Council decision on the

function of the Mayor, an industry standard would be recommended by the consultant.

Council had previously determined that the Mayoral Allowance be set at \$20,000 for the 1998/99 financial year. It would have been normal practice for Council to have reviewed that annually in March and considering it in line with cost of living adjustments. If an increase had been awarded along these lines, 1.6% would have applied in March 1999 and 2.3% in March 2000. It is therefore proposed that the interim payment be based on \$21,000, paid monthly in arrears.

In the absence of a Council decision to provide a vehicle, the mileage claim process would apply.

Any decision to set a Mayoral Local Government Allowance, requires an absolute majority.

Note: This allowance is taxable.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" refers.

Council will need to determine a policy for the use of a vehicle, should same be provided to the Mayor.

Budget/Financial Implications

Funds provided in 2000/01 budget of \$35,000 which includes provision for Deputy Mayor, when relieving.

Funds are provided for the purchase of a vehicle to replace the Fairlane Ghia originally provided to the Mayor, which was disposed of. If Council determines not to provide a vehicle, these funds can be allocated to another project.

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

Nil

9.6 (Scm1_12_2000) - DEPUTY MAYORAL LOCAL GOVERNMENT ALLOWANCE (RWB) (1701)

RECOMMENDATION

That Council:

- (1) pay to the Deputy Mayor, an allowance for the duration of any periods of absence of the Mayor for which leave has been

granted by Council, or for periods when the Mayor is out of the State on Council business;

- (2) establish that the payment to the Deputy Mayor, pursuant to (1) above, be at the same daily rate which would apply should the Mayoral Local Government Allowance be calculated on that basis; and
- (3) note that any payment made during a financial year, will not exceed 25% of the payment made to the Mayor.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

The Local Government Act 1995, allows local governments to pay to the Deputy Mayor, an allowance up to a prescribed 25% of the annual local government allowance paid to the Mayor.

This provision was included in the Local Government Act in June 1999.

Prior to the suspension of Council, Council's policy was based on payment to the Deputy Mayor during periods of absence by the Mayor.

Submission

N/A

Report

The Local Government Act 1995, provides that an allowance may be paid to the Deputy Mayor.

Prior to the introduction of the allowable payment to the Deputy Mayor in 1999, Council paid the Deputy Mayor on a pro-rata basis, an amount equal to the Mayor when the Mayor was on leave granted by the Council, or for periods when the Mayor was out of the State.

Considering that the Deputy Mayor has no recognised official standing over and above any other Councillor unless the Mayor is absent, it is considered that payment on a pro-rata basis when undertaking the Mayoral duties, is appropriate.

By absent, what is meant in this context, is that the Mayor is not able to act, not only by being away. Whilst the Act provides that the Deputy Mayor is to fulfill the role of the Mayor in the Mayor's "absence", it is anticipated that duties are likely to be assigned to other Councillors.

A schedule detailing payments made to the Deputy Mayor for fringe metropolitan Councils (as determined by the Grants Commission), is attached.

Note: This allowance is taxable.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" applies.

Budget/Financial Implications

Funds provided in 2000/01 budget of \$35,000 which includes provision for Mayor and when relieving, the Deputy Mayor.

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

Nil

9.7 (Scm1_12_2000) - COUNCIL MEMBERS' - MEETING/ANNUAL FEE (1701) (RWB) (ATTACH)

RECOMMENDATION

That Council pay an Annual Fee to the Councillors in lieu of a meeting fee, of \$6,000 per annum payable quarterly in arrears.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

The Local Government Act 1995 provides that the Council may pay to Council Members, a meeting fee or an annual amount.

Submission

N/A

Report

Section 5.98 of the Local Government Act 1995, provides that Council Members attending a Council or Committee Meeting, are entitled to be paid a meeting fee. The minimum fee for a Council Meeting is set at \$50 per meeting, with the maximum of \$120 per meeting.

For Committee Meetings, the minimum is \$25 with a \$60 maximum.

Committee Meetings are defined as being Committees with Council Members only or Council Members and Council employees.

If Council does not set a fee, then a member is entitled to receive the minimum meeting fee. The maximum which can be paid on a meeting basis, is limited to \$6,000.

This system would require an administrative procedure to be established to ensure payment is made based on the meetings attended.

Alternatively, Section 5.99 allows for the Council to set an annual attendance fee, providing for a minimum of \$2,000 and a maximum of \$6,000.

Any decision to pay a fee, requires an absolute majority of Council (ie: six votes).

For voting purposes, Members do not have a financial interest in the decision.

A survey of similar size local governments with similar operational characteristics has shown that most of the Councils opt for the Section 5.99 annual payment based on the maximum.

The schedule attached to the agenda, provides relevant details of the payments made.

Before Council was suspended, Councillors received \$5,000. The Act was amended in 1999 to provide for a new maximum of \$6,000.

Note: The meeting fee is taxable.

Strategic Plan/Policy Implications

Key Result Area "*Managing Your City*" applies.

Budget/Financial Implications

Funds are available in the budget for the annual fee.

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

Nil

9.8 (Scm1_12_2000) - ELECTED MEMBERS' TELECOMMUNICATION ALLOWANCE (1705) (ATC)

RECOMMENDATION

That:

- (1) the Mayor and Councillors be paid a telecommunications allowance of \$2,000 per year to cover telephone and fax machine expenses as follows:-
 - a. telephone rental in respect of the Mayor's and Councillors' private residences;
 - b. telephone line rental in respect of an answering/fax machine installed at the Mayor's and Councillors' private residences;
 - c. charges for telephone calls made from telephones and fax machines located at the Mayor's and Councillors' residences; and
 - d. mobile telephone rental and call charge plans.
- (2) upon installation or acquisition of each communication device, the Mayor and Councillors will provide the contact details to Council's Customer Services Unit for advertising in appropriate Council related publications at which time, the annual telecommunications allowance will be paid;
- (3) if an Elected Member does not install a fax machine or obtain a mobile telephone, then reimbursement of telecommunication expenses will be made in respect of those costs which are certified by the member as being incurred as a result of their duties up to a maximum of \$2,000 per year; and
- (4) Council owned answering/fax machines used by previous Councillors, be offered for sale to the Mayor and Councillors for \$270 each.

COUNCIL DECISION**Background**

The Local Government Act 1995 (Sec. 5.99A) provides for payments of an annual allowance instead of reimbursing Councillors for particular types of expenses. Section 34A of the Local Government (Administration) Regulations 1996, provides for a payment of up to \$2,000 per year in respect of telephone and facsimile rental charges and any other telecommunication expenses that might otherwise be reimbursed (including mobile telephones).

Submission

N/A

Report

Previously, Elected Members of the City of Cockburn have been provided with Council owned facsimile machines for use at their homes and mobile telephones. Reimbursement was made to Councillors for the cost of telephone line rentals in respect of one telephone at each Members' residence and one line in respect of the facsimile machine if required. Call charges in respect of each of the telephone lines were reimbursed upon production of the appropriate accounts with certification required as to which calls were for Council related business. For mobile telephones, Council paid the call charges and then copies of the accounts were sent to members, who then had to certify as to which calls were for Council related business and then reimburse Council for any private calls.

These systems proved to be administratively cumbersome, requiring Elected Members to keep a record of when they made telephone calls so that they could certify the appropriate amounts.

In the later part of 1999, the Local Government Act 1995 was amended to allow for payment of an annual allowance instead of reimbursing Members for particular types of expenses. The Local Government (Administration) Regulations 1996 were also amended to provide for a payment of up to \$2,000 per year in respect of telephone and facsimile rental charges and any other telecommunication expenses that might otherwise be reimbursed.

In May 2000, Council passed a resolution that provided for payment of a monthly allowance in lieu of telecommunication expenses based on an annual allowance of \$2,000.

The payment of a telecommunications allowance instead of requiring Elected Members to seek reimbursement of such expenses, is considered to be a vast improvement administratively, both for Members who had to keep records of individual calls made and for staff who had to seek reimbursement from Members in respect of calls not related to Council business. Members are free to choose their own telephone/telephone plan knowing exactly the amount they are to receive.

However, should an Elected Member decide that they will not acquire a fax machine or a mobile telephone, it would be appropriate to require members to claim reimbursement for actual costs incurred as a result of their duties as a Councillor. The amount claimed should not exceed \$2,000.

Council currently has a number of answering/fax machines which were used by previous Councillors. These are available for purchase by Councillors for \$270 each. They have recently been serviced and are operational.

Note: This allowance is taxable.

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

Funds are provided in the 2000/01 Budget.

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

Nil

9.9 (Scm1_12_2000) - ELECTED MEMBERS - MILEAGE ALLOWANCE (1701) (ATC)

RECOMMENDATION

That payment of a vehicle allowance be paid to all Elected Members in respect of use of their motor vehicle, at the rate prescribed in the Local Government Officers' (Western Australia) Award, 1999.

COUNCIL DECISION

That Council:

Background

Elected Members are entitled to claim for travel costs incurred because of their attendance at a Council meeting or a meeting of a committee of which they are a member. They are also entitled to be reimbursed for any expenses incurred in performing a function under the express authority of Council and also in performing a function in their capacity as a Council Member. This includes child care costs.

Submission

N/A

Report

In 1998, Council resolved that the vehicle allowance paid for use of private motor vehicles by Elected Members on Council business, would be at the rate set out in the Local Government Officers' (Western Australia) Award.

The Commissioners adopted this basis for payment during their tenure. It is proposed that the same basis for payment be continued.

The current rates set out in the Award are:

Over 2600 cc	-	63.3 c/km
1600 - 2600 cc	-	54.9 c/km
1600cc and under	-	48.7 c/km

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

Funds are provided in Council's Budget.

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

Nil

10. RESOLUTION OF COMPLIANCE (Section 3.18(3), Local Government Act 1995)

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

- (a) integrated and coordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (b) 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
- (c) managed efficiently and effectively.

11. CLOSURE OF MEETING