



**SPECIAL COUNCIL MEETING
THURSDAY, 26 OCTOBER 2023**

AGENDA

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AGENDA

REPORTS

SPECIAL CHIEF EXECUTIVE OFFICER'S REPORT

BUSINESS OF THE MEETING

The business of this meeting is to:

- Conduct a Declaration of Office Ceremony for the Mayor and newly elected Councillors;
 - Elect the Deputy Mayor and conduct a Declaration of Office for this position;
 - Determine appointments to Committees established in accordance with Section 5.8 of the *Local Government Act 1995*; and
 - Nominate Councillors to represent the Council on various other occasional advisory groups and external organisations.
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NOTICE OF MEETING AND AGENDA

CR _____

PLEASE TAKE NOTICE that the next **SPECIAL COUNCIL MEETING** will be held in the Council Chambers, Orchard Avenue, Armadale at **7.00pm**

THURSDAY, 26 OCTOBER 2023

JOANNE ABBISS
CHIEF EXECUTIVE OFFICER

23 October 2023

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Welcome & Introduction by the Chief Executive Officer.

Prior to the conduct of the Meeting the Declaration of Office Ceremonies for newly elected Councillors will take place. (refer Sec. 2.29 of the *Local Government Act 1995* and Regulation 13 of the *Local Government (Constitution Regulations 1998)*)

The Chief Executive Officer to officiate the Declaration of Office for the Mayor

The Mayor will swear in the newly elected members.

The Mayor to officially open the meeting.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3 ELECTION OF DEPUTY MAYOR

NOTES:

The Election of Deputy Mayor is to be conducted in accordance with Schedule 2.3 Division 2 and Schedule 4.1 of the *Local Government Act 1995*.

In brief, the procedure for the election of Deputy Mayor is explained as follows:

- The election of the Deputy Mayor is to be conducted by the Mayor.
- **Nominations are to be given to the Mayor in writing.** Nominations can be made before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the Mayor, which is to be sufficient time after the announcement by the Mayor that nominations are about to close to allow for any further nominations to be dealt with.
- If a councillor is nominated by another councillor the nomination cannot be accepted unless the nominee has advised the Mayor, orally or in writing, that he or she is willing to be nominated.
- The councillors are to vote by secret ballot as if they were electors voting at an election.
- The local government is required to provide the option of preferential voting to Councillors casting a vote for election of a Deputy Mayor. Accordingly, the preferential vote calculation method will be in accordance with Section 4.69 of the *Local Government Act 1995*.
- The votes cast are to be counted and the successful candidate determined in accordance with Schedule 4.1, as if those votes were votes cast at an election.

In accordance with the *Local Government Act 1995* [section 2.28(2) refers], the term of appointment for the Deputy Mayor ends at the start of the first meeting of the Council after the local government's next ordinary elections in (2) years time.

The Mayor to call for nominations of Deputy Mayor.

4 DECLARATION OF OFFICE OF DEPUTY MAYOR

The Chief Executive Officer to officiate the subscription of Declaration of Office of Deputy Mayor.

5 PUBLIC QUESTION TIME

Minimum time to be provided – 15 minutes (unless not required)

A procedure has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure is attached to the Council Agendas made available in the public gallery.

The public's cooperation in this regard will be appreciated.

6 BUSINESS OF THE MEETING

SPECIAL CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.5

- 1.1 **APPOINTMENT OF COUNCILLORS TO COUNCIL
ESTABLISHED COMMITTEES
 - 1.2 APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY
GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL
ORGANISATIONS
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7 CLOSURE

SPECIAL CHIEF EXECUTIVE OFFICER’S REPORT

26 OCTOBER 2023

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*****1.1 - APPOINTMENT OF COUNCILLORS TO COUNCIL ESTABLISHED
COMMITTEES***

WARD : ALL

FILE No. : M/567/23

DATE : 5 October 2023

REF : SD

RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Following the local government elections on 21 October 2023 consideration is required to be given to the appointment of Councillors to Council established Committees.
- It is recommended that Council make appointments (absolute majority required) to the following Committees for the period October 2023 to October 2025:-
 - Corporate Services Committee
 - Community Services Committee
 - Development Services Committee
 - Technical Services Committee
 - City Audit Committee.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4. Leadership and Innovation
- 4.1 Strategic Leadership and effective management

Legal Implications

Local Government Act 1995.

Section 5.8 – Establishment of Committees

Section 5.9 – Types of Committees

Section 5.10 – Appointment of Committee Members

Section 5.11 – Tenure of Committee Membership

Section 5.12 – Election of Committee Chairs & Deputies

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

There are no specific financial implications to the appointment of members to Committees as the costs associated with attendance at these Committees have been included in the current budget and corporate business plan.

Consultation

Nil

BACKGROUND

The legislative requirements for the appointment of committee members and Deputy members are as follows:-

Section 5.10 of the *Local Government Act 1995* – Appointment of Committee Members

(1) *A committee is to have as its members –*

- a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b); and*
- b) persons who are appointed to be members of the committee under subsection (4) or (5)*

** Absolute majority required*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides. (Note section 5.9(2) states that a committee is to comprise - (a) council members only; or (b) council members and employees;...)*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

(5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish:*

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A of the *Local Government Act 1995* – Appointment of Deputy Committee Members

(1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required*

(2) *A person who is appointed as a deputy of a member of a committee is to be —*

(a) if the member of the committee is a council member — a council member; or

(b) if the member of the committee is an employee — an employee; or

(c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or

(d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.

(3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

(4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

COMMENT

Council has established (5) Committees to advise it on specific matters.

These are:-

- Corporate Services Committee
- Community Services Committee
- Development Services Committee
- Technical Services Committee; and
- City Audit Committee

The *Local Government Act 1995* applies to these Council established committees, and appointment of Councillors to these committees must be made by Council and passed by an absolute majority decision (i.e. by at least (8) of the 15 Members whether present or not).

The tenure of a Councillor's membership on a Committee continues until:

- the Councillor no longer holds the office by virtue of which the Councillor became a member
- the Councillor resigns from membership of the Committee
- the Committee is disbanded; or
- the next ordinary election day;

whichever happens first.

(Section 5.11 of the Act Refers)

Following the local government elections held on 21 October 2023, consideration is required to be given to the appointment of Councillors to Council established Committees.

As the City is divided into seven wards, membership convention to each of the Committees is one member from each ward.

Note: *At this juncture of the meeting and pursuant to section 5.10(4) of the Local Government Act 1995, the Mayor is to inform the meeting of his/her wish to be a member of a committee(s) and the Council is to appoint the Mayor to be a member of that committee(s).*

Details of the 5 Council established Committees are as follows:.

1. Corporate Services Committee

This Committee comprising of (7) Members, one from each Ward, assists the Council in its decision-making relating to the following matters:

- Corporate Policy Matters
- Economic Development & Tourism
- Financial Planning & Reporting
- Governance & Administration
- Human Resource Matters
- Strategic Planning & Projects

Part (1) of the Recommendation refers - absolute majority decision required

2. Community Services Committee

This Committee comprising of (7) Members, one from each Ward, assists the Council in its decision-making relating to the following matters:

- Community Development
- Community Planning
- Community Events
- Library & Heritage Services
- Ranger & Emergency Services
- Recreation & Leisure Services

Part (2) of the Recommendation refers - absolute majority decision required

3. Development Services Committee

This Committee comprising of (7) Members, one from each Ward, assists the Council in its decision-making relating to the following matters:

- Planning and development (Statutory & Strategic)
- Town Planning Schemes
- Building Services
- Environmental Health Services

Part (3) of the Recommendation refers - absolute majority decision required

4. Technical Services Committee

This Committee comprising of (7) Members, one from each Ward, assists the Council in its decision-making relating to the following matters:

- Asset Management
- Civil Works
- Engineering Design
- Environment/Landcare Services
- Parks & Reserves
- Property Management
- Subdivisions
- Technical Services Administration
- Waste Services

Part (4) of the Recommendation refers - absolute majority decision required

5. City Audit Committee

- The purpose of the City Audit Committee is to support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit function and ethical accountability. Terms of Reference are attached.
- Membership of this Committee is usually 5 Councillors with one of the members being the Mayor + 1 external member.
- Membership for 2021-2023 included the Cr Butterfield (Mayor), Cr Flynn, Cr Smith, Cr Hetherington and Cr Nixon + Independent external Member

Part (5) of the Recommendation refers – absolute majority decision required.

The Chairs & Deputy Chairs of these Committees will be elected at Special Committee meetings scheduled to commence following conclusion of the Special Council meeting.

ATTACHMENTS

1. [↓](#) City Audit Committee Terms of Reference

RECOMMEND

CEO5/10/23

That Council:

1. **Endorses an additional member to each Committee that the Mayor wishes to be appointed to as a member.**
- 2a. **Appoints the following Councillors and their deputies to the [Corporate Services Committee](#) from October 2023 to October 2025.**

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

- 2b. **If a member's deputy is unavailable, it is acknowledged that any other deputy member of the Corporate Services Committee may attend.**

Absolute Majority Resolution Required

- 3a. Appoints the following Councillors and their deputies to the [Community Services Committee](#) from October 2023 to October 2025.

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

- 3b. If a member's deputy is unavailable, it is acknowledged that any other deputy member of the Community Services Committee may attend.

Absolute Majority Resolution Required

- 4a. Appoints the following Councillors and their deputies to the [Development Services Committee](#) from October 2023 to October 2025.

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

- 4b. If a member's deputy is unavailable, it is acknowledged that any other deputy member of the Development Services Committee may attend.

Absolute Majority Resolution Required

- 5a. Appoints the following Councillors and their deputies to the [Technical Services Committee](#) from October 2023 to October 2025.

Ward	Members	Deputies
River Ward		
Ranford Ward		
Palomino Ward		
Heron Ward		
Minnawarra Ward		
Lake Ward		
Hills Ward		

- 5b. If a member's deputy is unavailable, it is acknowledged that any other deputy member of the Corporate Services Committee may attend.

Absolute Majority Resolution Required

- 6a. Appoints the following Councillors to the [City Audit Committee](#) from October 2023 to October 2025.

Members – City Audit	Deputy Members
Mayor, Cr	
Cr	
Cr	
Cr	
Cr	

- 6b. If a member's deputy is unavailable, it is acknowledged that any other deputy member of the City Audit Committee may attend.

Absolute Majority Resolution Required

***1.2 - APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS,
REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS***

WARD : ALL

FILE No. : M/564/23

DATE : 4 October 2023

REF : SD

RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Following the local government elections on 21 October 2023 consideration is required to be given to the appointment of Councillors to:
 - Occasional Advisory Groups, Reference/Working Groups Established by Council; and
 - Committees, Reference and Working Groups Established by External Entities.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4. Leadership and Innovation
- 4.1 Strategic Leadership and effective management

Legal Implications

Local Government Act 1995

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Standing Order & House Advisory Group

COMMENT

This Report refers to Councillor representation on the following various :-

- Occasional advisory, reference and working groups established by Council, and
- Committees, reference and working groups established by external entities

Council's practice/convention in determining Councillor representation on these groups is :-

- The tenure of a Councillor's appointment is generally 2 years, i.e. October 2023 to October 2025, and is guided by section 5.11 of the Act (unless it is a Ministerial appointment);
- Councillor appointments are made by simple majority resolution of Council, and unless otherwise explained, the appointments are optional; and
- It is preferable that Councillors appointed to the various groups are members of the Council established Committee that oversees the group's role.

For each group, a brief explanation of the group's purpose/role is provided along with details of the meeting dates to assist Council in determining its representation on the group.

Occasional Advisory, Reference and Working Groups Established by Council

In addition to the City's Standing Committees, the City has a number of Occasional Advisory and Working Groups to which elected members are appointed. The names of these Committees are as follows and details for each of these Groups are listed under the Committee that oversees the group's role.

Community Services

- City of Armadale Highland Reference Group
- Access & Inclusion Reference Group
- History Reference Group
- Local Emergency Management Committee
- Reconciliation Action Plan Working Group

Corporate Services

- CEO Performance Review Panel
- Standing Order & House Advisory Group

Development Services

- Community Heritage Advisory Group

Technical Services

- Armadale Settlers Common Working Group
- Bushcare & Environmental Working Group
- Wirra Willa Working Group

Committees, Reference and Working Groups Established by External Entities

There are also a number of External Committees / Groups that the City has either been invited to join or are part of and a City delegate is required to be appointed. These are as follows and details for each of these Groups are listed under the Committee that oversees the group's role.

Community Services

- Neighbourhood Watch (CoA) Committee

Corporate Services

- WALGA's South East Metropolitan Zone

Development Services

- Metro Outer Joint Development Assessment Panel (Ministerial appointment)
- Development WA – Armadale Land Redevelopment Committee (Ministerial appointment)
- Perth Airport Municipalities Group Inc.
- Pickering Brook & Surrounds Sustainability & Tourism Strategy Working Group

Technical Services

- Armadale Gosnells Landcare Group
- Jandakot Regional Park Community Advisory Committee
- Metropolitan Regional Road Sub-Group
- Parks Darling Range Community Advisory Committee
- Rivers Regional Council (RRC)
- South East Regional Energy Group (SEREG)
- South East Regional Centre for Urban Landcare (SERCUL)

COMMUNITY SERVICES**City of Armadale Highland Reference Group**

The purpose of the group is to assist with the Armadale Highland Gathering and has a membership that includes organisations that participate in the event. The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Members
2021-2023	Cr M S Northcott and Cr G J Smith
2023-2025	Refer Community Services Committee
Meets Monthly at the City's Administration Office	

Access and Inclusion Reference Group

The purpose of the Group is to provide a forum on access and inclusion issues, information sharing and advocacy. It provides feedback on the City's Access and Inclusion Plan and has membership of officers from different Directorates in addition to community members and government and non-government agencies.

The Council representative is the Chair as per the Terms of Reference.

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Member	Deputy
2021-2023	Cr M S Northcott	Cr G J Smith
2023-2025	Refer Community Services Committee	
Meets Quarterly at the City’s Administration Office		

History Reference Group

This Group advises and makes recommendations to Council, (via the Community Services Committee), on a range of issues associated with the City's historical collections, its Museums, Local Studies Library and historic precincts and any other matters related to preserving the history of the district. Its membership comprises community members and representatives from relevant organisations.

The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Member	Deputy
2021-2023	Cr J Keogh	Cr G J Smith
2023-2025	Refer Community Services Committee	
Meets Quarterly at the Armadale Library		

Local Emergency Management Committee (LEMC)

The Local Emergency Management Committee ('LEMC') is established under s.38 of the *Emergency Management Act 2005*.

In accordance with s.39 of the *Emergency Management Act 2005* the functions of the Local Emergency Management Committee (LEMC) is to –

- Advise and assist the City in ensuring that Local Emergency Management Arrangements (LEMA) are established for its district; and
- Liaise with public authorities and other persons in the development, review and testing of LEMA; and
- Carry out other emergency management activities as directed by the District Emergency Management Committee (DEMC) or prescribed by the regulations.

The LEMC is made up of representatives from the City, WA Police, Department of Fire & Emergency Services (DFES), Department of Biodiversity Conservation and Attractions (DBCA), Department of Communities (DoC), Department of Health (DoH), Department of Primary Industries and Regional Development (DPIRD), Department of Education (DoE), Armadale State Emergency Service (SES), Volunteer Bush Fire Brigades, Main Roads WA, Water Corporation, Western Power, Red Cross and St John Ambulance.

The CoA is represented on the LEMC by the Mayor who is also the Chairperson as required under *State Emergency Management Procedure 3.7*.

LEMC Chairperson: Mayor – City of Armadale,

Deputy Chairperson: Local Emergency Coordinator who is the Officer in Charge - Armadale Police,

Executive Officer: Emergency Management Lead – City of Armadale.

	Delegate
2021-2023	Mayor, Cr Butterfield
2023-2025	Mayor, Cr Butterfield
Meets Quarterly at the City's Administration Office	

Neighbourhood Watch Committee (CoA Committee)

Neighbourhood Watch is a community self-help programme that aims to prevent crime and protect the safety, security and quality of life for everyone in our Community.

The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Community Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Delegate (Liaison)	Deputy
2021-2023	Cr S Peter	Cr G J Smith
2023-2025	Refer Community Services Committee	
Meets Monthly at the City’s Administration Office		

Reconciliation Action Plan Working Group

The purpose of the Reconciliation Action Plan Group is to provide feedback and guidance on the delivery of the City's Reconciliation Action Plan. Membership comprises Aboriginal Development staff, Executive Directors, community members and Councillors.

It is recommended that this appointment be made at the first ordinary meeting of the Community Services Committee.

	Delegate (Liaison)	Deputy
2021-2023	Cr Flynn, Cr Butterfield, Cr Northcott	
2023-2025	Refer Community Services Committee	
Meets Quarterly at the City’s Administration Office		

CORPORATE SERVICES

CEO Performance Review Panel

Section 5.38 of the *Local Government Act 1995* provides that the performance of a CEO is to be reviewed formally at least once in every year of their employment. In addition, it is recommended that the Council engages in regular discussions with the CEO regarding performance about key result areas, progress and ways that the CEO can be supported.

The Standard and Guidelines for the CEO's performance review recommends that Council entrusts this to a panel (comprising council members and an independent consultant).

In accordance with Schedule 2, Division 3 of the *Local Government (Administration) Regulations 1996*, the local government and the CEO must agree on the process by which the CEO's performance will be reviewed. Council at its special meeting on 3 May 2021 adopted the "City of Armadale Standards for CEO Recruitment, Performance and Termination".

NOTE: *Historically, membership included Mayor, Deputy Mayor, Chair Corporate Services Committee + 2/3 Councillors*

It is recommended that this appointment be made at the first ordinary meeting of the Corporate Services Committee.

	Members (6 Councillors)
2021-2023	Crs Butterfield, Busby, Flynn, Hancock, Hetherington, Nixon and Northcott
2023-2025	Refer Corporate Services Committee
Meets as and when required at the City's Administration Office	

South East Metropolitan Zone – WA Local Government Association (WALGA)

WALGA's SE Metro Zone includes the geographically aligned members from the Cities of Armadale, Canning, Gosnells, South Perth and Town of Victoria Park. This Zone which is one of five in the metropolitan area is responsible for input into policy formulation, direct elections of State Councillors and it advises on matters to WALGA's State Council.

Delegates vote generally in accordance with Council's policy position. Where there is no clear policy position on a matter voting to be based on the discussion at the meeting.

NOTE: Council is represented on WALGA's South East Zone by 2 Councillors.

It is recommended that appointments are resolved at this Council meeting as advice is required to WALGA by early November so Zones can appoint State Councillors at its November meeting.

	Delegates (2)	Deputy Delegates (2)
2021-2023	Crs Butterfield & Northcott	Crs Keogh & Hancock
2023-2025	Crs	Cr.....
Meets Bi-monthly and venue rotates with Member Councils		

Standing Order & House Advisory Group (SOHAG)

This Group considers and makes recommendation (via Corporate Services Committee) to Council on governance, policy and member house matters such as civic functions and receptions and facilities for and conduct of members.

Members appointed by Council to vote in own right.

NOTE: Membership to include Mayor + 3/4 Councillors

It is recommended that this appointment be made at this meeting so that a meeting of this Group can be facilitated by November 2023.

	Members (5)
2021-2023	Crs Butterfield, Busby, Nixon, Silver & Northcott
2023-2025	Mayor, Cr Butterfield + 3/4 Councillors
Meets as and when required at the City's Administration Office	

DEVELOPMENT SERVICES**Community Heritage Advisory Group (CHAG)**

The Community Heritage Advisory Group provides advice in regard to the Municipal Heritage Inventory, documentation for the State Register of Heritage Places and making suggestions to Council generally on heritage conservation matters.

The Council representative is a liaison role only

NOTE: *Historically Council representation has been elected members from the Development Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Development Services Committee.

	Member	Deputy
2021-2023	Cr S J Mosey	Cr J Keogh
2023-2025	Refer Development Services Committee	
Meets Bi-monthly at the City’s Administration Office		

Metro Outer Joint Development Assessment Panel

Development Assessment Panels (DAPs) commenced on 1 July 2011. Local government representation on DAPs is important to ensure the interests of the local community are considered as part of the DAP process.

The Minister for Planning, Hon Rita Saffioti MLA approved the DAP Local Government Members for a period of two years from the 26 January 2022 until 26 January 2024.

Depending on the results of the ordinary Council election, Council will be required to nominate a replacement member and an alternate member, if required. New nominations will be needed after the expiration of the current appointment period (26 January 2024) of the current member if elected or sitting Councillor. Appropriate to nominate Councillors at this meeting as State Government appointment process takes several months. Sitting fees are paid for JDAP members. Training is required for JDAP participation.

NOTE: *Historically Council representation has been elected members from the Development Services Committee, however any Councillor can nominate.*

It is recommended that nominations be made at this meeting so that these can be submitted to the DAP Secretariat by the due date.

	Members (2)	Alternate Members (2)	Appointed by Minister for Planning
2021-2023	1. Cr J Keogh 2. Cr M Hancock	1. Cr S Peter 2. Cr K Busby	
2023-2025	3. 4.	3. 4.	
Meets as and when required during business hours via Zoom (organized by the Department of Planning, Heritage & Lands)			

DevelopmentWA – Armadale Land Redevelopment Committee

In January 2012 the Armadale Land Redevelopment Committee (LRC) was established to exercise DevelopmentWA's (DWA) functions in the Armadale redevelopment area.

The DevelopmentWA Land Redevelopment Committees (LRC's) play a key role in the decision making around the development and delivery of urban renewal projects in each of the redevelopment areas.

In accordance with section 80(1) of the *Metropolitan Redevelopment Authority Act 2011* (the Act), LRC's comprise of five members, one being a member of the DevelopmentWA Board, one nominated under section 81 of the Act and the remaining members appointed at the discretion of the Minister.

Following the elections on 16 October 2021, Council at its Special Council meeting on 18 October 2021 resolved to nominate three Local Government Member representatives – Crs Butterfield, Keogh and Hancock. However, Cr Butterfield withdrew her nomination on 18 November 2021.

The Minister has requested Council to submit three nominations for his consideration and appointment to this Committee by early November.

NOTE: Historically Council representation has been an elected member from the Development Services Committee.

	Member	
2021-2023	Cr J Keogh	Appointed by Minister for Planning – Vote in own right
2023	<i>It is recommended that three nominations be made at this meeting for selection by the Minister</i>	
Meets as and when required during business hours at the DWA’s Office in Perth CBD or via Zoom.		

Perth Airports Municipalities Group Inc. (PAMG)

Member Councils comprise Armadale, Bassendean, Bayswater, Belmont, Cockburn, Gosnells, Kalamunda, Melville, Mundaring, South Perth and Swan and the group has a number of objectives. PAMG provides a forum for discussion, investigation, report and recommendation in respect of matters affecting the development of Metropolitan Airports' and its environs including environmental impact on neighbouring communities.

Back in 1981/82, a group of nine local governments formed a coalition as a result of community issues surrounding the redevelopment of Perth Airport. With the success of that coalition, the nine local governments determined in January 1983 to formally establish as the Perth Airports Municipalities Group. The Perth Airports Municipalities Group Inc. (PAMG) is a not-for-profit association now comprising of thirteen local governments members.

The Group meets on a bi-annual basis with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure and Regional Development & Cities to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development, on-airport development etc.

Delegates vote in accordance with Council position where it exists otherwise in accordance with policy.

NOTE: *Historically Council representation has been elected members from the Development Services Committee, however any Councillor can nominate.*

PAMG have requested for nominations by 7 November, hence it is recommended that nominations be made at this meeting.

	Delegate	Deputy Delegate
2021-2023	Cr S Peter	Cr J Keogh
2023-2025	Cr	Cr
Meets quarterly. Venue rotates with Member Councils		

Pickering Brook & Surrounds Sustainability and Tourism Strategy Working Group

The Department of Planning, Lands and Heritage (DPLH), in conjunction with relevant State and local Government representatives have established a Working Group to develop a sustainability and tourism strategy for Pickering Brook and surrounding area, which incorporates parts of the City of Armadale in the Hills Ward.

Membership of the Working Group include the Member for Kalamunda, elected representatives and senior officers from the Cities of Kalamunda and Armadale and senior officers from state government agencies.

The Working Group was established in November 2018 and is expected to be in place for the duration of the project which is coming to a conclusion with an expected release of the final report in 2023-24. An elected member and senior officer of the City of Armadale are appointed as formal members of this working group. The focus of the Working Group is often of a technical nature concerning land use constraints such as bushfire and land capability, in addition to its economic development/tourism focus. In some instance, the Manager Economic Development & Tourism may also attend these meetings.

The Technical Working Group is not a decision making body as such, it is a technical Working Group and the meetings are intended to be constructive forums for open, two-way communication between working group members, consultants and the Department of Planning, Lands and Heritage.

The DPLH reports to the Pickering Brook Taskforce which is the primary decision making authority and at establishment its members are:

- Minister for Transport; Planning; Ports – Chairperson
- Minister for Regional Development; Agriculture and Food; Hydrogen Industry
- Minister for Tourism; Culture and the Arts; Heritage; Leader of the House
- Chairman, Western Australian Planning Commission

Delegate to vote (where required) in accordance with Council position or policy.

NOTE: *Historically Council representation has been an elected member from the Hills Ward.*

It is recommended that this appointment be made at this meeting.

	Delegate
2021-2023	Cr G Nixon
2021-2023	Cr
Meets bi-monthly. Venue is at DPLH offices or City of Kalamunda offices	

TECHNICAL SERVICES**Armadale/Gosnells Landcare Group (AGLG)**

The Armadale/Gosnells Landcare Group (*the Landcare Group or AGLG*) is an incorporated, not for profit, community organisation whose focus is river restoration, bushland management, and environmental education in the catchment of the Upper Canning, Southern and Wungong Rivers. The AGLG is guided by a strategic Plan and Business Plan and directly employs staff that are supervised by the City of Armadale.

The Landcare Group attracts significant grant funding, relies heavily on volunteer participation and is financially supported by Council. Consequently, it is considered beneficial to have Councillor representation.

The Council representative is a liaison role only (no voting rights)

NOTE: *Historically Council representation has been elected members from the Technical Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2021-2023	Cr G J Smith	Nil
2023-2025	Refer Technical Services Committee	
Meets bi-monthly. Venue rotates between CoA and CoG		

Armadale Settlers Common Working Group

The Armadale Settlers' Common Working Group (*the ASC Working Group*) assists in the conservation and management of Armadale Settlers' Common as a conservation reserve, and encourages recreation and education of the natural bushland environment.

Armadale Settlers' Common is a large 'A' Class reserve vested in the City of Armadale, which does not receive funding for environmental management from the City. Management actions are implemented by the Working Group in conjunction with the City's Environmental Services Department.

The Working Group attracts significant annual grant funding. One member of this Working Group also sits on the "Bushcare and Environmental Working Group".

The Working Group relies heavily on volunteer participation, and as with other groups, it is considered beneficial to have Councillor representation.

The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council member and deputy have been elected members from the ward where Settlers Common is located (Hills Ward).*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2021-2023	No current rep.	Nil
2023-2025	Refer Technical Services Committee	
Meets Monthly at Settlers Common		

Bushcare & Environmental Working Group

The Bushcare and Environmental Working Group (*the Working Group*) provides the primary formal link between Council and the community in regard to protection and rehabilitation of the natural environment. The Working Group also oversees and coordinates the efforts of other 'working' and 'friends' groups.

The Working Group comprises twelve members from the community, one Councillor, a City Environmental Officer, and the City's Bushcare Supervisor. The role of the Working Group is to advise the City on policy matters associated with environment, to coordinate conservation groups, and to provide support to the various volunteer environmental groups.

The Working Group relies heavily on volunteer participation, and it is considered important to have Councillor representation. This will provide appropriate recognition by the City, with the Councillor becoming the 'Champion', providing support and advice to the Working Group. The Working Group meets on the second Wednesday of every second month.

The Council representative votes in accordance with Council policy/position where it exists.

NOTE: *Historically Council representation has been elected members from the Technical Services Committee.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2021-2023	Cr G J Smith	Cr R Butterfield
2023-2025	Refer Technical Services Committee	
Meets bi-monthly at the City’s Administration office		

Jandakot Regional Park Community Advisory Committee

The Jandakot Regional Park Community Advisory Committee (*the Committee*) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor representative from each Local Government to attend. The Committee meets quarterly on a Tuesday, usually beginning in February.

The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Technical Services Committee. The Jandakot Regional Park impacts the Lake and Ranford Wards.*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2021-2023	No current delegate	Nil
2023-2025	Refer Technical Services Committee	
Meets quarterly at Cockburn Wetlands Education Centre, Bibra Lake		

Metropolitan Regional Road Sub-Group

The Metropolitan Regional Road Group (MRRG) manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network of the Metropolitan Region. Metropolitan Local Governments are divided into 6 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 the MRRG.

The South East Metropolitan Regional Road Sub-group assists in informing the decisions of the MRRG and comprises of members from the Town of Victoria Park, the City of Gosnells, City of Armadale, City of Belmont, City of Canning, City of South Perth, and the Shire of Serpentine Jarrahdale as well as representatives from the West Australian Local Government Association (WALGA) and Main Roads Western Australia. (MRWA).

Councillor representation is considered important and the Group influences policy with significant funding implications for the City, as well as assisting in ensuring that the outcomes of the Regional Road Group and the funds expended under the State Roads Funds to Local Government Agreement are in line with the City's priorities.

The Council representative votes in accordance with Council policy/position where it exists

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2021-2023	Cr G Nixon	Cr S Peter
2023-2025	Refer Technical Services Committee	
Meets bi-annually at the City of Gosnells		

Parks Darling Range Community Advisory Committee

The Parks Darling Range Community Advisory Committee (*the Committee*) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee meets quarterly on a Thursday, and consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor Representative from each Local Government (Armadale, Gosnells, Kalamunda and Mundaring).

The Council representative is a liaison role only (no voting rights).

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Member	Deputy
2021-2023	No current delegate	Nil
2023-2025	Refer Technical Services Committee	
Meets Quarterly and venue alternates between Member Councils		

Rivers Regional Council (RRC)

Membership of the RRC includes representation from the Cities of Armadale, Gosnells, Mandurah and South Perth, Shire of Murray and Shire of Serpentine-Jarrahdale.

The vision of RRC is to provide sustainable waste minimisation, recycling and Alternative Waste Treatment (AWT) services for Member Councils; to provide these services in a way which will move Member Councils and their communities substantially towards a zero-waste environment; and to undertake this role sustainably.

There is a possibility that, during the current financial year, this may transition to a Rivers Regional Subsidiary which will only require representation from the Administration (Technical Officers).

Member Sitting Fees for the RRC are as follows:

Councillors Annual Meeting Attendance Fee \$7725 each
Deputy Councillors Fee \$200 per meeting
Other allowances include travel allowance at cost in accordance with the Local Government (WA) Officers Award.

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee. (Swearing in of RRC Councillors to take place in December 2023)

	Members (2)	Deputy Members (2)
2021-2023	1. Cr K Busby 2. Cr E Flynn	1. Cr M Silver 2. Cr G Nixon
2023-2025	Refer to Technical Services Committee	
Meets Bi-monthly (predominantly online) and venue alternates between Member Councils		

South East Regional Energy Group (SEREG)

The South East Regional Energy Group comprises of representatives of the Cities of Armadale, Gosnells, and the Shire of Serpentine Jarrahdale, working in partnership to reduce regional greenhouse gas emissions through the implementation and review of the *Switch your thinking* Business Plan, and Partner Councils' Corporate Greenhouse Action Plan. The Group meets bi-monthly and meetings are attended by Officers of the City of Armadale. The Council representative votes in accordance with Council policy/position where it exists

NOTE: *Historically Council representation has been elected members from the Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2021-2023	Cr R Butterfield	Cr S Peter
2023-2025	Refer Technical Services Committee	
Meets Bi-monthly and venue alternates between Member Councils		

South East Regional Centre for Urban Landcare (SERCUL)

The South East Regional Centre for Urban Landcare (SERCUL) was formed in 2003 as an independent 'Natural Resource Management' body in Perth. SERCUL brings together the community, business, and government, to develop and implement projects that improve the health of our waterways and other ecosystems. One of five sub-regional bodies, the area SERCUL covers takes in the Canning, Southern and Wungong Rivers and their tributaries, and parts of the Swan River.

The SERCUL Committee is made up of community members from local environmental groups, Local Government Officers and Councillors, and officers from State Agencies, including the Swan River Trust.

SERCUL attracts significant grant funding and relies heavily on the work of volunteer and land care groups. In past years it had been considered beneficial to have Councillor representation from the Technical Services Committee but more recently the City's membership has been at officer level. The SERCUL Committee meets bi-monthly on the second Thursday of the month.

The Council representative is a liaison role only (no voting rights).

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2021-2023	Cr S Peter	Nil
2023-2025	Refer Technical Services Committee	
Meets Bi-monthly and venue alternates between Member Councils		

Wirra Willa Working Group

The Wirra Willa Working Group is working towards restoring and preserving the heritage listed gardens back to its former glory for the Community to enjoy.

Wirra Willa is a heritage listed garden that celebrates its unique history. It is our vision to deliver garden rooms for visitors to explore, it will be a place of reflection, small gatherings, and learning about culture, heritage and horticulture. Wirra Willa is a destination site for locals and garden tourists around the world.

NOTE: *Council representation is the Mayor & Chair of Technical Services Committee*

It is recommended that this appointment be made at the first ordinary meeting of the Technical Services Committee.

	Delegate	Deputy
2021-2023	Cr R Butterfield Cr G Nixon	
2023-2025	Refer Technical Services Committee	
Meets Bi-monthly at the City’s Administration Centre		

RECOMMEND

CEO6/10/23

That Council:

1. make appointments for the period October 2023 to October 2025 as follows:-

	Member	Deputy
Committees/Groups Established by External Entities		
Local Emergency Management Committee	Mayor Butterfield	
South East Metropolitan Zone (WALGA)	Cr	Cr
	Cr	Cr
Standing Order & House Advisory Group	1. Mayor Butterfield 2. 3. 4. 5.	
Perth Airports Municipalities Group Inc	Cr	Cr
Pickering Brook & Surrounds Sustainability & Tourism Strategy Working Group	Cr	

2. make the following nominations to the Minister for consideration of appointment of a members and alternate members to Outer Metro Joint Development Assessment Panel

Members: Cr and Cr

Alternate Members: Cr and Cr

3. make the following three nominations to the Minister for consideration of appointment of a member to the DevelopmentWA Armadale Land Redevelopment Committee.

a)

b)

c)

4. refer appointments as listed below to the respective Committees for recommendation to Council.

Occasional Advisory Groups & Reference/Working Groups Established by Council	Committees/Groups Established by External Entities
Community Services Committee	
City of Armadale Highland Reference Group	Neighbourhood Watch (CoA) Committee
Access & Inclusion Reference Group	
History Reference Group	
Reconciliation Action Plan Working Group	
Corporate Services Committee	
CEO Performance Review Panel	
Development Services Committee	
Community Heritage Advisory Group	
Technical Services Committee	
Armadale Settlers Common Working Group	Armadale Gosnells Landcare Group
Bushcare & Environmental Working Group	Jandakot Regional Park Community Advisory Committee
Wirra Willa Working Group	Metropolitan Regional Road Sub-Group
	Parks Darling Range Community Advisory Committee
	Rivers Regional Council
	South East Regional Energy Group
	South East Regional Centre for Urban Landcare

SPECIAL CHIEF EXECUTIVE OFFICER'S REPORT		
ATTACHMENTS		
26 OCTOBER 2023		
ATT NO.	SUBJECT	PAGE
1.1 APPOINTMENT OF COUNCILLORS TO COUNCIL ESTABLISHED COMMITTEES		
1.1.1	City Audit Committee Terms of Reference	32

City of Armadale Audit Committee Terms of Reference

Purpose and Objectives of Audit Committee

The purpose of the Audit and Risk Committee is to support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit function and ethical accountability.

The primary objective of the audit committee in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996, is to provide assistance and guidance to Council on the discharge of its duties under Part 6 and 7 of the Local Government Act 1995.

The committee will facilitate –

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of enterprise risks and the protection of Council assets;
- compliance with laws, regulations as well as best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

Powers of the Audit Committee

The committee is a formally appointed committee of council responsible to that body and does not have any power or duty from the Council. As the matters discussed may be of a sensitive and confidential nature which, if disclosed could reasonably be expected to impair the effectiveness of the audit process, the Audit Committee meetings are closed to the public.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Membership

The committee will consist of a minimum of five members of Council elected to the Committee plus one external member. All members shall have full voting rights. When a member of the committee is unable to be present at a scheduled meeting, the member should liaise/arrange for their appointed deputy to be in attendance.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

The CEO and employees are not members of the committee. The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

Payments to External Members

The City will pay an amount of \$750 per quarter (\$3,000 per annum) for the review and research of City Audit report matters and the provision of advice to the Chief Executive Officer and Audit Committee. For the avoidance of doubt, this payment is not for attending City Audit Committee Meetings.

Meetings

The Committee should meet at times of the year that coincide with the requirements of relevant legislation as well as aligning with the internal and external audit plans. The following provides guidance on suggested meeting times:

Date of City Audit Meeting	Agenda Items to City Audit Meeting
Late February/Early March	Annual Internal Audit Plan Annual External Audit Plan Annual Compliance Audit Return
Late July/Early August	City Audit Quarterly Risk Report External Audit Interim Report Internal Audit Findings
Early November	City Audit Quarterly Risk Report Annual Financial Report Financial Management Review (every 3 years) Internal Audit Findings
Early December	City Audit Quarterly Risk Report Better Business Annual Update/Reg 17 Report Internal Audit Findings City Audit Quarterly Risk Report

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities

The duties and responsibilities of the committee will be to –

- a) Provide guidance and assistance to Council in carrying out its functions:
 - Under Part 6 of the Local Government Act 1995, relating to Financial management.
 - In relation to audits conducted under Part 7 of the Local Government Act 1995.
 - Relating to other audits and other matters related to financial management.

- b) Monitor and advise the CEO, when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of systems and procedures of:
 - Risk management, internal control and legislative compliance under Regulation 17(1) of the Local Government (Audit) Regulations 1996; and
 - Financial management systems under Regulation 5 (2)(c) of the Local Government (Financial Management) regulations;
 - Consider the reports resulting from the reviews and report to the results to Council.
- c) Support the auditor(s) of the City to conduct an audit(s) and carry out the auditor's other duties under the Local Government Act 1995.
- d) Review the reports provided by the external and internal auditors.
- e) Oversee the implementation of any action that the City:
 - Is required to take in response to an audit report received by an internal or external auditor.
 - Has taken or intends to take following a report prepared addressing any matters identified as significant by the auditor.
 - Has agreed following a review of risk management, internal control or legislative compliance.
 - Has agreed following a review of financial management systems.
 - Has agreed following an internal audit.
- f) Review the Annual Compliance Audit Return and report to the Council the results of that review.
- g) Review and monitor the internal audit program and the scope of internal audits.
- h) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;