



MINUTES

OF THE

SPECIAL MEETING OF THE COUNCIL

HELD ON

TUESDAY, 21 OCTOBER 2019

AT 6.30PM IN THE COUNCIL CHAMBERS

MELVILLE CIVIC CENTRE

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MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD IN THE COUNCIL CHAMBERS, MELVILLE CIVIC CENTRE, 10 ALMONDBURY ROAD, BOORAGOON, COMMENCING AT 6:30PM ON MONDAY 21 OCTOBER 2019.

1. OFFICIAL OPENING

The Chief Executive Officer welcomed those in attendance to the meeting and officially declared the meeting open at 6:30pm.

WELCOME TO COUNTRY

Cr K Wheatland

"The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respect to the Whadjuk people, and Elders both past and present."

2. PRESENT

His Worship the Mayor G Gear

COUNCILLORS

Cr N Pazolli (Deputy Mayor)
Cr S Kepert,
Cr D Macphail, Cr N Robins
Cr C Robartson, Cr M Woodall
Cr G Barber, Cr J Barton
Cr K Mair, Cr M Sandford
Cr T Fitzgerald, Cr K Wheatland

WARD

Applecross – Mount Pleasant
Applecross – Mount Pleasant
Bateman – Kardinya - Murdoch
Bull Creek - Leeming
Bicton – Attadale – Alfred Cove
Central
Palmyra – Melville - Willagee

3. IN ATTENDANCE

Mr M Tieleman
Ms C Young
Mr S Cope
Mr M McCarthy
Mr A Ferris
Ms K Johnson
Mr L Hitchcock

Mr B Taylor
Ms C Newman
Ms T Wright

Chief Executive Officer
Director Community Development
Director Urban Planning
Director Technical Services
Director Corporate Services
Executive Manager Organisational Development
Executive Manager Governance and Legal Services
Manager Governance and Property
Governance Coordinator
Governance Officer

At the commencement of the meeting there were approximately 35 members of the public and no representatives from the Press in the Public Gallery.

The Chief Executive Officer acknowledged the attendance of Mrs Lisa O'Malley MLA Member for Bicton and welcomed her to the meeting.

4. DECLARATION OF OFFICE CEREMONY FOR NEWLY ELECTED MAYOR AND COUNCILLORS.

The Chief Executive Officer requested George Gear, the newly Elected Mayor of the Council, take the **DECLARATION OF OFFICE** in accordance with section 2.29 of the *Local Government Act 1995*, after which the Declaration document was signed.

George Gear was sworn in as Mayor for the period 2019 – 2023 by Councillor June Barton OAM JP.

The Chief Executive Officer requested that the newly Elected Members of the Council to individually take the **DECLARATION OF OFFICE** in accordance with section 2.29 of the *Local Government Act 1995*, after each the Declarations documents were signed.

The following Members were sworn in as Councillors for the period 2019 – 2023 by His Worship the Mayor George Gear.

Cr Nicholas Pazolli	Applecross – Mount Pleasant Ward
Cr Duncan Macphail	Bateman – Kardinya - Murdoch Ward
Cr Glynis Barber	Bicton – Attadale – Alfred Cove Ward
Cr Matthew Woodall	Bull Creek – Leeming Ward
Cr Margaret Sandford	Central Ward
Cr Tomas Fitzgerald	Palmyra – Melville – Willagee Ward

COUNCIL PRAYER

Following the Declaration of Office Ceremonies Cr Robins was invited to read the Prayer for the City of Melville.

O Lord God, the Father of Light, from Whom comes every good and perfect gift; we ask You to give to Your servants who bear office in this City, the spirit of prudence, justice and charity and the foresight to anticipate its future growth, that we may faithfully serve the people committed to our charge and to You be all blessing and glory forever. Amen.

The Mayor Honourable George Gear read aloud the following Affirmation of Civic Duty and Responsibility.

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Elected Members and Officers of the City of Melville. We collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the City's Code of Conduct and Meeting Procedures Local Law to ensure the efficient, effective and orderly decision making within this forum.

5. APOLOGIES AND APPROVED LEAVE OF ABSENCE**5.1 APOLOGIES**

Nil.

5.2 APPROVED LEAVE OF ABSENCE

Nil.

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS**6.1 DECLARATIONS BY MEMBERS WHO HAVE NOT READ AND GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTED BEFORE THE MEETING.**

Nil.

6.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.

Nil.

7. PUBLIC QUESTION TIME

Nil.

8. APPLICATIONS FOR NEW LEAVES OF ABSENCE

At 6:50pm Cr Robins moved, seconded Cr Barton–

That the application for new leaves of absence submitted by Cr Macphail on 21 October 2019 be granted.

At 6:51pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (13/0)

ELECTION OF DEPUTY MAYOR 2019-2021

Acknowledging that the provisions of the *Local Government Act 1995* allow the person elected to occupy the position for a period of 24 months, City of Melville Elected Members have previously indicated their desire to elect the Deputy Mayor for a period of only 12 months to give as many Councillors as possible exposure to and experience that this role provides. Past protocol has established that Candidates after 12 months stand down (resign) from the position and allow another ballot to be conducted in October 2020.

At 6:52pm the Mayor invited nominations for the office of Deputy Mayor for the 2019-2021 period as requested by the *Local Government Act 1995*.

Election of Deputy Mayor 2019-2021 continued.

The following nominations for the position of Deputy Mayor were received –

Cr N Pazolli
Cr K Wheatland

The Mayor closed the nominations at 6:33pm and gave each of the candidates the opportunity to make a brief presentation to the meeting.

The Chief Executive Officer then conducted the Election in accordance with the provisions of the *Local Government Act 1995* and a secret ballot was conducted.

At 7:03pm Cr Nicholas Pazolli was declared Deputy Mayor from October 2019 to October 2020.

DECLARATION

The Mayor then requested the newly elected Deputy Mayor to make the **DECLARATION OF OFFICE**, in accordance with Section 2.29 of the *Local Government Act 1995*, which will be duly signed by the Deputy Mayor and the Mayor.

The members of the Council and gallery stood to sing the National Anthem.

M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021 (AMREC)

Ward	: All
Category	: Policy
Subject Index	: Elected Members Profile
Customer Index	: Elected Members
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Item M17/5573 – Election of Representatives to Occasional, Advisory, Local government and Community Committees – Special Meeting of the Council 23 October 2017
Works Program	: Not Applicable
Funding	: Not Applicable
Responsible Officer	: Corrine Newman Governance Coordinator

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021 (AMREC)**KEY ISSUES / SUMMARY**

- The Governance Committee has been established to provide guidance and assistance to the Council on matters of Corporate Governance other than Financial Management, Audit, Risk and Compliance issues.
- The Financial Management, Audit, Risk and Compliance Committee has been established for the purpose of providing guidance and assistance to the Council on matters under Part 7 – Audit of the Local Government Act 1995.
- This report seeks to appoint the membership of these two committees for the 2019 – 2021 term.

BACKGROUND

Following each election cycle, it is necessary to appoint the membership of the two City of Melville Committees:

- The Financial Management, Audit, Risk and Compliance Committee (FMARCC) is established for the purpose of providing guidance and assistance to the Council on matters under Part 7 – Audit of the Local Government Act 1995, including
 - Engaging and monitoring the performance of internal and external audit firms;
 - Agreeing the scope of works of the internal and external audit programmes with the respective auditors;
 - Safeguarding the independence of the audit firms;
 - Ensuring that Elected Members are provided with financial and non-financial information that is of high quality and relevant to the judgements to be made by them;
 - Ensuring that controls are established and maintained in order to safeguard the City of Melville's financial and physical resources;
 - Ensuring that systems or procedures are in place so that the City of Melville complies with relevant statutory and regulatory requirements;
 - Assessing enterprise risks arising from the City of Melville's operations and considering the adequacy of measures taken to treat or insure against those risks;
 - Acting as the principal line of communication between Elected Members, the City of Melville's External and Internal Auditors.

**M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021
(AMREC)**

This Committee is established in accordance with the requirements of section 7.1 of the Local Government Act 1995:

“7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*
** Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) An employee is not to be a member of an audit committee.”*

This committee meets a minimum of four times per year, usually on dates set in advance.

It should be noted that in addition to the Elected Members the membership of this Committee includes one external member appointed by the Council. Mr Lindsay Hay is the current member his term of appointment will expire in October 2020.

Further details of the FMARC Committee can be found [FMARC Committee Charter](#)

- The Governance Committee has been established for the purpose of providing guidance and assistance to the Council on matters of Corporate Governance other than Financial Management, Audit, Risk and Compliance issues, as these will be monitored by the Financial Management, Audit, Risk & Compliance Committee.

The Governance Committee is to ensure that appropriate standards are applied by the Elected Members of the Council and its various Committees as well as the Officers of the Council when performing the functions delegated to them, or for which they are specifically made responsible for by *the Local Government Act 1995*. The Committee will promote excellence in governance within the City of Melville

This Committee meets on as needs basis.

Further details on the Governance Committee can be found [Governance Committee Charter](#)

It should be noted that these committees do not have delegated powers for decision making under section 5.16 of the Local Government 1995.

**M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021
(AMREC)****DETAIL****Membership of Committees**

Legislative requirements for the appointment of committee members are dealt with in Section 5.10 of the *Local Government Act 1995*. Section 5.10 states as follows:-

(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 local government.

(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.

Note: - In accordance with Section 5.10(4) of the *Local Government Act 1995*, the Mayor may, where a Committee has a Councillor as a Member, give notice of intention to be a member of that Committee. In such circumstances, the local government is to appoint the Mayor to be a member of that Committee.

As the City is divided up into six wards, membership of Committees is usually evenly distributed across the wards so that each ward receives equal representation on the Committees.

**M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021
(AMREC)**

OFFICER RECOMMENDATION (5708)

ABSOLUTE MAJORITY

- 1 That the Council confirms that the membership of the Governance Committee for the 2019-2021 period consists of six members comprising of equal representation from each of the wards, where practicable, plus the Mayor and Deputy Mayor.
- 2 That the Council confirms that the membership of the Financial Management, Audit, Risk and Compliance Committee for the 2019-2021 period consist of six members comprising of equal representation from each of the wards, where practicable, plus the Mayor and an external member.
- 3 That Deputies be appointed to cover periods of absence by individual members.

Governance Committee

Details of the functions of the Governance Committee can be found in the following document:-

[Governance Committee Charter](#)

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5708)

ABSOLUTE MAJORITY

At 7:08pm Cr Kepert moved, seconded Cr Macphail -

That by absolute majority decision of the Council the following Elected Members and their Deputies be appointed to the Governance Committee from October 2019 to October 2021.

Member	Deputy	Ward
Mayor Gear		Section 5.10(4) Mayoral Position
Cr Pazolli		Deputy Mayor
Cr Kepert	Cr Pazolli	Applecross – Mount Pleasant
Cr Barton	Cr Barber	Bicton – Attadale – Alfred Cove
Cr Robartson	Cr Woodall	Bull Creek – Leeming
Cr Sandford	Cr Mair	Central
Cr Fitzgerald	Cr Wheatland	Palmyra-Melville-Willagee
Cr Robins	Cr Macphail	Bateman- Kardinya- Murdoch

At 7:11pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (13/0)

Financial Management, Audit, Risk and Compliance Committee

Details of the functions of the Financial Management, Audit, Risk and Compliance Committee can be found in the following document [FMARC Committee Charter](#)

It should be noted that in addition to the Elected Members the membership of this Committee includes one external member appointed by the Council. Mr Lindsay Hay is the current member his term of appointment will expire in October 2020.

**M19/5708 - ELECTION OF REPRESENTATIVES TO COMMITTEES 2019-2021
(AMREC)**

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5708)
ABSOLUTE MAJORITY**

At 7:11pm Cr Mair moved, seconded Cr Wheatland –

That by absolute majority decision of the Council the following Elected Members and their Deputies be appointed to the Financial Management, Audit, Risk and Compliance Committee from October 2019 to October 2021.

Member	Deputy	Ward
		Section 5.10(4) Mayoral Position
Cr Pazolli	Cr Kepert	Applecross – Mount Pleasant
Cr Barber	Cr Barton	Bicton – Attadale – Alfred Cove
Cr Woodall	Cr Robartson	Bull Creek – Leeming
Cr Mair	Cr Sandford	Central
Cr Wheatland	Cr Fitzgerald	Palmyra-Melville-Willagee
Cr Macphail	Cr Robins	Bateman- Kardinya- Murdoch

At 7:11pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (13/0)

The Election of Presiding Member and Deputy Presiding Member of the Governance Committee and Financial Management, Audit, Risk and Compliance Committee will be conducted as the first item of business at the next meeting of each Committee.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5708)
ABSOLUTE MAJORITY**

At 7:13pm Cr Wheatland moved, seconded Cr Kepert –

- 1 That the Council confirms that the membership of the Governance Committee for the 2019-2021 period consists of six members comprising of equal representation from each of the wards, where practicable, plus the Mayor and Deputy Mayor.**
- 2 That the Council confirms that the membership of the Financial Management, Audit, Risk and Compliance Committee for the 2019-2021 period consist of six members comprising of equal representation from each of the wards, where practicable, plus the Mayor and an external member.**
- 3 That Deputies be appointed to cover periods of absence by individual members.**

At 7:13pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (13/0)

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

Ward	: All
Category	: Policy
Subject Index	: Elected Members Profile
Customer Index	: Elected Members
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Item M17/5573 – Election of Representatives to Occasional, Advisory, Local government and Community Committees – Special Meeting of the Council 23 October 2017
Works Program	: Not Applicable
Funding	: Not Applicable
Responsible Officer	: Bruce Taylor Manager Governance and Property

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)**KEY ISSUES / SUMMARY**

- This report provides the Council with the opportunity to review the continuation of each Committee and if still required, to elect representatives to the various Occasional, Advisory, Local Government and Community Committees for a term of two years.
- This report reviews the Advisory and Management Committees and recommends continued representations as required by Council Policy CP-021 Advisory and Management Committees.

BACKGROUND

The biennial review of the various Advisory, Local Government and Community Committees and the Elected Member and officer representation on each Committee is due to be undertaken.

The last review was held in October 2017 after the October 2017 biennial election. It is proposed that the term for membership of all Committees be two years and concurrent with the Local Government election cycle.

DETAIL

Part of the process for electing representatives on Committees should include a review of the need for the Committee to see if it should continue, combine with another Committee or be disbanded. Policy CP-021 Advisory and Management Committees - requires that a report be presented to the Council every four years, where the performance and role of each Committee will be assessed and a determination made on whether the Advisory Committee will continue. Consideration to retain, combine or disband a particular Committee(s) has been undertaken as part of this review.

Under Section 5.10(4) of the *Local Government Act 1995*, where a Council representative is required on any Standing or Advisory Committee of the Council, His Worship the Mayor has the right to be appointed as one of the representatives. This does not apply to representation on non-Council committees.

Elected Member's Committee membership is reviewed every two years, to provide consistency to membership and to offer the widest experience of community involvement to all Elected Members. This approach is consistent with the Council's position on the role of Deputy Mayor and its encouragement to provide the experience to many Elected Members.

This report deals with the appointment of representatives to the Advisory and Community Committees that will meet prior to, or soon after, the 19 November 2019 Ordinary Meeting of Council. A further report will be presented to the November 2019 Ordinary Meeting of Council dealing with the review of, and appointment to all other Advisory and Community Committees.

Council Policy CP-021 Advisory and Management Committees requires a review of the City's Advisory and Management Committees is undertaken at least once every four years. This report serves as a review of the Committees, Groups and Boards as outlined below:

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.1 MANAGEMENT AND ADVISORY COMMITTEES 2019-2021

1.1.1 BEELIAR REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

(Meets first Thursday of every even month starting between 5.00pm - 5:30pm)

Next meeting scheduled to be held 14 November 2019

Function -

The Beeliar Regional Park Community Advisory Committee was formed in 1996 and is chaired by Professor Phillip Jennings. The Committee is administered by the Regional Parks Branch of the Department of Biodiversity, Conservation and Attractions. The Committee currently meets every two months on a Thursday evening at the Cockburn Wetlands Education Centre.

The Committee provides an avenue for the public to be formally involved in implementing the Beeliar Regional Park Management Plan. The Committee provides a forum at which issues affecting the Park are discussed.

Representatives

The 2017-2019 elected representative on the Committee were Cr T Barling, with Cr N Pazolli as the Deputy. The officer representative on the Committee is the City's Environmental Officer.

The Committee consists of -

One (1) Elected Member

Officers in Attendance -

Environmental Officer

Maximum Elected Membership (1)

REPRESENTATIVES 2019-2021	DEPUTY
Cr Wheatland	Cr Pazolli

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.1.2 CITY OF MELVILLE LOCAL EMERGENCY MANAGEMENT COMMITTEE

(Meets quarterly on a Wednesday at 4:00pm)

Next meeting scheduled to be held 30 October 2019

Function –

To oversee the City of Melville Emergency Management Plan; to clarify the roles of each of the various organisations to ensure coordination of the resources during emergency situations; and to plan and conduct an emergency management exercise each year to test the City of Melville Emergency Management Plan.

Representatives

The 2017-2019 Elected representatives on the City of Melville Local Emergency Management Committee were Cr K Wheatland and Cr G Wieland, with Cr K Mair and Cr J Barton as the respective Deputies, and are allocated to attend to meeting of the Emergency Management Committee in their Administrative capacity. It is requested that staff not be appointed to this committee as a Deputy member.

The Committee consists of –

- Two (2) City of Melville Elected Members

Representatives from –

- Department of Communities
- DFES
- St John Ambulance
- Fiona Stanley Hospital
- Red Cross Society
- WAPOL
- Melville SES Unit Manager
- District Officer WA Fire Brigade

Officers in Attendance –

- Coordinator Rangers and Emergency Management
- Manager Neighbourhood Development
- Manager Natural Areas and Parks
- Manager Resource Recovery & Waste
- Coordinator Environmental Health
- Strategic Communication Advisor

Maximum Elected Membership (2)

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Mair	Cr Robins
Cr Wheatland	Cr Barber

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)**1.1.3 SAFER MELVILLE ADVISORY COMMITTEE**

(Meetings held every two months on the third Wednesday of the month at 5.30pm)

Next meeting scheduled to be held 20 November 2019

Vision - To promote safety and injury reduction for people living, working and visiting the City of Melville by applying the *Safe Communities* framework.

Scope - The *Safe Community* framework promotes a model where all sectors of the community work together in a coordinated and collaborative way, forming partnerships to promote safety, manage risk, increase the overall safety of all its members and reduce the fear of harm.

The scope of safety adopted by the Safer Melville Advisory Committee includes:

- Intentional (eg. domestic violence) and unintentional injury (road safety, fall prevention, child safety)
- Community Safety (crime prevention, CPTED, perceptions of safety, community violence)
- Risk Management (Sports and recreation safety, community events)
- Environment
- Community Health (mental health, physical activity, drugs and alcohol)
- Emergency Management (Natural disaster management)

The Safer Melville Advisory Committee supports the right of all individuals living, working or visiting the City of Melville to carry out their daily life without fear or risk of harm or injury; and the shared responsibility of organisations, businesses, government agencies and all other people in the community to ensure this is possible.

Objectives:

1. Provide leadership and consultation in the identification, development and evaluation of activities and programs aligned with the *Safe Communities* framework in the City of Melville.
2. Facilitate formation of *Safe Communities* Partnerships amongst key stakeholders within the district of the City of Melville to reduce injury and improve safety for individuals and the wider community.
3. Provide education and information to individuals, businesses and the wider community on injury prevention and safety.
4. Promote and support opportunities for the community to feedback issues and concerns relating to injury and safety in the City of Melville through the community members represented on the committee.
5. Prioritise and facilitate sustainable community based programs and links to improve safety and prevent injury in the City of Melville.
6. Periodically review the progress of the City of Melville Community Safety & Crime Prevention Plan.

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

Representatives

The 2017-2019 representatives on the Safer Melville Advisory Committee were Cr P Phelan and Cr N Robins with Cr K Mair and Cr K Wheatland as respective deputies.

Committee Representation

Where possible external representation from:

Palmyra Police Station

Murdoch Police Station

Community Engagement Division – WA Police

Department of Education

Department of Premier and Cabinet - Aboriginal Affairs portfolio

Department of Health - South Metro Health Service

Department of Community Services – Housing, and Child Protection and

Family Support portfolios

Department of Justice – Corrective Services portfolio, Wandoo Prison

Fiona Stanley Hospital

Injury Matters

Melville Cockburn Chamber of Commerce

Road Safety and Travel Smart Committee

Community (up to four representatives)

Officers in Attendance –

Director Community Development (as required)

Manager Neighbourhood Amenity

Coordinator Community Safety Service

Safer Melville Coordinator

Maximum Elected Membership (2) with an Elected Member as Deputy

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Woodall	Cr Barton
Cr Robins	Cr Kepert

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.2 APPOINTMENT OF DELEGATES 2019-2021

1.2.1 SOUTHERN METROPOLITAN REGIONAL COUNCIL

(Meets every two months on Thursdays at 5:00pm)

Next meeting scheduled to be held 28 November 2019

Function - *Acts as the Board of Directors for development and operations of the Southern Metropolitan Regional Council's Regional Resource Recovery Centre, and other activities applicable under the Southern Metropolitan Regional Council's Terms of Reference*

Representatives

The 2017-2019 representative on the Southern Metropolitan Regional Council was Cr C Robartson.

The Committee consists of -

One (1) Elected Member from –

City of Melville
Town of East Fremantle
City of Fremantle
City of Cockburn
City of Kwinana

Officers in Attendance -

Director Technical Services – Advising Officer
Director Corporate Services - alternate Advising Officer.

Committee Representation

- One (1) Elected Member

REPRESENTATIVES 2019-2021	DEPUTY
Cr Kepert	
Cr Robartson	

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.2.2 SOUTH WEST GROUP BOARD

(Meets four times a year, meeting commencing at 5.30pm)

Next meeting scheduled to be held 2 December 2019

The South West Group will be managed by a Board consisting of the Mayor and the CEO of each member local government authority. Board members are ex officio and their appointments are for the same term for which they hold office.

Function - *The Board is responsible for and has the authority to determine the policy, practices, management and operations of the South West Group and shall work towards a secure and long term future of the organisation.*

To further assist board members in their deliberations and to facilitate regional development the Board has established the following committees, which report directly to the Board:

- 1 CEO Forum
- 2 South West Group Environment and Services Committee (now the Perth Region NRM South West Reference Group)
- 3 South West Group Planning and Infrastructure Committee
- 4 Shared Services Committee
- 5 Technical Directors' Committee

The Board consists of -

The Mayor and CEO Representatives from -

- City of Melville
- Town of East Fremantle
- City of Kwinana
- City of Cockburn
- City of Fremantle
- City of Rockingham

Board Representation

Mayor and CEO

REPRESENTATIVES 2019-2021	DEPUTY
Mayor	Deputy Mayor
CEO	

**M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT
AND COMMUNITY COMMITTEES 2019-2021 (AMREC)****1.2.3 DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS
(FORMALLY SWAN RIVER TRUST)**

(Meets first Monday of each month at 9.00am)

Next meeting scheduled to be held 4 November 2019.

Function - *to manage and protect the Swan River.*

Representatives

The 2017-2019 delegate to the Swan River Trust was Cr J Barton with Cr P Phelan as the deputy.

The Trust representatives will consist of -

Representatives from -

- The City of Melville
- Swan River Trust
- Planning & Development Environmental Quality Committee

Officer in Attendance -

- To be determined depending on the issue ie Environmental Coordinator, Director Urban Planning, or Director Technical Services

Committee Representation

One (1) Elected Member

REPRESENTATIVES 2019-2021	DEPUTY
Cr Kepert	Cr Barber

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.2.4 WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA) - SOUTH METROPOLITAN ZONE

(Meets bi-monthly on the last Monday of the month at 5.30pm)

Next meeting scheduled to be held 25 November 2019.

Function - *to examine issues relative to the industry within the South Metropolitan Zone and provide feedback to Zone Representatives voting at the Local Government Association and Western Australian Municipal Association.*

Representatives

The 2017-2019 delegates to the Local Government Association of Western Australia (Inc) - South Metropolitan Zone, were Cr D Macphail, Cr N Robins and Cr T Barling with Cr K Mair and Cr K Wheatland as Deputies.

The Zone Membership will consist of -

Three (3) Elected Members

Representatives from -

- City of Fremantle
- Town of East Fremantle
- City of Cockburn
- City of Rockingham
- City of Kwinana
- Local Government Association

Officer in Attendance -

- Chief Executive Officer

Committee Representation

Three (3) Elected Members

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Macphail	Cr Pazolli
Cr Barton	
Cr Kepert	

**M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT
AND COMMUNITY COMMITTEES 2019-2021 (AMREC)****1.2.5 SOUTH WEST REFERENCE GROUP**

(Meets at 12.30 - 3.30pm, six times a year, Thursday, date to be agreed.)

Next meeting scheduled to be held 7 November 2019

Function - *to support the South West Group in establishing a strategic direction, vision and business plan for local governments, community and industry to achieve landscape scale benefits and integrated land use planning for the South West.*

Representatives

The 2017-2019 delegate to the South West Reference Group was Cr C Robartson, with Cr Keper as the Deputy.

The Perth Region NRM South West Reference Group representatives consist of -
One representative from the six member Local Government Agencies of the South West Group.
South West Group Director

Officer in Attendance -

- Director Technical Services
- Manager Parks and Environment

Committee Representation

One (1) Nominee (Elected Members and/or Staff Members)

REPRESENTATIVES 2019-2021	DEPUTY
Cr Wheatland	Cr Robartson

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.2.6 SOUTH WEST REGIONAL ROAD GROUP

(Meets as needed but generally twice per annum at the location of the host Council)

Next meeting scheduled to be held 14 November 2019

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

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

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

Representatives

The 2017-2019 delegate to the South West Regional Road Group was Cr S Keperth with Cr J Barton as the Deputy.

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

The City of Melville is part of the South West Group comprising the Cities of Cockburn, Fremantle, Kwinana, Rockingham and the Town of East Fremantle.

Officer in Attendance -

- Manager Engineering

Committee Representation

One (1) Nominee (Elected Members and/or Staff Members)

REPRESENTATIVES 2019-2021	DEPUTY
Cr Keperth	Cr Robins

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1.3 APPOINTMENT OF REPRESENTATIVES 2019-2021

1.3.1 MELVILLE CARES INC

(Meets last Tuesday of each month at 1.30pm)

Next meeting scheduled to be held 29 October 2019.

Function - to provide home care services for residents in need with the aim of maintaining persons in their own homes for as long as possible.

Representatives

The 2017-2019 representative on the Melville Cares Inc Board were Cr T Barling with Cr P Phelan as the Deputy. An Officer was allocated to attend the meetings of Melville Cares Inc Board in their Administrative capacity and it is requested that staff not be appointed to this committee as a Deputy member. During 2018 Melville Cares advised the City that an Officer was no longer required to attend. Officers can be available as requested.

The Board consists of -

Representatives from -

- City of Melville
- Melville Cares Presiding Member (D Feeney)
- Melville Cares Deputy Presiding Member
- Melville Cares Secretary
- Melville Cares Treasurer
- Community representatives (6)

Officer in Attendance -

- Not Required

Committee Representation

One (1) Elected Member

REPRESENTATIVES 2019-2021	DEPUTY
Cr Barber	Cr Sandford

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1.3.2 MELVILLE/COCKBURN CHAMBER OF COMMERCE INC

(Meets on a Wednesday once a month)

Next meeting date to be determined.

Function – *assisting local businesses in the City of Melville, with the role of the representative being to enhance the communication lines between the Chamber and the Council.*

Representatives

In 2017-2019 the representative on the Melville/Cockburn Chamber of Commerce were Cr T Barling with Cr K Mair as the Deputy.

Council Officer Contact

- Director Urban Planning

Committee Representation

One (1) Elected Member

REPRESENTATIVES 2019-2021	DEPUTY
Cr Mair	Cr Sandford

1.3.3 MURDOCH PRECINCT STRATEGIC GROUP

(Meets quarterly on a Thursday - at 7.00am)

Next meeting scheduled to be held 7 November 2019

Function - *to share information on the proposed development of the Murdoch Precinct.*

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Representatives

The 2017-2019 representatives on the Murdoch Precinct Strategic Group were Cr C Robartson, Cr D Macphail and Cr T Barling with Cr M Woodall as Deputy.

The Committee consists of representatives from -

- City of Melville
- St John of God Healthcare Murdoch
- Murdoch Challenger TAFE
- Spotless Linen
- Rangeview Remand Centre
- Murdoch University
- Murdoch Police Service
- Department of Planning Lands and Heritage
- City of Cockburn
- Health Department of WA
- Fire & Emergency Services
- Public Transport Authority
- Main Roads WA
- Fiona Stanley Hospital
- Western Power
- Department of Agriculture & Food
- Wesfarmers Energy
- South West Group
- Landcorp

Also invited are the below members:

- Hon. Dr Michael Nahan Shadow Minister for Public Sector, Management, Stage Development, Jobs & Trade, Federal State Relations
- Mr Dean Nalder Shadow Treasurer, Shadow Minister for Finance, Energy
- Hon. Peter Tinley Minister for Housing, Veterans Affairs, Youth
- Mr Yaz Mubarakai Member for Jandakot

Officers in Attendance -

- Chief Executive Officer
- Director Urban Planning
- Director Technical Services
- Manager Strategic Urban Planning

Committee Representation

One (1) Bateman-Kardinya-Murdoch Ward Member and one (1) other Elected Member

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Macphail	Cr Robartson
Cr Woodall	Cr Robins

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

1.3.4 NEIGHBOURHOOD WATCH - CITY OF MELVILLE COMMITTEE

(Meets bi monthly on the third Monday from 6:30pm - 8:00pm)

Next meeting scheduled to be held 28 October 2019.

Function - *to advise the Council on matters associated with Neighbourhood Watch coordination within the City of Melville area.*

Representatives

In 2017-2019 the representative on the Neighbourhood Watch – City of Melville Committee was Cr K Mair with Cr J Barton as the Deputy.

The Committee consists of -

Representatives from -

- City of Melville
- Neighbourhood Watch Volunteers
- WA Police

Officer in Attendance -

- Safer Melville Coordinator
- Coordinator Community Safety Service (CSS)

Committee Representation

One (1) Elected Member

REPRESENTATIVES 2019-2021	DEPUTY
Cr Mair	Cr Kepert

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

There is no public consultation required for this report.

II. OTHER AGENCIES / CONSULTANTS

There has been consultation with the committees and organisations named in this report where required.

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)**STATUTORY AND LEGAL IMPLICATIONS**

There are no statutory or legal implications in this report other than the Council must adopt the nominations by Absolute Majority.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

The strategic implications are that the City should have representation on key Committees named in this report to ensure the City's position is considered by significant Committees. There are no risk implications.

A key representation consideration is the Southern Metropolitan Regional Council, as the matter of environmental management implications in the management of the City's waste disposal is critical.

POLICY IMPLICATIONS

Under the Council Policy Number CP-021 - Advisory and Management Committees, the number of Elected Members on Advisory Committees should be restricted to no more than one-third of the total number of members of the Committee. This does not prevent other Elected Members from attending as observers.

Where one third of the total number of Members is not a whole number the lesser number shall apply, i.e. thirteen members equals four Elected Members.

The Policy requires that a report be presented to the Council every four years. The report will outline the objectives, role, terms of reference, membership and achievements or benefits of each Advisory Committee and recommend that the Committee continue, combine with another Committee or be disbanded. The performance and role will be assessed and a determination made on which Advisory Committees will continue.

Policy CP-020 – Nomination on WALGA Committees, covers the process for submitting Nominations on Western Australian Local Government Association Committees.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

An alternative option is not to have Elected Member representation on some Committees and where permitted, for Officers to represent the City.

CONCLUSION

The Council should review the continuation of each Committee and where retained and continued, a representative or representatives should be appointed to each Committee.

M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT AND COMMUNITY COMMITTEES 2019-2021 (AMREC)

OFFICER RECOMMENDATION (5709)

ABSOLUTE MAJORITY

At 7:14pm Cr Kepert moved, seconded Cr Barton –

1. That by absolute majority decision, the appointments to the following Management and Advisory, Local Government and Community Committees, be adopted.

1.1 MANAGEMENT & ADVISORY COMMITTEES 2019-2021

1.1.1 BEELIAR REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

REPRESENTATIVES 2019-2021	DEPUTY
Cr Wheatland	Cr Pazolli

1.1.2 CITY OF MELVILLE EMERGENCY MANAGEMENT COMMITTEE

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Mair	Cr Robins
Cr Wheatland	Cr Barber

1.1.3 SAFER MELVILLE ADVISORY COMMITTEE

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Woodall	Cr Barton
Cr Robins	Cr Kepert

1.2 APPOINTMENT OF DELEGATES 2019-2021

1.2.1 SOUTHERN METROPOLITAN REGIONAL COUNCIL

Nominations for 2019 - 2021	
Cr Kepert	
Cr Robartson	

At 7:23pm, as the number of nominations for positions on the Southern Metropolitan Regional Council exceeded the positions available, the Chief Executive Officer conducted a ballot to determine the representatives and declared the result of the ballot to be Cr Kepert.

REPRESENTATIVES 2019-2021	
Cr Kepert	

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1.2.2 SOUTH WEST GROUP BOARD

REPRESENTATIVES 2019-2021	DEPUTIES
Mayor	
CEO	

1.2.3 DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS (FORMALLY SWAN RIVER TRUST)

REPRESENTATIVES 2019-2021	DEPUTY
Cr Kepert	Cr Barber

1.2.4 WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA) – SOUTH METROPOLITAN ZONE

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Macphail	Cr Pazolli
Cr Barton	
Cr Kepert	

1.2.5 SOUTH WEST REFERENCE GROUP

REPRESENTATIVES 2019-2021	DEPUTY
Cr Wheatland	Cr Robartson

1.2.6 SOUTH WEST REGIONAL ROAD GROUP

REPRESENTATIVES 2019-2021	DEPUTY
Cr Kepert	Cr Robins

1.3 APPOINTMENT OF REPRESENTATIVES 2019-2021

1.3.1 MELVILLE CARES INC

REPRESENTATIVES 2019-2021	DEPUTY
Cr Barber	Cr Sandford

1.3.2 MELVILLE/COCKBURN CHAMBER OF COMMERCE INC

REPRESENTATIVES 2019-2021	DEPUTY
Cr Mair	Cr Sandford

**M19/5709 - ELECTION OF REPRESENTATIVES TO ADVISORY, LOCAL GOVERNMENT
AND COMMUNITY COMMITTEES 2019-2021 (AMREC)****1.3.3 MURDOCH PRECINCT STRATEGIC GROUP**

REPRESENTATIVES 2019-2021	DEPUTIES
Cr Macphail	Cr Robartson
Cr Woodall	Cr Robins

1.3.4 NEIGHBOURHOOD WATCH - CITY OF MELVILLE COMMITTEE

REPRESENTATIVES 2019-2021	DEPUTY
Cr Mair	Cr Kepert

- 2 That Elected Members tenure on Advisory, Local Government and Community Committees be for a term of two years.**

At 7:29pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (13/0)

9. CLOSURE

There being no further business to discuss, Mayor Honourable George Gear declared the meeting closed at 7:29pm.