

AGENDA.

Special Council Meeting

23 October 2017

Notice of Meeting

Mayor and Councillors

The next Special Council Meeting of the City of South Perth Council will be held on Monday 23 October 2017 in the City of South Perth Council Chamber, Cnr Sandgate Street and South Terrace, South Perth commencing at 6.00pm.

The purpose of the meeting is for the:

- Swearing-In of Councillors / Declaration of Office for Councillors
- Election of a Deputy Mayor / Declaration of Office for position of Deputy Mayor
- Membership of Council Committees
- Appointment of Delegates



GEOFF GLASS
CHIEF EXECUTIVE OFFICER

20 October 2017

Our Guiding Values

Trust

Honesty and integrity

Respect

Acceptance and tolerance

Understanding

Caring and empathy

Teamwork

Leadership and commitment

Disclaimer

The City of South Perth disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence or the like is discussed or determined during this meeting, the City warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the City.

Further Information

The following information is available on the City's website.

- **Council Meeting Schedule**

Ordinary Council Meetings are held at 7.00pm in the Council Chamber at the South Perth Civic Centre on the fourth Tuesday of every month between February and November. Members of the public are encouraged to attend open meetings.

- **Minutes and Agendas**

As part of our commitment to transparent decision making, the City makes documents relating to meetings of Council and its Committees available to the public.

- **Meet Your Council**

The City of South Perth covers an area of around 19.9km² divided into four wards. Each ward is represented by two Councillors, presided over by a popularly elected Mayor. Councillor profiles provide contact details for each Elected Member.

www.southperth.wa.gov.au/Our-Council/

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Special Council Meeting - Agenda

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 STANDING ORDERS LOCAL LAW 2007

This meeting is held in accordance with the City's Standing Orders Local Law 2007 which provides rules and guidelines that apply to the conduct of Council meetings.

2.2 AUDIO RECORDING OF THE COUNCIL MEETING

This meeting will be audio recorded in accordance with Council Policy P673 'Audio Recording of Council Meetings' and Clause 6.15 of the Standing Orders Local Law 2007 'Recording of Proceedings'.

3. ATTENDANCE

3.1 SITTING COUNCILLORS / OFFICERS / GUESTS / COUNCILLORS ELECT

3.2 APOLOGIES

4. DECLARATION OF OFFICE BY NEW ELECTED MEMBERS

Mayor Sue Doherty to conduct the Declaration of Office ceremony for the following Elected Members:

Member Elect	Como Ward
Member Elect	Como Ward
Member Elect	Manning Ward
Member Elect	Mill Point Ward
Member Elect	Moresby Ward

5. PUBLIC QUESTION TIME

6. DEPUTATIONS

7. REPORTS

7.6 STRATEGIC DIRECTION 6: LEADERSHIP

7.6.1 Election of a Deputy Mayor

Location:	City of South Perth
Ward:	All Wards
Applicant:	Council
File Ref:	D-17-86288
Meeting Date:	23 October 2017
Author(s):	Phil McQue, Manager Governance and Marketing
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report outlines the statutory process for electing a Deputy Mayor.

Officer Recommendation

That the Council elects a Deputy Mayor in accordance with the *Local Government Act 1995*.

Background

This report outlines the process for electing the Deputy Mayor in accordance with Section 2.15 and Schedule 2.3 of the *Local Government Act 1995* (the Act).

Comment

The Deputy Mayor is responsible for assuming the responsibilities of the Mayor in the Mayor's absence, including the chairing of Council meetings and attendance of public functions.

Nominations

Nominations in writing are to be submitted to the person conducting the meeting, either before the meeting or during the meeting, before the close of nominations. Nominations close at the meeting at a time announced by the person conducting the election, which must be a time that is sufficient after the opening of nominations to allow written nominations to be submitted. If a Councillor is nominated by another Councillor, then the Councillor nominated must consent to the nomination.

Ballot Papers

Once nominations have closed, the Chief Executive Officer (CEO) prepares ballot papers in accordance with the prescribed form. The CEO must authenticate the ballot paper by initialling the back of the ballot paper. The order of names appearing on the ballot paper will be in alphabetical order. The CEO may replace a ballot paper if the CEO is satisfied the ballot paper has been spoilt.

7.6.1 Election of a Deputy Mayor

Voting

Councillor voting is conducted in secret and Councillors vote by placing a tick in the box opposite the name of the candidate whom the Councillor wishes to be elected. A Councillor must vote in secret and must mark the ballot paper in a manner that it cannot be seen by anyone else. The CEO may assist Councillors to mark their ballot papers if they require assistance. The completed ballot papers are returned to the CEO.

Counting of the votes

The CEO is to count the votes on the basis of 'first past the post' voting. If votes are tied then the matter is referred to a Special Council meeting to be held no more than 7 days later.

Declaration of the election

The person conducting the election is to declare the result of the election.

Record of the election

The CEO must retain a record of the election for a period of at least four years following the election.

Consultation

It is the responsibility of the Council to elect a Deputy Mayor.

Policy and Legislative Implications

This report has been prepared in accordance with the provisions of section 2.15 and schedule 2.3 of the *Local Government Act 1995*, which specifies the manner in which the Deputy Mayoral election is to be conducted.

Financial Implications

The Deputy Mayor will receive an annual allowance of \$13,500 pa (25% of the Mayoral allowance), in addition to the other entitled allowances.

Strategic Implications

This report is aligned to the City's Strategic Community Plan 2017-2027.

Attachments

Nil

7.6.2 Committees of Council

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-17-86300
Meeting Date:	23 October 2017
Author(s):	Phil McQue, Manager Governance and Marketing
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report seeks Council's consideration of membership of each of its Committees, namely the:

- Audit, Risk and Governance Committee
- CEO Evaluation Committee
- Property Committee

Officer Recommendation

That the Council appoints members to the Audit, Risk and Governance Committee, the CEO Evaluation Committee and the Property Committee.

Background

The City of South Perth Council currently has three committees:

- Audit, Risk and Governance Committee
- CEO Evaluation Committee
- Property Committee

Section 5.11 of the *Local Government Act 1995* (the Act) prescribes that the tenure of a committee member ends on the Ordinary Council Election day (21 October 2017) and the Council must now consider the future committee membership of these committees.

Section 5.10(4) of the Act provides that the Council must appoint the Mayor to each committee if they inform the City of their wish to be a member of a particular committee. The committee, once appointed, must select a Chair at its first meeting.

Comment

Audit, Risk and Governance Committee

This Committee oversees the City's audit process and deal with a range of governance issues. The terms of reference for the Audit, Risk and Governance Committee are:

That the Committee is responsible for providing guidance, assistance and oversight to the Council of the audit and review of the City's processes and performances in relation to:

- (a) Annual Financial Audit;*
- (b) City's Risk Management Framework;*
- (c) Annual Statutory Compliance Audit;*
- (d) Code of Conduct;*
- (e) Access to Information;*
- (f) Policy and Delegation Reviews;*
- (g) Australian Business Excellence Framework; and*
- (h) City's Local Laws.*

The Committee meets on an 'as needed' basis during the year with the timing of each meeting coinciding with the conduct of a particular aspect of the City's audit and governance cycle. The CEO and relevant staff and advisors also attend the meeting to provide relevant information and advice.

Prior to the October 2017 election, the membership of the Audit, Risk and Governance Committee was as follows:

- Councillor Fiona Reid (Chair)
- Councillor Ken Manolas (Deputy Chair)
- Mayor Sue Doherty
- Councillor Sharron Hawkins-Zeeb
- Councillor Cheryle Irons
- Ms Shona Zulsdorf (external member)
- Mr Stephen Vanstan (external member)

The Audit, Risk and Governance Committee has no delegated power and all recommendations made are referred to Council for decision.

The Council needs to appoint the membership of the Audit, Risk and Governance Committee for the two year period ending October 2019.

CEO Evaluation Committee

This Committee oversees the quarterly reviews of the CEO's performance and conducts annual performance reviews for the CEO.

The terms of reference of the CEO Evaluation Committee are to:

- (i) To oversee Council's only staff function, that being the performance review and management of the Chief Executive Officer.*
- (ii) At all times to act in the best interests of the City whilst ensuring the principles of natural justice and procedural fairness are met.*
- (iii) To ensure the appropriate leadership is in place to allow the City's strategic planning processes to be realised through the setting of appropriate performance criteria.*
- (iv) To ensure equity and transparency in all dealings with the Chief Executive Officer's performance outcomes and remuneration obligations are met.*
- (v) To provide a safe forum for Council and the Chief Executive Officer to air any concerns or to discuss variances in any timelines that have been set as part of the performance criteria.*
- (vi) To oversee the development of robust performance criteria that has a measurable return to the City.*
- (vii) To set and oversee any changes in performance expectations for the review period*

- (viii) To make recommendations to Council on all matters pertaining to the Chief Executive Officer Annual Review.*

Prior to the October 2017 election, the membership of the CEO Evaluation Committee was as follows:

- Mayor Sue Doherty (Chair)
- Councillor Travis Burrows (Deputy Chair)
- Councillor Jessica Black
- Councillor Cheryle Irons

The Committee meets on an 'as needed' basis during year. The CEO Evaluation Committee has no delegated power and all recommendations made by the Committee are referred to Council for decision.

The Council needs to appoint the membership of the CEO Evaluation Committee for the two year period ending October 2019.

Property Committee

This Committee oversees the City's audit process and deal with a range of governance issues. The terms of reference for the Audit, Risk and Governance Committee are:

1. *To establish guidelines for the conduct of a review of Property Asset Management for ratification by the Council, such guidelines to address as a minimum:*
 - *Expected levels of financial performance for the City's investment property portfolio;*
 - *The basis and extent to which the costs of operating community facilities ought properly to be recovered from revenues derived from the City's property portfolio;*
 - *The manner in which the views of Council and/or the community are to be obtained and considered in the conduct of the review;*
 - *Classes of property to which specific limitations might apply in considering future ownership or management options;*
 - *The extent to which the City might reasonably consider the acquisition of property for investment purposes. and*
 - *The timetable for the conduct of the review and for periodic progress reports to the committee and Council.*
2. *To provide liaison with and oversight of the Property Asset Management review so as to provide input and guidance on behalf of the Council in relation to the agreed guidelines; and*
3. *Subject to the provisions of the Local Government Act 1995 and the limitations of any delegation of powers to it by Council, the functions of the Committee are:*
 - (i) To finalise and communicate guidelines for the review as approved by Council*
 - (ii) To consider and respond to matters arising from the review process requiring interpretation of the approved guidelines*
 - (iii) To receive and consider periodic reports on the conduct of the review, providing comments and guidance on behalf of the Council*
 - (iv) To consider recommendations arising from the review and advise Council accordingly*

- (v) *Subject to Council so resolving, to oversee implementation of the outcomes of the review as adopted by Council*

The Committee meets on an 'as needed' basis during the year. The Committee has no delegated power and all recommendations made are referred to Council for decision.

Prior to the October 2017 election, the membership of the Property Committee was as follows:

- Councillor Travis Burrows (Chair)
- Councillor Ken Manolas (Deputy Chair)
- Mayor Sue Doherty
- Councillor Sharron Hawkins-Zeeb
- Councillor Jessica Black
- *Mr Lewis Brock (external member)*

The Council needs to appoint the membership of the Property Committee for the two year period ending October 2019.

Consultation

It is the responsibility of the Council to appoint members to its Committees.

Policy and Legislative Implications

Establishment of Committees is in accordance with section 5.11 of the *Local Government Act 1995* which provides that the tenure of a committee member ceases at each ordinary Election Day.

Section 7.1A of the *Local Government Act 1995* requires that each local government establish an audit committee consisting of at least three Elected Members.

Financial Implications

There are no financial implications associated with the appointment of Councillors to Council Committees.

Strategic Implications

This report is aligned to the City's Strategic Community Plan 2017-2027.

Attachments

Nil

7.6.3 Delegates from Council to External Organisations

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-17-88148
Meeting Date:	23 October 2017
Author(s):	Phil McQue, Manager Governance and Marketing
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The Council is invited to appoint Elected Members as Delegates on a number of external committees.

Officer Recommendation

That the Council provide the following organisations with the identified number of Elected Member Delegates:

- Rivers Regional Council (2 Delegates and 2 Deputies); each Deputy must be assigned to a specific Delegate for the 2 year period ending October 2019.
- WALGA South-East Metropolitan Zone (2 Delegates and 1 Deputy) for the 2 year period ending October 2019
- Metro Central Joint Development Assessment Panel (up to 1 Delegate and 2 alternates, as determined by the results of Local Government Election 21 October 2017), with a term expiring 26 April 2020
- Perth Airport Municipalities Group (1 Delegate and 2 Deputies) for the 2 year period ending October 2019
- South East Regional Centre for Urban Landcare (1 Delegate and 1 Deputy) for the 2 year period ending October 2019
- Local Emergency Management Committee for Canning (1 Delegate and 1 Deputy) for the 2 year period ending October 2019
- Metropolitan Regional Road Group (MRRG) (1 Delegate) for the 2 year period ending October 2019

Background

A number of external organisations regularly request that Council provide a member to be a Delegate on a management or consultation committee of the external organisation. Where Council provides a Delegate they may wish to nominate a Deputy Delegate to act in the absence of the Delegate.

Comment

Rivers Regional Council (RRC)

The RRC is a Regional Council formed under the *Local Government Act 1995* where membership consists of the Cities of Armadale, Gosnells, Mandurah, South Perth and the Shires of Murray, Serpentine Jarrahdale and Waroona. Each member

7.6.3 Delegates from Council to External Organisations

Council elects two Delegates to the Regional Council. The main purpose of the Council is to make decisions relating to strategic waste management issues and conduct research and investigations into future waste management options available to member Councils.

The previous Council Delegates were Councillor Travis Burrows and Councillor Fiona Reid, with Councillor Ken Manolas and Councillor Coin Cala as the nominated Deputy Delegates. The Director Infrastructure Services is the supporting officer. Meetings are held every two months and the City is entitled to nominate two members.

RRC Councillors are entitled to annual fees and allowances as set out below:

Chairman fee	\$10,000
Chairman allowance	\$10,000
Deputy Chairman allowance	\$2,500
Councillor fee	\$7,500

Western Australian Local Government Association (WALGA) - South East Metropolitan Zone (SEMZ)

WALGA is the single association for Local Governments in WA, representing the political and strategic interests of Local Government at State and Federal levels. The South East Metropolitan Zone Committee provides input to the West Australian Local Government Association State Council on issues relating to Local Government affecting members of the Local Government Association.

The WALGA South East Metropolitan Zone is comprised of representatives of the following Local Governments:

- City of Armadale
- City of Canning
- City of Gosnells
- Shire of Serpentine Jarrahdale
- City of South Perth
- Town of Victoria Park

The previous Council Delegates were Councillor Fiona Reid and Councillor Sharron Hawkins-Zeeb, with Mayor Sue Doherty a Deputy. Terms of office for Delegates and Deputy Delegates will be two years.

Meetings are held every two months on a Wednesday evening and the City is entitled to nominate two Delegates and a Deputy to the Committee.

No additional fees or allowances are paid to representatives of this Committee.

At the next meeting of this Committee, the Committee will be required to nominate two members to represent the Committee on the WALGA State Council.

Metro Central Joint Development Assessment Panel (JDAP)

Joint Development Assessment Panels (JDAP) commenced operation in July 2011. Under DAP Regulation 26, each Local Government is required to nominate two JDAP members and two alternate JDAP members.

JDAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision-making authority.

The City of South Perth is within the Metro Central JDAP along with the local governments of Bassendean, Bayswater, Belmont, Canning, Melville and Victoria Park. Two local government representatives are required from each local government included in the JDAP.

The City's current members with terms expiring 26 April 2020 are as follows:

Councillor Colin Cala	Delegate
Councillor Glenn Cridland	Delegate
Councillor Sharron Hawkins-Zeeb	Alternate Delegate
Councillor Fiona Reid	Alternate Delegate

The Council will need to elect up to one Delegate and two Alternate Delegates as determined by the results of Local Government Election 21 October 2017.

JDAP members are entitled to fees as set out below:

Fee for presiding member per meeting to determine development applications	\$500
Fee for any other member per meeting to determine development applications	\$400
Fee per meeting for presiding member to determine applications to amend, or cancel determination	\$100
Fee per meeting for any other member to determine applications to amend, or cancel determination	\$50
Fee for presiding member attending proceeding in State Administrative Tribunal	\$500
Fee for any other member attending proceeding in State Administrative Tribunal	\$400
Fee for training	\$400

Perth Airports Municipalities Group (PAMG)

The objectives of the PAMG are as follows:

- (a) *To provide a forum of meaningful discussion on issues which affect the Perth International Airport and Jandakot Airport and their environs and to investigate, report and formulate recommendations in respect of matters affecting or likely to affect the development of these airports and to monitor their use and environmental impact on neighbouring communities.*
- (b) *To advise relevant State and Federal Ministers, State and Commonwealth Government departments, the Noise Management Committee, and Westralia Airports Corporation (WAC) and Jandakot Airport Holdings Pty Ltd (JAH) on issues of major concern affecting Airports and the surrounding communities.*
- (c) *To provide a medium for the expression of community views and a proper exchange of information with members of the community.*

- (d) *To consider all proposals affecting Airport development and operations before policy decisions are made and before changes are effected in relevant legislation and regulations.*
- (e) *To liaise with the Airport Emergency Procedures Committee where necessary on matters involving emergency co-ordination and rescue response.*
- (f) *To pursue active participation on the Australian Mayoral Aviation Council (AMAC) and such other bodies that may come into existence for the purpose of fostering participation in the development, use and impact of Airports.*
- (g) *To promote the benefits of Airports.*

The PAMGs membership consists of 11 local government councils who are either directly or indirectly impacted by airports. The eleven local governments are the City of Armadale, Town of Bassendean, City of Bayswater, City of Belmont, City of Cockburn, City of Gosnells, City of Canning, Shire of Kalamunda, City of Melville, Shire of Mundaring, City of South Perth and City of Swan. The combined population of these 12 Councils is in excess of 800,000 residents, which is just over 50% of population of metropolitan Perth.

Meetings are held bi-monthly or as decided by the PAMG on a rotational basis at the members local government offices.

The previous Council Delegate was Councillor Travis Burrows with Councillor Cheryle Irons as Deputy Delegate.

The Council will need to elect a Delegate and two Deputy Delegates.

No additional fees or allowances are paid to representatives on this Group.

South East Regional Centre for Urban Landcare (SERCUL)

SERCUL is a sub-region of the Perth Natural Resource Management Organisation whose allocated region covers 12 local authorities. SERCUL is a 'not for profit' organisation and currently has 8 full time staff and 4 part time staff working with Commonwealth, State and Local Governments to implement a wide range of Perth Natural Resource Management (NRM) projects including community education.

As a member of the organisation Council will have the opportunities to:

- Gain firsthand knowledge of projects being offered and occurring;
- Network with NRM officers, community, local and State Government officers involved with NRM; and
- Put forward requests for information or presentations on NRM topics or issues of interest to the City of South Perth.

The SERCUL Committee meets at 9.00am to 12 noon four times a year. Meetings are held at member local government offices on a rotating basis.

The previous Council Delegate was Councillor Sharron Hawkins Zeeb with Councillor Jessica Black as the Deputy Delegate.

Council will need to elect one Delegate and one Deputy Delegate.

No additional fees or allowances are paid to representatives on this group.

Local Emergency Management Committee for Canning (LEMC)

In 2005 with the introduction of the *Emergency Management Act* provision was made to combine Local Emergency Management Committees. The Local Emergency Management Committee for Canning (LEMC) comprises the Cities of Canning and South Perth and represents the interests of both local governments.

The Emergency Management Structure in accordance with the *Emergency Management Act 2005* is as follows:

1. State Emergency Management Committee
 - Authorises regulations.
 - Appoints SEMC members.
 - May declare “State of Emergency”.
 - Determines emergency management districts under the Act.
2. District Emergency Management Committee
 - Provide advice and support to the district emergency management committee for the district in the development and maintenance of emergency management arrangements for its district.
 - To carry out other emergency management functions in accordance with the directions of the State Emergency Coordinator.
3. Local Emergency Management Committee
 - Develop and implement local emergency management arrangements.
 - To manage recovery following an emergency affecting the community in its district.
 - To perform other functions given to the local government under the Act.
4. State Emergency Service
 - Provides on-ground response to local emergencies.
 - Provides rescue volunteer support and resources to hazard management agencies.
 - Co-ordinates volunteers providing training and resources in preparedness of emergencies.
 - Maintains rescue equipment in fully functional condition in preparedness of emergencies.

The committee meets quarterly and meetings are held at Canning and South Perth local government offices on a rotating basis.

The previous Council Delegate was Mayor Sue Doherty with Councillor Jessica Black as the Deputy Delegate.

Council will need to appoint a Delegate and Deputy Delegate.

No additional fees or allowances are paid to representatives on this Committee.

Metropolitan Regional Road Group (MRRG)

7.6.3 Delegates from Council to External Organisations

All Local Governments in the Perth area are members of the Metropolitan Regional Road Group, which has an important role in prioritisation and oversight of road improvement projects co-funded by the State Government.

All Perth Local Governments contribute to decision-making through the six Sub-Groups that make up the Metropolitan Regional Road Group. About half of Perth's Metropolitan Local Governments have chosen a member of Council to work with a Senior Officer in contributing to the Regional Road Group. This provides an important link between the Council and the Regional Road Group. It also ensures that the Sub-Groups and the Regional Road Group have input from both a political and operational perspective.

The State Road Funds to Local Government Agreement is currently funded to June 2018 and is under review. It requires a high profile in Local Government to enable the sector to clearly explain the need for road funding and the role the State Government should play in this.

The previous Council Delegate was Councillor Travis Burrows. Council will need to appoint a Delegate.

No additional fees or allowances are paid to representatives on this Committee.

Consultation

It is the responsibility of the Council to appoint Delegates to external committees. No consultation is necessary.

Policy and Legislative Implications

This report is consistent with the City of South Perth Policy P670 'Delegates from Council'.

Financial Implications

The financial implications are outlined in the report where required.

Strategic Implications

This report is aligned to the City's Strategic Community Plan 2017-2027.

Attachments

Nil

8. CLOSURE