



AGENDA

Special Council Meeting

Tuesday, 22 October 2019 at 6.30pm

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

Copyright

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Procedure for Deputations, Presentations and Public Question Time at Council Meetings

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

Deputations A formal process where members of the community request permission to address Council or Committee on an issue.	Presentations An occasion where awards or gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government.
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Procedures for Deputations

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business.

Notice of deputations need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- (a) is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- (b) is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- (c) additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

Procedure for Presentations

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received/awarded by the Mayor or an appropriate Councillor.

Procedure for Public Question Time

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the *Town of East Fremantle Local Government (Council Meetings) Local Law 2016*:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by **5pm on the day before the meeting and be signed by the author**. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.

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NOTICE OF MEETING

Elected Members

A Special Meeting of the Council will be held on Tuesday, 22 October 2019 in the Council Chamber, 135 Canning Highway East Fremantle commencing at 6.30pm and your attendance is requested.

A Swearing In ceremony for newly elected Councillors will take place prior to the commencement of this meeting, at 6.15pm.

ANDREW MALONE
Acting Chief Executive Officer

AGENDA

- 1. OFFICIAL OPENING**
 - 2. ACKNOWLEDGEMENT OF COUNTRY**
"On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging."
 - 3. RECORD OF ATTENDANCE**
 - 3.1 Attendance**
 - 3.2 Apologies**
Gary Tuffin CEO
 - 3.3 Approved**
Nil.
 - 4. DISCLOSURES OF INTEREST**
 - 4.1 Financial**
 - 4.2 Proximity**
 - 4.3 Impartiality**
 - 5. PUBLIC QUESTION TIME**
 - 5.1 Responses to previous questions from members of the public taken on notice**
Nil.
 - 5.2 Public Question Time**
 - 6. BUSINESS**
 - 6.1 Election of Deputy Mayor**
 - 6.2 Declaration of Office by Deputy Mayor**
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6.3 Appointment of Committees and Delegates to External Committees and Groups

File ref	C/REP1
Prepared by	Janine May EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	22 October 2019
Voting requirements	Absolute Majority/Simple Majority
Documents tabled	Nil.
Attachments	<ol style="list-style-type: none">1. External Committees/Groups delegate information2. Public Art Panel Policy3. Public Art Policy4. Community Grants and Sponsorship Policy5. WALGA Delegate Information6. SMRC Information7. SMRC Delegate Information

Purpose

The purpose of this report is to facilitate, following the elections held on Saturday 19 October 2019, the:

- appointment of members to Council's committees; and
- appointment of delegates to represent Council on external committees and groups.

Executive Summary

It is recommended that elected members decide membership to Council committees and appointments to external committees/groups to ensure the uninterrupted operation of Council business and continued external representation, following Council elections.

Background

Following the election on Saturday, 19 October 2019, Council is required to appoint members to its Committees. Under s5.11 of the *Local Government Act 1995* (LGA) all previous elected member appointments expired on election day. Although not specifically required under this legislation, it is considered appropriate at this time to also make new appointments (or reappointments) to the various external committees/groups which elected members have previously been appointed to.

Consultation

Not applicable.

Statutory Environment

Local Government Act s5.11 & s7.1

Policy Implications

Nil

Financial Implications

N/A

Strategic Implications

STRATEGIC PRIORITY AREA 5: Leadership and Governance

A proactive, approachable Council which values community consultation, transparency and accountability.

5.1.1 Strengthen governance, risk management and compliance;

5.1.3 Improve the efficiency and effectiveness of services.

Site Inspection

Not applicable

Comment

The Town Planning Committee currently meets on the 1st Tuesday of the month (except January when the Council is in recess). The Committee has a conditional delegated authority to determine all applications for planning approval or advice to referral agencies and other planning agencies not otherwise included within the current delegations to the Chief Executive Officer.

Audit Committee meetings are generally convened on an “as needs” basis.

Council originally appointed community representatives to the Community Design Advisory Committee (CDAC) in February 2017 and is currently advertising for additional members. The CDAC Chairperson is an elected member appointed by Council. This Committee generally meets monthly (or as required) on a Monday, except in January.

A Public Art Panel Policy which sets out membership, terms of reference along with meeting procedure and process for this Panel was adopted by Council on 17 October 2017. The Panel consisted of two elected members (including the Mayor or representative), the CEO, a public art practitioner or coordinator and two other specialists. Two additional appointments have recently been made.

The Community Assistance Grants Advisory Group meet as required (up to two times per year), to assess submissions received from eligible groups via the Town’s Community Assistance Grants Program, and make recommendations to Council. A Community Grants and Sponsorship Policy which sets out the objective and scope for this funded was adopted by Council on 21 June 2016.

In previous years an Events Committee has been appointed to oversee the East Fremantle Festival and consider other community events.

Following is a list of external Committees/Groups which currently entail Council representation:

- Local Government Association (South Metropolitan Zone) (3 delegates)
- Glyde-In Community Group (1 delegate + deputy)
- Southern Metropolitan Regional Council (1 delegate)
- Development Assessment Panel (2 members + 2 alternate members)
- South West Corridor Development & Employment Foundation (1 delegate + deputy)
- South West Reference Group (1 delegate + deputy)
- Fremantle Ports Inner Harbour Community Liaison Group (1 delegate + deputy)

Appointments to Council Committees require an absolute majority. A simple majority is required for all other appointments.



6.3.1 RECOMMENDATION

That Council appoint the following members to the Town Planning Committee;

- Mayor O'Neill
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____

By an Absolute Majority

6.3.2 RECOMMENDATION

That Council appoint the following members to the Audit Committee;

- Mayor O'Neill
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____

By an Absolute Majority

6.3.3 RECOMMENDATION

That Council appoint Cr _____ to the Community Design Advisory Committee (CDAC) as Chairman.

By Simple Majority

6.3.4 RECOMMENDATION

That Council appoint Mayor O'Neill & Cr _____ to the Town of East Fremantle Public Art Panel.

By Simple Majority

6.3.5 RECOMMENDATION

That Council appoint Mayor O'Neill & Cr _____ to the Town of East Fremantle Community Assistance Grants Advisory Group.

By Simple Majority

6.3.6 RECOMMENDATION

That Council appoint Cr _____ and Cr _____ to the East Fremantle Events Committee.

By Simply Majority



6.3.7 RECOMMENDATION

That Council resolve;

- (1) that all previous appointments to external committees/groups referred to in this report, have expired and make new appointments to those committees/groups.
- (2) Cr _____ and Cr _____ be appointed Council's representatives on the WALGA South Metropolitan Zone Committee with Cr _____ being appointed as the deputy.
- (3) Cr _____ be appointed as Council's representative on the Glyde-In Community Group with Cr _____ appointed as the deputy.
- (4) Cr _____ be appointed as Council's representative on the South West Metropolitan Regional Council.
- (5) Cr _____ and Cr _____ be appointed as Council's representative on the Development Assessment Panel members with Cr _____ and Cr _____ appointed as the alternate members.
- (6) Cr _____ be appointed as Council's representative on the South West Corridor Development and Employment Foundation with Cr _____ appointed as the deputy.
- (7) Cr _____ be appointed as Council's representative on the South West Reference Group.
- (8) Cr _____ be appointed as Council's representative on the Fremantle Ports Inner Harbour Liaison Group with Cr _____ appointed as the deputy.

7. CLOSURE



Various External Committees & Organisations

Local Government Association (South Metropolitan Zone)

Membership:	3 elected member delegates (currently Crs Collinson, M McPhail & Natale, deputy Cr Watkins) plus Chief Executive Officer
Meeting Day/Time:	Bi-monthly (<u>generally</u> the fourth Monday of the month) at 5.30pm.
Summary/Purpose:	To represent Council at the Local Government Association Zone meetings.

Glyde-In Community Group

Membership:	1 delegate & deputy (currently Cr Collinson & deputy Cr White)
Meeting Day/Time:	3 rd Tuesday of each month 1.30pm-3.30pm
Summary/Purpose:	To represent Council on the Glyde-In Community Group.

Southern Metropolitan Regional Council

Membership:	1 delegate (currently Cr Collinson)
Meeting Day/Time:	Attendance at approx. 15 meetings per year. The Ordinary Council Meetings are held bi-monthly (normally 4 th Thursday of month) at 5.00pm. Regional Councillors are paid \$660 per month. .
Summary/Purpose:	To be Council's representative as a Regional Councillor on the Southern Metropolitan Regional Council (SMRC). Its primary purposes are: <ul style="list-style-type: none"> (i) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants (ii) to influence local, state and federal governments in the development of regional waste management policies and legislation.

Development Assessment Panel

Membership:	2 delegates (currently Crs Collinson & M McPhail & 2 alternate (deputies) Crs Nardi and White). <i>Note any new appointees must undertake state government training for the position before being able to act in the position.</i>
Meeting Day/Time:	As required.
Summary/Purpose:	To be Council's representative as a DAP representation expiring 26 January 2020. Each Panel will determine development applications that meet set type and value thresholds as determined by the Planning and Development (Development Assessment Panels) Regulations 2011 as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

South West Corridor Development and Employment Foundation

- Membership: 1 Delegate & Deputy (member or staff) (currently Cr Watkins & deputy Cr Natale)
Representatives from Melville, Fremantle, Cockburn, Kwinana & Rockingham
- Meeting Day/Time: Not less than 4 meetings a year from 4.20pm to 5.30pm.
- Summary/Purpose:
 - Facilitate and promote development of the South West Metropolitan Region.
 - Carry out projects to promote regional development and skills development.

South West Reference Group

- Membership: 1 Delegate (member or staff) (currently Cr Natale)
Representatives from Melville, Fremantle, Cockburn, Kwinana & Rockingham
- Meeting Day/Time: 4 meetings per year on the 2nd/3rd Thursday of the month from 12.00pm to 2.00pm (lunch included) (to be confirmed).
- Summary/Purpose:
 - To provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional Natural Resources Management (NRM) Strategy.
 - To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region.
 - To identify opportunities to improve collaboration on NRM activities between South West Group member councils and stakeholders organisations.

Fremantle Ports Inner Harbour Community Liaison Group

- Membership: 1 delegate & deputy (currently Cr Harrington & deputy Cr A McPhail)
Representatives from various government and community agencies.
- Meeting Day/Time: Quarterly on a Tuesday at 5.00pm
- Summary/Purpose: To represent Council in relation to Fremantle Port issues.

4.1.2 Public Art Panel

Type:	Operations – Public Infrastructure
Legislation:	Local Government Act 1995
Delegation:	
Other Related Document:	Public Art Policy 4.1.3

Objective

To establish a Public Art Panel to guide the Town of East Fremantle Public Art Strategy in accordance with associated policies, processes and procedures.

Policy Statement Definitions

“The Panel” means the Public Art Panel referred to in this Policy.

“Financial Interest” has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

“Proximity Interest” has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

“Impartiality Interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

Policy Scope

Background

Consultation and research undertaken has shown that it is best practice for Local Government Authorities to appoint a panel or committee with responsibility for making decisions and recommendations about public art.

The Town of East Fremantle Public Art Panel should comprise Elected Members, staff and dedicated experts in the field. It is important that Panel Membership covers a range of expertise in public art to ensure a balance of skill and opinion.

The Panel would conduct itself according to the role given to it by the Council, which would outline the Panel’s responsibilities, operations and composition.

Status and Role of the Panel

The Public Art Panel will:

1. Oversee and make recommendations to the Council on matters related to:
 - 1.1 the strategic direction, policy and public program matters of the Town of East Fremantle Public Art Strategy;
 - 1.2 the development of public art project briefs;
 - 1.3 the deaccession, relocation, removal and disposal of public artworks; and
 - 1.4 to assess and determine the suitability of percent for public art proposals submitted in accordance with the Town’s Percent for Public Art Policy

2. Consider the recommendations of specialist selection panels;
3. Assess the implementation of the public art annual action plan.

Positions on the Panel will be non-paid.

Policy

Section 1: Terms of Reference

- To provide guidance for the Town of East Fremantle Public Art Strategy.
- To act in an advisory capacity and make recommendations on specified projects in relation to the acquisition of public art; development projects with public art components; and any proposed projects that have the potential for public controversy and/or risk to the Town's reputation (noting that this does not include the selection or approval of new works where they meet the Policy);
- The Panel will provide expert advice in the development and review of the Town's public art program and on public art projects.
- The Panel's advice will help the Town achieve high-quality public art outcomes; an excellent reputation with stakeholders; effective relationships with partners and the arts sector.

Section 2: Membership

- The Town will engage the correct or suitable expertise (art, architecture, urban design and cultural expertise) to achieve high-quality art outcomes for the Town.
- It is important that Panel Members are specialists in their field and that the membership covers a range of expertise in public art to ensure a balance of skill and opinion.
- Artists, curators, architects and other design and cultural experts will help the Council achieve public art outcomes for the Town of East Fremantle that are world-class and innovative, and that surprise, delight, challenge and stimulate.
- Invitations to nominate for the Public Art Panel are to be advertised biennially. Nominees will be invited to provide a response to the criteria.
- The Council will appoint Panel Members on the recommendation of the administration following the assessment of applications.
- The Panel should have up to seven representatives (including the Chair) covering a range of expertise and ideally made up as follows:
 - Two Elected Members (including the Mayor or representative);
 - Chief Executive Officer (or representative)
 - a public art practitioner or coordinator (preferably a Western Australian State Government Percent For Art consultant);
 - Three other specialists such as a practising artist, public art coordinator, curator, art historian, academic, art critic or design professional (expertise in theory and/or practice of contemporary art, urban design or related practice or national and international public art perspectives should be rated highly).

The Chairperson

- The Panel Chairperson is an Elected Member of Council and appointed by Council.
- The Chief Executive Officer shall give all assistance to the Panel Chairperson in respect to administrative support for the Panel.

Section 3: Meeting Procedure and Process

- Unless approved by the Council or there is a need to address an urgent issue (the latter to be

agreed by the Chairperson and the Chief Executive Officer), the Panel shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.

- Members will be required to provide sufficient notice of their ability or inability to attend the next scheduled meeting.
- Panel Meetings are not open to the Public.

Quorum

- A quorum for the meeting of the Committee will be 4 voting members (including the Chairperson).
- The Panel meeting shall not proceed unless a quorum is present.

Chairperson

The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair.

Agendas

- The Chief Executive Officer will determine the Agenda for each meeting. All meetings shall be confined to items listed on the Agenda. Agendas will be distributed to all members at least four (4) working days in advance of meeting dates.
- Detailed documents will be distributed to Panel members at least four (4) working days in advance of the meeting dates.

Minutes

- The Panel Chairperson (in liaison with the Chief Executive Officer) shall be responsible to ensure the preparation and accuracy of the Minutes/Meeting notes.
- Items considered at the meeting will not be formally voted upon. The Minutes/Meeting notes of the Panel will record consensus agreement and any points of agreement/disagreement. They will not reflect verbatim discussion on matters discussed during debate prior to consensus agreement being reached. The Minutes/Meeting notes of the Meeting will be prepared by an officer of the Town and distributed to members within five (5) working days after the date of the meeting.
- The Panel Minutes/Meeting notes are to be presented in the form of:
 - explanatory comments on the matters before Panel and general views regarding the proposal;
 - formal recommendation to the Council, where appropriate reflecting the views of the majority of members present at the meeting;
 - The Panel Chairperson will endorse the Minutes/Meeting notes and proposed recommendations; and
 - Original copy of the endorsed Minutes/Meeting notes to be retained for record purposes.

Administrative Support

A Town employee will be assigned to provide administrative support to the Panel. This person will be responsible for the following;

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes/Meeting notes;
- Room booking; and
- Catering requirements.

Code of Conduct

- The Town's Code of Conduct shall apply to members of the Panel.
- All Panel members shall be required to declare any conflicts of interest in matters being considered.
- A copy of the Town's Code of Conduct will be provided to each member upon their appointment.
- The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

Conflict of Interest

- All members need to be aware that any conflict of interest needs to be recognised. On receipt of the Agenda, if a member has an interest in the matter, then the member is required to declare the interest.
- Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Financial and Insurances

The Town will arrange all insurance to cover Panel members whilst discharging their normal course of duty, including travel to and from the meeting.

Tenure of Appointment

- The Council will appoint a member to the Panel including the prescribed term and any conditions.
- The Panel Membership is normally for a period of 2 years from the period of the ratification of the Panel by the Council. (Generally the term is from November after the Ordinary local government elections.).
- Once selected by the Council, if a member fails to attend three (3) consecutive meetings of the Panel, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Panel. The Chief Executive Officer shall advise any member, in writing, when their membership of Panel is terminated.
- The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
- The Chairperson and Chief Executive Officer consider that the member is not making a positive contribution to the Panel; or
- The member is found to be in breach of the Town of East Fremantle Code of Conduct or a serious contravention of the Local Government Act 1995; or
- A member's conduct, action or comments brings the Town of East Fremantle into disrepute.

Vacancies

Vacancies shall be filled by calling for nominations of external members. Members filling a vacated position will hold that position for the remainder of the vacant positions' term as approved by the Council.

Section 4: Related Policies and Plans

Interpretation and implementation of this Policy is in accordance with the Town of East Fremantle documents as outlined below.

- Town of East Fremantle Public Art Strategy
- Town of East Fremantle Local Planning Policy - Percent for Public Art

- Town of East Fremantle Public Art Annual Action Plan 2017/18 – 2020/21
- Town of East Fremantle Public Art Panel Policy

Other Related Policies or Plans

- Town of East Fremantle Strategic Community Plan 2017-2027

Section 5: Definitions

Public Art

For the purposes of this Policy, public art is defined as a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- *the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;*
- *landscape art enhancements such as walkways, bridges or art features within a public garden;*
- *murals, tiles and mosaics covering walls, floors and walkways; and*
- *sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.*

Public art does not include:

- *business logos;*
- *advertising signage;*
- *art objects which are mass produced or off the-shelf reproductions; and*
- *landscaping or architectural features which are considered by the Town to be normally integrated into the building or development.*

Attachment

For an extended list of detailed definitions please refer to the Appendix.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	21/10/17
Policy Amended:	17/04/18, 17/9/19
Former Policy No:	4.1.6

Appendix

A. Types of public art

The descriptors that follow indicate the diversity of approaches to public art projects.

Ephemeral Artworks: those works that are short lived, based on a specific occasion or event and are transitory in nature. Ephemeral art describes projects that may be environmental, lighting or projection where there is no physical artwork created. The term also applies to physical works in non-permanent materials such as natural found materials that degrade as part of the art process.

Functional Artworks: where the primary purpose of the element is utilitarian such as seating, lighting, bollards, rubbish bins, bike racks, shelters and paving. These can vary in form, scale or quantity, dependent on the location. Functional works can reinforce a design aesthetic or thematic concern and be playful, delightful or sophisticated.

Ground Plane Artworks: form part of the ground in a public setting and may be experienced as carved/shaped paving elements, metal relief elements, toughened glass panels and ceramic or mosaic inserts, amongst others. Ground plane works are designed to be viewed closely by pedestrians in the space, potentially slowing their movement through the area and creating the opportunity for an intimate and personal engagement between the work and the viewer. Ground Plane works are useful as a way finding tool.

Iconic Artworks: a significant, freestanding work, where the approach is largely independent of other considerations.

Integrated Artworks: works that are fully incorporated within the design of the built or natural environment.

Interactive Artworks: are works that are designed to encourage a tactile response.

Interpretive Artworks: where the primary purpose of the artwork is to tell a story, describe, educate or comment on an issue, event or situation.

Intervention Artworks: provoke an idea or thought or an element of surprise often in an unexpected location.

Landmark Artworks: could be considered a signature or icon for a city. Large in scale or ambitious in concept, such works tend to be major stand-alone commissions and not part of a capital works project.

Medium Scale/Human Scale Artworks: are artworks approximately the size of an average person. These artworks are easily interacted with and are accessible to pedestrians.

Memorial: a structure, sculpture or other object erected to commemorate a person or an event.

Nodal Artwork: an artwork that comprises of a series of component parts and a central focus element.

Site Specific Artworks: designed specifically for and responding to a particular site through scale, material, form or concept.

Permanent Artworks: refers to public art with a lifespan of at least twenty years.

Plaque: a flat tablet or sign, affixed to an object, building or pavement, of metal, stone or other appropriate material, which may include text and/or images in order to provide interpretive information. Plaques may identify an artwork, commemorate a person, place, object or an event and/or provide historical text or information relevant to its location.

Street Art: may include spray or aerosol art, stencils, sticker art, paste-ups (wheat pasting and poster art), video projection, art interventions, guerrilla art, flash-mobbing and installations.

Temporary Artwork: refers to artwork that is made to last for a specific duration for example, one week or one year. This may include one off or scheduled events such as outdoor exhibitions or installations. The dynamic nature of temporary works are an important place activation tool.

Textural Artworks: are small in scale, often items of architectural, streetscape and landscape detail, which contributes to the local character of a place.

Transition Artworks: provide an element that links one space to another such as an internal to an external public space or a hardscaped space to a landscaped space.

B. Definitions

Artist

A professional visual artist can be defined as a person who fits into at least two of the following categories:

- a person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia;
- a person who has a track record of exhibiting their artwork at reputable art galleries that sells the work of professional artists;
- a person whose work is represented in major public or private collections; and

A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions. In some cases, this definition may be relaxed where it may be specified for a particular project.

For example, a project involving emerging artists, Indigenous artists, students or street/graffiti artists.

Artist Fees

That portion of the art project budget reserved for payment to the artist for his/her creative services for design, fabrication, and/or project management services.

Artwork or Work of Art

Any work or object designed by an Artist.

Collection Management

The administration and management of an Art Collection. This encompasses the management of collection records both electronic and hard copy, the database, catalogues, inventories and condition assessments, maintenance and conservation programs, accession of new acquisitions and overseeing the deaccession, disposal or relocation of public artwork.

Community Art

A process where the community initiates or participates in the art project.

Contemporary Art

Artwork created in the present day that engages with issues relevant to its time or uses materials and processes that are at the forefront of arts practice.

Hand-over

The transfer of ownership of an artwork from one party to another. This includes the transfer of legal title and the supplying of the Maintenance Manual and other associated contractual documents.

Maintenance Manual

Those forms completed by the artist detailing the maintenance and technical information for the completed artwork.

Public Art

Public art is a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- landscape art enhancements such as walkways, bridges or art features within a garden;
- murals, tiles and mosaics covering walls, floors and walkways; and
- sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.

4.1.3 Public Art

Type:	Operations – Public Infrastructure
Legislation:	N/A
Delegation:	
Other Related Document:	Public Art Strategy, Public Art Plan, Public Art Panel Policy 4.1.2, Percent for Public Art Local Planning Policy 3.1.9

Objective

This Public Art Policy has been developed to clearly articulate how the Town of East Fremantle will administer the procurement and management of public art.

Other documents have been developed to support this policy and provide detailed procedures for administering aspects of the Public Art Strategy.

The vision is to develop public art that captures the spirit of East Fremantle, is responsive to East Fremantle's history, distinct neighbourhoods, Town Centre and river foreshore.

Policy Scope

This policy will affect art and public art acquisitions including paintings and donated artworks, pictures and photographic works and functional equipment for public places.

Policy

Section 1: Objectives

The objectives of the Public Art Policy provide the strategic context and direction for all public art planning.

1.1 Cultural

To enhance the cultural and aesthetic environment of East Fremantle by:

- interpreting aspects of its unique cultural heritage;
- ensuring that public artworks respond to the site;
- valuing quality over quantity; and
- acknowledging and celebrating Aboriginal culture and stories.

1.2 Sustainability

To contribute to a sustainable environment by using public art to:

- develop environments where walking and cycling is encouraged; and
- demonstrate environmentally responsible use of materials, services and lighting.

1.3 Social

To enhance social cohesion within East Fremantle by:

- creating landmarks that provide reference points and enable people to orientate themselves;
- using public art to develop attractive, diverse places, that the community enjoy; and

- using public art to develop meeting places, that community members want to visit.

1.4 Economic

To contribute to economic vitality within East Fremantle by using public art to develop:

- unique and recognisable places, enhancing the 'place brand';
- employment opportunities for local artists, craftspeople and associated businesses; and
- social, cultural and economic confidence, thereby stimulating investment and economic growth.

Section 2: Principles

The following principles should be used to guide the development of all public artwork in the Town of East Fremantle:

2.1 Place-making

Public art should be designed to enhance the experience of and activate public spaces.

2.2 Site Specific

Public art should be designed to be responsive to its specific location.

2.3 Universal Access

Public art should be designed to engage, and include our diverse community, irrespective of age, ability, social or cultural background.

2.4 Local and Unique

Public art should be designed to contribute to creating a sense of place developing identity and pride in a community.

2.5 Best Practice

Public art should be designed in accordance with professional standards, to ensure public safety and the longevity of the work in accordance with the intent of the artwork.

2.6 Collection Management

Any public artwork commissioned should be maintained, conserved and preserved in accordance with a Maintenance Plan, which should be provided to the Town by the Artist at hand-over.

2.7 Criteria

Public art in the Town of East Fremantle should satisfy all the following criteria:

- be located where it can be clearly seen from the public realm;
- be an original artwork;
- be of high quality;
- be durable, sustainable and easy to maintain;
- contribute to an attractive and stimulating environment;
- not detract from the amenity or safety of the surrounding area;
- where considered appropriate, be lit at night;
- be responsive to the site and reflect the local area's natural, physical, cultural and/or social history, considering surrounding buildings and activities;
- consider the existing public art in the vicinity to avoid repetition and to ensure the artwork is unique;
- the project may be curated and coordinated by a specialist public art consultant;

- be resistant as possible to vandalism; and
- have a minimum lifespan of twenty years unless otherwise stated in the Artist's brief.

Section 3: Resources

The Town of East Fremantle will ensure the successful progression of public art and allocating appropriate funds in accordance with the Town's budget.

The Town of East Fremantle will allocate an annual budget to enable the delivery of a quality public art program. If these funds are not spent within the financial year, the budget allocation will be included in the Arts & Sculpture Reserve.

The Town of East Fremantle will also make budget provisions to care for works in the Council's Public Art Collection.

3.1 Percent for Public Art – Town of East Fremantle Works

The Town of East Fremantle will allocate a minimum of one percent (1%) of any capital building works project budget to integrating public art into each Council project. This applies to, but is not limited to, all Capital Works Building Projects (excluding public works infrastructure) and all Urban Design Projects with a minimum budget of \$1 million with a maximum cap of \$100,000

Maintenance projects, land acquisitions and general capital expenditure are exempted.

Private developers are required to adhere to the Town of East Fremantle's Local Planning Policy - Percent for Art.

3.2 Arts & Sculpture Reserve

The Arts & Sculpture Reserve is the means for collecting and administering monies for the Public Art Strategy. The purpose of the Reserve is to fund the Public Art Strategy and to accumulate a fund to support major public art projects.

Council will consider a contribution to the Arts & Sculpture Reserve each year. Of this, an amount is made available for the implementation of the Public Art Strategy as outlined in the Public Art Annual Action Plan. Reserve funds are also acquired through developer contributions via the Local Planning Policy - Percent for Art. .

3.3 Project Planning

The Town of East Fremantle will endeavour to take a design exemplar approach to all public art projects by taking time to design well in the initial planning stage and by involving artists at the earliest stage of the design of public spaces and new developments.

3.4 Public Art Panel

A Public Art Panel will be appointed to provide guidance for the Council's Public Art Strategy. The Public Art Panel has responsibility for overseeing and making recommendations to the Council on matters related to the Public Art Strategy.

See Public Art Panel Policy 4.1.2

3.5 Acquisitions

The Council may consider employing a public art curator to prepare a report on proposed new acquisitions. The report will include an assessment against the criteria and principals outlined in this policy as well information on installing the work and best practice. This report will be provided to the Public Art Panel to ensure informed decisions are made.

3.6 Management of the Collection

The Town will:

- Review the collection, update the database and submit a condition and insurance report (as required) and make recommendations regarding the general maintenance and conservation of the collection and an appropriate maintenance budget allocation for the collection;
- The collection shall be well maintained and the annual budget allocation should reflect the conservation requirements of the current collection based on recommendations sought from suitably qualified professionals;
- The public art collection database shall detail all works, including the name of artists, work title, date of production, media, technical details, size, preferred viewing specifications, inscriptions, comments or background by the artist and others etc;
- A comprehensive photographic archive shall be maintained; and
- The collection shall be valued at least every five years, or as recommended by professional advice and the valuation is to be recorded in the collection database.

3.7 Planning

The Town of East Fremantle will prepare a Four Year Public Art Action Plan as a framework to guide the implementation of the Public Art Strategy.

The Four Year Public Art Action Plan will provide a strategic platform for the ongoing development of the Public Art Strategy with clear direction and enough flexibility to evolve and change as necessary.

3.8 Promote

The Town of East Fremantle will provide media announcements, signage, publications, online and other methods to promote its Public Art Collection.

Section 4: Related Policies and Plans

Interpretation and implementation of this Policy is in accordance with the Town of East Fremantle documents as outlined below.

- Town of East Fremantle Public Art Strategy
- Town of East Fremantle Local Planning Policy - Percent for Public Art
- Town of East Fremantle Public Art Annual Action Plan 2017/18 – 2020/21
- Town of East Fremantle Public Art Panel Policy

Other Related Policies or Plans

- Town of East Fremantle Strategic Community Plan 2017-2027

Section 5: Definitions

Public Art

For the purposes of this Policy, public art is defined as a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- *the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;*
- *landscape art enhancements such as walkways, bridges or art features within a public garden;*
- *murals, tiles and mosaics covering walls, floors and walkways; and*

- *sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.*

Public art does not include:

- *business logos;*
- *advertising signage;*
- *art objects which are mass produced or off the-shelf reproductions; and*
- *landscaping or architectural features which are considered by the Town to be normally integrated into the building or development.*

Attachment

For an extended list of detailed definitions please refer to the Appendix.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	21/10/17
Policy Amended/Reviewed:	17/9/19
Former Policy No:	4.2.6

Appendix

A. Types of public art

The descriptors that follow indicate the diversity of approaches to public art projects.

Ephemeral Artworks: those works that are short lived, based on a specific occasion or event and are transitory in nature. Ephemeral art describes projects that may be environmental, lighting or projection where there is no physical artwork created. The term also applies to physical works in non-permanent materials such as natural found materials that degrade as part of the art process.

Functional Artworks: where the primary purpose of the element is utilitarian such as seating, lighting, bollards, rubbish bins, bike racks, shelters and paving. These can vary in form, scale or quantity, dependent on the location. Functional works can reinforce a design aesthetic or thematic concern and be playful, delightful or sophisticated.

Ground Plane Artworks: form part of the ground in a public setting and may be experienced as carved/shaped paving elements, metal relief elements, toughened glass panels and ceramic or mosaic inserts, amongst others. Ground plane works are designed to be viewed closely by pedestrians in the space, potentially slowing their movement through the area and creating the opportunity for an intimate and personal engagement between the work and the viewer. Ground Plane works are useful as a way finding tool.

Iconic Artworks: a significant, freestanding work, where the approach is largely independent of other considerations.

Integrated Artworks: works that are fully incorporated within the design of the built or natural environment.

Interactive Artworks: are works that are designed to encourage a tactile response.

Interpretive Artworks: where the primary purpose of the artwork is to tell a story, describe, educate or comment on an issue, event or situation.

Intervention Artworks: provoke an idea or thought or an element of surprise often in an unexpected location.

Landmark Artworks: could be considered a signature or icon for a city. Large in scale or ambitious in concept, such works tend to be major stand-alone commissions and not part of a capital works project.

Medium Scale/Human Scale Artworks: are artworks approximately the size of an average person. These artworks are easily interacted with and are accessible to pedestrians.

Memorial: a structure, sculpture or other object erected to commemorate a person or an event.

Nodal Artwork: an artwork that comprises of a series of component parts and a central focus element.

Site Specific Artworks: designed specifically for and responding to a particular site through scale, material, form or concept.

Permanent Artworks: refers to public art with a lifespan of at least twenty years.

Plaque: a flat tablet or sign, affixed to an object, building or pavement, of metal, stone or other appropriate material, which may include text and/or images in order to provide interpretive information. Plaques may identify an artwork, commemorate a person, place, object or an event and/or provide historical text or information relevant to its location.

Street Art: may include spray or aerosol art, stencils, sticker art, paste-ups (wheat pasting and poster art), video projection, art interventions, guerrilla art, flash-mobbing and installations.

Temporary Artwork: refers to artwork that is made to last for a specific duration for example, one week or one year. This may include one off or scheduled events such as outdoor exhibitions or installations. The dynamic nature of temporary works are an important place activation tool.

Textural Artworks: are small in scale, often items of architectural, streetscape and landscape detail, which contributes to the local character of a place.

Transition Artworks: provide an element that links one space to another such as an internal to an external public space or a hardscaped space to a landscaped space.

B. Definitions

Artist

A professional visual artist can be defined as a person who fits into at least two of the following categories:

- a person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia;
- a person who has a track record of exhibiting their artwork at reputable art galleries that sells the work of professional artists;
- a person whose work is represented in major public or private collections; and

A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions. In some cases, this definition may be relaxed where it may be specified for a particular project.

For example, a project involving emerging artists, Indigenous artists, students or street/graffiti artists.

Artist Fees

That portion of the art project budget reserved for payment to the artist for his/her creative services for design, fabrication, and/or project management services.

Artwork or Work of Art

Any work or object designed by an Artist.

Collection Management

The administration and management of an Art Collection. This encompasses the management of collection records both electronic and hard copy, the database, catalogues, inventories and condition assessments, maintenance and conservation programs, accession of new acquisitions and overseeing the deaccession, disposal or relocation of public artwork.

Community Art

A process where the community initiates or participates in the art project.

Contemporary Art

Artwork created in the present day that engages with issues relevant to its time or uses materials and processes that are at the forefront of arts practice.

Hand-over

The transfer of ownership of an artwork from one party to another. This includes the transfer of legal title and the supplying of the Maintenance Manual and other associated contractual documents.

Maintenance Manual

Those forms completed by the artist detailing the maintenance and technical information for the completed artwork.

Public Art

Public art is a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- landscape art enhancements such as walkways, bridges or art features within a garden;
- murals, tiles and mosaics covering walls, floors and walkways; and
- sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.



2.1.11 Community Grants & Sponsorship

Type:	Corporate Services – Financial Management
Legislation:	
Delegation:	
Other Related Document:	Community Assistance Grants & Sponsorship Funding Guidelines Community Grants & Sponsorship Process

Objective

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

Policy Scope

Funding for individuals and incorporated not-for-profit organisations/associations that are resident-based or those providing services within the East Fremantle community.

Policy

The Community Grants Assistance Program aims to provide assistance to individuals and incorporated associations that can deliver meaningful benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

Grant Categories

“Community Assistance Grants” refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or equipment.

“Sponsorships” refers to funding towards events, projects (annual or one off), Community Bus use and Photocopying/Printing.

Funding of up to \$5,000 will be considered for Community Assistance Grants.

Funding of up to \$3,000 will be considered for Sponsorship Funding.

Council contributions will generally be limited to:

\$0 - \$1,000	100% funded
\$1,001 - \$3,000	50% matching contribution (dollar for dollar up to \$3,000)
\$3,001 - \$5,000	1/3 matching contribution

The value of in-kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of \$20 per hour (generally \$15 per hour for unskilled works and \$20 per hour for skilled labour).

Minor grants are to be considered by the Mayor. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Funding Application Assessment Criteria

Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Town of East Fremantle.

Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project.

The applicant organisation must operate from the Town of East Fremantle and beneficiaries must be residents of the Town of East Fremantle. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Town of East Fremantle must be included in the application.

Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.

Community Grants Committee

The Community Grants Advisory Group will consist of the following membership;

- Mayor (or his/her representative) & Councillor
- 2 x staff members
- 2 x Community members.

Retrospective Funding

No application for retrospective projects will be considered as part of this grant/funding scheme.

Projects may not materially commence before the announcement of successful applicants.

Ineligibility

State and Federal Government agencies, incorporated associations whose members derive individual benefit or financial return from their activities, individuals outside of Travel Subsidy and Youth Encouragement grants.

Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.

Responsible Directorate:	Corporate Services
Reviewing Officer:	CEO
Decision making Authority:	Council
Policy Adopted:	21/06/16
Policy Amended/Reviewed:	17/9/19
Former Policy No:	1.2.2

Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

About WALGA

WALGA is the Western Australian Local Government Association, formed in 2001 with the merging of the WA Municipal Association, Local Government Association of WA, Country Urban Councils Association, and Country Shire Councils Association.

WALGA is not a government department or agency; WALGA exists to advocate and negotiate on behalf of the WA Local Government sector in the best interests of its Member Councils.

What Does WALGA Do

WALGA aims to provide value to Member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services;
- Building a positive profile for Local Government;
- Providing effective advocacy and leadership on behalf of the sector; and,
- Ensuring representation in the interests of Local Government in WA.

How Does WALGA Work

WALGA employs approximately 100 staff across the areas of:

- Policy portfolios including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and,
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA Funded

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Councils. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through: charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and,
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting Local Government;
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and,
- Contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy agenda in two critical ways: by passing resolutions on items contained in the State Council agenda, and by generating new agenda items for consideration by State Council.

Zone Motions

To generate new agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council; however, as Zones are self-governing and autonomous, individual Zone delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council, or has been submitted by an individual Zone delegate.

Role of Zone Delegates

Zone delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's delegate, the Zone delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24 member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 12 metropolitan zones and 12 regional zones. All 139 WA Local Governments are invited to be Members of WALGA and a zone.

Elected Members are able to nominate to represent their Local Government on their zone and in turn, through the zone election process, to represent the zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- i. Strategy formulation and policy making;
- ii. Development, evaluation and succession of the Chief Executive Officer;
- iii. Monitoring financial management and performance, including the annual budget;
- iv. Monitoring and controlling compliance and organisational performance;
- v. Ensuring effective identification, assessment and management of risk;
- vi. Promoting ethical and responsible decision making;

- vii. Ensuring effective communication and liaison with members and stakeholders; and;
- viii. Ensuring an effective governance framework and culture.

Role of State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- Policy positions and issues;
- The strategic direction of WALGA;
- Financial operations and solvency; and,
- All matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be ‘champions’ for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are six per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are also expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid a sitting fee of \$3,500 per annum and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance and Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the Local Government sector in WA. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

There is also the potential for State Councillors, as Local Government leaders in WA, to play a role in supporting and mentoring other Elected Members, either informally or through WALGA's Member Advisor Program.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and you play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

For more information contact:

Chantelle O'Brien, Governance Support Officer – (Zones)
(08) 9213 2013 cobrien@walga.asn.au

Margaret Degebrodt, Executive Officer Governance – (State Council)
(08) 9213 2036 mdegebrodt@walga.asn.au

Tim Lane, Manager Strategy and Association Governance
(08) 9213 2029 tlane@walga.asn.au

Tony Brown, Executive Manager, Governance and Organisational Services
(08) 9213 2051 tbrown@walga.asn.au

Our Ref: FD/Corporate/Council Liaison

14 October 2019

ABOUT THE SMRC

SMRC is a statutory local government authority established in 1991 by local governments in the southern part of metropolitan Perth. Cities of Fremantle, Melville, Kwinana and Town of East Fremantle. The member local governments have jointly agreed to establish SMRC under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

REGIONAL PURPOSE

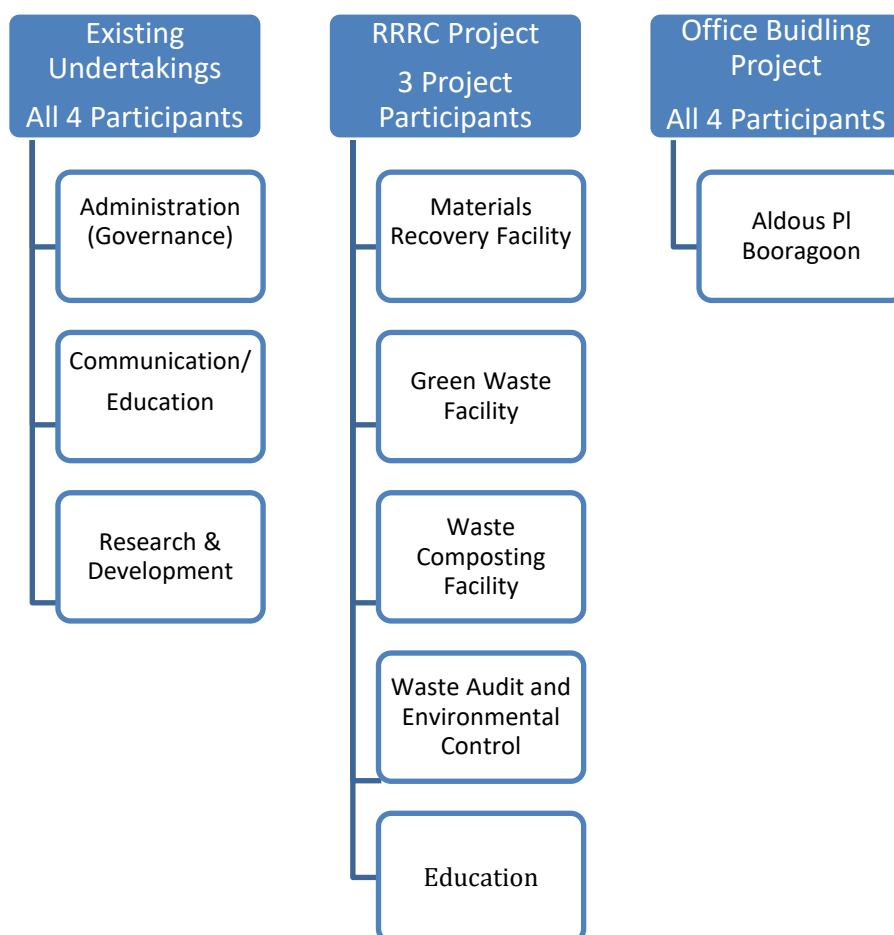
The regional purposes for which the SMRC is established are:

- (a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;
- (b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

The SMRC operates under its Establishment Agreement 2000, an agreement between its Participant Local Governments. Each Project has a business plan and a Project Participants' Agreement signed by Participants, who have agreed to part of that Project,

Participants have agreed to make contributions towards the services provided by the SMRC to manage these activities.

The graph below shows the three functions of the SMRC governed by the agreements.



RRRC Divestment Strategy

1. The divestment strategy of the RRRC is a continuation of the SMRC's strategic objectives and its regional purpose by fulfilling waste management solutions for its member local government communities.

Regional Councillor Annual Fees and Allowances 2019/20

The Regional Council decides and adopts the fees set out in the Local Government Act and Regulations and the Salaries and Allowances Tribunal determination for Regional Local Governments.

The current adopted fees for regional councillors are \$660 per month.
The appointed Chair is paid an additional allowance.

Fees are paid in arrears at the end of each month directly into councillors' bank accounts.

Meetings

The SMRC may have approximately **15 meetings per year** as well as other industry external working groups and committees. The membership role demands a high level of commitment and time.

As a guide, SMRC has the following formal meeting structure:

- Ordinary Council meetings (5 per year)
- Audit & Risk Committee (2 per year)
- RRRC Project Committee (as required)
- CEO Performance Committee (1 per year)
- Special Council Meetings (as required)
- Information Briefing Sessions (as required)

As a guide the formal meetings dates in a year are as follows:

Month	Council Meeting 5:00pm	RRRC Committee 3.30pm	Audit & Risk Committee 5:00pm
November 2019	Thursday 28	Wednesday 13	Monday 18
February 2020	Thursday 27	Wednesday 12	
March		Wednesday 11	
April	Thursday 30	Wednesday 8	
May		Wednesday 13	Monday 18
June	Thursday 25	Wednesday 10	
July			
August	Thursday 27		
September			
October			Monday 12
November 2020	Thursday 26		

Our Ref: FD/Corporate/Council Liaison

14 October 2019

APPOINTMENT OF ELECTED MEMBERS TO THE REGIONAL COUNCIL

Following Local Government elections, it is customary for Participant Councils to appoint or re-appoint members to the Regional Council.

I provide below the SMRC's Establishment Agreement appointment and tenure clauses, Councillor annual fees and allowances and council meeting dates that may assist you in providing information to councillors about the Regional Council.

If possible, we would like to receive written notice of your council appointed member prior to Thursday 24 October 2019 to allow us time to appoint a Chair.

Appointment of Members (Clause 7.1)

A participant local government is to appoint one member of the participant to be a member of the council of the Southern Metropolitan Regional Council. Please note, we do not have provision for more than one or deputy members under the Establishment Agreement.

Tenure of Members of the Council (Clause 7.2)

The tenure of existing members of the regional council shall hold office until the member ceases to be an elected member of the Council of the participant local government or until the member is removed by the participant.

Election of Chairperson & Deputy Chairperson (Clause 7.3)

The members appointed to the Regional Council shall elect a Chairperson and Deputy Chairperson for a two-year term.

Should you require any further information, please contact Mr Chris Wiggins Executive Manager Corporate Services on 9329 2700.

TIM YOUÉ
CHIEF EXECUTIVE OFFICER

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The Regional Council decides and adopts the fees set out in the Local Government Act and Regulations and the Salaries and Allowances Tribunal determination for Regional Local Governments.

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The appointed Chair is paid an additional allowance.

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The SMRC may have approximately **15 meetings per year** as well as other industry external working groups and committees. The membership role demands a high level of commitment and time.

As a guide, SMRC has the following formal meeting structure:

- Ordinary Council meetings (5 per year)
- Audit & Risk Committee (2 per year)
- RRRC Project Committee (as required)
- CEO Performance Committee (1 per year)
- Special Council Meetings (as required)
- Information Briefing Sessions (as required)

As a guide the formal meetings dates in a year are as follows:

Month	Council Meeting 5:00pm	RRRC Committee 3.30pm	Audit & Risk Committee 5:00pm
November 2019	Thursday 28	Wednesday 13	Monday 18
February 2020	Thursday 27	Wednesday 12	
March		Wednesday 11	
April	Thursday 30	Wednesday 8	
May		Wednesday 13	Monday 18
June	Thursday 25	Wednesday 10	
July			
August	Thursday 27		
September			
October			Monday 12
November 2020	Thursday 26	Monday 19 th	Monday 19 th