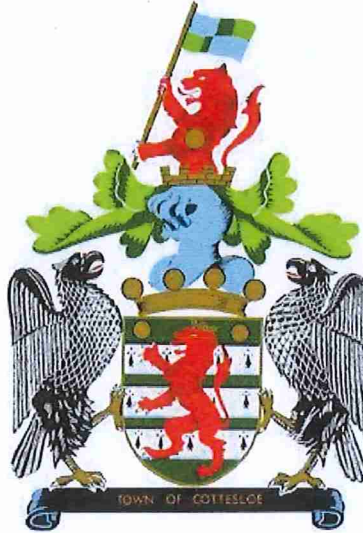


TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING UNCONFIRMED MINUTES

ORDINARY COUNCIL MEETING
HELD IN THE
Council Chambers, Cottesloe Civic Centre
109 Broome Street, Cottesloe
6:00 PM Tuesday, 28 October 2025

A blue ink signature of Mark Newman.

MARK NEWMAN
Chief Executive Officer

11 November 2025

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TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS	1
2	DISCLAIMER	1
3	ATTENDANCE	1
3.1	APOLOGIES	1
3.2	APPROVED LEAVE OF ABSENCE.....	1
3.3	APPLICATIONS FOR LEAVE OF ABSENCE	1
4	DECLARATION OF INTERESTS.....	2
5	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
6	PUBLIC QUESTION TIME	3
6.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
6.2	PUBLIC QUESTIONS	3
7	PUBLIC STATEMENT TIME.....	3
8	CONFIRMATION OF MINUTES.....	3
9	PRESENTATIONS	3
9.1	PETITIONS	3
9.2	PRESENTATIONS.....	4
9.3	DEPUTATIONS	4
10	REPORTS.....	5
10.1	REPORTS OF OFFICERS.....	5
	CORPORATE AND COMMUNITY SERVICES	6
10.1.1	LIST OF PAYMENTS 1 TO 31 AUGUST 2025	6
10.1.2	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 AUGUST 2025	9
	EXECUTIVE SERVICES.....	12
10.1.3	CEO QUARTERLY INFORMATION BULLETIN	12
10.1.4	ELECTED MEMBER APPOINTMENTS TO INTERNAL AND EXTERNAL COMMITTEES, ADVISORY AND WORKING GROUPS.....	14
10.1.5	APPOINTMENT OF COMMUNITY MEMBERS TO THE TOWN'S COMMITTEES, ADVISORY AND WORKING GROUPS.....	34
10.2	RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES	51

11	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	51
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....	51
12.1	ELECTED MEMBERS	51
12.2	OFFICERS.....	51
13	MEETING CLOSED TO PUBLIC.....	51
13.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	51
13.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC	51
14	MEETING CLOSURE	51

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:00 pm.

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

2 DISCLAIMER

The Presiding Member drew attention to the Town's Disclaimer.

3 ATTENDANCE**Elected Members**

Mayor Melissa Harkins
Cr Sonja Heath
Cr Lorraine Young
Cr Helen Sadler
Cr Chilla Bulbeck
Cr Brad Wylynko
Cr Michael Thomas
Cr Katy Mason

Officers

Mr Mark Newman	Chief Executive Officer
Mrs Vicki Cobby	Director Corporate and Community Services Ms
Mr Steve Cleaver	Director Development and Regulatory Services
Mr Shaun Kan	Director Engineering Services
Jacquelyne Pilkington	Governance and Executive Office Coordinator Mr
Ms Magdalena Domanska	Executive Services Officer

3.1 APOLOGIES

Nil

Officers Apologies

Nil

3.2 APPROVED LEAVE OF ABSENCE

Cr Jeffrey Irvine

3.3 APPLICATIONS FOR LEAVE OF ABSENCE

OCM154/2025

Moved Mayor Harkins

Seconded Cr Sadler

That Cr Bulbeck be granted a leave of absence from 7 November to 21 November 2025.

Carried 8/0

4 DECLARATION OF INTERESTS

Cr Wylynko declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Sadler declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Bulbeck declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Young declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Mason declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Thomas declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Mayor Harkins declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Harkins declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

Cr Heath declared an IMPARTIALITY INTEREST in item 10.1.5 by virtue “some of the candidates are known to me and I will make a decision on its merits and vote accordingly”

5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member announced that the meeting is being livestreamed on the Town's website this evening and the recording will remain on the website and available to the public. Anyone attending the meeting, particularly if they are speaking, may be captured on the livestream recording.

The Presiding Member wished to congratulate the four (4) returning Elected Members back to Council, Cr Young, Wylynko, Sadler and Bulbeck and thank you for the past four (4) years of service to the Cottesloe Community. Particularly Cr Sadler who served as Deputy Mayor for three (3). Cr Young who served two (2) years as Deputy Mayor and four (4) years as Mayor. The Presiding Member felt the Cottesloe Community is very lucky to have the service of those four (4) Elected Members and we are extremely lucky to have you return to the Town for another four (4) years.

6 PUBLIC QUESTION TIME**6.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

6.2 PUBLIC QUESTIONS

Nil

7 PUBLIC STATEMENT TIME

Nil

8 CONFIRMATION OF MINUTES

OCM155/2025

Moved Cr Sadler

Seconded Cr Wylynko

That the Minutes of the Ordinary Meeting of Council held on Tuesday 23 September 2025 be confirmed as a true and accurate record.

Carried 8/0

For: Mayor Harkins, Crs Heath Young, Sadler, Bulbeck, Wylynko, Thomas and
Mason

Against: Nil

9 PRESENTATIONS**9.1 PETITIONS**

Section 9.4 - Procedure of Petitions

The only question which shall be considered by the council on the presentation of any petition shall be -

- a) that the petition shall be accepted; or*
- b) that the petition not be accepted; or*
- c) that the petition be accepted and referred to a committee for consideration and report; or*
- d) that the petition be accepted and dealt with by the full council.*

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

10 REPORTS

10.1 REPORTS OF OFFICERS

CORPORATE AND COMMUNITY SERVICES**10.1.1 LIST OF PAYMENTS 1 TO 31 AUGUST 2025**

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Gabriel Wani, Coordinator Finance
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/60763
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 13 that if a Local Government has delegated to the CEO the exercise of its power to make payments from the municipal or trust funds, a list of payments must be prepared each month and are presented to Council.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the List of Payments 1 to 31 August 2025.

BACKGROUND

Section 6.10 of the *Local Government Act 1995* requires the keeping of financial records and general management of payments, which is further specified in Regulation 13 of the *Local Government (Financial Management) Regulations 1996*. A list of payments is to be prepared each month and presented to Council at the next ordinary meeting of council after this list is prepared. This report is to show the payee's name, the amount of payment, the date of the payment and sufficient information to identify the transaction.

OFFICER COMMENT

The list of payments made during August 2025 is included in the attachment. This includes purchases made via electronic fund transfers and cheque payments, credit card payments, and fuel cards payments.

The following material payments are brought to the Council's attention (excludes internal investment transfers):

- \$263,903.72 and \$241,310.40 to the Town of Cottesloe staff for fortnightly payroll (includes ATO payments)
- \$192,226.32 and \$47,818.99 to Western Metropolitan Regional Council for 1 July 2025 to 31 December 2025 service delivery charge, and verge valet and transfer
- \$234,951.35 to Erutan Pty Ltd T/As Nature Playgrounds for Harvey Field Playground Upgrade

- \$192,976.22 to LGIS for Insurance premium instalment payment FY 2025/2026
- \$109,298.46 to The Trustee For Rico Family Trust T/As Solo Resource Recovery for waste collections services June 2025
- \$55,186.95 and \$53,703.55 to SuperChoice Services Pty Ltd for Superannuation Payment
- \$70,840.00 to The Trustee For The Andrews Family Trust T/As Aspire Change Management for ERP Project - Change Management Services
- \$46,615.68 to Datacom Solutions (AU) Pty Ltd for ERP Implementation: Data migrations assistance and Go Live
- \$40,591.38 to AMS Technology Group Pty Ltd for AC replacement at Civic Centre
- \$37,679.09 to Proficiency Group Pty Ltd for annual maintenance and extended support
- \$35,604.80 to Shire of Peppermint Grove for 2024/2025 Library contributions variations, including Community Centre and History, and Capex contributions
- \$32,986.63 to The Trustee For JSJ Family Trust T/As Alltech Cabinets for Civic Centre Office fit-out
- \$32,581.25 to Classic Contractors Pty Ltd for Anderson Pavilion Final Payment

ATTACHMENTS

10.1.1(a) List of Payments August 2025 [under separate cover]

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.10

Local Government (Financial Management) Regulations 1996

Regulation 13

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires that a list of payments be presented at the next Ordinary Council Meeting after the list is prepared. Failure to accept this report may result in the Town not meeting its legislative obligations.

VOTING REQUIREMENT

Simple Majority

OCM156/2025

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Sadler

THAT Council RECEIVES the List of Payments 1 to 31 August 2025, as detailed in Attachment 1

Carried 8/0

For: Mayor Harkins Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas, and Mason

Against: Nil

10.1.2 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 AUGUST 2025

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/61953
Applicant(s): N/A
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 34 that monthly financial statements are presented to Council, in order to allow for proper control of the Town's finances and to ensure that income and expenditure are compared to budget forecasts.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 31 August 2025.

OFFICER COMMENT

The monthly financial report presented to Council typically includes a wide range of information to support Council's understanding of the Town's financial position. However, due to the implementation of DataScape, the Town's new Enterprise Resource Planning (ERP) system, and the additional resources required for this transition, the current report has been streamlined to ensure timely completion.

In accordance with the Local Government (Financial Management) Regulations, the report includes the required Statement of Financial Position and Statement of Financial Activity. Supplementary information that is not prescribed by legislation has been temporarily excluded. The Town intends to reinstate the additional information in future reports.

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached financial statements. The requirement to address material variances as per (1)(d) of Regulation 34 is also addressed below.

- The net current funding position as at 31 August 2025 was \$13,657,473, compared to \$14,913,670 at the same time last year.
- Operating revenue exceeds the year-to-date budget by \$578,834, while operating expenditure is lower than the year-to-date budget by \$590,931. Employee costs are showing a variance of \$809,902 under budget, this is a timing variance only.
- The Town has 62.68% of funds invested with the Westpac Banking Corporation, 18.80% with the National Australia Bank, and 18.52% with the Commonwealth Bank of Australia.
- The balance of cash-backed reserves was \$8,341,979 as at 31 August 2025.

ATTACHMENTS

10.1.2(a) **Monthly Financial Report 1 July 2025 to 31 August 2025 [under separate cover]**

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.4

Local Government (Financial Management) Regulations 1996

Regulation 34

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires that monthly financial reports be presented at an ordinary council meeting within two months of the end of the relevant month. Failure to accept this report may result in the Town not meeting its legislative obligations.

By not approving recommended budget amendments, if any, current budget allocations may not be sufficient or exist at all, risking exceeding current budgets or incurring expenses that are not budgeted.

VOTING REQUIREMENT

Simple Majority

OCM157/2025

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Heath

THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 31 August 2025

Carried 8/0

For: Mayor Harkins Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

EXECUTIVE SERVICES**10.1.3 CEO QUARTERLY INFORMATION BULLETIN**

Directorate: Executive Services
Author(s): Jacquelyne Pilkington, Governance & Executive Office Coordinator
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/52058
Applicant(s): Nil
Author Disclosure of Interest: Nil

SUMMARY

To provide Council information and statistics on key activities during the year on a quarterly basis, as requested by Council or recommended by the Administration.

OFFICER RECOMMENDATION IN BRIEF

THAT Council notes the information provided in the Quarterly Information Bulletin (Attachments).

BACKGROUND

This report is consistent with the Town's Council Plan 2023 – 2033, Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance and Major Strategy 4.3: Deliver open, accountable and transparent governance.

OFFICER COMMENT

Elected Members should be aware that the Council Plan deliverables do not currently have a priority rating. Deliverable priorities will be considered by Council at a future meeting. In the interim all deliverables have been commented on

ATTACHMENTS

10.1.3(a) September 2025 - Town of Cottesloe CEO Quarterly Report to Council Attachment [under separate cover]

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.41 Functions of CEO

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

The CEO Quarterly Information Bulletin enhances transparency and accountability, enabling Council to monitor progress against strategic and operational objectives. It provides early identification of emerging issues, allowing timely intervention and informed decision-making. Regular reporting also supports good governance and mitigates risks by ensuring appropriate oversight of key projects, compliance matters, and resource management.

VOTING REQUIREMENT

Simple Majority

OCM158/2025

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Bulbeck

Seconded Cr Mason

THAT Council notes the information provided in the Quarterly Information Bulletin

Carried 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

10.1.4 ELECTED MEMBER APPOINTMENTS TO INTERNAL AND EXTERNAL COMMITTEES, ADVISORY AND WORKING GROUPS

Directorate: Executive Services
Author(s): Kate Jones, Governance Coordinator
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/56828
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

For Council to appoint elected members and, in some cases, deputy members to:

- a. the Town's internal committees, advisory and working groups;
- b. external committees

OFFICER RECOMMENDATION IN BRIEF

The report recommends a number of appointments to the Town's internal committees, advisory and working groups and to external committees/groups.

BACKGROUND

Under section 5.11 of the *Local Government Act 1995*, tenure to a Committee is held until the next ordinary local government election, which, for present purposes, was 18 October 2025.

The Town's committees, established under s.5.8 of the *Local Government Act 1995* are the Audit Committee; Foreshore Precinct Advisory Committee and Sea View Golf Club Redevelopment Advisory Committee. The membership requirements of the Foreshore Precinct Advisory Committee, Sea View Golf Club Redevelopment Advisory Committee and other advisory and working groups are set out in their respective Charters of Terms of Reference. The Audit Committee's membership is prescribed in the *Local Government Act 1995* (s.7.1A(2)) and in its Terms of Reference.

Town of Cottesloe Elected Member delegates are appointed as members of external committee/groups including the Cottesloe Coastcare Incorporated Association; Cottesloe Village Precinct Structure Plan Steering Group; Development Assessment Panel; Grove Library Management Committee; Metropolitan Regional Road Group; ProCott Incorporated; WALGA Central Metropolitan Zone Committee; and Western Metropolitan Regional Council.

Elected member delegates on internal and external committees/groups whose terms ended on those committees/groups on 18 October 2025, are listed below:

Committee / Group	Elected Member Delegates • Terms ended 18 October 2025 (unless otherwise stated). • References to titles are as they were as at 18 October 2025.
INTERNAL	
Audit Committee	Mayor Lorraine Young, Cr Helen Sadler, Cr Jeffrey Irvine, Cr Sonja Heath
Foreshore Precinct Advisory Committee	Cr Melissa Harkins, Cr Sonja Heath, Cr Katy Mason, Cr Brad Wylynko, Mayor Lorraine Young
Sea View Golf Club Redevelopment Advisory Committee	Mayor Lorraine Young, Cr Sonja Heath, Cr Katy Mason, Cr Brad Wylynko
Active Transport Working Group	Mayor Lorraine Young, Cr Helen Sadler, Cr Michael Thomas
Public Open Space Working Group	Cr Melissa Harkins, Cr Brad Wylynko, Cr Sonja Heath, Cr Chilla Bulbeck
Reconciliation Action Working Group	Mayor Lorraine Young, Cr Chilla Bulbeck, Cr Sonja Heath, Cr Helen Sadler
Universal Access and Inclusion Community Reference Group	Cr Jeffrey Irvine, Cr Helen Sadler
Cottesloe Village Precinct Structure Plan Steering Group	Cr Sadler; Cr Wylynko
EXTERNAL	
Cottesloe Coastcare Association Inc	Cr Bulbeck (member); Cr Irvine (deputy member)
Development Assessment Panel	Cr Heath (primary delegate); Cr Irvine (primary delegate); Cr Wylynko (alternate deputy delegate); Mayor Young (alternate deputy delegate)
Grove Library Management	Cr Harkins (member); Cr Bulbeck (deputy member);

Committee / Group	Elected Member Delegates • Terms ended 18 October 2025 (unless otherwise stated). • References to titles are as they were as at 18 October 2025.
Committee	Mayor Young (deputy member)
Metropolitan Regional Road Group	Cr Sadler (member); Mayor Young (deputy member)
ProCott Incorporated	Cr Mason (member); Mayor Young (deputy member)
WALGA Central Metropolitan Zone Committee	Cr Bulbeck (delegate); Cr Sadler (delegate); Cr Heath (deputy delegate)
Western Metropolitan Regional Council	Cr Wylynko (member); Mayor Young (deputy member)

OFFICER COMMENT

When appointing elected members to committees established under s.5.8 of the *Local Government Act 1995*, Council must appoint, by absolute majority, at least three elected members, and the majority of the committee are to be elected members. (s.5.10).

Presiding members and deputy presiding members of the Audit Committee are to be appointed by Council (s.5.12(1)).

For advisory or working groups, that are not s.5.8 committees of Council, membership requirements are set out in the respective Charters or Terms of Reference of each group.

Details of the role of the Town's current internal and external committees, advisory and working groups are listed below. Included are officer recommendations relevant to the membership of each committee/group.

INTERNAL committees, advisory and working groups

1. Audit Committee

Audit committees in local governments play a vital role in ensuring transparency, accountability, and good governance. Under the *Local Government Act 1995* and the Local Government (Audit) Regulations 1996, every local government is required to establish an audit committee. Its primary responsibilities include:

- **oversight of financial reporting** and ensuring the integrity of financial statements;

- **monitoring internal controls**, risk management systems, and legislative compliance;
- **reviewing audit reports** from both internal and external auditors and ensuring appropriate follow-up actions;
- **providing recommendations to Council** on matters related to audits and financial management; and
- **overseeing implementation** of audit recommendations and improvements.

The *Local Government Amendment Act 2024* introduced significant reforms to audit committees. Some are yet to be implemented. One that will be introduced is to rename local government audit committees to Audit, Risk and Improvement Committees. Many other local governments have already implemented this name change.

The *Local Government Act 1995*, requires Council to appoint three or more persons to the Audit Committee (s.7.1A(1)). Members are to be appointed by absolute majority and at least three members, and the majority of members, must be councillors (s.7.1A(2)).

To ensure compliance with legislative requirements, it is recommended, Council:

- rename** the Town's Audit Committee as the Audit, Risk and Improvement Committee;
- appoint** to the Audit Committee:
 - three elected member delegates as members (s.5.10)); and
 - a presiding member (s.5.12(1)).

2. Foreshore Precinct Advisory Committee

The Foreshore Precinct Advisory Committee's primary role is to advise Council on improvements to the Central Foreshore Zone, including public infrastructure, town planning, and design matters that impact this area. The Committee makes recommendations on projects such as the Cottesloe Foreshore Renewal, which aims to enhance amenities, pedestrian access, and public open spaces.

The [Foreshore Precinct Advisory Committee Charter](#) provides for the appointment of five elected members (cl.6).

To comply with legislative requirements and the Foreshore Precinct Advisory Committee Charter, it is recommended Council resolve to appoint, by absolute majority:

- five elected member committee members (s.5.10); and
- either an elected member or community member as a presiding member (s.5.12(1)).

3. Sea View Golf Club Redevelopment Advisory Committee

The Sea View Golf Club Redevelopment Advisory Committee's role is to provide guidance, oversight, and recommendations to Council regarding the redevelopment of the Sea View Golf Club facilities. This includes reviewing plans and designs, advising on project stages outlined in the Council-adopted strategy (April 2024), and ensuring the redevelopment aligns with community needs, heritage values, and environmental sustainability.

The [Sea View Golf Club Redevelopment Advisory Committee Terms of Reference](#) provide membership of the committee comprises four elected members and representatives from the Sea View Golf Club, supported by Town officers in a non-voting capacity (cl.6).

To comply with the legislative requirements and the Sea View Golf Club Redevelopment Advisory Committee Terms of Reference, it is recommended Council resolve to appoint to the Sea View Golf Club Redevelopment Advisory Committee, by absolute majority:

- i. four elected member committee members (s.5.10); and
- ii. an elected member or community member as a presiding member (s.5.12(1)).

4. Active Transport Working Group

The Active Transport Working Group's primary role is to advise Council on infrastructure and policy needs that support and increase active transport options such as walking, and cycling within the Town. The group provides feedback on projects and initiatives aimed at improving accessibility and encouraging sustainable travel, helping shape a more connected and health-conscious community.

The [Active Transport Working Group Charter](#) provides for the appointment of three elected members (cl.5).

It is recommended Council appoint **three** elected member delegates to the Active Transport Working Group.

5. Public Open Space Working Group

The Public Open Space Working Group is an advisory group established to provide input on the enhancement of public open spaces outside the Central Foreshore and Sea View Golf Club/Harvey Field precincts. Its role is to make recommendations to Council on infrastructure and policy improvements that support the community's use and enjoyment of parks, playgrounds, and other open spaces.

The [Public Open Space Working Group Charter](#) provides for the appointment of three elected members (cl.5).

It is recommended Council appoint **three** elected member delegates to the Public Open Space Working Group.

6. Reconciliation Action Working Group

The Reconciliation Action Working Group is an advisory body established to guide and assist the Town in developing and implementing its Reconciliation Action Plans. The group's purpose is to foster stronger relationships between the Town and Aboriginal and Torres Strait Islander communities, improve cultural awareness within the organisation, and support a more inclusive and respectful community. It includes elected members, Town officers, and community representatives—both Aboriginal and non-Aboriginal—who are passionate about reconciliation.

The [Reconciliation Action Plan Working Group Terms of Reference](#) provides for the appointment of three elected members, including the Mayor or Deputy Mayor (cl.5).

It is recommended Council appoint **three** elected member delegates, one of whom is the Mayor or Deputy Mayor.

7. Universal Access and Inclusion Community Reference Group

The Universal Access and Inclusion Community Reference Group is an advisory group to support improvements in accessibility and inclusion across the community. The group works collaboratively with Council and Town Administration to provide feedback and ideas on infrastructure, services, and programs that enhance access for people of all abilities. It's work aligns with the Town's Disability Access and Inclusion Plan and includes elected members, community representatives, and stakeholders from relevant organisations such as the Department of Communities.

The [Universal Access and Inclusion Community Reference Group Terms of Reference](#) provide for the appointment of one elected member delegate who will be the presiding member of the Group.

It is recommended Council appoint **one** elected member delegate as Presiding Member of the Universal Access and Inclusion Community Reference Group.

8. Cottesloe Village Precinct Structure Plan Steering Group

The Cottesloe Village Precinct Structure Plan Steering Group plays a key advisory role in guiding the planning and development of the Cottesloe Activity Centre (Cottesloe Village). The Steering Group has a defined purpose and structure, which functions similarly to terms of reference. It was formed to:

- Provide advice and direction on planning and infrastructure issues.
- Support proposals affecting the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan.
- Facilitate collaboration between the Town of Cottesloe and Shire of Peppermint Grove for the promotion, advancement, and development of the precinct.

As the work of the Steering Group is ongoing, it is recommended that, as was the case previously, two elected member delegates be appointed to the Cottesloe Village Precinct Structure Plan Steering Group.

EXTERNAL committees/groups**9. Cottesloe Coastcare Association Inc**

The Cottesloe Coastcare Association Inc. is a community-based volunteer organisation established in 1995 to protect and rehabilitate the natural coastal environment of Cottesloe. Its primary role is to conserve the remaining native vegetation and dune systems along the coastline, which are vital for biodiversity, erosion control, and community well-being.

The association works closely with the Town of Cottesloe and engages in activities such as:

- collecting and propagating local seeds;
- replanting degraded areas;
- removing invasive weeds;
- installing protective infrastructure like fences and walkways; and
- monitoring and managing threats such as erosion and invasive species.

Through these efforts, the group enhances the ecological resilience and aesthetic value of the coast, supports local wildlife habitats, and fosters environmental education and stewardship among residents and visitors.

It is recommended that, as was the case for the 2023-2025 term, one elected member delegate and one deputy elected member delegate be appointed to the Cottesloe Coastcare Association Inc.

10. Development Assessment Panel

Development Assessment Panels (DAPs) in Western Australia are independent decision-making bodies that assess and determine certain types of development applications, typically those of higher value or complexity. Their role is to enhance planning expertise by combining technical knowledge with local government input, ensuring decisions are made consistently, transparently, and in line with the relevant planning frameworks.

All existing local government DAP Members are currently appointed for a term ending 26 January 2026. Prior to this date, the Department of Planning, Lands and Heritage has advised the Town that it is required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands.

Nominations must include two members who will be the primary DAP Members for the Town and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

At **Attachment 1** is a FAQ sheet with information about DAP local government member nominations.

It is recommend Council appoint two elected member delegates as primary DAP members and two alternate members.

11. Grove Library Management Committee

The Grove Library Management Committee is responsible for overseeing policy and operational matters related to the day-to-day management of The Grove Library, which is jointly funded and managed by the Town of Cottesloe, Shire of Peppermint Grove, and Town of Mosman Park. The committee's role includes setting strategic direction, reviewing service delivery, and ensuring the library meets the needs of its communities through collaborative governance and resource planning.

The Town has two elected members on the committee, one delegate member and a deputy delegate.

It is recommended Council appoint one elected member delegate and one deputy delegate for the 2025-2027 term of the Grove Library Management Committee.

12. Metropolitan Regional Road Group

The Metropolitan Regional Road Group (MRRG) is one of ten Regional Road Groups established under the State Road Funds to Local Government Agreement in Western Australia. Its primary role is to advise on the allocation of state road funding to local governments within the Perth metropolitan area. The MRRG comprises elected representatives from participating local governments, supported by technical sub-groups and Main Roads WA. It reviews and recommends funding priorities for road improvement and rehabilitation projects, ensuring that investments align with regional transport needs and deliver community benefits. The group also oversees programs such as the State Black Spot Program and contributes to broader road safety and infrastructure planning.

Annexure 1 of the [Metropolitan Regional Road Group Reference Information for Elected Members](#) sets out the Terms of Reference for the Regional Road Groups and provides local governments are to appoint one elected member delegate to the Group.

The elected member delegate, whose term with the Group ended on 18 October 2025, indicated the Group was, in October 2025, to discuss the possibility of member Councils appointing a deputy member to the Group.

On this basis, it is recommended Council appoint one elected member delegate and one deputy member to the Metropolitan Regional Road Group.

13. ProCott Incorporated

ProCott Incorporated is a not-for-profit incorporated association, primarily focused on promoting and supporting the interests of businesses within the Cottesloe town centre. Its role includes enhancing the commercial viability and vibrancy of the area through marketing initiatives, events, and advocacy. The organisation works collaboratively with the Town, traders, and the community to foster a thriving business environment.

It is recommended that for the 2025-2027 term, one elected member and one deputy member be appointed as delegates representing the Town on the ProCott Incorporated decision making body.

14. WALGA Metropolitan Zone Committee

The WALGA Metropolitan Zone Committee plays a vital role in representing metropolitan local governments within the Western Australian Local Government Association (WALGA). It serves as a forum for member councils to collaborate on shared issues, elect State Councillors to WALGA's State Council, and contribute to the development of policy and advocacy positions. The committee reviews and provides feedback on the State Council agenda, ensuring that metropolitan perspectives are considered in decision-making. Additionally, it helps shape WALGA's strategic direction by raising local and regional concerns and proposing legislative and policy initiatives that support the interests of metropolitan communities.

The Town is required to appoint elected members as delegates and deputy delegates to the Metropolitan Zone Committee and advise WALGA of the outcome no later than 30 October 2025. The timetable from there will be:

- Zones to meet in November and elect their State Council representatives and deputy representatives.
- Zones to advise WALGA of their elected State Council representative(s) and deputy representative(s) immediately following the November Zone meeting.
- An Induction Session will be held for all incoming State Councillors and Deputy State Councillors on Friday, 28 November at the WALGA offices in West Leederville.
- The new State Council will take office at the meeting on Wednesday, 3 December.
- The positions of President and Deputy President of WALGA will be elected at the meeting of State Council on Wednesday, 4 March 2026.

[WALGA's Elected Member Prospectus](#) provides further information on becoming a Zone Delegate or State Councillor.

During 2023-2025, the Town had two elected member delegates and one deputy delegate appointed to the WALGA Metropolitan Zone Committee. It is recommended Council appoint the same for the 2025-2027 term - two elected member delegates and one deputy delegate.

15. Western Metropolitan Regional Council

The Western Metropolitan Regional Council (WMRC) is a local government organisation, formed to deliver specialist waste management services to its five member councils: the Towns of Claremont, Cottesloe, Mosman Park, the City of Subiaco, and the Shire of Peppermint Grove. WMRC operates under a shared services model, providing efficient and cost-effective waste transfer, recycling, and education services. Its mission is to minimise and manage waste sustainably across Perth's central western suburbs, promoting environmentally responsible practices through community engagement, educational programs, and events.

It is recommended that, as was the case for the 2023-2025 term, one elected member delegate and one deputy delegate be appointed to the Western Metropolitan Regional Council for the 2025-2027 term.

ATTACHMENTS

- 10.1.4(a) Local Government Development Assessment Panel Nomination FAQs [under separate cover]**

CONSULTATION

Consultation for the appointment of elected member delegates to the Town of Cottesloe's internal committees and external committees run by other organisations typically involves consideration by Council, with input from elected members and alignment with each delegate's experience, interests, and availability. This process ensures representation is both effective and reflective of Council priorities and community needs.

STATUTORY IMPLICATIONS***Local Government Act 1995*****s.5.8 Establishment of committees**

A local government may establish* committees of 3 or more persons to assist the council.

* Absolute majority required.

s.5.10 Appointment of committee members

- (1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee

* Absolute majority required.

s.5.11 Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

*Absolute majority

s.5.12 Presiding members and deputies

- (1) The local government **must** appoint* a member of a committee to be the presiding member of the committee.

*Absolute majority

s.7.1A. Audit committee

(2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

*Absolute majority

POLICY IMPLICATIONS

The appointment of elected member delegates to the Town's internal and external committees has policy implications related to transparency, accountability, and alignment with Council priorities. These appointments are guided by Council policies that ensure fair representation, appropriate skill matching, and adherence to governance standards, helping maintain public trust and effective collaboration with external organisations

STRATEGIC IMPLICATIONS

Appointments of elected members to internal or external committees can have several implications for the **Council Plan**, including:

1. **Strategic Alignment:** Committee appointments can influence how well Council priorities are advanced. Members with relevant expertise or interest can help drive initiatives that align with the strategic objectives of the Council Plan.
2. **Representation and Advocacy:** External committee roles allow elected members to represent the Town's interests in broader discussions, potentially shaping policy or funding outcomes that support Council goals.
3. **Governance and Oversight:** Internal committees often oversee key areas like finance, planning, or community engagement. Appointing members with strong governance skills can enhance decision-making and accountability, supporting the Council Plan's integrity.

RESOURCE IMPLICATIONS

Committee work can inform budget priorities and resource distribution, directly impacting how Council Plan initiatives are funded and implemented

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

When elected members of the Town of Cottesloe are appointed to internal or external committees, there can be several environmental implications, depending on the nature of the committees and the scope of their responsibilities:

1. **Influence on Environmental Policy:** Members appointed to committees such as sustainability, coastal management, or waste services (e.g., through the Western Metropolitan Regional Council) may directly shape environmental strategies and policies that align with or enhance the Town's environmental goals.

2. **Advocacy and Representation:** Elected members serving on external bodies can advocate for regional environmental initiatives, funding, or partnerships that benefit Cottesloe's natural assets, such as beaches, parks, and biodiversity corridors.
3. **Decision-Making Impact:** Internal committees dealing with planning, infrastructure, or community development often make recommendations that affect land use, green space preservation, and environmental sustainability. The perspectives and priorities of appointed members can influence these outcomes.
4. **Community Engagement:** Members on environmental or sustainability-focused committees may help foster public awareness and participation in local environmental programs, contributing to broader behavioural change and stewardship.
5. **Alignment with Strategic Plans:** These appointments can support the environmental objectives outlined in the Town's Strategic Community Plan or Council Plan, ensuring that committee actions are consistent with long-term sustainability goals.

RISK MANAGEMENT IMPLICATIONS

Appointing elected members to internal or external committees at the Town of Cottesloe carries several risk management implications, which should be considered to ensure good governance and mitigate potential liabilities:

1. **Governance and Accountability Risks:** Committee members may influence decisions that affect operations, finances, or public services. If roles and responsibilities are unclear or not properly documented, it can lead to governance gaps or accountability issues.
2. **Conflict of Interest:** Members serving on external committees may face situations where their duties conflict with Council interests. Clear policies and declarations of interest are essential to manage this risk.

VOTING REQUIREMENT

Absolute majority

OFFICER RECOMMENDATION

THAT Council, by absolute majority

1. *Audit Committee*

- (a) Pursuant to s.7.1A of the *Local Government Act 1995*, Re-name the Town of Cottesloe Audit Committee to Audit, Risk and Improvement Committee.
- (b) Pursuant to s 5.10(1) and s.5.12 of the *Local Government Act 1995*, Appoint the following three elected member delegates and a Presiding Member to the Audit Committee:

Elected Member 1: _____

Elected Member 2: _____

Elected Member 3: _____

Elected Member (Presiding Member): _____

2. *Foreshore Precinct Advisory Committee*

Pursuant to s5.10(1) and s.5.12 of the *Local Government Act 1995* and cl.6 of the *Foreshore Precinct Advisory Committee Charter*, Appoint the following five elected member delegates and an elected member delegate or community member as Presiding Member to the Foreshore Precinct Advisory Committee:

Elected Member 1: _____

Elected Member 2: _____

Elected Member 3: _____

Elected Member 4: _____

Elected Member 5: _____

Presiding Member: _____

3. *Sea View Golf Club Redevelopment Advisory Committee*

Pursuant to s5.10(1) and s.5.12 of the *Local Government Act 1995* and cl.6 of the *Sea View Golf Club Redevelopment Advisory Committee Terms of Reference*, Appoint the following four elected member delegates and a Presiding Member to the Sea View Golf Club Redevelopment Advisory Committee:

Elected Member 1: _____

Elected Member 2: _____

Elected Member 3: _____

Elected Member 4: _____

Presiding Member: _____

4. *Active Transport Working Group*

Pursuant to cl.5 of the *Active Transport Working Group Charter*, Appoint the following three elected member delegates to the Active Transport Working Group:

Elected Member 1: _____

Elected Member 2: _____

Elected Member 3: _____

5. *Public Open Space Working Group*

Pursuant to cl.5 of the *Public Open Space Working Group Charter*, Appoint three elected member delegates to the Public Open Space Working Group:

Elected Member 1: _____

Elected Member 2: _____

Elected Member 3: _____

6. *Reconciliation Action Working Group*

Pursuant to cl.5 of the *Reconciliation Action Working Group Terms of Reference*, Appoint the following three elected member delegates, including the Mayor or Deputy Mayor to the Reconciliation Action Working Group:

Mayor or Deputy Mayor*: _____

Elected Member 1: _____

Elected Member 2: _____

*If both Mayor and Deputy Mayor are both appointed, Council can choose to appoint one less elected member delegate

7. *Universal Access and Inclusion Community Reference Group*

Pursuant to cl.5 of the *Universal Access and Inclusion Community Reference Group Terms of Reference*, Appoint the following elected member delegate as Presiding Member of the Universal Access and Inclusion Community Reference Group:

Elected Member (Presiding Member): _____

8. *Cottesloe Village Precinct Structure Plan Steering Group*

Appoint the following elected member delegates to the Cottesloe Village Precinct Structure Plan Steering Group:

Elected Member Delegate: _____

Elected Member Delegate: _____

External committees and groups*9. Cottesloe Coastcare Association Inc:*

Appoint the following elected member delegate and deputy elected member delegate to the Cottesloe Coastcare Association Inc:

Elected Member Delegate: _____

Elected Member Deputy Delegate: _____

10. Development Assessment Panel (DAP):

Pursuant to r.25(2)(a) and (b) of the Local Government (Development Assessment Panel) Regulations 2011, Appoint two elected member delegates to be designated as DAP members and two elected member delegates to be designated as alternate DAP members for the Town of Cottesloe:

Elected Member 1 (DAP member delegate): _____

Elected Member 2 (DAP member delegate): _____

Elected Member 1 (Alternate DAP member delegate): _____

Elected Member 2 (Alternate DAP member delegate): _____

11. Grove Library Management Committee:

Appoint the following elected member delegate and deputy elected member delegate to the Grove Library Management Committee:

Elected Member Delegate: _____

Elected Member Deputy Delegate: _____

12. Metropolitan Regional Road Group:

Pursuant to the *Metropolitan Regional Road Group Terms of Reference*, Appoint to the Metropolitan Regional Road Group, one elected member delegate and, if Council chooses, Appoint one elected member deputy delegate:

Elected Member Delegate: _____

Elected Member Deputy Delegate: _____

13. ProCott Incorporated:

Appoint to ProCott Incorporated, one elected member delegate and one elected member deputy delegate:

Elected Member Delegate: _____

Elected Member Deputy Delegate: _____

14. WALGA Central Metropolitan Zone Committee:

Appoint to the WALGA Metropolitan Zone Committee two elected member delegates and one elected member deputy delegates:

Elected Member Delegate 1: _____

Elected Member Delegate 2: _____

Elected Member Deputy Delegate: _____

15. Western Metropolitan Regional Council:

Appoint to the Western Metropolitan Regional Council, one elected member delegate and one elected member deputy delegate:

Elected Member Delegate: _____

Elected Member Deputy Delegate: _____

OCM159/2025

COUNCILLOR MOTION

Moved Mayor Harkins

Seconded Cr Thomas

THAT Council, by absolute majority, resolves as follows:

1. Audit Committee

(a) Pursuant to s.7.1A of the *Local Government Act 1995*, to re-name the Town of Cottesloe Audit Committee to Audit, Risk and Improvement Committee.

(b) Pursuant to s 5.10(1) and s.5.12 of the *Local Government Act 1995*, to appoint the following three elected member delegates and a Presiding Member to the Audit Committee:

Elected Member 1: Cr Irvine

Elected Member 2: Cr Young

Elected Member 3: Deputy Mayor Heath

Elected Member (Presiding Member): Deputy Mayor Heath

2. Foreshore Precinct Advisory Committee

Pursuant to s5.10(1) and s.5.12 of the *Local Government Act 1995* and cl.6 of the *Foreshore Precinct Advisory Committee Charter*, to appoint the following five elected member delegates and an elected member delegate or community member as Presiding Member to the Foreshore Precinct Advisory Committee:

Elected Member 1: Mayor Harkins

Elected Member 2: Cr Young

Elected Member 3: Cr Mason

Elected Member 4: Deputy Mayor Heath

Elected Member 5: Cr Wylynko

Presiding Member: Mr Adrian Fini

3. *Sea View Golf Club Redevelopment Advisory Committee*

Pursuant to s5.10(1) and s.5.12 of the *Local Government Act 1995* and cl.6 of the *Sea View Golf Club Redevelopment Advisory Committee Terms of Reference*, to appoint the following four elected member delegates and a Presiding Member to the Sea View Golf Club Redevelopment Advisory Committee:

Elected Member 1: Cr Wylynko

Elected Member 2: Cr Young

Elected Member 3: Cr Mason

Elected Member 4: Deputy Mayor Heath

Presiding Member: Cr Wylynko

Carried by Absolute Majority 8/0

For: Mayor Harkins, Crs Heath Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

OCM160/2025

COUNCILLOR MOTION

Moved Mayor Harkins

Seconded Cr Thomas

THAT Council, resolve as follows:

1. *Active Transport Working Group*

Pursuant to cl.5 of the *Active Transport Working Group Charter*, to appoint the following three elected member delegates to the Active Transport Working Group:

Elected Member 1: Cr Thomas

Elected Member 2: Cr Sadler

Elected Member 3: Deputy Mayor Heath

2. *Public Open Space Working Group*

Pursuant to cl.5 of the *Public Open Space Working Group Charter*, to appoint four elected member delegates to the Public Open Space Working Group:

Elected Member 1: Mayor Harkins

Elected Member 2: Cr Mason

Elected Member 3: Deputy Mayor Heath

Elected Member 4: Cr Bulbeck (Deputy)

3. *Reconciliation Action Working Group*

- (a) Pursuant to cl.5 of the *Reconciliation Action Working Group Terms of Reference*, to appoint the following four elected member delegates, including the Mayor or Deputy Mayor to the Reconciliation Action Working Group:

Elected Member 1: Deputy Mayor Heath

Elected Member 2: Cr Young

Elected Member 3: Cr Bulbeck

Elected Member 4: Cr Sadler

- (b) To amend the Reconciliation Action Working Group Terms of Reference to change membership from three elected members to four elected members.

4. *Universal Access and Inclusion Community Reference Group*

- (a) Pursuant to cl.5 of the *Universal Access and Inclusion Community Reference Group Terms of Reference*, to appoint the following elected member delegate as Presiding Member of the Universal Access and Inclusion Community Reference Group:

Elected Member (Presiding Member): Mayor Harkins

- (b) To appoint Cr Irvine as a deputy member.

5. *Cottesloe Village Precinct Structure Plan Steering Group*

Appoint the following elected member delegates to the Cottesloe Village Precinct Structure Plan Steering Group:

Elected Member Delegate: Mayor Harkins

Elected Member Delegate: Cr Sadler

Elected Member: Cr Wylynko (Deputy)

Carried by Absolute Majority 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

OCM161/2025

COUNCILLOR MOTION

Moved Mayor Harkins

Seconded Cr Thomas

THAT Council, resolve as follows:

1. *Cottesloe Coastcare Association Inc:*

To appoint the following elected member delegate and deputy elected member delegate to the Cottesloe Coastcare Association Inc:

Elected Member Delegate: Cr Bulbeck

Elected Member Deputy Delegate: Cr Heath

2. *Development Assessment Panel (DAP):*

Pursuant to r.25(2)(a) and (b) of the Local Government (Development Assessment Panel) Regulations 2011, to appoint two elected member delegates to be designated as DAP members and two elected member delegates to be designated as alternate DAP members for the Town of Cottesloe:

Elected Member 1 (DAP member delegate): Cr Irvine

Elected Member 2 (DAP member delegate): Cr Young

Elected Member 1 (Alternate DAP member delegate): Deputy Mayor Heath

Elected Member 2 (Alternate DAP member delegate): Mayor Harkins

3. *Grove Library Management Committee:*

To appoint the following elected member delegate and deputy elected member delegate to the Grove Library Management Committee:

Elected Member Delegate: Mayor Harkins

Elected Member Deputy Delegate: Cr Bulbeck

4. *Metropolitan Regional Road Group:*

Pursuant to the *Metropolitan Regional Road Group Terms of Reference*, to appoint to the Metropolitan Regional Road Group, one elected member delegate and one elected member deputy delegate:

Elected Member Delegate: Cr Thomas

Elected Member Deputy Delegate: Cr Sadler

5. *ProCott Incorporated:*

To appoint to ProCott Incorporated, one elected member delegate and one elected member deputy delegate:

Elected Member Delegate: Cr Irvine

Elected Member Deputy Delegate: Deputy Mayor Heath

6. *WALGA Central Metropolitan Zone Committee:*

To appoint to the WALGA Metropolitan Zone Committee two elected member delegates and one elected member deputy delegates:

Elected Member Delegate 1: Cr Sadler

Elected Member Delegate 2: Cr Young

Elected Member Deputy Delegate: Cr Bulbeck

7. *Western Metropolitan Regional Council:*

To appoint to the Western Metropolitan Regional Council, one elected member delegate and one elected member deputy delegate:

Elected Member Delegate: Cr Wylynko

Elected Member Deputy Delegate: Cr Young

Carried by Simple Majority 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas, and Mason

Against: Nil

10.1.5 APPOINTMENT OF COMMUNITY MEMBERS TO THE TOWN'S COMMITTEES, ADVISORY AND WORKING GROUPS

Directorate: Executive Services
Author(s): Kate Jones, Governance Coordinator
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/52066
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

This report provides Council with nominations received for membership of the Town's committees, advisory and working groups and recommends appointments.

OFFICER RECOMMENDATION IN BRIEF

That Council considers the nominations received from community members and appoints members to the Town's committees, advisory and working groups. In some cases, the number of nominations received necessitates amendments to membership numbers in certain terms of reference. Where this is the case, recommendations have been made to amend these terms of reference.

BACKGROUND

The terms for membership of the Town's internal committees, advisory and working groups are generally aligned to the local government electoral cycle, concluding on the day of the next ordinary local government election. For current purposes, this is 18 October 2025.

Council resolves to appoint members which may include elected members, community representatives, and external stakeholders depending on the group's purpose. Each group operates under specific terms of reference, which define its scope, responsibilities, membership and reporting requirements.

Listed below are the community members whose terms ended on 18 October 2025.

Committee / Group	Community members – term ended 18 October 2025
Audit Committee	Ian McKenzie; Nathan Hart; Andrew Dimsey
Foreshore Precinct Advisory Committee	Dick Donaldson; Adrian Fini; Richard Hagon; Simon Rodrigues; Deon White
Sea View Golf Club Redevelopment Advisory Committee	James Green; Tim Wilhelm; David Rogers
Active Transport Working Group	Kirsty Barrett; Cate Pattison; Mark Powell; Vacant

Committee / Group	Community members – term ended 18 October 2025
Coastal Hazard Risk Management and Adaptation Plan Steering Group	Lyle Banks; Kerry Briody; Kristopher Taylor
Design Review Panel	Tina Arthur; Mike Dobson; Trevor Saleeba; Laurie Scanlan; Craig Shepherd; Flavia Kiperman
Public Open Space Working Group	Kirsty Barrett; Angela Moore; Mark Powell
Reconciliation Action Working Group	Courtney Bridge; Natalie Kendall; Katina Law; Sherryn Rietdyk; Gary Smith
Universal Access and Inclusion Community Reference Group	Kerryn Briody; Paula Jones; Ellen Robinson; Julie Daker

OFFICER COMMENT

Nominations for membership from community members for committees, advisory and working groups

The term of current memberships for all the Town's current committees, advisory and working groups ended on 18 October 2025. Council must now appoint new members to these committees/groups.

Call for nominations

The call for nominations from community members for membership opened on 22 September 2025 and closed on 15 October 2025.

Assessment of nominations

Officers have assessed information received from all nominees, particularly with respect to what has been offered for those committees/groups where terms of reference require members to have specific skills or expertise.

Confidential Attachment 1 is provided for Council's consideration. It provides a precis of information provided by nominees, resumes where provided, and officers' assessments.

Nominees

Audit Committee	Community Member Nominations
Oversees financial reporting, risk management, and internal controls.	Three nominations received

The [Audit Committee Charter](#) provides for three community memberships. Two nominations have been received.

Furthermore, the terms of reference require:

Any non-elected member (community representative) appointed to the Committee shall have qualifications and/or professional experience that will enhance the expertise available to Elected Members serving on the Committee (cl.6)

Officers have assessed the information provided by the two nominees and are satisfied both have the requisite skills and expertise required for membership of the Audit Committee. Please refer to **Confidential Attachment 1** for details.

Providing the CEO with authority to seek further community member nominations to fill membership of the Audit Committee is an option Council can consider and is recommended.

Foreshore Precinct Advisory Committee	Community Member Nominations
Provides strategic input on foreshore development and enhancement.	Seven nominations received

The [Foreshore Precinct Advisory Committee Charter](#) provides membership is to include four community members. Six nominations have been received.

Futhermore, the Terms of Reference require:

Community representatives are required to have experience and expertise in areas and disciplines that will assist the Committee in carrying out its purpose.

Please refer to **Confidential Attachment 1** for the officer's assessment of the experience and skills offered by the pool of nominees. Assessment has determined that to take full advantage of these, it is recommended Council increase the number of community memberships on the Committee from four to five.

Sea View Golf Club Redevelopment Advisory Committee	Community Member Nominations
Guides planning and redevelopment of the Sea View Golf Club precinct.	Two nominations, one nomination as deputy received

The [Sea View Golf Club Redevelopment Advisory Committee Terms of Reference](#) provide:

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election (cl.6).

The Terms of Reference provide for two community memberships. The Club has nominated three members, one of those as a deputy. Please refer to **Confidential Attachment 1**.

Council can resolve, by absolute majority, to appoint a deputy. s5.11A(1) *Local Government Act 1995*). It is recommended it do so.

Active Transport Working Group	Community Member Nominations
Promotes sustainable mobility options like walking and cycling.	Four nominations received

The [Active Transport Working Group Charter](#) provides Council will appoint up to four community representatives, however will appoint members at its sole discretion (cl.5).

Four nominations from community members have been received. Please refer to **Confidential Attachment 1** for details nominees have provided to support their nominations.

It is recommended that Council appoint four nominees.

Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Working Group	Community Member Nominations
Advises on coastal resilience strategies and environmental risk mitigation.	Two nominations received

The [Coastal Hazard Risk Management and Adaptation Plan Working Group Charter](#) provides for the appointment of one community representative (cl.6).

Minutes from previous meetings confirm that there have previously been two, sometimes three community members attending CHRMAP meetings.

Council has the option to amend the Terms of Reference to increase the community representatives to two. It is recommended this option be exercised.

Design Review Panel	Community Member Nominations
Provides expert architectural and planning feedback on development proposals.	Five nominations received

The [Design Review Panel Terms of Reference](#) provide:

The panel includes members with expertise in one or more of the following disciplines: architecture (essential); landscape architecture (essential); urban design (essential); heritage; sustainability and environmental design; services engineering; accessibility; transport planning; planning; public art; and civil and/or structural engineering.

Officers have assessed nominations against this requirement with results in **Confidential Attachment 1**. Nominee appointments have been recommended to Council accordingly.

Public Open Space Working Group	Community Member Nominations
Supports planning and preservation of parks, reserves, and recreational areas.	Four nominations received

The [Public Open Space Working Group Charter](#) provides for up to two community memberships (cl.5). The Town has received four nominations. Some nominees have nominated for more than one of the Town's committees, advisory or working groups.

Council has the option to resolve to increase the membership to four members. It is recommended it exercise this option.

Reconciliation Action Working Group	Community Member Nominations
Fosters cultural awareness and reconciliation initiatives.	Three nominations received

The [Reconciliation Action Working Group Terms of Reference](#) provide for the appointment of up to five community members including Aboriginal and Torres Strait Islander community members (cl.5).

Three nominations have been received. Providing the CEO with authority to seek further community member nominations to fill membership of the Reconciliation Action Working Group is an option recommended to Council.

Universal Access and Inclusion Community Working Group	Community Member Nominations
Ensures public spaces and services are inclusive and accessible.	One nomination received

The [Universal Access and Inclusion Community Working Group Terms of Reference](#) provide for the appointment of up to four community members. (cl.5) The Town has received one nomination.

It is recommended Council appoint this nominee and resolve to authorise the CEO to seek further community member nominations.

ATTACHMENTS

10.1.5(a) Nominations - Committees, Advisory and Working Groups 2025
[CONFIDENTIAL] [UNDER SEPARATE COVER]

CONSULTATION

On 22 September 2025, a call for nominations for membership of the Town's internal committees, advisory and working groups, was advertised on its website and via its social media channels. Nominations closed on 15 October 2025.

The CEO wrote to all current members of the Town's committees, advisory and working groups inviting members to re-nominate.

STATUTORY IMPLICATIONS***Local Government Act 1995*****s.5.10 Appointment of committee members**

- (1) A committee is to have as its members —
- (a) persons appointed [by absolute majority] by the local government to be members of the committee ...

5.11A. Deputy committee members

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

* Absolute majority required.

- (2) A person who is appointed as a deputy of a member of a committee is to be —
- (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

s.5.11 Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

POLICY IMPLICATIONS

Town of Cottesloe Policy POL/109 – *Advisory and Working Groups Policy* – provides a formal framework for the establishment, operation, and review of advisory and working groups that support Council decision-making. Its purpose is to ensure these groups are created with clear objectives, transparent membership processes, and defined reporting responsibilities. The policy distinguishes these groups from formal committees established under the *Local Government Act 1995*, outlining their informal advisory role and the expectations for community and stakeholder participation.

STRATEGIC IMPLICATIONS

Appointing members to committees, advisory and working groups directly supports the Town's Council Plan 2023-2033 by advancing strategic goals:

- Under *Our Community*, the plan emphasizes inclusive engagement. By inviting nominations and appointing diverse representatives, the Town ensures that community voices shape local priorities, services, and public spaces.
- Under *Our Leadership and Governance* focus area, the Council Plan highlights transparent processes, accountable leadership, and continuous improvement. Appointments made by applying a formal nomination process aligns to the Town's commitment to these principles.

RESOURCE IMPLICATIONS

Governance of the Town's internal committees, advisory and working groups is managed in-house. Administrative support extends to preparing agendas and minutes; attending meetings and reporting outcomes to Council.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

The Town's internal committees, advisory and working groups provide structured forums for community input, technical expertise, and collaborative planning on environmental and infrastructure matters. For example:

- The Foreshore Precinct Advisory Committee helps guide redevelopment of the coastal zone with a focus on environmental sensitivity, public access, and sustainable design.
- The Coastal Hazard Risk Management and Adaptation Plan Working Group supports long-term coastal resilience by advising on erosion mitigation, climate adaptation, and sustainable foreshore use.
- The Active Transport Working Group promotes sustainable mobility by encouraging walking, cycling, and reduced car dependency. aligning with the Council Plan's goals for safer, greener transport networks.

- The Public Open Space Working Group contributes to the protection and enhancement of green spaces, supporting biodiversity, community wellbeing, and climate adaptation strategies.

These groups enable the Town to deliver on its sustainability commitments by embedding environmental considerations into planning and decision-making.

RISK MANAGEMENT IMPLICATIONS

Failing to apply good governance to appoint members for the Town's internal committees, advisory and working groups, risks:

- reducing transparency of processes;
- non-compliance with legislation and policy;
- missing the opportunity for the community to be involved in decisions that affect them; and
- challenges to the legitimacy and legality of appointments and decision-making.

These risks are mitigated by calling for nominations from the community in accordance with policy guidance, referring potential nominees to Terms of Reference and Code of Conduct obligations.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

(a) **1. Audit Committee**

1.1 Appoint, by absolute majority, pursuant to s.5.10 *Local Government Act 1995*, and in accordance with the Audit Committee Charter, the following two members to the committee:

1. _____
2. _____

1.2 Authorise the Chief Executive Officer to seek and assess additional nominations for one remaining community member vacancy on the Audit Committee.

(b) **2. Foreshore Precinct Advisory Committee**

2.1 Amend the Foreshore Precinct Advisory Committee Charter to increase the number of community members on the committee from four to five.

2.2 Appoint by absolute majority, pursuant to s.5.10 of the *Local Government Act 1995*, the following five community members to the Foreshore Precinct Advisory Committee:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

(c) 3. Sea View Golf Club Redevelopment Advisory Committee

3.1 Appoint by absolute majority, pursuant to s.5.10 of the *Local Government Act 1995*, and in accordance with the Sea View Golf Club Redevelopment Advisory Committee Terms of Reference, the following Sea View Golf Club community members (non-employees) as members of the Sea View Golf Club Redevelopment Advisory Committee:

1. _____
2. _____

3.2 Appoint, by absolute majority, pursuant to s.5.11A of the *Local Government Act 1995*, _____ as a Deputy Community Member to the Sea View Golf Club Redevelopment Advisory Committee.

(d) 4. Active Transport Working Group

4.1 Appoint in accordance with the Active Transport Working Group's Charter, the following four community members to the Active Transport Working Group:

1. _____
 2. _____
 3. _____
 4. _____
-

(e) 5. Coastal Hazard Risk Management and Adaptation Plan Steering Group

5.1 Amend the Coastal Hazard Risk Management and Adaptation Plan Steering Group Charter to increase the number of community members on the Steering Group from one to two.

5.2 Appoint the following two community members to the Coastal Hazard Risk Management and Adaptation Plan Steering Group:

1. _____
 2. _____
-

(f) 6. Design Review Panel

6.1 Appoint, in accordance of the Design Review Panel's Terms of Reference, the following four community members to the Design Review Panel, based on relevant qualifications and expertise:

1. _____
 2. _____
 3. _____
 4. _____
-

(g) 7. Public Open Space Working Group

7.1 Amend the Public Open Space Working Group Charter to increase the number of community members on the Working Group from two to four.

7.2 Appoint the following four community members as members of the Public Open Space Working Group:

1. _____
 2. _____
 3. _____
 4. _____
-

(h) 8. Reconciliation Action Working Group

8.1 Appoint, in accordance with the Reconciliation Action Working Group's Terms of

Reference, the following three community members as members of the Reconciliation Action Working Group:

1. _____
2. _____
3. _____

8.2 Authorise the Chief Executive Officer to seek further nominations for up to two additional community members for the Reconciliation Action Group.

(i) 9. Universal Access and Inclusion Community Reference Group

9.1 Appoint, in accordance with the Universal Access and Inclusion Community Reference Group Terms of Reference, the following member as a member of the Universal Access and Inclusion Community Reference Group:

1. _____

9.2 Authorise the Chief Executive Officer to seek further nominations to fill up to three community member vacancies on the Universal Access and Inclusion Community Reference Group.

(j) 10. Induction of community members

10.1 Request the Chief Executive Officer to ensure that all appointed community members are provided with:

- The relevant Terms of Reference;
- Code of Conduct;
- Induction or briefing relevant to their group's functions.

At the suggestion from Cr Young that due to considering the item to be of a confidential nature in discussing nominations for Community Members and Public to Committee and Working Groups (the personal affairs of any person) that item 10.1.5 be discussed behind closed doors.

OCM162/2025

MOTION FOR BEHIND CLOSED DOORS

Moved Cr Young

Seconded Cr Sadler

That, in accordance with Section 5.23(2) (b), Council discuss the confidential reports behind closed doors.

Carried by Absolute Majority 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas, and Mason

Against: Nil

The public and members of the media were requested to leave the meeting at 6:26 pm

The Presiding Member requested the recording equipment to be deactivated when going behind closed doors.

OCM163/2025

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

Moved Cr Young

Seconded Cr Sadler

In accordance with Section 5.23 that the meeting be re-opened to members of the public and media, and motions passed behind closed doors be read out if there are any public present.

Carried by Absolute Majority 8/0

For: Mayor Harkins, Crs Heath Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

The meeting was re-opened to the public at 6:38 pm, however no members of the public or media were in attendance.

The Presiding Member requested the recording equipment to be reactivated after coming out of closed doors.

10.1.5 Appointment of Community Members to the Town's Committee's, Advisory and Working Groups

OCM164/2025

COUNCILLOR MOTION

Moved Mayor Harkins

Seconded Cr Sadler

That Council:

(a) 1. Audit Committee

1.1 Appoint, by absolute majority, pursuant to s.5.10 *Local Government Act 1995*, and in accordance with the Audit Committee Charter, the following two members to the committee:

1. Ian McKenzie
 2. Andrew Dimsey
-

(b) 2. Foreshore Precinct Advisory Committee

2.1 Amend the Foreshore Precinct Advisory Committee Charter to increase the number of community members on the committee from four to five.

2.2 Appoint by absolute majority, pursuant to s.5.10 of the *Local Government Act 1995*, the following five community members to the Foreshore Precinct Advisory Committee:

1. Dick Donaldson
 2. Adrian Fini
 3. Richard McManus
 4. Simon Rodrigues
 5. Richard Hagon
-

(c) 3. Sea View Golf Club Redevelopment Advisory Committee

3.1 Appoint by absolute majority, pursuant to s.5.10 of the *Local Government Act 1995*, and in accordance with the Sea View Golf Club Redevelopment Advisory Committee Terms of Reference, the following Sea View Golf Club community members (non-employees) as members of the Sea View Golf Club Redevelopment Advisory Committee:

1. James Green
-

2. David Rogers

3.2 Appoint, by absolute majority, pursuant to s.5.11A of the *Local Government Act 1995*, David Devenish as a Deputy Community Member to the Sea View Golf Club Redevelopment Advisory Committee.

Carried by Absolute Majority 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas and Mason

Against: Nil

OCM165/2025

COUNCILLOR MOTION

Moved Mayor Harkins

Seconded Cr Sadler

THAT Council;

(d) 4. Active Transport Working Group

4.1 Appoint in accordance with the Active Transport Working Group's Charter, the following four community members to the Active Transport Working Group:

1. Jennifer Paterson
2. Richard McManus
3. Kirsty Barrett
4. Mark Powell

(e) 5. Coastal Hazard Risk Management and Adaptation Plan Steering Group

5.1 Amend the Coastal Hazard Risk Management and Adaptation Plan Steering Group Charter to increase the number of community members on the Steering Group from one to two.

5.2 Appoint the following two community members to the Coastal Hazard Risk Management and Adaptation Plan Steering Group:

1. Lyle Banks
2. Richard McManus

(f) 6. Design Review Panel

6.1 Appoint, in accordance of the Design Review Panel's Terms of Reference, the following four community members to the Design Review Panel, based on relevant qualifications and expertise:

1. Nicholas Meredith
 2. Flavia Kiperman
 3. Trevor Saleeba
 4. Lawrence Scanlan
-

(g) 7. Public Open Space Working Group

7.1 Amend the Public Open Space Working Group Charter to increase the number of community members on the Working Group from two to four.

7.2 Appoint the following four community members as members of the Public Open Space Working Group:

- 1. Rob Thomas**
- 2. Angela Moore**
- 3. Kirsty Barrett**
- 4. Mark Powell**

(h) 8. Reconciliation Action Working Group

8.1 Appoint, in accordance with the Reconciliation Action Working Group's Terms of Reference, the following three community members as members of the Reconciliation Action Working Group:

- 1. Katina Law**
- 2. Gary Smith**
- 3. Courtney Bridge**

(i) 9. Universal Access and Inclusion Community Reference Group

9.1 Appoint, in accordance with the Universal Access and Inclusion Community Reference Group Terms of Reference, the following member as a member of the Universal Access and Inclusion Community Reference Group:

- 1. Cameron Robinson**
- 2. Katrina Porter**

9.2 Authorise the Chief Executive Officer to seek further nominations to fill up to three community member vacancies on the Universal Access and Inclusion Community Reference Group.

(j) 10. Induction of community members

10.1 Request the Chief Executive Officer to ensure that all appointed community members are provided with:

- The relevant Terms of Reference;**
- Code of Conduct;**
- Induction or briefing relevant to their group's functions.**

Carried by Simple Majority 8/0

For: Mayor Harkins, Crs Heath, Young, Sadler, Bulbeck, Wylynko, Thomas and Mason
Against: Nil

10.2 RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES

Nil

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:

NIL

12.1 ELECTED MEMBERS

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 6:39 pm.