



City of Albany
Policy

Governance & Meetings of Council Framework

(Terms of Reference for Committees and Working Groups)

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1.0	MGR	<p>Previous Synergy Reference: NP20120975. (Version 1 to 7) Fully revised post, post last local government election. Noting, the following working groups no longer meet.</p> <ul style="list-style-type: none"> • Council Meet & Great Forums (forums arranged as required; • South Coast Management Group. • Renewable Energy Working Group (replaced by the Sustainable Building Working Group). • Lower Great Southern Economic Alliance. <p>New Working Groups:</p> <ul style="list-style-type: none"> • Cultural Tourism Working Group. • Robinson Precinct & Stidwell Bridle Trail Working Group – Advisory Working Group. • Albany Bicentenary Commemorative Book Project. 	13/10/2021
1.1	MGR	<p>Reviewed with annual delegations in 2022 and 2023. OCM 28/03/2023 Resolution AR131. Amended:</p> <ul style="list-style-type: none"> _Document owner assigned from CEO to EDCCS. _Minor formatting amendments. _Strategic context updated to align to Community Strategic Plan 2032. 	19/07/2023

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1.2	MGR	<p>Previous Synergy Reference: NP21138038.</p> <p>Reviewed under delegation.</p> <p>Amended:</p> <p>_Title</p> <p>_Where applicable, Chairperson: Chairperson: City of Albany elected member, elected from the Committee.</p> <p>_Removed reference to superseded terminology "Standing Committees", replaced with Council Committee.</p> <p>_Standing Orders linked to terminology (Meeting Procedures).</p> <p>_Membership clarified, noting the Mayor has the right to be a member of a Council Committee; however, the Chair of the committee must be appointed by the Committee membership.</p> <p>_Simplified language throughout the document.</p> <p>_Highlighted the following content as a standalone position in accordance with the Act.</p> <p><i>O: Travel and Childcare Costs: Committee members can get full reimbursement for travel and childcare expenses related to meetings, briefings, and site inspections as outlined in this policy, following the Local Government Act and Regulations.</i></p> <p>_Attachment 3: Removal of the following working groups;</p> <p>Albany Bicentenary Commemorative Book Project (operational working group).</p> <p>Cultural Tourism Working Group (operational working group).</p> <p>Stidwell Bridle Trail Working Group (now an operational working group).</p> <p>_Attachment 4: Removal of the following external committees or working groups:</p> <p>AEC Operational Advisory Committee (operational working group).</p>	18/10/2023

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Objective

The objective of this policy is to establish an effective, transparent, and legally compliant meeting framework.

This framework aims to:

- Engage elected members in policy and strategy development, from inception to approval.
- Enable elected members to drive the council's policy and strategy agenda with the support of council officers.
- Provide elected members with accurate and relevant information for informed decision-making.
- Equip council officers with up-to-date management documents to fulfill their delegated functions and provide advice to the council.
- Leverage the skills and enthusiasm of community members serving on council committees and working groups.

Scope

This policy applies to various types of meetings, including briefings, committee meetings, concept forums, ordinary council meetings, special council meetings, operational working groups, and workshops.

Policy Statements

The following policy statements apply where the *Local Government Act 1995* or the City of Albany Standing Orders Local Law (Meeting Procedures) is silent:

A: Agendas and minutes

For effective governance, we need detailed meeting agendas and minutes. The CEO prepares the meeting agenda, which includes reports from the organization. These reports provide background, details, summaries, and funding information for the proposals.

These reports are the professional advice of the organization and contain recommendations for the best course of action based on the presented information. The final decision to adopt, modify, or reject a recommendation lies with the Council or, in some cases, a committee with delegated authority.

If the Council or committee makes a different decision than the recommended one, they must state and record the reasons for their choice. Agendas are accessible to elected members and the public before Council meetings. When committees are open to the public, their agendas are also available.

The CEO or their designated senior officer is responsible for preparing the agendas. Unconfirmed Committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the decisions that have been made.

B: Apologies and leave of absence

One of the key roles of an Elected Member on the Council or its committees is to attend and take part in decision-making during meetings.

If an Elected Member knows they will be absent from a Council or committee meeting, they should submit an apology. For longer absences, they should request a leave of absence from the Council.

An Elected Member cannot be granted leave of absence for more than six consecutive regular Council meetings without the Minister's approval, unless all these meetings fall within three months.

If an Elected Member is absent from three consecutive regular Council meetings without obtaining Council's permission, they may be disqualified from their Council membership, unless all these meetings occurred within a two-month period.

C: Briefing Sessions

Briefing Sessions serve to inform Elected Members about upcoming meeting topics. These sessions can be open to the public, allowing for questions and statements.

D: Committee meetings

Council forms committees to aid in decision-making. These committees play a significant role in local government due to the wide range of activities the Council handles. Committees report to the Council and must follow legal requirements.

When Council creates a committee, it sets reporting and accountability rules for that committee. Committees can be composed of different combinations of Elected Members, employees, and community members.

Committees have diverse roles, such as investigating issues and making recommendations to the Council, carrying out specific projects, or exercising delegated powers, functions, or duties. They meet as needed and offer recommendations to the Council. If a committee has delegated authority, it can make decisions independently.

Committee meetings can be open to the public, allowing for questions and statements related to agenda items. Members of the public can also request to present their views (deputation) at these meetings. However, no decisions are made at Briefings, Concept Forums, or Workshops, although Elected Members can request more information or suggest changes to recommendations for future Council meetings.

Types of Committees:

Committee of Council:

Reports that require consideration by Council should be referred through a Committee of Council.

Committees of Council are generally open to the public, with the exception of the Audit & Risk Committee, unless it is exercising a delegated authority.

Their terms of reference for Committees of Council are detailed at **attachment 1**.

Advisory Committees & Working Groups

Advisory committees and working groups give advice to the Council based on their terms of reference. These committees meet as needed, according to their members' or Council's decisions, and they don't have special authority. Detailed rules for Council Advisory Committees and Working Groups can be found in **attachment 2**.

E: Council meeting schedule

The Council follows a four-week meeting cycle, except in January when it's in a break.

F: Council Meetings

Council Meetings: Council meetings, as defined by the law, must be open to the public. However, in certain situations, the Council can close meetings as permitted by the law. To ensure transparency and good governance, closed meetings should be rare.

Effective decision-making during Council meetings is possible with a well-organized approach. This includes having a clear agenda, competent leadership, adherence to meeting rules, and compliance with legal requirements. Emphasizing open meetings is essential to keep the community well-informed and engaged in Council matters.

Elected Members, the CEO, and Executive Directors are present at all Council meetings.

G: Decisions

Strategy Sessions, Concept Forums, Briefings, Forums, and Workshops are separate from the legal requirements in the Act and are not meant to replace regular Council meetings.

H: Meeting procedures and conduct

The Council follows local laws with enforceable meeting rules to:

- Improve decision-making.
- Maintain orderly meetings.
- Enhance community understanding.

Elected Members should get acquainted with the City of Albany Standing Orders Local Law (meeting procedures). Violations may be referred to the Local Government Standards Panel.

I: Notes of meetings

The CEO or a designated senior officer will ensure that notes are taken. These notes will be stored in the City's Records Management System and will include the date, attendance, and subject addresses' titles.

J: Strategy Sessions

Strategy Sessions are a platform for Elected Members and the CEO to discuss strategic or complex matters. These sessions include all Elected Members, the CEO, and designated employees when needed. Strategy Sessions also allow staff or consultants to present information about projects.

Elected Members can ask questions but don't engage in debates. Strategy Sessions are typically not open to the public.

K: Voting intentions

In accordance with the Act, Elected Members can't reveal how they'll vote before the Council decides. Supporting a proposal or Committee Recommendation doesn't lock in an Elected Member's final decision.

L: Working groups, workshops, reference groups and forums

The City can organise workshops and set up working groups or reference groups to involve the community in decision-making.

Although not established by law, these groups let the City gather input from community representatives and allow Elected Members to connect with various representatives on common issues. This feedback helps address strategic priorities.

Working groups and reference groups provide recommendations to the organisation. These recommendations are included in formal reports to the Council or committees on specific topics.

Community representatives and Elected Members are encouraged to ask questions to relevant staff or consultants through a designated person.

M: Travel and Childcare Costs

Committee members can get full reimbursement for travel and childcare expenses related to meetings, briefings, and site inspections as outlined in this policy, following the Local Government Act and Regulations.

Legislative Context

Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees, and their meetings.

For the purpose of Serious & Minor Misconduct:

The City is a “public authority” for the purpose of the Corruption, Crime and Misconduct Act 2003 (CCM Act).

The City must report serious and minor misconduct matters that the City reasonably suspects involve corruption, minor or serious or systematic misconduct or maladministration in public administration as required by the CCM Act (serious misconduct) and Public Interest Disclosure Act 2003 (PID Act) (minor misconduct).

Available at:

- www.ccc.wa.gov.au
- www.publicsector.wa.gov.au

Paid members of Council Committees must acknowledge that:

- the supply of the Services may involve public administration by the City pursuant to the CCM Act and PID Act; and
- as it is supplying the Services to the City the person:
 - is a public officer for the purposes of the CCM Act; and
 - is subject to the obligations under the CCM Act and Guidelines, including, but not limited to the obligation to report to the Office of the Corruption and Crime Commission matters that the Consultant reasonably suspects involve corruption, or serious or systematic misconduct or maladministration in public administration; and
 - is subject to the obligations under the PID Act and guidelines, including, but not limited to the obligations to report to the Office of the Public Section Commission matters that the Consultant reasonably suspects involve minor misconduct in public administration.

Strategic Context:

This document relates to the following elements of the City of Albany Strategic Community Plan 2032:

- **Pillar:** Leadership.
- **Outcomes:** Provide strong, accountable leadership.

Review Position and Date

This document is to be reviewed by the document owner prior to an ordinary council election.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- Council Strategic and Policy Positions
 - _ Strategic Bush Fire Plan
 - _ Community Engagement Strategy
 - _ CEO Performance Review Process Policy
 - _ Code of Conduct Policy (Council Members, Committee Members, & Candidates)
 - _ Employee Code of Conduct
- Local Government Act 1995
- Standing Orders Local Law 2014 (Amended)
- <https://www.dlgsc.wa.gov.au/local-government/local-governments/support-and-advice/local-government-operational-guidelines>

Definitions

Key terms and acronyms used in the policy, and their definitions.

Act mean the Local Government Act 1995

Advisory Committee means a committee with Elected Members that may also have representatives from the community.

Audit means the inspection or examination of a City activity or facility to evaluate or improve its appropriateness, efficiency, or compliance.

Council Committee means a permanent council committee that meets regularly.

Council Management Documents refer to policies, strategies, business plans, local laws and other corporate documents used in guiding, informing, and regulating Council's decision-making processes.

Operational Working Group refer to a group that consists of staff, elected members, and community representatives. Recommendations are referred to council standing committees for recommendation to Council.

Ordinary Council Meeting refers to the Council's principal decision-making forum.

Workshops, Concept Forums means in this framework refer to Briefing Sessions.

Note: Council invite community to have a say on specific issues, facilitated through forums.

Q&A sessions allow community members the chance to ask questions or to raise issues.

Councillors, including the Mayor and City of Albany executive staff will be requested to attend these meetings.

ATTACHMENTS:

ATTACHMENT 1 – COMMITTEES OF COUNCIL TERMS OF REFERENCE

Audit & Risk Committee

(Statutory Requirement)

Function:

This Committee assists Council in ensuring careful, skilful, and diligent financial reporting, application of accounting policies, financial management, risk assessment, internal control, and legislative compliance. To achieve this, it:

Audit:

- Approves the brief for audit services.
- Evaluates responses and recommends an auditor appointment to Council.
- Meets with external auditors to review the Audit Plan.
- Ensures the audit aligns with the brief and terms of appointment.
- Ensures financial management complies with statutory requirements and accounting standards.
- Presents financial information to Council in a clear and meaningful way.
- Reviews the audit report and advises Council.
- Seeks advice on audit and financial matters with Council approval.

Risk Management:

- Addresses Council's requests on internal control, legislative compliance, and risk management.
- Annually reviews risk management and confirms the adequacy of controls and processes.
- Receives CEO reviews on risk management, internal control, and legislative compliance, as required by Regulation 17 of the Local Government (Audit) Regulations 1996.

Membership: 4-7 elected members

Meeting Schedule: At least three times per year

Meeting Location: Council Chambers

Directorate: Office of CEO & Corporate & Commercial Services

Executive Officers:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Governance & Risk
- Manager Finance

Delegated Authority: None

Chief Executive Officer Performance Review Panel

(Statutory Requirement)

Function: This panel reviews the Chief Executive Officer's performance as outlined in the CEO Performance Review Process Policy. It accomplishes this by:

- Conducting a collaborative and constructive review process aimed at enhancing performance.
- Using the review process to improve relationships, systems, and processes, ultimately enhancing the City's performance and profile.
- Providing recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: The CEO performance review panel includes:

- The Mayor.
- Three Councillors nominated by Council's resolution.
- Facilitated by an independent, external person appointed by Council's resolution.

All Elected Members on the CEO review panel must complete the relevant CEO performance review training course provided by WALGA within six months of appointment. It's essential that those involved in the appraisal interview are comfortable with their skills and roles.

Meeting Schedule: As required (refer to the employment contract). Meeting Location: Determined as needed. Directorate: Office of the CEO Executive Officers:

- Manager People & Culture
- Manager Governance & Risk
- An independent/external person appointed by resolution of Council.

Delegated Authority: None Governing Policy: CEO Performance Review Process Policy

Delegated Authority: None

**Community & Corporate
Services Committee**
(Council Committee)

Function:

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Open to all elected members

Meeting Schedule: Monthly Meeting Location: Council Chambers

Directorates: Corporate & Commercial Services and Community Services

Executive Officer(s):

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

Delegated Authority: None

**Development & Infrastructure
Services Committee**
(Council Committee)

Functions:

This Committee is responsible for:

- Sustainable management of natural areas, balancing conservation with responsible access and enjoyment.
- Shared responsibility for climate action.
- Responsible growth, development, and urban renewal.
- Creating interesting, vibrant, and welcoming places.
- Valuing and preserving local history, heritage, and character.
- Ensuring a safe, sustainable, and efficient transport network.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Membership: Open to all elected members.

Meeting Schedule: Monthly Meeting

Location: Council Chambers

Executive Officers:

- Executive Director Infrastructure, Development & Environment Services
- Manager Planning & Building Services
- Manager Engineering & Sustainability

Delegated Authority: None

ATTACHMENT 2 – ADVISORY COMMITTEES TERMS OF REFERENCE

Airport Emergency Committee

(Statutory Function)

Functions:

This Committee is responsible for:

Legislative Authority:

This Committee operates under the Civil Aviation Act (1998) and the Emergency Management Act 2005. It ensures the Airport Emergency Plan and associated procedures align with response and recovery agencies' plans.

It accomplishes this by:

- Ensuring the Airport Emergency Plan and procedures comply with the Civil Aviation Safety Regulations 1998 and the Emergency Management Act 2005.
- Evaluating the post-activity report of the annual emergency exercise and any recommendations.
- Reporting emergency exercise test results to the Local Emergency Management Committee (LEMC).

Chairperson: City of Albany elected member, elected from the Committee.

Membership:

- Minimum of 1 and maximum of 2 elected members, as required by the Civil Aviation Act 1998.
- The airport operator (City of Albany) must invite the following members:
- Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash).
- Senior representatives of key industry stakeholders, including airlines.
- Senior representative from the Office of Transport Security.
- The Committee must also include representatives from relevant agencies or organizations involved in responses under the Airport Emergency Plan. These representatives should have the authority to commit their organizations to the Committee's decisions.
- The Chair may invite additional members or observers.

Meeting Schedule: As required.

Meeting Location: Airport General Aviation Building

Directorate: Corporate & Commercial Services

Executive Officers:

- Manager Governance & Risk (Airport Accountable Manager)
- Designated Senior Airport Reporting Officer

Delegated Authority: None

Bush Fire Advisory Committee

(Advisory Function)

Function:

The Committee is responsible for reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and advising Council on matters related to the Bush Fires Act 1954.

Legislative Authority:

Under the Bush Fires Act 1954 (s67), local governments may appoint a bush fire advisory committee to advise on various bush fire-related matters, including prevention, control, fire breaks, prosecutions, brigade formation, cooperation, and other bush fire control issues. Local governments establish the committee's guidelines, and it reports to the local government as needed.

To achieve this, it will:

- Review reports from the Bush Fire Advisory Group (BFAG) and provide recommendations to Council.
- Assess nominations for Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer, making recommendations to the City of Albany's Chief Executive Officer (or delegate).
- Assist in establishing and maintaining local risk management plans for bush fires.
- Collaborate with the Bush Fire Advisory Group and other agencies to test local bush fire risk management plans.
- Support training programs for brigade members, including scenario-based training.
- Advise on operational and administrative matters related to bush fire control, prevention, preparedness, response, and recovery.
- Assist in developing bush fire community engagement and education programs.
- Foster communication and cooperation with other fire and emergency agencies and neighbouring local governments.
- Chairperson: An elected member from the City of Albany.

Chairperson: City of Albany elected member, elected from the Committee.

Membership:

- Up to four elected members (Chairperson).
- Chief Bush Fire Control Officer.
- Chair of Bush Fire Advisory Group (BFAG).
- Bush Fire Control Officer Southwest Sector.
- Bush Fire Control Officer Northeast Sector.
- Department of Fire and Emergency Services (DFES) Representative.
- Department of Parks and Wildlife (DPaW) Representative.
- City of Albany Executive Director Corporate and Commercial Services (executive support – non-voting).
- City of Albany Manager Public Health & Safety (executive support – non-voting).
- City of Albany Community Emergency Services Manager (executive support – non-voting).
- City of Albany Emergency Management Officers (executive support – non-voting).
- City of Albany Emergency Management Administrator (administrative support – non-voting).

Guests of Committee:

By invitation (non-voting), such as Chief Bush Fire Control Officers of neighbouring local governments.

Meeting Schedule: As required.

Meeting Location: Council Chambers.

Directorate: Corporate & Commercial Services.

Executive Officers:

- Executive Director Corporate & Commercial Services.
- Manager Public Health & Safety.

Delegated Authority: None.

Local Emergency Management Committee (LEMC)

(Statutory Requirement)

Function:

The *Emergency Management Act 2005* requires that local governments are to ensure that local emergency management arrangements are prepared and maintained for the local government district.

The local emergency management arrangements contain the overarching emergency management arrangements relevant to that local government district.

The LEMC is responsible for reviewing, planning, and testing the local community emergency management arrangements, including but not limited to:

- Advising and assisting the City of Albany in ensuring that local emergency management arrangements are established for its district;
- Liaising with public authorities and other persons and entities in the development, review and testing of local emergency management arrangements; and
- Carrying out other emergency management activities as required by the City of Albany Emergency Management Plan or as prescribed by legislation and regulations.

To achieve this, it will:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Committee membership is extended to include representatives from agencies, organisations, and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.

Meeting Schedule: Quarterly, as required.

Meeting Location: Council Chambers.

Directorate: Corporate & Commercial Services

Executive Officers:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Public Health & Safety
- Community Emergency Safety Manager (CESM)

Delegated Authority: None

ATTACHMENT 3 – WORKING GROUPS TERMS OF REFERENCE

Communications & Engagement Advisory Group

(Operational Working Group)

Function: The Committee is responsible for:
Monitoring and reporting on the implementation of the Communications & Engagement Strategy.

Legislative Authority:

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government Council and shall, as and when required by the local government, report fully on its activities.

To achieve this, it will:

Functions:

- **Support: Strategic Objective:** 1. To follow the International Association of Public Participations (IAP2) framework for engagement which is considered a best practice benchmark worldwide.
- **Assist with achieving: Objective 1.1:** To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.
- **Assist with achieving: Objective 1.4:** To create opportunities to collaborate with the community in decision-making, including the development of alternatives and solutions.
- **Assist with achieving: Objective 1.5:** To explore ways to empower the community to participate in our decision-making processes.

Chairperson:

- Executive Director Community Services

Membership: Defined by the principles detailed in the Communications & Engagement Strategy:

- City of Albany Project Leaders:
 - _Manager Community Relations
 - _Communications Coordinator
- City of Albany Directorate Management Representatives:
 - _Community Services
 - _Corporate & Commercial Services
 - _Infrastructure, Development & Environment
- Community Representatives x 3 (Additional membership is encouraged)
- Elected Member x 2

Guests of Committee:

- By invitation (non-voting).

Meeting Schedule: Quarterly

Meeting Location: Margaret Coates Boardroom or an appropriate venue, which will be detailed in the Advisory Group Meeting Agenda.

Directorate: Community Services

Executive Officers:

- Manager Community Relations
- Communications Coordinator

Delegated Authority: None.

**National Anzac Centre
Advisory Group (NACAG)**

(Working Group)

Function:

NACAG is responsible for:

- Providing expert advice to the City of Albany (CoA) to ensure the National Anzac Centre's ongoing appeal, visitor experience, and financial sustainability.
- Identifying funding opportunities for enhancing visitor experiences at the National Anzac Centre and its precinct.
- Promoting the National Anzac Centre as a heritage tourism icon and boosting regional visitation.
- Ensuring the interpretative component at NAC aligns with contemporary museum standards.

Chairperson: In accordance with the Terms of Reference, an independent chair is to be appointed and endorsed by Council.

Membership:

- An independent chair.
- CEO and Mayor of City of Albany (Proxy Deputy Mayor)
- Senior executives from Department of Premier and Cabinet, Tourism WA, and Museums WA.
- State President of the RSL.
- 1 to 3 commercial members, typically senior representatives of NAC sponsors. Membership requires approval from the City of Albany Council.

Meetings:

NACAG meets twice a year, typically in May and November, with the option for additional meetings if needed. One meeting is via teleconference, and the other is in person (in Perth or Albany), determined by the Chair and CEO.

Secretariat:

The City of Albany's Community Services directorate serves as the Secretariat. They:

- Draft meeting agendas in consultation with the Chair and CEO.
- Prepare brief minutes and document agreed actions within two weeks of each meeting.
- Share relevant reports promptly.
- Circulate quarterly financial results for the Albany Heritage Park.

Budget Review:

NACAG reviews and comments on the NAC budget in May before it goes to the Council.

Waste Management Working Group

(Working Group)

Background:

During the course of the next 10 years the City of Albany will need to make strategic decisions and undertake large capital infrastructure projects in the area of waste services which will ultimately shape the way the City will dispose of its waste until 2065 and possibly beyond.

The major projects to be delivered during this period will be the decommissioning of the Hanrahan landfill and the siting and construction of an alternative waste facility to take its place.

These projects will require a significant capital investment from the City and intensive community consultation over a period of time that will span several Councils. It will be imperative that with projects of this nature Council is well informed and supportive of the decisions made.

The formation of a working group made up of elected members and City officers will ensure that Council has ownership and a confident understanding of future waste developments.

Function:

- Assist in reporting to Council the implementation of the City's Strategic Waste Management Plan.
- Assist in engaging with Council to communicate progress in the establishment of a new waste facility.
- Contribute to the review of public consultation during the site selection process of the proposed waste facility.
- Assist in submitting relevant actions of the City Waste Facility Project Plan for budgetary consideration.
- Provide continuous engagement between Council and staff to assist the delivery of the City's waste services.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Committee (working group) will request a nomination of three elected members.

Meeting Schedule: Meetings are held quarterly and run for 2 hours. Special meetings can be called as needed.

Meeting Location: AWARE Centre Hanrahan Road.

Directorate: Infrastructure, Development & Environment Services

Executive Officers:

- Executive Director Development, Infrastructure and Environment
- Manager City Engineering.

Delegated Authority: Not applicable.

ATTACHMENT 4 - EXTERNAL COMMITTEE & WORKING GROUPS TERMS OF REFERENCE AND MEMBERSHIP

The following external committees have requested an elected member or staff member to represent the City of Albany.

Great Southern Development Commission – Board of Management

Function:

The Board of Management is the governing body of the GSDC and meets regularly to set policy directions including budgets, to approve major expenditures and to provide advice to the Minister on regional matters. Decisions of the Board direct the activities of the GSDC.

Membership:

The three categories for the Board membership are:

- Community nominations (three persons)
- Local Government nominations (three persons)
- Ministerial nominations (three persons)

The Minister for Regional Development confirms board members with a term ranging between one and three years.

Board members are chosen based on a demonstrated ability at an executive level, a demonstrated involvement in either the economic or social development of the region, and the ability to work co-operatively to achieve agreed goals across a wide range of social and economic issues.

Individuals or organisations may nominate people for the GSDC Board. People nominated as prospective community members should possess interest and knowledge relevant to regional communities. Appropriate fields of involvement could include business and industry; employment, education, and training; tourism and recreation.

Compulsory training required.

Directorate: Office of the CEO.

Great Southern Joint Development Assessment Panel (JDAP)

Function:

An independent decision-making body comprised of 3 technical experts and 2 elected local government representatives. These panels determine development applications made under local and region planning schemes, in the place of the City of Albany Council.

Membership:

- Two elected members and two alternate members.

Directorate:

- Infrastructure, Development & Environment Services.

Delegated Authority: Not applicable.

Great Southern Recreation Advisory Group (GSRAG)

Function:

The Great Southern Recreation Advisory Group meets regularly to discuss and develop community sport and recreation opportunities for residents (and visitors) of the Great Southern.

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly.

Meeting Location: Department of Sport & Recreation (Albany)

Directorate: Community Services

Delegated Authority: Not applicable.

Great Southern Regional Road Group

Function:

Allocate State Government funding for regional road maintenance and construction and oversee the implementation of State Government 'Black spot' funding.

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings.

Meeting Location: Various member locations.

Directorate: Infrastructure, Development & Environment Services

Delegated Authority: Not applicable.

South Coast Alliance Incorporated

Background:

The Alliance is comprised of representatives from the City of Albany, Shires of Denmark, and Plantagenet.

The Alliance was formed to promote collaborative economic development in the region. Advocacy, Economic Development and Tourism and Resource Efficiency.

Membership: The Committee will request a nomination of the Mayor and two elected members.

Meeting Schedule: Monthly.

Meeting Location: Various member locations.

Directorate: Office of CEO

Delegated Authority: Not applicable.

WALGA – Road Wise Advisory Committee

Function: The WALGA's state-wide road safety program is to facilitate the active to effectively contribute to road safety programs. Source: <http://www.roadwise.asn.au/groups/southern/albany>

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings 10.00am – 3.00pm.

Meeting Location: The Committee meets every month at the City of Albany, North Road.

Directorate: Infrastructure, Development & Environment Services

Delegated Authority: Not applicable.

WALGA – Great Southern Zone

Function:

WALGA (WA Local Government Association) advocates on behalf of the State's 142 Local Governments and negotiates service agreements for the sector. WALGA is not a government department or agency. Source: Website: <http://www.walga.asn.au/>

Membership: Committee will request a nomination of two elected members and two reserves.

Meeting Schedule: Quarterly meetings 10.00am – 3.00pm.

Meeting Location: Monthly meetings, via teleconference and face to face in the Great Southern.

Directorate: Office of the CEO

Executive Officers:

- Zone Secretary, Great Southern Zone

Delegated Authority: Not applicable.

Western Australian Regional Capitals Alliance Group

Background:

The objectives of the Western Australian Regional Capitals Alliance are:

- To achieve the organisational vision;
- To endeavour to carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region;
- To encourage cooperation and resource sharing on a regional basis; and
- Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Function:

The Western Australian Regional Capitals Alliance was formed to prepare and subsequently review a Strategic and Financial Plan every two years to review this Schedule.

Alliance Purposes:

• 1: Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the regional capitals within Western Australia.

• 2: National Participation

To promote and participate in national forums that seek to enhance the role stature and effectiveness of regional cities and regional capitals across Australia.

• 3. Resource Sharing

To promote inter-council cooperation and resource-sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities.

These opportunities can include but are not limited to the following:

- Undertake joint and mutually beneficial projects: and
- Develop the capacity as a group to tender for and undertake consultancies, supplies of services or major and minor works.

Membership:

Council Representative (Mayor) (Proxy Deputy Mayor) and City of Albany Executive Representative (CEO)

Directorate: Office of CEO