



AGENDA

Special Meeting of Council

Thursday 24 October 2013

6.00pm

City of Albany Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

NOTICE OF A SPECIAL COUNCIL MEETING

Mayor and Councillors and Councillors Elect

The Special Council Meeting of the City of Albany will be held on Thursday 24 October 2013 in the Council Chambers, North Road, Yakamia commencing at 6.00 pm.

The purpose of the meeting:

- Declaration of Councillors Elect
- Call for nominations and election of Deputy Mayor
- Calling for nominations to Committees of Council and External Committees requiring Council representation



G Adams
Acting Chief Executive Officer

SPECIAL COUNCIL MEETING
AGENDA –24/10/2013
** REFER DISCLAIMER **

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:

Welcome Freeman of the City of Albany, Mrs Annette Knight AM JP CitWA

II. OPENING PRAYER:

“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”

PROCEDURAL MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Standing Order 3.1 be SUSPENDED to allow recording of proceedings.

III. PUBLIC QUESTION AND STATEMENT TIME:

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

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IV. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):

Mayor	Mayor D. Wellington
 Councillors:	
<i>Breaksea Ward</i>	<i>Councillor Elect R Hammond</i>
Breaksea Ward	V. Calleja
<i>Frederickstown Ward</i>	<i>Councillor Elect C Dowling</i>
Frederickstown Ward	G Stocks
<i>Kalgan Ward</i>	<i>Councillor Elect J Price</i>
Kalgan Ward	Y. Attwell
<i>Vancouver Ward</i>	<i>Councillor Elect N Williams</i>
Vancouver Ward	S. Bowles
<i>West Ward</i>	<i>Councillor Elect A Goode</i>
West Ward	G. Gregson
<i>Yakamia Ward</i>	<i>Councillor Elect R Sutton</i>
Yakamia Ward	A Hortin

Staff:	
Acting Chief Executive Officer (Executive Director Corporate Services)	G. Adams
Executive Director Community Services	C. Woods
Executive Director Planning & Development Services	D. Putland
Executive Director Works & Services	M. Thomson
 Minutes	 J Williamson

Apologies:	
Chief Executive Officer	G Foster

V. DECLARATIONS OF INTEREST:

Name	Committee/Report Item Number	Nature of Interest

VI. DECLARATION OF COUNCILLORS ELECT & ELECTION OF DEPUTY MAYOR

The Mayor will call Councillors Elect individually to make their declaration before Freeman of the City, Mrs Annette Knight AM JP CitWA, being:

“I, _____ of _____ having been elected to the office of Councillor of the City of Albany, declare that I take the office upon myself, and will duly, faithfully, honestly and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the Local Government (Rules of Conduct) Regulations 2007.”

Please note this will then be followed by a call for nominations and election of the Deputy Mayor in accordance with Schedule 2, Division 2 of the *Local Government Act 1995*.

Clause 8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

VII. REPORTS

SCM001: REQUEST FOR NOMINATIONS TO COMMITTEES OF COUNCIL (STANDING COMMITTEES) AND EXTERNAL COMMITTEES

Proponent : City of Albany
Attachments : Nil
Responsible Officers: : Acting Chief Executive Officer (G Adams)
Manager Governance & Risk Management (S Jamieson)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership.
 - b. **Strategic Objectives:**
 - 5.1. To establish and maintain sound business and governance structures.
 - 5.3 To engage effectively with our community.
 - c. **Strategic Initiative:** 5.3.2. Councillor Forums

In Brief:

- Note that re-appointment to Committees of Council are required to be conducted post the Ordinary Council Election. Request that nominations be received prior to the next ordinary meeting of Council.

RECOMMENDATION

**SCM001: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT prior to the Ordinary meeting of Council on 29 October 2013, Councillors are requested to submit nominations to the Chief Executive Officer for the following Committees:

- a. **Audit and Risk Committee** - Statutory Requirement (Minimum of 4 and a maximum of 7 elected members.)
- b. **Bushfire Advisory Committee** (Minimum of 1 and a maximum of 2 elected members.)
- c. **Community Services Committee** (Minimum of 4 and a maximum of 7 elected members.)
- d. **Corporate Services & Finance Committee** (All Elected Members)
- e. **Economic Development Committee** (Minimum of 4 and a maximum of 7 elected members.)
- f. **Local Emergency Management Committee** (LEMC) – Statutory Requirement (Minimum of 1 and a maximum of 2 elected members).
- g. **LEMC Sub-Committee: Airport Emergency Committee** (Minimum of 1 and a maximum of 2 elected members.)
- h. **Planning & Development Committee** (Minimum of 4 and a maximum of 7 elected members.)
- i. **Works & Services Committee** (Minimum of 4 and a maximum of 7 elected members.)

SCM001 (continued):

j. External Committees:

- (1) **Albany Entertainment Centre (AEC) Operational Advisory Committee.** (Minimum of 2 elected members).
- (2) **Great Southern Joint Development Assessment Panel.** (Maximum of 4 elected members: 2 x members, 2 x proxies).
- (3) **Great Southern Recreational Advisory Group (GSRAG).** (Maximum of 1 elected member).
- (4) **Great Southern Regional Road Group.** (GSRRG) (Maximum of 1 elected member)
- (5) **Road Wise Advisory Committee.** (Maximum of 1 elected member and 1 proxy).
- (6) **South Coast Management Group.** (Minimum of 1, Maximum of 2 elected members).
- (7) **WA Local Government Association (WALGA)** (Maximum of 2 elected members: 1 x member, 1 x proxy).

BACKGROUND

2. In accordance with section 5.11(1)(d) of the *Local Government Act 1995*, a person's membership of a Committee continues until the next ordinary election.
3. Therefore, all Committee members must be reappointed after the 19 October 2013 ordinary election.
4. The purpose of each committee is defined in the Council Policy "Governance and Meeting Framework".
5. Committees are charged with the responsibility of reporting to the whole of Council with recommendations on matters it considers.

DISCUSSION

6. Council may consider it appropriate to appoint the Chair and Deputy Chair of each Committee to expedite the administrative process, noting that the Committee nominations must be confirmed by full Council.
7. Please note that if the Mayor informs the local government of his wish to be a member of a committee, the local government is to appoint the Mayor as a member of the committee.
8. Committees are a decision making tool, not an end in themselves.
9. Committees are structured in a way that provides two-way information and assists in the delivery of the Community Strategic Plan. The Strategic Plan Key Result Areas, being:
 - a. Smart, Prosperous and Growing (Economic Development)
 - b. Clean and Green (Works & Services)
 - c. A Liveable Built Environment (Planning & Building)
 - d. Our Sense of Community (Community Services)
 - e. Civic Leadership (Corporate Services and Finance)
10. To ensure that representation is evenly maintained it is recommended that Council give consideration to the inclusion of one Ward representative on each Committee and that Committee continues to take responsibility for reporting to the whole of Council with recommendations on the matters it considers.
11. An abridged version of each Committee's Terms of Reference (TOR) follows:

- a. **AUDIT AND RISK COMMITTEE - TOR.** The Audit and Risk Committee will be responsible for assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:
- (1) the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City; and
 - (2) the assessment of the adequacy of the management Risk.
- It will achieve this by:
 - (3) **Audit Function:**
 - (i) Considering and approving the brief for the provision of audit services;
 - (ii) Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
 - (iii) Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
 - (iv) Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
 - (v) Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
 - (vi) Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
 - (vii) Reviewing the audit report and make appropriate recommendations to Council; and
 - (viii) Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.
 - (4) **Risk Management Function:**
 - (i) At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.
 - (ii) To address any specific requests referred to it from Council in relation to issues of risk and risk management.
 - **Membership:** Minimum of 4 and a maximum of 7 elected members.
 - **Delegated Authority:** The Committee does not have delegated authority from Council.

- b. **BUSH FIRE ADVISORY COMMITTEE - TOR.** This Committee is responsible for reviewing decisions and recommendations from the Bushfire Advisory Groups and provide advice to Council on *Bush Fires Act 1954* matters.
- It will achieve this by:
 - (1) Advising on:
 - (i) strategic matters relating to the preventing, controlling and extinguishing of bush fires;
 - (ii) the strategic requirements for planning of the layout of fire-breaks in the district;
 - (iii) the performance of the City in regards to its obligations under the *Bush Fires Act 1954*;
 - (iv) the operational efficiency of bush fire brigades and the grouping thereof under group brigade officers;
 - (v) opportunities and deficiencies identified in the levels of co-operation and co-ordination of bush fire brigades in their efforts and activities and between bush fire brigades and other fire agencies; and
 - (vi) any other matter relating to bush fire control.
 - (2) Ensuring the minutes of this Committee are reported to the Local Emergency Management Committee (LEMC):
 - **Membership:** Minimum of 2 and a maximum of 4 elected members.
 - **Community representation:**
 - (i) Chief Bush Fire Control Officer
 - (ii) Deputy Bush Fire Control Officer (North East Sector) – Proxy Senior Fire Control Officer (North East Sector)
 - (iii) Deputy Bush Fire Control Officer (South West Sector) – Proxy Senior Fire Control Officer (South West Sector)
 - (iv) Chair of the Bushfire Advisory Group
 - The Committee Chair may invite persons other than those listed above to be members of the Committee; however this will have to be endorsed and appointed by Council.
 - **Guests of committee (non-voting):**
 - (i) Department of Fire and Emergency Services (DFES) Representative
 - (ii) Department of Parks and Wildlife (DPaW) Representative
 - **Delegated Authority:** The Committee does not have delegated authority from Council.
 - **Recommendation:** Recommended that the Bush Fire Advisory Committee (BFAC), in accordance with the Independent Review into improving support to the Volunteer Bush Fire Brigades and overall Emergency Management reports directly to Council and not continue as a subcommittee of the Local Emergency Management Committee (LEMC).

- c. **COMMUNITY SERVICES COMMITTEE - TOR.** The Community Services Committee will be responsible for the delivery of the following Sense of Community Objectives contained in the City of Albany Strategic Plan:
- (1) To build resilient and cohesive communities with a strong sense of place and community spirit;
 - (2) To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
 - (3) To develop and support an inclusive and accessible community.
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
 - **Membership:** Minimum of 4 and a maximum of 7 elected members.
 - **Delegated Authority:** The Committee does not have delegated authority from Council.
- d. **CORPORATE SERVICES AND FINANCE COMMITTEE - TOR.** The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:
- (1) To establish and maintain sound governance structures;
 - (2) To provide strong, accountable leadership supported by a skilled and professional workforce;
 - (3) To engage effectively with our community.
- It will achieve this by:
 - (4) Monitoring and commenting on the financial health and strategies of Council;
 - (5) Developing policies and strategies;
 - (6) Establishing ways to measure progress;
 - (7) Receiving progress reports;
 - (8) Considering officer advice;
 - (9) Debating topical issues;
 - (10) Providing advice on effective ways to engage and report progress to the Community ; and
 - (11) Making recommendations to Council.
 - **Governance Function:**
 - (12) Review of Council's policies;
 - (13) Supporting Elected Members in their governance role;
 - (14) Developing amendments to existing, or new, local laws;
 - (15) Consideration of the Council's draft Strategic Plan;
 - (16) Consideration of the Council's draft Annual Report;
 - (17) Matters pertaining to the conduct of the Council's Annual General Meeting;

- (18) Consideration of the proposed meeting schedule for Council and its Committees;
 - (19) Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council;
 - (20) Considering matters not falling within the terms of reference of any other Council committee.
- **Chief Executive Officers Performance Appraisal Function:** This committee is responsible for reviewing the performance of the CEO in accordance with s5.38 of the *Local Government Act 1995* and conditions of contact.
 - **Service Complaint Internal Review Function:** This Committee is responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.
 - **Membership:** All elected members.
 - **Delegated Authority:** The Committee does not have delegated authority from Council.
- e. **ECONOMIC DEVELOPMENT COMMITTEE - TOR.** The Economic and Development Committee will be responsible for:
- Considering and recommending to Council ways to strengthen the local Albany economy; and
 - Delivering the following Smart, Prosperous and Growing Objectives contained in the City of Albany Strategic Plan:
 - (1) To foster links between education, training and employment that support economic development.
 - (2) To strengthen our region's economic based.
 - (3) To develop and promote Albany as a unique and sought after visitor destination.
 - It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
 - **Membership:** Minimum of 4 and a maximum of 7 elected members.
 - **Delegated Authority:** The Committee does not have delegated authority from Council.

- f. **LOCAL EMERGENCY MANAGEMENT COMMITTEE - TOR.** The *Emergency Management Act 2005* requires that a local government is 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.
 - It will achieve this by:
 - (1) Developing policies and strategies;
 - (2) Establishing ways to measure progress;
 - (3) Receiving progress reports;
 - (4) Considering officer advice;
 - (5) Debating topical issues;
 - (6) Providing advice on effective ways to engage and report progress to the Community ; and
 - (7) Making recommendations to Council.
 - **Chairperson:** Elected member appointed by Council. Deputy Chair (Officer in Charge of the Albany Police Station (WAPOL).
 - **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.
- g. **LEMC SUB COMMITTEE: AIRPORT EMERGENCY COMMITTEE – TOR.** The Committee is established under the *Civil Aviation Act (1998)* and the *Emergency Management Act 2005*. This Committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.
- It will achieve this by:
 - (1) Overseeing the development of and compliance with the Airport Emergency Plan and procedures in accordance with the Civil Aviation Safety Regulations 1998 and the Emergency Management Act 2005.
 - (2) Evaluating and considering the post activity report of the annual emergency exercise and any report recommendations.
 - (3) Ensuring the minutes of this Committee are reported to the Local Emergency Management Committee (LEMC).
 - **Membership:** (Minimum of 1 Maximum of 2 elected members)
 - Membership to the Committee is prescribed under the *Civil Aviation Act 1998*.
 - The airport operator (City of Albany) must ensure that the following persons are invited to be members of the Committee:
 - (i) the Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash)
 - (ii) senior representatives of key industry stakeholders (including airlines); and

- (iii) a senior representative from the Office of Transport Security.
 - The Committee must also consist of representatives of relevant agencies or organisations expected to be involved in responses under the Airport Emergency Plan. These representatives must be sufficiently senior to commit their organisations to the Committee's agreed decisions.
 - The Chair may invite persons other than those listed above to be members or observers of the Committee.
 - **Delegated Authority:** The Committee does not have delegated authority from Council.
- h. **PLANNING AND DEVELOPMENT COMMITTEE - TOR.** The Planning and Development Committee will be responsible for the delivery of the following Liveable Environmental Objectives contained in the City of Albany Strategic Plan:
- (1) To advocate, plan and build connected, liveable communities;
 - (2) To create a community that supports people of all ages and backgrounds;
 - (3) To create vibrant neighbourhoods which are safe yet retain our local character and heritage.
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
- **Membership:** Minimum of 4 and a maximum of 7 elected members.
- **Delegated Authority:** The Committee does not have delegated authority from Council.
- i. **WORKS & SERVICES COMMITTEE - TOR.** The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:
- (1) To protect and enhance our pristine natural environment;
 - (2) To promote environmental sustainability;
 - (3) To promote our region as clean and green;
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
- **Membership:** Minimum of 4 and a maximum of 7 elected members.
- **Delegated Authority:** The Committee does not have delegated authority from Council.

j. **EXTERNAL COMMITTEES:**

- (1) **Albany Entertainment Centre (AEC) Operational Advisory Committee.** The Perth Theatre Trust has statutory responsibilities in relation to the governance and management of venues, including the Albany Entertainment Centre. The Committee will receive reports on the overall operational and financial activities and performance of the Albany Entertainment Centre and will report to the Chair of the Operational Advisory Committee to the Perth Theatre Trust to enable it to fulfil its governance and management responsibilities pursuant to the *Perth Theatre Trust Act 1973* and the Perth Theatre Trust Strategic Plan for the period 2009 - 2014, noting that the strategic objectives of the Perth Theatre Trust in its Strategic Plan include optimizing the use of the venue and services for the benefit of the whole community and excellence in continuous improvement in customer service and management.

The AEC Operational Advisory Committee will consider and recommend programming activities for the AEC and make recommendations for the usage of allocated funds for programming activities. The programming activities will be assessed in the context of the Perth Theatre Trust programming policy which requires that program activities should aim to be commercially viable and promote innovation in the use of venues, approaches to particular audience segments, and the potential to reach new audiences.

In addition programming activities are to include a suitable scale performing arts activities not presently provided by existing companies and for which there is a perceived local interest and demand. They will also include events which would bypass Albany if not supported through Perth Theatre Trust programming activities. They should also include suitable events which will foster performing arts practice development and audience development along with events which provide opportunities for the arts industries generally.

The AEC Operational Advisory Committee will formulate and oversight the implementation of strategic marketing and promotional policies and practices for the Albany Entertainment Centre including as an arts/cultural venue and as a community facility available for broader community uses including major community events and commercial conferencing functions and events.

Meeting Schedule/Location: As required at the City of Albany.

Past Representatives: Members (Councillors Sarah Bowles and Vince Calleja).

- (2) **Great Southern Joint Development Assessment Panel.** 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.

Meeting Schedule/Location: As required at the City of Albany.

Past Representatives: Members (Councillors Don Dufty, Chris Holden) Proxies (Mayor Wellington and Councillor Caroline Dowling).

Note: *Compulsory training must be completed to be a member of this committee.*

- (3) **Great Southern Recreational Advisory Group (GSRAG)**. 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.

Meeting Schedule/Location: Quarterly various locations in Great Southern.

Past Representative: Councillor Sarah Bowles

Note: *The Department of Sport and Recreation is the responsible agency.*

- (4) **Great Southern Regional Road Group (GSRRG)**. Responsible for allocating State Government funding for regional road maintenance and construction and oversee the implementation of State Government 'Black spot' funding.

Meeting Schedule/Location: Quarterly meetings 10.00am – 3.00pm, at locations throughout the Great Southern.

Past Representative: Councillor Don Dufty

Note: *GSRRG Elected Members must be elected Council Representatives (External Committee Motion passed 25 August 2003 12/0).*

- (5) **Road Wise Advisory Committee**. The aim of WA Local Government Association's (WALGA's) road safety programs is, on a state-wide basis, to facilitate the active engagement and involvement of Local Governments and the community (through the community road safety network) in effectively contributing to the adoption and application of the safe system approach and the implementation of specific initiatives of the Towards Zero, Western Australian Road Safety Strategy 2008-2020.

Meeting Schedule/Location: Monthly at the City of Albany, North Road.

Past Representatives: Councillor Don Dufty (Member), Councillor Gerry Gregson (Alternate Proxy)

Note: *Coordinated by WALGA.*

- (6) **South Coast Management Group**. To bring together people, organisations and information, so that communities in the South Coast Region are able to work in partnership, to improve the quality of the coastal and marine environment, resulting in environmental, social and economic sustainability.

Goals:

- Preparing a regional strategy between Denmark and Esperance for Coastal issues.
- Focus on local government and Community groups.

Meeting Schedule/Location: Bi Monthly (March, July, September and December) various locations throughout the South Coast.

Past Representatives: Nil. However, Council may reconsider representation on this committee as a major regional centre.

Note: *Coordinated by the management group.*

- (7) **WA Local Government Association (WALGA) – Great Southern Zone.** The WA Local Government Association is the voice of Local Government in Western Australia. As the peak industry body WALGA advocates on behalf of the State's 142 Local Governments and negotiates service agreements for the sector.

Please note that WALGA is not a government department or agency.

<http://www.walga.asn.au>

Meeting Schedule/Location: Monthly meetings, conducted via teleconference and face to face throughout the Great Southern.

Past Representatives: Councillor Sarah Bowles and Councillor Gerry Gregson.

Note: Coordinated by WALGA.

GOVERNMENT & PUBLIC CONSULTATION

12. Public. Public consultation was conducted during the formulation of the Community Strategic Plan, which resulted in Council adopting a new Committee Structure.
13. Government. The following legislation and Department of Local Government Guidelines were consulted:
 - a. *Local Government Act 1995*;
 - b. *Planning and Development (Development Assessment Panels) Regulations 2011*;
 - c. Department of Local Government Guideline – Audit Committees in Local Government, Their Appointment, Function and Responsibilities;
 - d. Great Southern Regional Road Group (GSRRG) Policy and Procedure Manual; and
 - e. Department of Local Government Guideline – Council Forums.

STATUTORY IMPLICATIONS

14. There is a statutory requirement for Council to have an Audit Committee.
15. In accordance with s5.11(1)(d) of the *Local Government Act 1995*, a person's membership of a Committee continues until the next ordinary election.
16. Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.
17. In accordance with section 5.10(4) of the *Local Government Act 1995*, if the Mayor informs the local government of his wish to be a member of a committee, the local government is to appoint the mayor to be a member of the committee.
18. For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, s32 (1) (c) and s32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests.

POLICY IMPLICATIONS

19. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

20. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Committee does not appoint members to Committees</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<p><i>Council appoints elected members at a future meeting of Council.</i></p> <p><i>Officer reports will be submitted straight to the monthly ordinary meeting of Council for resolution.</i></p> <p><i>Noting this would not mitigate appointing Council representatives to external committees, such as the Great Southern Regional Roads Group to ensure City of Albany has input into funding allocation decisions.</i></p>

FINANCIAL IMPLICATIONS

21. Appropriate budget line exists for the cost of administering Council Committees.

LEGAL IMPLICATIONS

22. There are no legal implications related to this item except for compliance with specific provisions of the *Local Government Act 1995*, including subdivision 2 – Committees and their meetings.

ENVIRONMENTAL CONSIDERATIONS

23. There are no direct environmental considerations related to this item; however an efficient meeting schedule will reduce wasted resources (time, travel, and office consumables).

ALTERNATE OPTIONS

24. Elected members can reserve the right not to nominate to Committees until a later date.
25. Council may consider it appropriate to appoint the Chair and Deputy Committee Chair until a future meeting.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> • Department of Local Government Guideline – Audit Committees in Local Government, Their Appointment, Function and Responsibilities • Council Policy – Governance & Meeting Framework • Independent Review into improving support to the Volunteer Bush Fire Brigades and overall Emergency Management • Great Southern Regional Road Group (GSRRG) Policy and Procedure Manual, last updated 15 October 2012
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	<ul style="list-style-type: none"> • SCM 18/10/2011 Item 6.3 • OCM 15/11/2011 Item 1.5 • OCM 16/07/2013 Item 1.3

VIII. NOTICES OF MOTION:

- (1) Councillor Stocks: Suspend Use of En Bloc voting in Council Meetings.
- (2) Councillor Stocks: Open Monthly Council Agenda Briefing Sessions to the Public.

IX. NEXT ORDINARY MEETING DATE:

6.00pm 29 October 2013

X. RESUME STANDING ORDERS 3.1:

PROCEDURAL MOTION

THAT Standing Order 3.1 be RESUMED to stop recording of proceedings.

XI. CLOSURE OF MEETING: