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# **A G E N D A**

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## **SPECIAL MEETING OF COUNCIL**

**To be held on  
Tuesday 18 October 2011  
6.00 pm  
City of Albany Council Chambers**

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## **NOTICE OF A SPECIAL COUNCIL MEETING**

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His Worship The Mayor and Councillors

The Special Council Meeting of the City of Albany will be held on Tuesday 18 October 2011 in the Council Chambers, North Road, Yakamia commencing at 6.00 pm.

The purpose of the meeting:

- Swearing in of Councillors, Mayor and Deputy Mayor
- Appointment of Members to the Audit and Finance Committee
- Appointment of Member to the Regional Road Group and TIRES
- Nominations to Great Southern Development Commission
- Nominations to WALGA

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**F James**

Chief Executive Officer

**TABLE OF CONTENTS**

	<b>Details</b>	<b>Page</b>
1.0	Declaration of Opening and Announcement of Visitors	2
2.0	Opening Prayer	2
3.0	Public Question and Statement Time	2
4.0	Record of Attendance/Apologies/Leave of Absence (Previously Approved)	3
5.0	Declaration of Interest	4
6.0	Items for discussion	
6.1	Swearing in of Mayor Swearing in of Councillors Appointment of Deputy Mayor	
6.2	Appointment of Members to the Audit and Finance Committee	5
6.3	Nominations to Regional Road Group, TIRES and Roadwise Committees	9
6.4	Nominations to Great Southern Development Commission, ANZAC Alliance Board and WALGA Committee	12
6.5	AEC Operational Advisory Committee	16
7.0	Closure of Meeting	

## 1.0 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

### ITEM 1.0: RESOLUTION

THAT Council:

- **SUSPEND Standing Order clause 3.1 to allow recording of proceedings;**

## 2.0 OPENING PRAYER

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

## 3.0 PUBLIC QUESTION AND STATEMENT TIME

Council’s Standing Orders Local Laws provide that each Ordinary Meeting of the Council shall make available a total allowance of 30 minutes, which may be extended at the discretion of Council, for residents in attendance in the public gallery to address clear and concise questions to His Worship the Mayor on matters relating to the operation and concerns of the municipality.

Such questions should be submitted to the Chief Executive Officer, **in writing, no later than 10.00am** on the last working day preceding the meeting (the Chief Executive Officer shall make copies of such questions available to Members) but questions may be submitted without notice.

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.

**4.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

**Mayor**

D Wellington

**Councillors:**

Breaksea Ward	R Hammond
Breaksea Ward	V Calleja
Frederickstown Ward	Vacant
Frederickstown Ward	G Stocks
West Ward	J Gregson
West Ward	D Dufty
Kalgan Ward	Y Attwell
Kalgan Ward	C Holden
Vancouver Ward	D Bostock
Vancouver Ward	S Bowles
Yakamia Ward	R Sutton
Yakamia Ward	A Hortin

**Staff:**

Chief Executive Officer	F James
Executive Director Planning and Development Services	G Bride
Acting Executive Director Corporate Services	P Wignall
Acting Executive Director Community Services	L Hill
Minutes	J Williamson

**Public Gallery and Media:**

**Apologies/Leave of Absence:**

**5.0 DECLARATION OF INTEREST**

[Elected members of Council and staff are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the presiding member prior to the conduct of the meeting]

<b>Name</b>	<b>Item Number</b>	<b>Nature of Interest</b>

**6.2: ESTABLISHMENT OF, AND APPOINTMENT TO, THE AUDIT AND FINANCE COMMITTEE**

**File Number (Name of Ward)** FM.MEE.1 (All Wards)  
**Proponent** City of Albany  
**Attachment** : Draft Terms of Reference for Audit and Finance Committee  
**Responsible Officer** : Chief Executive Officer (Faileen James)

**IN BRIEF**

- Dissolve the present Audit and Finance and Strategy Committees
- Establishment of the Committee, Audit and Finance
- Appoint Councillors to the Committee

**ITEM 6.2: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council:**

- 1. DISSOLVES the present Audit Committee and Finance and Strategy Committee**
- 2. ESTABLISHES a new Committee, the Audit and Finance Committee**
- 3. ENDORSES the Terms of Reference (Attachment A to this Report) for the Finance and Audit Committee**
- 4. APPOINTS the following Elected Members to the Audit and Finance Committee\*:**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

**(Names to be inserted at Special Council Meeting)**

**\*NB paragraph 10 below.**

**BACKGROUND**

1. Council presently has 16 Council Committees.
2. At the September 2011 Ordinary Council Meeting, a Report was put to Council to consider consolidation of those Committees.
3. Consolidation of Committees would align with the functional areas of City of Albany structure and business, so Committees are better addressing the strategic and policy issues that the City's Chief Executive Officer and her staff require guidance and support on, in respect of City of Albany strategic intent.
4. It is proposed that a new Committee be formed, called the Audit and Finance Committee to encapsulate legislative audit functions, while at the same time better addressing strategic and policy issues linked to and impacted by the audit function, such as risk management, insurance coverage, finance strategy and integrated asset management / whole-of-life cycle asset issues. This broadened scope is also in line with good-practice corporate governance.

**CEO:**

**DISCUSSION**

5. The current Audit Committee is scheduled to meet monthly, although there have been occasions when there was insufficient quantity of work or no issues raised through Reports (prepared by the City of Albany Executive Officers) to justify a monthly meeting.
6. The Committee has also met out of session when urgent or ongoing business necessitates, such as the preparation of the Annual budget. That provision for urgent or out-of-session meetings would continue.
7. The current function of the Audit Committee is to:
  - To review annual results of the external auditor prior to Council adoption of annual accounts.  
(The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.)
  - Provide independent assurance and assistance to the City of Albany on risk management, control and governance.
8. The current Terms of Reference of the Finance and Strategy Committee state its function is to:
  - To oversee the preparation of the 5 Year Business Plan and Long Term Financial Sustainability Plan.
9. To effectively coincide with Ordinary Council Meeting papers preparation and distribution, it is proposed that the Audit and Finance Committee meet on the first Tuesday of the Month at 5.30pm.
10. Given the important monitoring function this Committee has, it is further proposed that membership is extended to all Councillors.

**GOVERNMENT CONSULTATION**

Nil

**PUBLIC CONSULTATION / ENGAGEMENT**

Nil

**STATUTORY IMPLICATIONS**

11. There is a Statutory requirement for Council to have an Audit Committee
12. 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. Therefore, all Committee members must be reappointed after the 15 October 2011 ordinary election.



## STRATEGIC IMPLICATIONS

13. The introduction a new committee structure directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

### Key Focus Areas

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders.

## POLICY IMPLICATIONS

14. The introduction of the new committee structure will amend associated policies and terms of reference.

## RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the proposed Audit and Finance Committee</i>	<i>Unlikely</i>	<i>High</i>	<i>Extreme</i>	<i>The proposed committee will be further reviewed and resubmitted to a future Council meeting, however the Council will be non-compliant with the Local Government Act during that time.</i>

## FINANCIAL IMPLICATIONS

16. The type and times of Committee meetings will need to be advertised and the cost of preparing local public notices will be undertaken by the Office of the CEO using staff resources within existing budget lines.

## LEGAL IMPLICATIONS

17. There are no legal implications related to this item except for compliance with specific provisions of the *Local Government Act 1995*, including Subdivision 2 and Division 1A, and the Regulations.

## ALTERNATE OPTIONS

18. Council can continue:
- a. with existing Committee structures and terms of reference
  - b. amend the proposed terms of reference.

<b>Consulted References</b>	<a href="#">Local Government Act 1995</a>
<b>File Number (Name of Ward)</b>	<a href="#">All Wards</a>
<b>Previous Reference</b>	<a href="#">OCM 11/10/11 Item 1.8</a>

## 6.3: COUNCIL MEMBER APPOINTMENT TO REGIONAL ROADS GROUP, TIRES AND ROAD WISE COMMITTEES

**Attachments:** : • Terms of Reference for Timber Industry Road Evaluation Strategy (TIRES)  
• Terms of Reference for Regional Roads Group  
• Terms of Reference for Roadwise Committee

**Responsible Officer** : Chief Executive Officer (F James)

### RECOMMENDATION

#### ITEM 6.3: RESPONSIBLE OFFICER RECOMMENDATION

THAT nominations be made for the following Committees:

1. \_\_\_\_\_ to the Regional Road Group Committee (1 vacancy)
2. \_\_\_\_\_ to Timber Industry Road Evaluation Strategy(1 vacancy)
3. \_\_\_\_\_ to The Albany Roadwise Committee (1 vacancy)
4. \_\_\_\_\_ to be the alternate proxy to the Albany Roadwise Committee

#### IN BRIEF

- Nominate City of Albany representative/s to various non-Council Committees, of which City of Albany Council has representative rights.

#### BACKGROUND

1. The Regional Roads Groups (RRG) is a Committee auspiced by Main Roads WA. An extract from the Regional Road Group's Policy and Procedure Manual relating to Committee membership is are attached.
2. The City of Albany Chief Executive Officer or delegate can also attend the RRG meetings (as an observer).
3. The Timber Industry Road Evaluation Strategy (TIRES) is a Committee auspiced jointly by Department of Main Roads (Great Southern Regional Office), and the Great Southern Development Commission. It has the following voting members:
  - City of Albany
  - Shire of Cranbrook
  - Shire of Denmark
  - Shire of Plantagenet
  - Albany Plantation Export Company
  - Gunns Timber
  - Australian Blue Gum Plantations
  - Elders Forestry
  - Plantation Energy Australia
  - Forest Products Commission

CEO:

4. An explanatory note for the TIRES Committee is attached.
5. The City of Albany Chief Executive Officer or delegate can also attend the TIRES meetings (as an observer).
6. The Albany RoadWise Committee Terms of Reference are attached. The Albany Roadwise Committee membership is comprised of:
  - Councillor from the City of Albany
  - Officer from the City of Albany
  - Administration Support Officer from the City of Albany
  - Police representative
  - WALGA Roadwise representative
  - WACHS - Great Southern representative
  - SDERA representative
  - Main Roads WA representative
  - Up to four community representatives from road users and/or community groups
  - Department of Transport
  - Independent Chair
7. The Roadwise Committee appears to be the only committee with formal member proxy provisions.

## **DISCUSSION**

8. Council can nominate, as its representatives on those Committees:
  - a. One Council Member for RRG Committee;
  - b. One Council Member for TIRES Committee;
  - c. One Council Member for RoadWise Committee
9. Given issues of road funding, road construction prioritisation and the City's Asset Management are all interlinked it would be preferably that the same Council Member is appointed to all three committees, to ensure consistency of information from the City of Albany, across all Committee.
10. Given the linkages between State and Federal Government road funding to the City's Asset Management planning, it is also recommended that that Council Member also be a member of the Audit and Finance Committee.
11. The next meeting of the RRG Committee will occur before the November OCM, and so appointment to it is required prior to that date.

## **GOVERNMENT CONSULTATION**

12. Nil.

## **PUBLIC CONSULTATION/ENGAGEMENT**

13. Nil.

## **STATUTORY IMPLICATIONS**

14. As these are not Committees of Council, the *Local Government Act 1995* does not apply to these Committees.

**STRATEGIC IMPLICATIONS**

15. Committee membership directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

**Key Focus Areas**

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders.

**POLICY IMPLICATONS**

16. Nil.

**FINANCIAL IMPLICATIONS**

17. Nil.

**LEGAL IMPLICATIONS**

18. Nil.

**RISK IDENTIFICATION & MITIGATION**

19. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the appointment to these Committees</i>	<i>Unlikely</i>	<i>High</i>	<i>Extreme</i>	<i>The proposed committee membership will be further reviewed and resubmitted to a future Council meeting, however the Council will not be represented on the Committees during that time.</i>

<b>Consulted References</b>	<a href="#">Local Government Act 1995</a>
<b>File Number (Name of Ward)</b>	<a href="#">All Wards</a>
<b>Previous Reference</b>	<a href="#">OCM 11/10/11 Item 1.8</a>

**6.4 COUNCIL MEMBER APPOINTMENT TO COMMITTEES**

- File Number (Name of Ward)** :
- Attachments:** : • Letter from Great Southern Development Commission, dated 06/10/2011  
• Terms of Reference for Albany Centenary Anzac Alliance Board (to be provided prior to SCM)
- Responsible Officer** : Chief Executive Officer (F James)

**RECOMMENDATION****ITEM 6.4: RESPONSIBLE OFFICER RECOMMENDATION**

1. THAT \_\_\_\_\_ and \_\_\_\_\_ be nominated to the Great Southern Development Commission (2 vacancies)
2. THAT \_\_\_\_\_ and \_\_\_\_\_ be nominated to the Albany Centenary Anzac Alliance Board (2 vacancies)
3. THAT \_\_\_\_\_ and \_\_\_\_\_ be nominated to the WALGA Great Southern Zone Committee (2 vacancies)

**IN BRIEF**

- Nominate City of Albany representative/s to various non-Council Committees, of which City of Albany Council has representative rights.

**BACKGROUND**

1. The Great Southern Development Commission Board is auspiced by the Commission. The Commission seeks to fill two vacancies. (Letter attached)
2. The Albany Centenary Anzac Alliance Board is a Board established for delivering the Centenary of Anzac Events Commemoration. The positions on the Board are held jointly by Elected Members and the CEO of the City of Albany, and members of the local and State RSL.
3. There are three City of Albany Board members, and three RSL Board members on the Albany Centenary Anzac Alliance Board. Current RSL members are:
  - Bill Gaynor, State President RSL
  - Peter Aspinall, President RSL Albany Branch
  - David Knox, RSL Member

**CEO:**

4. The Committee membership is comprised of two councillors from each Shire or City within the Zonal Area.
5. The next meetings of the above Committees / Board occur before the November Ordinary Council Meeting, and so appointment to them is required prior to that date.

**DISCUSSION**

6. Council:
  - a. can nominate two Council Members for the Great Southern Development Commission Board
  - b. is represented by two Council Members (along with the City of Albany Chief Executive Officer) for the Albany Centenary Anzac Alliance Board;
  - c. is represented by two Council Member at WALGA Great Southern Zone Committee
7. While the City of Albany is asked to nominate two representatives to the Great Southern Development Commission, it appears it is a matter for the Commission who will be selected for committee membership.
8. As a result of the Anzac Centenary Commemorative Events, there are / will be significant:
  - a. Economic development opportunities for the City of Albany;
  - b. Funding commitment issues to realise the Events;
  - c. Land control and management issues to be addressed to realise the infrastructure development required for the Events;
  - d. Future operational expense commitments for the City of Albany arising from such infrastructure developments;
  - e. investments of City of Albany staff time and other resources in the organisation of the Events;
  - f. Planning and development approval issues to be addressed to realise the Events, including potential accommodation and other regulatory relaxations required;
  - g. Logistics required generally for inclusion of all sectors of the Albany and Regional communities in ensuring the success of the Events;
  - h. Interaction required with State, Federal and international politicians and other such dignitaries;

it is recommended that one Council Member of the Board be the Mayor.
9. Given that WALGA Zonal Committee does not decide significant policy decisions, and all Zonal Committee resolutions are considered by the State WALGA Committee, it is suggested that membership of the WALGA Zonal Committee may be most appropriately held by newer members of Council, for the benefit of creating new networks amongst their neighbouring Shire peers, and learning of the policy issues considered by local governments across the State.

**STATUTORY IMPLICATIONS**

10. As these are not Committees of Council, the Local Government Act does not apply to these Committees.

**GOVERNMENT CONSULTATION**

11. Nil.

**PUBLIC CONSULTATION/ENGAGEMENT**

12. Nil.

**STRATEGIC IMPLICATIONS**

13. Committee membership directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

**Key Focus Areas**

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders.

**POLICY IMPLICATIONS**

14. Nil.

**RISK IDENTIFICATION & MITIGATION**

15. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the appointment to these Committees</i>	<i>Unlikely.</i>	<i>High.</i>	<i>Extreme.</i>	<i>The proposed committee will be further reviewed and resubmitted to a future Council meeting, however the Council will not be represented on the Committees during that time.</i>

**FINANCIAL IMPLICATIONS**

16. Nil.



**LEGAL IMPLICATIONS**

17. Nil.

**ALTERNATE OPTIONS**

18. Council can determine not to appoint members to the Committees.

<b>Consulted References</b>	<a href="#">Local Government Act 1995</a>
<b>File Number (Name of Ward)</b>	<a href="#">All Wards</a>
<b>Previous Reference</b>	<a href="#">OCM 11/10/11 Item 1.8</a>

## **6.5 MEMBERSHIP OF THE AEC OPERATIONAL ADVISORY COMMITTEE**

**Responsible Officer** : Chief Executive Officer (F James)

### **RECOMMENDATION**

#### **ITEM 6.4: RESPONSIBLE OFFICER RECOMMENDATION**

**Given that the Albany Entertainment Centre (AEC) Operational Advisory Committee is a Committee of an operational nature, and for the foreseeable future the City of Albany will not be required to make any strategic or operational commitments in respect of the AEC, COUNCIL APPOINTS the City of Albany's Chief Executive Officer as the City's only representative on the AEC Operational Advisory Committee.**

### **IN BRIEF**

Presently two members of Council and the City of Albany's Chief Executive Officer are members of the AEC Operational Advisory Committee. With the changed nature of this committee, being much more operational in nature, representation by Council members is no longer needed.

### **BACKGROUND**

1. The AEC is owned and operated by the State Government, and it is likely that this will continue for the foreseeable future.
2. The AEC Operational Advisory Committee is auspiced and Chaired by Perth Theatre Trust (PTT). PTT is the current State-appointed managers of the AEC.
3. The Committee meets periodically to discuss operational matters for the AEC.
4. Committee meetings are currently attended by:
  - Peter Alexandra (Chair), Trustee of the PTT;
  - Alan Ferris, General Manager of the PTT;
  - Rodney Phillips, Chief Executive of Odgen (appointed by PTT as professional managers of the AEC)
  - Garry Snowdon, General Manager, AEC
  - Officer from the Great Southern Development Commission
  - City of Albany representatives
5. The next meeting of the above Committee will occur before the November Ordinary Council Meeting, and so appointment to it is required prior to that date.

**CEO:**

**DISCUSSION**

6. The Committee does not decide strategic or policy decisions in respect of the AEC. All such decisions are made by the State Government on advice of PTT.
7. The business of the Committee for many months has resolved around how PTT, Odgen, the Great Southern Development Commission and the City of Albany can cooperatively work together on operational matters impacting on the AEC.
8. The City of Albany Chief Executive Officer attends all meetings of the Committee, and is the one that implements any actions required of the City, arising from business of the Committee.
9. Council can nominate up to two Council Members to the Committee, if it wishes.

**GOVERNMENT CONSULTATION**

10. Nil.

**PUBLIC CONSULTATION/ENGAGEMENT**

11. Nil.

**STATUTORY IMPLICATIONS**

12. As this Committee is not a committee of Council, the Local Government Act does not apply to it.
13. Regulation 9 of the *Local Government (Rules of Conduct) Regulations 2007* specifically discourages council members' involvement in tasks of the administration of the City unless authorised by the Council.

**STRATEGIC IMPLICATIONS**

14. Nil.

**POLICY IMPLICATIONS**

15. Nil.

**RISK IDENTIFICATION & MITIGATION**

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support appointments to the AEC Operational Advisory Committee</i>	<i>Unlikely</i>	<i>High</i>	<i>Extreme</i>	<i>The proposed committee membership will be further reviewed and resubmitted to a future Council meeting, however the Council will not have a representative on that Committee during that time.</i>

**FINANCIAL IMPLICATIONS**

16. Nil.

**LEGAL IMPLICATIONS**

17. Nil.

**ALTERNATE OPTIONS**

18. Nil.

<b>Consulted References</b>	<i>Local Government (Rules of Conduct) Regulations 2007</i> <i>Local Government Act 1995</i>
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