

1.8: PROPOSED NEW COMMITTEES OF COUNCIL

Attachments : Nil
Responsible Officer : Chief Executive Officer (Faileen James)

IN BRIEF

- Present Council with a proposal to defer most appointments to Committees of Council until the new Council has been elected and had the opportunity to consider Committee need, Terms of Reference and leadership.

RECOMMENDATION**ITEM 1.8: RESPONSIBLE OFFICER RECOMMENDATION**
VOTING REQUIREMENT: SIMPLE MAJORITY

Council ENDORSE deferring the appointment of Committees of Council until the November 2011 Ordinary Meeting of Council, with the exception of appointments to the Audit Committee on 18 November 2011, and appointment of a member of Council to the Great Southern Regional Road Group.

BACKGROUND

1. As part of the governance review conducted by the Chief Executive Office and feedback from some Councillors it was identified that possible changes to the current Committee structure is required to better reflect functions and responsibilities.

DISCUSSION

2. It is proposed that new Committees are formed (supported by possible operational working groups or sub committees) at the November 2011 Ordinary Meeting of Council.
3. This will allow existing and newly elected Members the opportunity to discuss the proposed changes, and consider how to best meet the governance requirements through its Committees structures, including Committee membership and Terms of Reference.

CEO:

4. Suggested future City of Albany Council Committees:

- **Local Emergency Management Committee (LEMC) (incl. Airport Emergency Committee.** To continue to operate but as a subcommittee to the LEMC.)
 - The LEMC is established by the local government to overview, plan and test the local community emergency management arrangements; convening every three months. The Committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the City of Albany LEMC include representatives from FESA, St John Ambulances, City of Albany Councillors, Police, Health Service, Albany State Emergency Unit, Main Roads Western Australia and State government departments. The LEMC also facilitates training and exercises for emergency management.
 - The Local Emergency Management Committee should ensure the capabilities of agencies are adequately documented and understood by all stakeholders, and that all agencies are represented at the appropriate organisational level.
 - There is also a dedicated Emergency Management Plan that needs reviewing.
 - The Airport Emergency Committee currently operates as a subcommittee of the Local Emergency Management Committee.
 - It is also proposed that the Bushfire Management Working Group be a working group of LEMC:
 - strategic matters relating to the preventing, controlling and extinguishing of bush fires;
 - the strategic requirements for planning of the layout of fire-breaks in the district;
 - the performance of the City in regards to it's obligations under the *Bush Fires Act 1954*;
 - the operational efficiency of bush fire brigades and the grouping thereof under group brigade officers;
 - 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
 - any other matter relating to bush fire control.

- **Audit and Finance Strategy Committee.** It is proposed to combine the Audit and Finance Strategy Committees. The Audit Committee is established under section 7.1A of the *Local Government Act 1995*.
 - The current Audit Committee usually meets monthly, and assists Council meet its oversight responsibilities in relation to risk management, internal and external financial audit, financial reporting and the overall system of internal control.
 - To coincide with OCM papers preparation and distribution, it is proposed that this Committee meet on the first Tuesday of the Month and membership is extended to all Councillors.
 - The Audit and Finance Strategy Committee functions would include the legislated requirement to review the annual financial statements with the external auditor prior to Council adoption of annual accounts.
 - Oversee the preparation of the 5 Year Financial Sustainability Plan.
 - Financial management review and oversight, including Annual Carry Forwards and quarterly budget reviews;
 - Matters pertaining to the Council's Asset Strategies, including strategic property issues (buying, selling, acquiring and leasing of land or buildings);
 - Matters pertaining to Asset management, Financial management, Write off of Debts, Fees and charges and Insurance;

- **Planning and Development Committee.** This proposed Committee would be a new Committee of Council.
 - It is proposed that the Planning and Development Committee meets on the fourth Tuesday of the month and considers items from the Planning and Development Services Directorate of the City.
 - The nature of the reports presented to this Committee covers Health issues (Liquor Licensing, Noise, Prosecutions), Building license requests (non conforming), and Planning matters (Scheme amendments, group developments, policy development, planning studies, non conforming applications).
 - The proposed Planning and Development Committee could consist of six members being one Councillor from each Ward as a minimum. Executive Directors and other senior staff members would attend according to the business to be discussed.
 - The Committee meetings will be open to the public. Members of the public could speak on matters listed on the agenda.

11/10/2011

REFER DISCLAIMER

- **Governance Committee:** This proposed Committee would be a new Committee of Council. It is proposed that this Committee will oversee the following functions:
 - Review of Council's policies;
 - Matters relating to supporting Elected Members;
 - Drafting changes or additions to existing or new local laws;
 - Preliminary consideration of the Council's draft Strategic Plan;
 - Preliminary consideration of the Council's draft Annual Plan;
 - Matters pertaining to the conduct of the Council's Annual General Meeting;
 - Consideration of the proposed meeting schedule for Council and its Committees;
 - Receiving reports from Council representatives on outside bodies and from other bodies as determined by Council;
 - Considering matters not falling within the terms of reference of other Council committees.
 - Chief Executive Officer Performance Appraisal Committee;

- 5. In respect of the Chief Executive Officer Performance Appraisal, section 5.38 of the Act requires a review of the performance of the CEO.
 - **Environment and Reserves Committee.** It is proposed that this new Committee would include the current functions of the **Bush Carers Advisory Committee.**: Currently this Committee is responsible for coordinated external assistance and resources to community bush care groups including :
 - Promote the value, conservation and management of bushland.
 - Provide a forum and support to local groups, including funding, training and activities.
 - Encourage networking, providing access to ideas, information and expertise concerning bush land.
 - Promote policy development for the protection and management of bush land.
 - Seek legislative changes for bush land protection.
 - The Environment and Reserves Committee could be responsible for setting the strategic direction for developed and natural reserves placed in the care and control of the City of Albany.

- **Cultural & Community Development Committee.** This proposed Committee will consolidate the following Committees: Aboriginal Advisory Committee, Albany Arts Development Committee, Community Financial Assistance Committee, Sports Person of the Year Judging Panel, Premiers Australia Day Active Citizenship Award Committee, Senior's Advisory Committee and Youth Advisory Committee.
 - This proposed Committee's role would be to:
 - Encourage the involvement of the community in the City of Albany's art and cultural development.
 - Provide a forum for the sharing of ideas and resources between the City of Albany and the community and provide mutual support and assistance in developing and implementing public art and cultural activities in Albany.
 - Identify community development projects to seek funding for projects.
 - Community Development enhancement, including community safety, cultural diversity, civic awards and equality and access;
 - Consider services for special needs groups such as children, youth and older people;
 - Consider Sister City Relationships;
 - Facilitate Community, Cultural and Major Event Grants;
 - Facilitate Sports person of the year judging panel;
 - Facilitate the Premiers Australia Day Active Citizenship Award;
- **Marketing Albany Committee.** This proposed Committee will replace the Albany Tourism Marketing Advisory Committee (ATMAC) and the Streetscape Committee;
 - The proposed Committee's role is to make recommendations to Council on matters pertaining to marketing Albany as a liveable and tourism destination, and to enhance economic development opportunities for Albany and the region.
 - The composition of the Committee is proposed at four Elected Members, two tourism industry representatives and two business representatives and an officer of the Great Southern Development Commission and Regional Development Australia.

GOVERNMENT CONSULTATION

Nil

PUBLIC CONSULTATION / ENGAGEMENT

Nil

STATUTORY IMPLICATIONS

6. The following Committees have a statutory requirement to be conducted:
 - Audit Committee
 - Local Emergency Management Committee (LEMC)
 - Airport Emergency Committee
7. 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

8. The introduction and trial 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

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

RISK IDENTIFICATION & MITIGATION

10. 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 committee structure at the November Ordinary meeting of Council.</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>The proposed committee structure will be further reviewed and resubmitted to a future Council meeting.</i>

FINANCIAL IMPLICATIONS

11. The current meeting calendar is valid until March 2012. If Council chooses to change the type and times of Committee meetings 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

12. There are no legal implications related to this item except for compliance with specific provisions of the *Local Government Act 1995*, including sections 7.1A; 5.11(1)(d) and 5.38.

ALTERNATE OPTIONS

13. Council can continue to with existing Committee structures.

Consulted References	Local Government Act 1995
File Number (Name of Ward)	All Wards
Previous Reference	OCM 18/05/10 Item 16.2.2