

TERMS OF REFERENCE

AIRPORT EMERGENCY COMMITTEE

File reference: CS.MEE.2

Type: Committee of Council (Statutory requirement)

Appointment reference: [To be inserted]

The Committee is established under *the Civil Aviation Act (1998) and the Emergency Management Act 2005*.

The Committee does not have delegated authority from Council.

Functions:

To oversight 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*.

To consider the post activity report of the annual emergency exercise and any report recommendations.

The minutes of this Committee is to be reported to the Local Emergency Management Committee (LEMC).

Membership:

The airport operator (City of Albany) will ensure that the following persons are invited to be members of the Committee:

- the WA Police Local Commander, or their nominee;
- senior representatives of key industry stakeholders (including airlines);
- 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.

Elected member representation:

- Councillor _____(Chair)

Community representation:

In addition to a member of the Western Australian Police and a representative of the Office of Transport Security the following will be members of the Committee:

- A representative of Airport Hangar Leasees
- An Officer of Skywest Airlines
- An Officer from Albany Regional Hospital
- An Officer from Department of Child Protection
- A Fire and Emergency Services Authority (FESA) Representative
- An Officer from Main Road Department
- An Officer from St John Ambulance Service

Meeting dates, times and venue:

- The Committee will convene as required:
 - in the event of a heightened security threat or similar circumstances; or
 - to discuss the outcomes and actions taken in response to a significant aviation security incident, especially where such incident may reveal systemic security or safety vulnerabilities.
- Venue will be the Civic Chambers, City of Albany North Road Office, Albany, or as notified.
- If required, meetings will be held immediately after the Local Emergency Management Committee (LEMC) meeting (convened every three months) or at an alternate notified time.

Responsible Team: Office of the CEO

Executive Officer(s):

- Executive Director Community Services Directorate
- Manager Tourism Development and Services
- Coordinator Emergency Management and Community Safety
- Senior Airport Reporting Officer (Minute Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

Security: Security sensitive information may not be made publicly available. The Committee may provide written reports to Council, generally in the form of summaries of meetings where security of information needs to be maintained.

TERMS OF REFERENCE

CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE

File reference: [To be inserted]

Type: Committee of Council

Appointment reference: [To be inserted]

To act as a consultative forum for community groups and particularly special needs groups and make recommendations to Council on the allocation of community financial assistance and support for community grant applications.

The Committee does not have any delegated authority from Council.

Functions:

The Committee's role is to recommend to Council policies and strategies that:

- Encourage the involvement of the community in the City of Albany's arts 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 for potential funding applications.
- Encourage community development enhancement, including community, cultural diversity, civic awards and community equality and access;
- Consider services for special needs groups such as children, youth and older people, including frail, aged and people with mobility challenges;
- Consider and foster Sister City Relationships;
- Facilitates and monitors actions in support of the Aboriginal Accord Agreement;
- Contribute to the effective operation of the Vancouver Arts Centre and the Town Hall, including future planning and development and resourcing;
- Facilitates the selection of the Sports Person of the year; and
- Consider nominations for the Australia Day Citizen, Young Citizen and Community Event/Organisation of the Year Awards and to recommend to Council the Award Winners, noting that this is a state coordinated program.

Membership: Council members and community members.

Elected member representation:

[Insert Number] Council members:

- Mayor Dennis Wellington (Mayor)
- Councillor _____(Chair)
- Councillor _____
- Councillor _____

Community representation:

Up to a maximum of [Insert Number] community representatives:

- Representative: _____
- Representative: _____
- Representative: _____
- Representative: _____

Meeting dates, times and venue:

- Meet monthly on the fourth Tuesday of the month.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Community Services Directorate

Senior City of Albany staff members would attend the meeting according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- Executive Director Community Services
- Other Executive Directors relevant to the business of the meeting
- Manager Recreation Services
- Manager Tourism Development and Services
- Manager Cultural and Community Development
- Executive Director Community Services delegate (Minute Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

ENVIRONMENT AND RESERVES COMMITTEE

File reference: PR.MEE.1

Type: Committee of Council

Appointment reference: [To be inserted]

This committee is responsible for setting the strategic direction for developed and natural reserves in the care and control of the City of Albany, working in partnership with community groups and other stakeholders who have the same objectives.

The Committee does not have any delegated authority from Council.

Functions:

1. Recommend to Council, policies and strategies for effective:
 - a. Promotion of the value of conservation and management of City of Albany controlled reserves.
 - b. Protection and management of City of Albany controlled reserves.
 - c. City of Albany Environmental Code of Conduct;
 - d. Risk management, and within reserves the monitoring of compliance with to ensure community safety.
2. Recommend to Council proposed legislative changes for reserve protection.
3. Provide a forum and support for local groups involved in environmentally sustaining activities.
4. Oversee and recommend to Council the adequacy of implementation by the Chief Executive Officer of matters stated above.

Membership:

The Committee consists of [Insert Number] members of Council and up to a maximum of [Insert Number] members representing environmental bushcare and other environmental community groups.

Elected member representation:

- Councillor _____ (Chair)
- Councillor _____
- Councillor _____
- Councillor _____

Community representation:

- Representative _____
- Representative _____
- Representative _____
- Representative _____

Meeting dates, times and venue:

- Meet on an as-required basis throughout the year, but at least quarterly on the second Tuesday of the relevant month, or as notified.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Works & Services Directorate

Senior City of Albany staff members attend according to the business to be discussed.

Executive Officer(s):

- Executive Director Works & Services
- Reserves Manager
- Other Executive Directors relevant to the business of the meeting
- Reserves Manager's delegate (Minutes Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

GOVERNANCE COMMITTEE

File reference: [To be inserted]

Type: Committee of Council (Statutory requirement regarding CEO performance appraisal)

Appointment reference: [To be inserted]

This Committee is responsible for considering governance issues and compliance with section 5.38 of the *Local Government Act 1995*, which requires an annual review of the performance of the Chief Executive Officer.

The Committee does not have any delegated authority from Council.

Functions:

1. On the referral from Council, the carrying out of functions in relation to governance issues in accordance with the *Local Government Act 1995*.
2. Oversee the following functions:
 - Review of Council's policies;
 - Supporting Elected Members in their governance role;
 - Developing amendments to existing, or new, local laws;
 - Consideration of the Council's draft Strategic Plan;
 - Consideration of the Council's draft Annual Report;
 - 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;
 - Chief Executive Officer performance appraisal and contract terms; and
 - Considering matters not falling within the terms of reference of any other Council committee.
3. Recommend to Council policy and strategies in respect of good practice and improved governance.
4. Oversee and recommend to Council the adequacy of implementation by the Chief Executive Officer of matters stated above.

Membership:

The Committee is open to all members of Council who wish to nominate.

Elected member representation:

- Mayor Dennis Wellington (Mayor)
*Chair to be appointed from the membership of the Committee.
- Breaksea Ward Councillor_____ (Member) Councillor_____ (Member)
- Frederickstown Ward Councillor_____ (Member) Councillor_____ (Member)
- Kalgan Ward Councillor_____ (Member) Councillor_____ (Member)
- Vancouver Ward Councillor_____ (Member) Councillor_____ (Member)
- West Ward Councillor_____ (Member) Councillor_____ (Member)
- Yakamia Ward Councillor_____ (Member) Councillor_____ (Member)

Community representation:

- Nil

Meeting dates, times and venue:

- Meet on an as-required basis throughout the year, at least two-monthly.
- Meeting time will be the first Tuesday of the month or as notified.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Office of the CEO

The Chief Executive Officer, Executive Directors and other senior staff members attend according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- On the direction of the Chief Executive Officer, other Executive Directors, relevant to the business of the meeting
- Executive Manager Compliance & Community Safety (Minutes Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

File reference: ES.MEE.5; ES.MEE.6

Type: Committee of Council
(Statutory requirement)

Appointment reference: [To be inserted]

The Local Emergency Management Committee (LEMC) is to be established by the local government to overview, plan and test the local community emergency management arrangements.

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 Committee does not have delegated authority from Council.

Functions:

The LEMC is established to:

1. Overview, plan and test the local community emergency management arrangements, including but not limited to:
 - a. Advising and assisting the City of Albany in ensuring that local emergency management arrangements are established for its district;
 - b. Liaising with public authorities and other persons and entities in the development, review and testing of local emergency management arrangements; and
 - c. Carrying out other emergency management activities as required by the City of Albany Emergency Management Plan or prescribed by legislation and regulations.
2. Recommend to Council, policies and strategies for effective:
 - a. Management of community emergency response and recovery;
 - b. Facilitation of local emergency management arrangements;
 - c. Risk management, and the monitoring of compliance regarding emergency management activities;
 - d. Financial management and reporting of the Emergency Services Levy (ESL);
 - e. Logistical support of the volunteer bushfire brigade network, including ensuring sustainable, whole-of-life asset management and the monitoring of compliance with emergency management legislation, policy and activities;

- f. Support of emergency management volunteers, ensuring appropriate training and occupational safety and health management and the monitoring of compliance with;
 - g. Community training exercises for emergency management response; and
 - h. Delegated authority and responsibilities assigned to appointed officer and community representatives.
3. Oversee and make recommendations to Council on the review of the Emergency Management Plan.
4. Oversee the following subcommittee:
- Airport Emergency Committee (subcommittee).
- and working group:
- The Bushfire Management Committee (Working Group), an operational working group which would take advice from the Bushfire Advisory Group.
- which report to Council through LEMC.
5. Ensure the capabilities of emergency management agencies are adequately documented and understood by all stakeholders, and that all agencies are represented at the appropriate organisational level to manage emergency responses and recovery within the City of Albany.

Membership:

The Committee includes representatives of agencies, organisations and community groups with expertise relevant to identified community hazards and risks, and emergency management arrangements.

Elected member representation:

Two Council members:

- Councillor _____(Chair)
- Councillor _____

Community representation:

Senior representatives or delegates of the following agencies:

- ABC Radio;
- Albany Port Authority;
- Albany Regional Hospital;
- Albany Sea Rescue;
- Australian Red Cross;
- Bureau of Meteorology;
- Department of Education;
- Department of Food and Agriculture;
- Department of Transport;
- Department of Child Protection;

- Department of Environment and Conservation;
- Department of Housing;
- Fire and Emergency Services Authority (FESA);
- Main Roads Western Australia;
- Silver Chain Great Southern;
- St John Ambulance Australia;
- Albany Surf Life Saving;
- Telstra;
- ATCO Gas Australia;
- WA Police Local Commander or their representative (Deputy Chair).
- Water Corporation;
- Western Power; and
- Westnet Rail.

The Chair may invite persons other than those listed above to be members or observers of the LEMC.

Meeting dates, times and venue:

- The Committee will convene up to four times a year or more regularly in the event of a identified heightened risk to the community, or as notified.
- Venue will be the Civic Chambers, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Office of the CEO

Executive Officer(s):

- Chief Executive Officer
- Executive Manager Compliance and Community Safety
- Manager Reserves
- Coordinator, Emergency Management and Community Safety
- Executive Manager Compliance and Community Safety delegate (Minutes Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

The content of minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Security: Security sensitive information may not be made publicly available. The Committee may provide written reports to Council, generally in the form of summaries of meetings where security of information needs to be maintained. The Committee will also report as required to any funding bodies.

Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

MARKETING ALBANY COMMITTEE

File reference: [To be inserted]

Type: Committee of Council

Appointment reference: [To be inserted]

The Committee is responsible for making recommendations to Council on matters pertaining to marketing Albany as a liveable community and tourism destination, and to enhance economic development opportunities for Albany and the region, including enhanced tourism (as one significant economic development opportunity).

The Committee does not have any delegated authority from Council.

Functions:

1. Recommend to Council, policies and strategies for effective:
 - a. Marketing of Albany as a liveable community and tourism destination;
 - b. Economic development opportunities for Albany and the Great Southern Region ;
 - c. Tourism opportunities for Albany and the Great Southern Region; and
 - d. Municipal City of Albany presentation and visual amenity including Streetscape.
2. Recommend to Council terms and cost-benefits for Albany's economic development.
3. Oversee and recommend to Council the adequacy of implementation by the Chief Executive Officer of matters stated above.

Membership: The composition the Committee is as follows:

Elected member representation:

[Insert Number] Council members:

- Mayor Dennis Wellington (Mayor)
- Councillor _____(Chair)
- Councillor _____
- Councillor _____

Community representation:

Two tourism industry representatives:

- Tourism Industry Representative _____
- Tourism Industry Representative _____

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Two business representatives from the Albany's business community, including the President or the Chief Executive Officer of the Albany Chamber of Commerce and Industry (ACCI):

- ACCI Representative _____
- Business Representative _____

A senior officer of the Great Southern Development Commission (GSDC):

- GSDC Representative _____

A senior officer of local office of Regional Development Australia (RDA):

- RDA Representative _____

Meeting dates, times and venue:

- Meet on an as-required basis throughout the year, but at least two monthly
- Meeting time will be the first Tuesday of the relevant month, or as notified.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Office of the CEO

Senior City of Albany staff members will attend according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- Executive Director Community Services
- Manager Tourism Development and Services
- Executive Officer Media Liaison/Public Relations
- Other Executive Directors relevant to the business of the meeting
- Executive Director Community Services delegate (Minute Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

Recording of minutes: The Chair is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

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Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.

TERMS OF REFERENCE

PLANNING AND DEVELOPMENT COMMITTEE

File reference: [To be inserted]

Type: Committee of Council

Appointment reference: [To be inserted]

This Committee is responsible for considering planning and development issues, in particular pre-consideration of Officer reports to assist better Council deliberations at future Council meetings.

The Committee does not have any delegated authority from Council.

This Committee is open to the public and members of the public can address the Committee on matters listed on the agenda.

Functions:

1. On the referral from Council, the carrying out of functions in relation to planning and development issues in accordance with the *Local Government Act 1995, City of Albany Town Planning Schemes*, applicable legislation and best practice planning and development guidelines.
2. Recommend to Council, policies and strategies for effective:
 - a. Planning matters (Scheme amendments, group developments, policy development, planning studies, non conforming applications)
 - b. Health issues (Liquor licensing, Noise, Prosecutions);
 - c. Building license requests (non conforming); and
 - d. Any other matters delegated to Planning and Development Directorate Officers.
3. Oversee and recommend to Council the adequacy of implementation by the Chief Executive Officer of matters stated above.

Membership:

The Committee consists of [Insert Number] members of Council; being at least one Councillor from each Ward as a minimum, **with the other ward Councillor being appointed as a proxy.**

A maximum of [Insert Number] members of the community (who would not regularly have conflicts of interests with the Committee's business under consideration) are invited to contribute as members to the Committee's deliberations.

Membership by public representatives will be arranged via public advertising for expressions of interest, with Council selecting appropriate representative.

Elected member representation:

- Mayor Dennis Wellington (Mayor)
*Chair to be appointed from the membership of the Committee.
- Breaksea Ward Councillor _____ (Member) Councillor _____ (Proxy)
- Frederickstown Ward Councillor _____ (Member) Councillor _____ (Proxy)
- Kalgan Ward Councillor _____ (Member) Councillor _____ (Proxy)
- Vancouver Ward Councillor _____ (Member) Councillor _____ (Proxy)
- West Ward Councillor _____ (Member) Councillor _____ (Proxy)
- Yakamia Ward Councillor _____ (Member) Councillor _____ (Proxy)

Community representation:

- Representative _____
- Representative _____
- Representative _____
- Representative _____

Meeting dates, times and venue:

- Meet on an as required basis throughout the year on a monthly basis or as notified.
- Meeting time will be the fourth Tuesday of the relevant month or as notified.
- Venue will be the Margaret Coates Room, City of Albany North Road Office, Albany, or as notified.

Responsible Team: Planning and Development Services Directorate

Executive Directors and other senior staff members attend according to the business to be discussed.

Executive Officer(s):

- Chief Executive Officer
- Executive Director Planning and Development Services
- Other Executive Directors relevant to the business of the meeting
- Executive Director Planning and Development Services delegate (Minutes Secretary)

Conduct of meetings: Committees of Council are to be conducted in accordance with the City of Albany Standing Orders Local Law 2009, and the *Local Government (Administration) Regulations 1996*.

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Conflict of interest: Members and Officers are to declare if they have an interest in any matter for consideration by the Committee.