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# MINUTES

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**Ordinary Meeting of Council**

**Tuesday 29 October 2019**

6.00pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**



ORDINARY COUNCIL MEETING  
MINUTES 29/10/2019

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## 1. DECLARATION OF OPENING

**6.00pm** The Chief Executive Officer Mr Andrew Sharpe declared the meeting open.

### 1.1 DECLARATIONS BY COUNCILLORS ELECT AND ELECTION OF DEPUTY MAYOR

The CEO welcomed Superintendent Ian Clarke, WAPOL to witness the Declarations.

The CEO then called forward Mayor Elect Wellington to make his Declaration. Following this, the Mayor assumed the Chair as Presiding Member and called upon each of the Councillors Elect individually to make their Declaration.

Nominations were then called for the position of Deputy Mayor. Councillors Stocks was elected unopposed to the position of Deputy Mayor, expiring October 16 2021.

## 2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

*"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."*

*"We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land."*

*We would also like to pay respect to Elders past, present and emerging".*

## 3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor

D Wellington

### Councillors:

Breaksea Ward

P Terry

Frederickstown Ward

R Stephens

Frederickstown Ward

G Stocks

Kalgan Ward

E Doughty

Kalgan Ward

M Benson-Lidholm JP

Vancouver Ward

T Sleeman

Vancouver Ward

J Shanhun

West Ward

A Goode JP

West Ward

S Smith

Yakamia Ward

R Sutton

Yakamia Ward

C Thomson

### Staff:

Chief Executive Officer

A Sharpe

Acting Executive Director Corporate Services

D Olde

Executive Director Infrastructure & Environment

P Camins

Acting Executive Director Development Services

J Van Der Mescht

Executive Director Community Services

S Kay

Meeting Secretary

J Williamson

### Apologies:

Breaksea Ward

R Hammond (Apology)

**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Report Item Number</b>	<b>Nature of Interest</b>
Councillor Thomson	9-Submission on Climate Change	<b>Impartiality.</b> The nature of the interest being that Councillor Thomson is a signatory on the submission regarding the WALGA Climate Change Policy Statement. Councillor Thomson remained in the Chamber and participated in the vote for this item.
Councillor Sleeman	9-Submission of Climate Change	<b>Impartiality.</b> The nature of the interest being that Councillor Sleeman is a signatory on the submission regarding the WALGA Climate Change Policy Statement. Councillor Sleeman remained in the Chamber and participated in the vote for this item.

**5. REPORTS OF MEMBERS Nil**

**6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil**

**7. PUBLIC QUESTION TIME**

**6.17pm Ms Kensley Crowley, 15 Suffolk Street, Mount Clarence**

Ms Crowley's tabled address regarding the WALGA Climate Change Policy Statement is available at Appendix A.

**6.19pm Ms Hannah Ford, 15 Suffolk Street, Mount Clarence**

Ms Ford's tabled address regarding the WALGA Climate Change Policy Statement is available at Appendix A.

**6.21pm Ms Rebecca Ford, 15 Suffolk Street, Mount Clarence**

Ms Ford's tabled address regarding the WALGA Climate Change Policy Statement is available at Appendix A.

**6.23pm Mr Kailin Abrahams, 59 Parker Street, Lockyer**

Mr Kailin Abrahams' tabled address regarding the WALGA Climate Change Policy Statement is available at Appendix A.

There being no further speakers, the Mayor declared Public Question Time closed at 6.28pm.

**8. APPLICATIONS FOR LEAVE OF ABSENCE Nil**

**9. PETITIONS AND DEPUTATIONS**

**REESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SLEEMAN**  
**SECONDED: COUNCILLOR THOMSON**

**THAT the Petition lodged by residents of the Kalgan Rural Village requesting provision of Public Open Space as part of the ongoing development of the Village be RECEIVED.**

**CARRIED 12-0**

**RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR GOODE**  
**SECONDED: COUNCILLOR STEPHENS**

**THAT the Submission lodged by supporters of the WALGA Climate Change Policy Statement be RECEIVED.**

**CARRIED 12-0**

**10. CONFIRMATION OF MINUTES**

**RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR SHANHUN**

**THAT the minutes of the Special Council Meeting held on 03 September 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 12-0**

**RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR SHANHUN**

**THAT the minutes of the Ordinary Council Meeting held on 24 September 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 12-0**

**11. PRESENTATIONS Nil**

**12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil**

## CCS181: FINANCIAL ACTIVITY STATEMENT – AUGUST 2019

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	Statement of Financial Activity
<b>Report Prepared by</b>	: Acting Manager Finance (S Van Nierop)
<b>Responsible Officer</b>	: Acting Executive Director Corporate Services (D Olde)

### Electoral Caretaker Period Policy Statement

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

### RECOMMENDATION

**CCS181: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR TERRY**

**THAT the Financial Activity Statement for the period ending 31 August 2019 be RECEIVED.**

**CARRIED 12-0**

**CCS181: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR GOODE**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS181: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT the Financial Activity Statement for the period ending 31 August 2019 be RECEIVED.**

### BACKGROUND

1. The Statement of Financial Activity for the period ending 31 August 2019 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

### DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.

4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

*“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”*

### STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
  - I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail:
    - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
    - b. budget estimates to the end of the month to which the statement relates;
    - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
    - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
    - e. the net current assets at the end of the month to which the statement relates.
  - II. Each statement of financial activity is to be accompanied by documents containing –
    - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
    - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
    - c. such other supporting information as is considered relevant by the local government.
  - III. The information in a statement of financial activity may be shown –
    - a. according to nature and type classification;
    - b. by program; or
    - c. by business unit.
  - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
    - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
    - b. recorded in the minutes of the meeting at which it is presented.

### POLICY IMPLICATIONS

8. The City's 2019/20 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.



**FINANCIAL IMPLICATIONS**

10. Expenditure for the period ending 31 August 2019 has been incurred in accordance with the 2019/20 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

<b>File Number (Name of Ward)</b>	FM.FIR.7 - All Wards
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**CCS182: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2019**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance (S Van Nierop)  
**Responsible Officers:** : Executive Director Corporate Services (D Olde)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**RECOMMENDATION**

**CCS182: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR GOODE**

**That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2019 totalling \$6,987,542.78.**

**CARRIED 12-0**

**CCS182: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR MOIR**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS182: RESPONSIBLE OFFICER RECOMMENDATION**

**That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2019 totalling \$6,987,542.78.**

**BACKGROUND**

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 September 2019. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$0.00
Credit Cards	\$42,584.12
Payroll	\$1,683,908.09
Cheques	\$49,081.10
Electronic Funds Transfer	\$3,442,657.25
<b>TOTAL</b>	<b>\$5,218,230.56</b>

As at 15 September 2019, the total outstanding creditors stands at \$369,429.21 and is made up as follows:-

Current	\$236,731.56
30 Days	\$129,273.42
60 Days	\$3,332.32
90 Days	\$91.91
<b>TOTAL</b>	<b><u>\$369,429.21</u></b>
<b>Cancelled Cheques</b>	<b>Nil</b>

### STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

### POLICY IMPLICATIONS

6. Expenditure for the period to 15 September 2019 has been incurred in accordance with the 2018/2019 budget parameters.

### FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 September 2019 has been incurred in accordance with the 2018/2019 budget parameters.

### CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

<b>File Number (Name of Ward)</b>	<b>:</b>	FM.FIR.2 - All Wards
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**CCS183: DELEGATED AUTHORITY REPORTS – AUGUST TO SEPTEMBER 2019**

**Proponent** : City of Albany  
**Attachments** : Executed Document and Common Seal Report  
**Report Prepared by** : Personal Assistant to the ED Corporate Services (H Bell)  
**Responsible Officer** : Chief Executive Officer (A Sharpe)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**BACKGROUND:**

In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:

- Delegation: 006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY (Chief Executive Officer)
- Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
- Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

**RECOMMENDATION**

**CCS183: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR TERRY**

**THAT the Delegated Authority Reports 16 August 2019 to 15 September 2019 be RECEIVED.**

**CARRIED 12-0**

**CCS183: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR HAMMOND**  
**SECONDED: COUNCILLOR SMITH**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS183: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 August 2019 to 15 September 2019 be RECEIVED.**

**CCS184: QUARTERLY REPORT – TENDERS AWARDED – JULY TO SEPTEMBER 2019**

**Proponent** : City of Albany  
**Attachments** : Quarterly Report – Tenders Awarded – July to September 2019  
**Report Prepared by** : Procurement Officer (A Bancroft)  
**Responsible Officer** : Acting Executive Director Corporate Services (D Olde)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**RECOMMENDATION**

**CCS184: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR THOMSON  
SECONDED: COUNCILLOR STEPHENS**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – July to September 2019.**

**CARRIED 12-0**

**CCS184: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR STOCKS  
SECONDED: COUNCILLOR SHANHUN**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS184: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – July to September 2019.**

## CCS185: REQUEST FOR NOMINATIONS TO COMMITTEES OF COUNCIL AND EXTERNAL COMMITTEES

<b>Attachments</b>	: Governance and Meeting Framework (Council Committee Terms of Reference)
<b>Report Prepared By</b>	: Manager Governance and Risk (S Jamieson)
<b>Responsible Officers:</b>	: Chief Executive Officer (A Sharpe)

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Leadership.
  - **Objectives:**
    - To provide strong, accountable leadership supported by a skilled and professional workforce
    - To engage effectively with our community.
  - **Community Priorities:**
    - Provide informed and transparent decision making that is consistent with our strategic direct, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.
    - Develop structures and processes that engage the community and engender community confidence, and trust that their input is valued and used to inform decisions and priorities.

### In Brief:

- Committee membership ceases at the time of the local government election. Nomination and appointments to committees are to be made at the first Ordinary Council Meeting held post the election.
- Nominations for membership of committees should be received prior to the Ordinary Council Meeting to be held 29 October 2019, however, nominations can be made at that meeting.

### RECOMMENDATION

#### CCS185: RESOLUTION VOTING REQUIREMENT: ABSOLUTE MAJORITY

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR SLEEMAN**

**THAT Council:**

1. **APPOINT** the nominated elected members to the following Committees:

- a. **Committees of Council**

**Airport Emergency Committee**

1. Councillor Sutton
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2. Councillor Terry
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3. Councillor Shanhun
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**CCS185: RESOLUTION (continued)**

**Audit and Risk Committee**

1.Mayor Wellington	4.Councillor Smith	7.Councillor Terry
2.Councillor Doughty	5.Councillor Stephens	
3.Councillor Goode	6.Councillor Stocks	

**Bush Fire Advisory Committee**

1.Councillor Shanhun	4.Councillor Sleeman
2.Councillor Terry	
3.Councillor Smith	

**CEO Performance Review Committee**

Mayor	3.Councillor Doughty
1.Councillor Goode	
2.Councillor Smith	

**Community and Corporate Services Committee**

1.Mayor Wellington	6.Councillor Benson-Lidholm	11.Councillor Goode
2.Councillor Hammond	7.Councillor Doughty	12.Councillor Thomson
3.Councillor Terry	8.Councillor Sleeman	13.Councillor Sutton
4.Councillor Stephens	9.Councillor Shanhun	
5.Councillor Stocks	10.Councillor Smith	

**Development and Infrastructure Services Committee**

1.Mayor Wellington	6.Councillor Benson-Lidholm	11.Councillor Goode
2.Councillor Hammond	7.Councillor Doughty	12.Councillor Thomson
3.Councillor Terry	8.Councillor Sleeman	13.Councillor Sutton
4.Councillor Stephens	9.Councillor Shanhun	
5.Councillor Stocks	10.Councillor Smith	

**Local Emergency Management Committee**

1.Councillor Hammond
2.Councillor Shanhun

**Waste Management Working Group**

1.Councillor Hammond
2.Councillor Benson-Lidholm
3.Councillor Terry

**External Committee Representation**

**Great Southern Recreational Advisory Group (GSRAG)**

1.Councillor Stocks
2.Councillor Sleeman

**Great Southern Regional Road Group**

- |                       |
|-----------------------|
| 1.Councillor Doughty  |
| 2.Councillor Stephens |

**WA Local Government Association (WALGA) Great Southern Zone**

- |                             |
|-----------------------------|
| 1.Mayor Wellington          |
| 2.Councillor Stocks         |
| 3.Councillor Benson-Lidholm |
| 4.Councillor Terry          |
| 5.Councillor Thomson        |
| 6.Councillor Stephens       |
| 7.Councillor Doughty        |

**WALGA Road Wise Advisory Committee**

- |                     |
|---------------------|
| 1.Councillor Stocks |
| 2.Councillor Sutton |

**South Coast Alliance Inc. *\*Please Note: Appointments to the South Coast Alliance Inc. currently consist of the Mayor and Deputy Mayor. There may be changes to the number of local government representation on this body, which will be confirmed at the next Alliance meeting. Accordingly, a further report to Council with regard to representation and any required nominations will be provided in due course.***

**Great Southern Joint Development Assessment Panel**

- |  |
|--|
| 1. Mayor (Member 1)                                  |
| 2. Councillor Terry (Member 2)                       |
| 3. Councillor Benson-Lidholm JP (Alternate Member 1) |
| 4. Councillor Thomson (Alternate Member 2)           |

**National Anzac Centre Advisory Group**

- |         |
|---------|
| 1.Mayor |
|---------|

**CARRIED 12-0  
ABSOLUTE MAJORITY**

**BACKGROUND**

2. In accordance with section 5.11(1)(d) of the *Local Government Act 1995* (the Act), a person's membership of a Committee is valid until the next ordinary local government election.
3. Therefore, nominations will be called for membership of all Council and external committees at the first Ordinary Council Meeting following the election.
4. Reports for consideration by Council are generally referred through a Standing Council Committee. Standing Committees operate in a functional, transparent and legally compliant meeting framework which provides an opportunity for elected members to engage in the development of strategy and policy.
5. Reports for consideration by Council should provide accurate and relevant information in order to facilitate informed decision making by elected members.
6. Standing Committees of Council are open to the public, with the exception of the Audit and Risk Committee.
7. The Terms of Reference and purpose of each committee are defined in the Governance and Meeting Framework.



## DISCUSSION

8. All elected members are appointed as members of the Community and Corporate Services Committee and the Development and Infrastructure Services Committee.
9. Nominations will be called for all other committee vacancies.
10. In the event that nominations exceed the number of vacancies on a committee, a ballot will be conducted and membership will be determined by a vote.
11. The Mayor may express a wish to be a member of a committee, and will duly be appointed as a member of that committee.
12. Committees will appoint a Chair and Deputy Chair at the first meeting held after appointments of members are made.
13. An abridged version of the Terms of Reference for each committee follows:

### **Audit and Risk Committee** (Statutory Requirement)

The Audit and Risk Committee is responsible for assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:

- Reporting of financial information;
- Application of accounting policies;
- Management of the financial affairs of the City; and
- Assessment of the adequacy of the management of risk, internal control and legislative compliance.

**Executive Officers:** Chief Executive Officer, Executive Director Corporate Services, Manager Finance and Manager Governance and Risk.

**Meeting Schedule:** Scheduled quarterly meetings.

**Membership:** Minimum of four and maximum of seven elected members.

### **Chief Executive Officer Performance Review Committee**

The CEO Performance Review Committee is responsible for reviewing the performance of the CEO in accordance with the CEO Performance Review Process Policy.

**Executive Officers:** Manager Human Resources and an external facilitator appointed by Council.

**Meeting Schedule:** As required in accordance with the contract of employment.

**Membership:** The Mayor and three elected members.

*Note: All members of the CEO Performance Review Committee must undertake the CEO Performance Review training course provided by WALGA within six months of appointment to the committee.*

### **Community and Corporate Services Committee**

The Community and Corporate Services Committee is responsible for the following functions:

- Community Services-Delivery of the Community Health and Participation objectives detailed in the *City of Albany Community Strategic Plan*.
- Corporate Services-Delivery of the [Smart, Prosperous and Growing](#) objectives, and [Leadership](#) objectives detailed in the *City of Albany Community Strategic Plan*.
- Monitoring and commenting on the financial health and strategies of the City.
- Considering and recommending ways to strengthen the local economy.

**Executive Officers:** Executive Director Corporate Services and Executive Director Community Services.

**Meeting Schedule:** 2<sup>nd</sup> Tuesday of each month.

**Membership:** All elected members are appointed to this committee.

**Development and Infrastructure Services Committee**

The Development and Infrastructure Services Committee is responsible for delivery of the **Clean, Green and Sustainable** and **Connected and Safe Built Environment** objectives detailed in the *City of Albany Community Strategic Plan*.

**Executive Officers:** Executive Director Development Services and Executive Director of Infrastructure and Environment.

**Meeting Schedule:** 2<sup>nd</sup> Wednesday of each month.

**Membership:** All elected members are appointed to this committee.

**Airport Emergency Committee** (Statutory Requirement)

This 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.

**Executive Officers:** Executive Director Corporate Services, Manager Governance and Risk (Airport Operations).

**Meeting Schedule:** Meets quarterly.

**Membership:** Minimum of 1 and maximum of 2 elected members.

**Bush Fire Advisory Committee**

This committee is responsible for reviewing administrative and resourcing recommendations from the Bush Fire Advisory Group and providing advice to Council on matters pertaining to the *Bush Fires Act 1954*.

**Executive Officers:** Executive Director Corporate Services.

**Meeting Schedule:** Meets quarterly.

**Membership:** Four elected members.

**Local Emergency Management Committee** (Statutory Requirement)

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

**Executive Officers:** Chief Executive Officer, Executive Director Corporate Services and Community Emergency Services Manager (CESM).

**Meeting Schedule:** Meets quarterly.

**Membership:** Minimum of 1 and maximum of 2 elected members.

### **Waste Management Working Group**

The Waste Management Working Group ensures that Council has ownership of, and a confident understanding of future waste management matters.

**Executive Officer:** Executive Director Infrastructure and Environment.

**Meeting Schedule:** Quarterly.

**Membership:** 3 elected members.

### **External Committees**

#### **Great Southern Joint Development Assessment Panel (JDAP)**

The JDAP is an independent decision making body comprised of three technical experts and two local government elected members. The JDAP considers development applications made under local and regional planning schemes valued at \$10m and above.

**Executive Officer:** Executive Director Development Services

**Meeting Schedule:** As required.

**Membership:** 2 members and 2 reserves.

*Note: All elected members nominating to the JDAP must complete mandatory training.*

#### **Great Southern Recreational Advisory Group (GSRAG)**

The GSRAG meets regularly to discuss the development of community sporting and recreational opportunities for residents and visitors of the Great Southern.

**Executive Officers:** Executive Director Community Services and Manager Recreation Services.

**Meeting Schedule:** Quarterly.

**Membership:** Minimum of 1 elected member and maximum of 2 elected members.

#### **Great Southern Regional Road Group**

This group is responsible for allocating State government funding for regional road maintenance and construction, and oversight of the allocation and implementation of State government “Black Spot” funding.

**Executive Officers:** Executive Director Infrastructure and Environment and Manager City Engineering.

**Meeting Schedule:** Quarterly.

**Membership:** Maximum of 2 elected members.

**South Coast Alliance Inc.**

The Alliance is comprised of representatives for the City of Albany, Shire of Denmark and Shire of Plantagenet. The Alliance promotes collaborative development in the region, and advocates for economic development, tourism and resource efficiency.

**Executive Officer:** Chief Executive Officer.

**Meeting Schedule:** Monthly.

**Membership:** Mayor and 2 elected members.

**WA Local Government Association (WALGA) Great Southern Zone**

WALGA is the peak industry body for local government in WA. WALGA advocates on behalf of WA local government and negotiates service agreements for the sector.

**Executive Officer:** Chief Executive Officer and Executive Assistant to the CEO.

**Meeting Schedule:** Monthly.

**Membership:** All elected members represent the City.

**WALGA Roadwise Advisory Committee**

This committee facilitates the active engagement and involvement of local governments and community to raise awareness of, and implement road safety initiatives such as the Towards Zero WA Road Safety Strategy 2008-2020.

**Executive Officers:** Executive Director Infrastructure and Environment and Manager City Engineering.

**Meeting Schedule:** Third Tuesday of each month.

**Membership:** Maximum of two elected members.

**National Anzac Centre Advisory Group**

The NAC Advisory Group is to provide advice and strategic oversight of the NAC and support the ongoing development and implementation of initiatives to achieve the strategic objectives of the precinct.

**Executive Officer:** The Chief Executive Officer.

**Meeting Schedule:** Quarterly.

**Membership:** Mayor or nominated representative.

**GOVERNMENT & PUBLIC CONSULTATION**

14. The *Local Government Act 1995* and supporting legislation and the Department of Local Government Guidelines were consulted.

**STATUTORY IMPLICATIONS**

15. There is a statutory requirement for Council to form an Audit Committee.
16. 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 local government election.
17. Division 2, Part 5 of the *Local Government Act 1995* deals with Council meetings, committees and their meetings.
18. Appointment to committees is by **Absolute Majority**.

## POLICY IMPLICATIONS

19. There are no policy implications related to this report, unless the Terms of Reference for a committee to be amended.

## RISK IDENTIFICATION & MITIGATION

20. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Business Operation</b> <i>Risk: Members are not appointed to committees</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Elected Members are appointed to committees at a future council meeting. Officer reports and recommendations will be considered by whole of Council at Ordinary Council Meetings.</i>

## FINANCIAL IMPLICATIONS

21. A budget line exists for the cost of administering committees, including representation on external committees.

## LEGAL IMPLICATIONS

22. The legal implication is related to 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 report.

## ALTERNATE OPTIONS

24. Elected members may reserve the right to nominate for committee membership at a later date.

<b>Consulted References</b>	:	<i>Local Government Act 1995 Planning and Development (Development Assessment Panels) Regulations 2011 Department of Local Government Guidelines Governance and Meeting Framework Policy</i>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 31/10/2017 Report Item CCS067

**DIS178: PLANNING AND BUILDING REPORTS SEPTEMBER 2019**

**Proponent / Owner** : City of Albany.  
**Attachments** : Planning and Building Reports September 2019  
**Report Prepared By** : Administration Officer – Planning (J Ferrell)  
Administration Officer – Development Services (Z Sewell)  
**Responsible Officers:** : Acting Executive Director Development Services  
(J Van Der Mescht)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.  
The CEO therefore recommends this report for consideration by Council.*

**RECOMMENDATION**

**DIS178: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**Moved: Councillor Thomson**  
**Seconded: Councillor Shanahun**

**THAT Council NOTE the Planning and Building Reports for September 2019.**

**CARRIED 12-0**

## DIS179: C19021 STAGE 1 CIVIL WORKS – MIDDLETON BEACH FORESHORE ENHANCEMENT

<b>Land Description</b>	: Middleton Beach
<b>Proponent / Owner</b>	: City of Albany
<b>Report Prepared By</b>	: Major Projects Officer (R. Taylor)
<b>Responsible Officers:</b>	: Executive Director Infrastructure & Environment (P. Camins)

*Discussion regarding the financial or contractual matters pertaining to the tender process or award of the tender was requested, in accordance with section 5.23 (2) (c) & (e) of the Local Government Act 1995, the meeting went behind closed doors for that discussion. Council re-opened the meeting to members of the public prior to making a resolution.*

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Community Health and Participation
  - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
  - **Community Priority:** Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory.

### Maps and Diagrams:



### In Brief:

- Following a competitive tender process, Council approval is sought to award the tender for the Contract C19021 Stage 1 Civil Works – Middleton Beach Foreshore Enhancement to NEO Infrastructure.

**RECOMMENDATION**

**DIS179: RESOLUTION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR STOCKS**  
**SECONDED: COUNCILLOR STEPHENS**

**THAT Report Item DIS179: Stage 1 Civil Works-Middleton Beach Foreshore Enhancement be ACCEPTED as an Urgent Item in accordance with clause 3.5 of *Standing Orders Local Law 2014 (Amended)* for consideration by Council.**

**CARRIED 12-0**  
**ABSOLUTE MAJORITY**

**Reason:** The close of tenders for this project was 3 October 2019. The tender evaluation process was completed after the scheduled distribution date for this agenda.

It is requested that Council consider this item in accordance with clause 3.5 of the *Standing Orders Local Law 2014 (Amended)* to ensure that the project is not unduly delayed.

7.09PM

**DIS179: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR DOUGHTY**  
**SECONDED: COUNCILLOR SUTTON**

**THAT Council go BEHIND CLOSED DOORS to discuss DIS179: Stage 1 Civil Works-Middleton Beach Foreshore Enhancement.**

**CARRIED 12-0**

7.13PM

**DIS179: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR DOUGHTY**  
**SECONDED: COUNCILLOR SUTTON**

**THAT the meeting be RE-OPENED to members of the public.**

**CARRIED 12-0**

**DIS179: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STOCKS**  
**SECONDED: COUNCILLOR SMITH**

**THAT Council ACCEPT the tender from NEO Infrastructure and AWARD contract C19021 - Stage 1 Civil Works – Middleton Beach Foreshore Enhancement.**

**CARRIED 12-0**

**BACKGROUND**

2. Tenders were called for Construction Works; Stage 1 Civil Works – Middleton Beach Foreshore Enhancement.
3. It is preferable to commence works at the earliest possible time to ensure practical completion in accordance with funding requirements.



**DISCUSSION**

4. The standard tender process as prescribed by the *Local Government Act 1995* (the Act) and *Local Government (Function and General) Regulations 1996* (the Regulations).
5. Tenders were advertised both state-side and locally from the 5 September 2019 and were closed on 3 October 2019.
6. Forty Three (43) tender documents were downloaded from the City of Albany website, resulting in the City receiving six (6) conforming tender submissions with three (3) tenderers submitting conforming and alternatives.

**Evaluation of Tenders**

7. The tender panel evaluated tenders using the weighted criteria methodology across five key areas, shown in Table 1.

**Table 1 – Evaluation Criteria**

Criteria	% Weighting
Relevant Experience	15%
Tenderers Resources	5%
Demonstrated Understanding	20%
Corporate Social Responsibility	5%
Cost	55%
<b>Total</b>	<b>100%</b>

8. The following Table 2 summarises the tenders and the overall evaluation scores applicable.

**Table 2 – Summary of Tender Submissions**

Tenderer	Total	Rank
NEO Infrastructure	701.30	1
Tenderer B	663.55	2
Tenderer C	547.12	3
Tenderer D	518.78	4
Tenderer E	451.85	5
Tenderer F	365.33	6

9. NEO Infrastructure ranked highest with the highest total weighted score.
10. From the evaluation scoring, reference check, clarification, and financial check processes NEO Infrastructure are the preferred tender and consequently it is recommended that their tender be accepted and the contract be awarded.

**GOVERNMENT & PUBLIC CONSULTATION**

11. There is no government consultation required for the award of Construction Works for the Stage 1 Civil Works – Middleton Beach Foreshore Enhancement.
12. The funding body and public will be notified with regard to the outcome of the award and timeframe for implementation.

**STATUTORY IMPLICATIONS**

13. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$150,000.
14. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

15. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
16. Voting Requirement: **Simple Majority**.

### POLICY IMPLICATIONS

17. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

### RISK IDENTIFICATION & MITIGATION

18. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>City Operations:</b> Failure to deliver project within specified timeframe	Possible	Major	High	Award construction tender as soon as possible to satisfy funding conditions for project completion.
<b>Business Interruption:</b> Council does not support recommendation for tender award	Possible	Major	Medium	City Officer address any issues / concern, to facilitate Council making a timely decision.
<b>Opportunity:</b> Project developed and delivered on time for the benefit of the community use and precinct activation.				

### FINANCIAL IMPLICATIONS

19. The recommended tender is within budget.

### LEGAL IMPLICATIONS

20. Responsibility has been assigned to ensure contractual terms for all aspects of this project are applied.

### ENVIRONMENTAL CONSIDERATIONS

21. The contractor's environmental sustainability policy will apply to this contract.
22. Site management controls will be enforced to mitigate adverse any possible environmental impacts.

### ALTERNATE OPTIONS

23. The options are:
  - Council can elect to accept the recommended tender,
  - Not approve any tender

### CONCLUSION

24. It is recommended, based on the evaluation scoring, reference check, clarification, and financial check processes that the tender is awarded to NEO Infrastructure.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• Local Government Act 1995</li> <li>• Local Government (Functions and General) Regulations 1996</li> <li>• Council Policy: Purchasing Policy (Tenders and Quotes) <ul style="list-style-type: none"> <li>○ Tender/Contract Procedure</li> <li>○ Evaluation Procedure (Tenders and Quotations)</li> </ul> </li> <li>• Council Policy: City of Albany Buy Local Policy (Regional Price Preference)</li> </ul>
<b>File Number (Name of Ward)</b>	:	CP.PLA.9
<b>Previous Reference</b>	:	'Stage 1 Civil Works – Middleton Beach Foreshore Enhancement; Confidential Briefing Note to Elected Members, Monday 22 October 2019

**BFAC008: APPOINTMENT OF VOLUNTEER CHIEF AND DEPUTY CHIEF  
BUSH FIRE CONTROL OFFICERS FOR 2019/20.**

<b>Attachments</b>	: Nil
<b>Report Prepared by</b>	: Manager Ranger and Emergency Services (T Ward)
<b>Responsible Officer</b>	: Acting Executive Director Development Services (J Van Der Mescht)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Leadership.
  - **Objective:** To establish and maintain sound business and governance structure.
  - **Community Priority:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

**In Brief:**

- Nominations for essential leadership positions have been received from Volunteer Bush Fire Brigade members.
- The appointments have been made in accordance with the Delegations Register.

**RECOMMENDATION**

**BFAC008: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SMITH  
SECONDED: COUNCILLOR STEPHENS**

**THAT Council NOTE the information report relating to the appointment of Volunteer Chief and Deputy Chief Bush Fire Control Officers for 2019/2020 period.**

**CARRIED 12-0**

**BFAC008: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MOIR  
SECONDED: V HILDER**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 5-0**

**BFAC008: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council NOTE the information report relating to the appointment of Volunteer Chief and Deputy Chief Bush Fire Control Officers for 2019/2020 period.**

**BACKGROUND**

2. The City of Albany has established a network of sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members, for the purpose of providing bushfire fighting capacity throughout the district.

3. In accordance with S38 of the *Bush Fires Act 1954*, the City appoints Chief and Deputy Chief Bush Fire Control Officers.
4. Nominations for those positions are called for at a Bush Fire Advisory Group meeting. Successful nominees are then appointed by the CEO of the City of Albany in accordance with the Delegations Register.

### **DISCUSSION**

5. Nominations for Chief and Deputy Chief Bush Fire Control Officers were received from Mr Rob Lynn, Mr Garry Duncan and Mr Graeme Poole.
6. The committee recommended the following appointments:
  - Chief Bush Fire Control Officer-Garry Duncan.
  - Deputy Chief Bush Fire Control Officer-Graeme Poole.

### **GOVERNMENT & PUBLIC CONSULTATION**

7. Fire Control Officers are appointed under an instrument of delegation, in accordance with the City of Albany *Strategic Bush Fire Plan 2014-2019*.
8. Department Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions were consulted.

### **STATUTORY IMPLICATIONS**

9. Local Governments are empowered by Section 38 *Bush Fires Act 1954* to appoint such persons as necessary to perform the duties associated with a Bush Fire Control Officer.

### **POLICY IMPLICATIONS**

10. There are no immediate policy implications associated with this report.

### **FINANCIAL IMPLICATIONS**

11. There are no financial implications associated with receiving the report.

### **LEGAL IMPLICATIONS**

12. There are no immediate legal implications in receiving the report.

### **ENVIRONMENTAL CONSIDERATIONS**

13. There are no environmental considerations associated with receiving the report.

### **SUMMARY CONCLUSION**

14. The attached report should be received.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>City of Albany Strategic Bush Fire Plan 2014 - 2019</i></li><li>• <i>Bush Fires Act 1954</i> (WA)</li></ul>
<b>File Number (Name of Ward)</b>	:	ES.MEE.1 - (All Wards)
<b>Previous Reference</b>	:	Nil

**BFAC009:BUSHFIRE RISK MANAGEMENT PLAN AND BUSHFIRE RESILIENCE IN THE GREAT SOUTHERN PROJECT**

<b>Land Description</b>	: All Wards
<b>Proponent / Owner</b>	: City of Albany / Dept. of Fire and Emergency Services;
<b>Attachments</b>	: Mitigation Activity Fund FAQ's information sheet (draft).
<b>Supplementary Information &amp; Councillor Workstation</b>	: BRIGS Project Plan
<b>Report Prepared By</b>	: Bushfire Mitigation Risk Management Planning Officer/Fire Liaison Officer (D Little) Bushfire Resilience in the Great Southern (BRIGS) Project Officer (M Haymont)
<b>Responsible Officers:</b>	: A/Executive Director Development Services (J Van Der Mescht)

**STRATEGIC IMPLICATIONS**

1. Council will be requested to endorse the Bush Fire Risk Management Plan on completion.
2. This item relates to the following elements of the City of Albany Community Strategic Plan:
  - **Theme:** Leadership.
  - **Objective:** To establish and maintain sound business and governance structure.
  - **Community Priority:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

**In Brief:**

- The City of Albany has secured funding from the Department of Fire and Emergency Services to commence the development of a Bushfire Risk Management Plan (BRMP);
- An endorsed BRMP will allow the City to access funding for fire mitigation activities available under the Mitigation Activities Fund (MAF) administered by the state government.
- Additionally, the Bushfire Resilience in the Great Southern (BRIGS) project, a joint project with the Shires of Plantagenet, Denmark and the City of Albany which is funded by the Natural Disaster Resilience Program (NDRP), will provide a targeted mitigation program to three precincts within the City of Albany as a component of the BRMP.
- These targeted assessments of the nominated precincts will advise and inform evacuation planning and mitigation activities

**RECOMMENDATION**

**BFAC009: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SHANHUN**  
**SECONDED: COUNCILLOR STOCKS**

**THAT Council NOTE the information relating to the Bush Fire Risk Management process.**

**CARRIED 12-0**

**BFAC009: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR MOIR  
SECONDED: R LYNN

THAT the Responsible Officer Recommendation be ADOPTED.

**CARRIED 5-0**

**BFAC009: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council NOTE the information relating to the BRMP process.

**BACKGROUND**

3. The City of Albany's' current bush fire mitigation program, which has been running for 5 years in its current form, provides a robust platform on which to integrate the BRMP which will enable access to state government bushfire risk mitigation funding.
4. The BRIGS project will provide targeted and specific mitigation recommendations to areas considered high risk within the City of Albany.

**DISCUSSION**

5. The City has obtained DFES funding to commence the Bush Fire Risk Management Plan. This consists of a 0.5 FTE for 12 months.
6. At the end of the 12 months, further funding from DFES equivalent to 0.3 FTE will be available until 2022, which will enable to the completion of the project.
7. The current fire mitigation program will continue without interruptions. Mitigation planning and operations will still be undertaken by the Fire Liaison Officer, with the implementation of fire access track maintenance operations being overseen by the City's Natural Reserves Supervisor.
8. MAF funding is made available to implement identified treatments to areas of High and Extreme risk.
9. MAF funding is available only for mitigation activities on City Vested Crown Land, not property owned by the City, or unallocated crown land (UCL). The funds can be used for activities required to support on ground works (environmental/heritage approvals) as well as slashing, mulching, spraying etc.
10. The MAF funding will be available once the BRMP is endorsed by Council and the Office of Bushfire Risk Management (OBRM). MAF funding can be applied for twice a year (April and August), however local governments can only receive funding once per year.
11. The BRIGS project aims to apply an approved assessment method (Bushfire Attack Level Planning methodology) to provide evidence of risk to vulnerable areas/communities where evacuation may be compromised.
12. Three precincts have been identified for this project, Little Grove, Goode Beach and Bayonet Head. These precincts meeting the criteria for bush fire vulnerability.
13. The project will identify and recommend areas for refuge, procedures for evacuation and bush fire risk treatment options. Consultation with residents of the three precincts will be conducted.

**GOVERNMENT & PUBLIC CONSULTATION**

14. Public consultation will be conducted as part of both the BRMP and BRIGS projects. The BRMP will have also contain a Communications Strategy.

## STATUTORY IMPLICATIONS

15. Nil

## POLICY IMPLICATIONS

16. Nil.

## RISK IDENTIFICATION & MITIGATION

17. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Community Safety</b> <b>Financial</b> <b>Reputation</b> <b>Property</b> <b>Risk:</b> BFRMP not adopted by Council. Funding for bush fire risk mitigation activities in the three areas identified as high risk will not be available.	Unlikely	Medium	High	Review of the BFRMP by Council prior to adoption.

## FINANCIAL IMPLICATIONS

18. MAF funding opportunities for areas of High and Extreme risk will be available.

## LEGAL IMPLICATIONS

19. Nil.

## ENVIRONMENTAL CONSIDERATIONS

20. Some environmental impacts will require careful management, particularly in areas of environmental sensitivity when carrying out risk mitigation such as prescribed burns or fuel reduction.

21. Any mitigation activities will be conducted in accordance with the Environmental Code of Conduct

## ALTERNATE OPTIONS

22. Council may choose to further review the proposed BFRMP prior to adoption.

## CONCLUSION

23. Council note the information contained in this report.

24. A further update on the BRMP project will occur on finalisation of the project, including the amount and impact of MAF funding applications.

<b>Consulted References</b>	:	Community Strategic Plan
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	NA

## **BFAC010: AMEND BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE**

**Proponent** : City of Albany  
**Report Prepared By** : Administration Coordinator Rangers & Emergency Services (S Lees)  
**Responsible Officer(s):** : Acting Executive Director Development Services (J Van Der Mescht)

### **In Brief:**

- The Bush Fire Advisory Committee members have requested an amendment to the current Terms of Reference for this committee, to increase the membership for elected members to four.
- This will enable increased representation from Council, and ensure continuity of membership for the Committee.
- The Bush Fire Advisory Committee has also requested an amendment to the meeting schedule, and BFAC meetings will now be held quarterly, and included in the Council and Committee meeting schedule to be adopted by Council at the December 2019 OCM.

### **RECOMMENDATION**

**BFAC010: RESOLUTION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR SHANHUN**  
**SECONDED: COUNCILLOR TERRY**

**THAT the Terms of Reference for the Bushfire Emergency Management Committee be amended, as follows:**

**Membership: Defined under the Terms of Reference detailed in the Strategic Bush Fire Plan 2014 – 2019:**

- Four elected members (Chairperson) (2 x 2 of alternating terms for continuity)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Senior Bush Fire Control Officers of each sector (North East and South West)
- Department of Fire and Emergency Services (DFES) Representative
- Parks and Wildlife Representative
- City of Albany Manager Public Health and Safety (Executive support – non- voting)
- City of Albany Administration Officer (Administrative support – non-voting)

**Meeting Schedule: Quarterly**

**Meeting Location: Conference Room, Mercer Road, Walmsley**

**CARRIED 12-0**  
**ABSOLUTE MAJORITY**

**BFAC010: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MOIR**  
**SECONDED: T WARD**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 5-0**



**BFAC010: RESPOINSIBLE OFFICER RECOMMENDATION**

THAT the Terms of Reference for the Bushfire Emergency Management Committee be amended, as follows:

Membership: Defined under the Terms of Reference detailed in the Strategic Bush Fire Plan 2014 – 2019:

- Four elected members (Chairperson) (2 x 2 of alternating terms for continuity)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Senior Bush Fire Control Officers of each sector (North East and South West)
- Department of Fire and Emergency Services (DFES) Representative
- Parks and Wildlife Representative
- City of Albany Manager Public Health and Safety (Executive support – non- voting)
- City of Albany Administration Officer (Administrative support – non-voting)

Meeting Schedule: Quarterly

Meeting Location: Conference Room, Mercer Road, Walmsley

**DISCUSSION**

1. The BFAC Committee have requested the amendments to the Terms of Reference for that committee in order to provide continuity of representation from Council.
2. The Council and Committee Meeting Schedule for 2020 will be adopted by Council at the December 2019 Ordinary Council Meeting. It is recommended that the revised meeting schedule for the BFAC be included in that Schedule.

**LEMC020: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY  
MANAGEMENT COMMITTEE – 20 JUNE 2019**

<b>Attachments</b>	: Confirmed Minutes of the Local Emergency Management Committee
<b>Report Prepared By</b>	: Administration Coordinator Ranger & Emergency Services (S Lees)
<b>Responsible Officers:</b>	: Acting Executive Director Development Services (J Van Der Mescht)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Leadership.
  - **Objective:** To provide strong, accountable leadership supported by a skilled and professional workforce
  - **Community Priority:** Provider positive leadership that delivers community outcomes.

**In Brief:**

- Receive the confirmed minutes of the Local Emergency Management Committee meeting held on 20 June 2019.

**RECOMMENDATION**

**LEMC020: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR SHANHUN**

**THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 20 June 2019 be RECEIVED.**

**CARRIED 12-0**

**LEMC020: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 20 June 2019 be RECEIVED.**

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

DIS179: STAGE 1 CIVIL WORKS-MIDDLETON BEACH FORESHORE  
ENHANCEMENT.

**15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**16. REPORTS OF CITY OFFICERS Nil**

**17. MEETING CLOSED TO PUBLIC**

DIS179: C19021 STAGE 1 CIVIL WORKS-MIDDLETON BEACH FORESHORE  
ENHANCEMENT

**18. CLOSURE**

There being no further business the Presiding Member declared the meeting closed at  
**7.14pm.**



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Dennis W Wellington  
**MAYOR**

**TABLED ADDRESS BY MS KENSLEY CROWLEY**

Councillors, tomorrow marks the beginning of my final exams. Over the past two weeks, instead of putting 100% into studying, I have been working with fellow young people to coordinate the newly formed Albany Youth Alliance. A youth advocacy network for young people, by young people, by young people, and at the top of their agenda is climate action.

Now many would, and do, believe that I should be prioritising my exams, or my future as it is more commonly called. And to that I have only one reply, my future, our future, is in the decision made right here by those who have the power to do so. No matter how qualified I am, what degree I get, how many hours I study, to me it is more pressing to be here ensuring that my future is both environmentally and therefore economically sustainable.

What good is a uni degree if I'm living day to day without food security? What good is trying save for a home when liveable land becomes a premium that no matter how hard I work I could never afford?

Or do I finally get that security and a bush fire wipes it out, or a drought cleans up my income, or I made the poor choice of owning ocean front property?

My future is here in these rooms where decisions are made, because young people are finding their voice and we are here for our future to be secure.

Now, this may seem melodramatic, what can one City Council do? And that is entirely the point. What can I do on my own? Could I have rallied 1,000 community members in the Town Square? No. Could young people have effected the largest global demonstration for change if we had all acted alone? No. And that is what this declaration symbolises.

Not empty words but a call to action from the tier of government closest to the people. Our strike was an example of people from across our community uniting their voices, and that has brought us here to the next level.

This declaration is an opportunity for our community to unite its voice with other communities to effect change up the ladder. This is a grassroots campaign, and so we ask you to accept our submission and later support it, because we all have the responsibility to effect change where we can.

**TABLED ADDRESS BY MS HANNAH FORD**

Albany is already a highly sustainable City, I agree, thanks in no small part to the efforts of the community as well as previous and current council members, including Mayor Dennis Wellington. I also agree Albany already ticks off most-if not all- of the objectives in the WALGA Climate Declaration. However, I disagree with the idea that said declaration's use and purpose dies there.

The WALGA Climate Declaration is-and has the potential to be- more than a do better pledge between a local council and its community. It's a statement-a statement that Albany stands with Bunbury, with Margaret River and with Fremantle, and with the other 65% of WA who have signed in agreeance that we care about the climate and the federal government should too.

It is us, the towns and cities of Australia, speaking with the same loud, powerful voice to put pressure on the government to reform its climate change policies.

For Albany, signing this declaration will do little more than formalise our climate action with words. For WA it will raise the list of signatories by one and increase the total percentage on paper.

But for Australia, by signing the WALGA Climate Change Declaration, formalising our climate stance and raising the statistics, we are contributing to Australian's call for action.

And who knows, maybe if we're loud enough and great enough, the government might follow through with their jobs in representing Australia.

Thank you.

**TABLED ADDRESS BY MS REBECCA FORD**

I'd like to look at this in a cost/benefit analysis. Specifically, I am posing this question: What is the cost of signing the WALGA Climate Declaration?

The answer is that there is none. As we've previously stated, Albany has already fulfilled practically every target set, so we won't be committing Albany to tasks that we are unable to or cannot afford to accomplish.

Neither does the document bend Albany in fealty to a larger organisation, so we won't lose our own voice or ability to act-or not act, as the case may be-independent of a large body.

We aren't robbing ourselves of potential future paths either, as Albany is already a thriving example of sustainability and too many of us would never abide by a back-slide to allow it to happen.

As for monetary concerns, well, signing the declaration is costless, but has the potential to be priceless in its results.

This brings me to my next question: What is the cost of not signing the WALGA Climate Change Declaration? By now you have heard us talk of the potential large scale benefits that the declaration could bring in terms of pressuring the federal government for policy change. Whether or not you agree with the possibility of whether Albany's contribution will matter, there is the potential that it could. Regardless of whether the Declaration will affect Albany, a city whose current admirable levels of sustainability renders the declaration as little more than words, it could help bring about action for all Australia.

This council's job is to represent Albany first and foremost, but Albany is part of Australia. Signing this declaration has a definite no cost to Albany, but a possibility of bringing much needed climate change policy reform for all of Australia. There shouldn't really be any dissent with that in mind.

**APPENDIX A**

**TABLED ADDRESS BY KAILIN ABRAHAMS**

Hello everyone, today I speak to you on behalf of the petition presented before you, as well as for a city that stopped and stood up on September the 20<sup>th</sup>.

I speak on behalf of students, teachers, retirees, police officers, fire fighters, construction workers, unions great and small and various other community groups and individuals who were passionate and motivated enough to stand for a sustainable and certain future.

I call on you today, as representatives of our home, our people and of our environment, to stay open minded and consider our petition, as the future of our city is in your hands.

Firstly though, I would like to acknowledge the beauty that is our home of Albany. I am eternally grateful for being lucky enough to be born in this place, and lucky enough to have parents that were born in this place.

Albany is my home, as like 35,000 other people, and it is ultimately our collective goal to pass our beautiful home to all other future generations.

Albany itself is also a sustainable hub, a jewel of diverse biodiversity, a model of renewable projects. It has a history of being proud and humble of the expansive eye opening beauty that surrounds it. And it is with our loving and caring ethos that as a community we have pursued a renewable agenda.

From community gardens, to Fossickers, to our towering wind mills, the City of Albany and its people have been actively responsible of their home, and it is only the sense of communal pride that we all have that could possibly express this.

Now, why the WALGA declaration? Well, we have the infrastructure and planning for sustainability. However, we can only build up our jewel and our future by adopting the wording and the symbolism that is required.

WALGA, the Western Australian Local Government Association, created and passed a resolution based upon local government actions in regards to sustainability and the positioning they should take. This declaration has been adopted by 40 local governments around the state, representing 65% of Western Australians.

This declaration is not radical, it is not even unfamiliar. It underpins all of the sustainable efforts Albany has undertaken and pursued, however, it is now time to stand with our state and unify behind a common issue.

Symbolism should never be dismissed. The word is powerful, the pen is powerful and so is the symbol. We acknowledge Country as does the council prayer, and now it is time to adopt that symbolism to stand up against an issue deserving all the measures needed to mitigate it.

Please accept this submission for the people and all generations to come.