



AGENDA

Ordinary Meeting of Council

Tuesday 31 October 2023

6.00pm

Council Chambers



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 31 October 2023 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

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1. **DECLARATION OF OPENING** by the Chief Executive Officer Mr Andrew Sharpe.

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”

In accordance with section 2.29 of the *Local Government Act 1995*, a person elected as a Councillor is to make a declaration in the prescribed form, and before a prescribed person, before acting in office.

DECLARATION OF MAYOR

Mayor Elect Gregory Stocks will make his Declaration which will be witnessed by WA Police Superintendent Paul Coombes and assume the Chair.

DECLARATION OF COUNCILLORS

Councillors Elect will make their Declaration witnessed by WA Police Superintendent Paul Coombes.

Nominations will then be called for the position of Deputy Mayor. If more than one nomination is received a ballot will be conducted. The voting method will be preferential.

DECLARATION OF DEPUTY MAYOR

The Deputy Mayor will then make their Declaration witnessed by WA Police Superintendent Paul Coombes.

3. **RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Mayor Elect

G Stocks

Councillors:

Councillor

D Baesjou

Councillor

T Brough

Councillor

A Cruse

Councillor

S Grimmer

Councillor Elect

M Lionetti

Councillor Elect

L MacLaren

Councillor Elect

C McKinley

Councillor

R Sutton

Councillor Elect

P Terry

Councillor

M Traill

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Infrastructure, Development
& Environment

P Camins

Executive Director Community Services

N Watson

Manager Planning and Building Services

J Van Der Mescht

Meeting Secretary

J Williamson

Apologies:

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest

5. REPORTS OF MEMBERS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

7. PUBLIC QUESTION TIME

In accordance with City of Albany Standing Orders Local Law 2014 (as amended):

Clause 4 (6) The total time allowed for public question time will be no more than 30 minutes.

Any extension to the time period defined by the City of Albany Standing Orders Local Law 2014 (as amended) will be at the discretion of the Presiding Member.

In accordance with City of Albany Standing Orders Local Law 2014 (as amended):

Clause 5) The Presiding Member may decide that a public question shall not be responded to where—

- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
- (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. PETITIONS AND DEPUTATIONS

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Petition requesting that Norman House be saved from demolition be RECEIVED.

Officer Comment:

This petition contains 187 signatures. The proposed multi residential, affordable and social housing plus existing commercial uses is being considered by the Joint Development Assessment Panel. This petition will be forwarded to the Joint Development Assessment Panel. The DAP Application Reference Number is DAP/23/02456 <https://www.wa.gov.au/system/files/2023-10/daps-current-applications.pdf>

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Petition requesting that Council adopt the Stidwell Bridle Trail Determination CCS555 to approve the Horse and Authorised Vehicle Only portion of the Stidwell Bridle Trail be RECEIVED.

Officer Comment:

This petition contains 842 signatures and is compliant with the City of Albany Petition Policy. Report Item CCS555: Stidwell Bridle Trail Determination was considered by Council at the Ordinary Council Meeting held on Tuesday 22 August 2023.

This matter is due to be presented at the December 2023 Ordinary Council Meeting for a decision of Council.

10. CONFIRMATION OF MINUTES

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on 26 September, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS559: CLIMATE CHANGE ACTION DECLARATION

This report was deferred at the Ordinary Council Meeting held on 22 August 2023 to be re-presented to Council at a future Council meeting post the October 2023 Ordinary Local Government Elections.

CCS566: MONTHLY FINANCIAL REPORT – AUGUST 2023

Proponent / Owner : City of Albany
Attachments : Monthly Financial Report – August 2023
Report Prepared By : Manager Finance (S van Nierop)
Authorising Officer: : Executive Director Corporate & Commercial Services
(M Gilfellon)

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:
- **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity that is presented to Council.
- Under changes to the Regulations in June 2023, a local government is now required to also prepare monthly a statement of financial position that is presented to Council.
- The City of Albany’s Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 August 2023 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City’s Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 31 August 2023 is preliminary and has not yet been audited.

RECOMMENDATION

**CCS566: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Monthly Financial Report for the period ending 31 August 2023 be RECEIVED.

CCS566: COMMITEE RECOMMENDATION

MOVED: COUNCILLOR BROUGH
SECONDED: COUNCILLOR CRUSE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS566: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 August 2023 be RECEIVED.

DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
 - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the Local Government (Financial Management) Regulations 1996);
 - (b) Statement of Financial Position (satisfying Regulation 35 of the Local Government (Financial Management) Regulations 1996);
 - (c) Basis of Preparation
 - (d) Explanation of material variances to year-to-date budget;
 - (e) Net Current Asset & Funding Position;
 - (f) Investment Portfolio Snapshot;
 - (g) Receivables; and
 - (h) Capital Acquisitions.
3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS545, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2023/2024.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted 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

6. The Local Government (Financial Management) Regulations 1996 were amended (SL2023/106) and published on 30 June 2023. The changes, effective from 1 July 2023, have an impact on the reporting of the financial activity statement required each month (Section 34). The below outlines the new reporting requirement under Section 34:
 - 34(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the "relevant 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); and
 - (b) budget estimates to the end of the relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - (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 relevant month and a note containing a summary explaining the composition of the net current assets.
 - 34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
 - 34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

- 34(2) Each statement of financial activity is to be accompanied by documents containing-
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- 34(3) The information in a statement of financial activity may be shown according to nature classification.
- 34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- 34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.
7. An amendment to the *Local Government (Financial Management) Regulations 1996*, effective from 1 August 2023, is the addition of Regulation 35, with Local Governments now required to report a financial position statement each month. The additional Regulation 35 is as follows:
- 35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —
- (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- 35(2) A statement of financial position must be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2023/24 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 2023 has been incurred in accordance with the 2023/24 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

LEGAL IMPLICATIONS

12. Nil.

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

ALTERNATE OPTIONS

14. Nil.

CONCLUSION

15. The Authorising Officer’s recommendation be adopted.

16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial 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.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.7

CCS567: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2023

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (S Van Nierop)
Authorising Officer: : Executive Director Corporate and Commercial Services
(M Gilfellon)

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:
 - **Pillar/Priority:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

IN BRIEF

- 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.

RECOMMENDATION

**CCS567: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2023 totalling \$6,742,069.81 be RECEIVED.

CCS567: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR GRIMMER

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS567: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2023 totalling \$6,742,069.81 be RECEIVED.

DISCUSSION

2. The table below summarises the payments drawn from the City’s Municipal and Trust funds for the period ending 15 September 2023. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)
Municipal	Credit Cards	\$26,518.13
Municipal	Payroll	\$1,911,394.77
Municipal	Cheques	\$407.20
Municipal	Electronic Funds Transfer	\$4,803,749.71
Trust	N/A	\$0.00
TOTAL		<u>\$6,742,069.81</u>

3. Included within the Electronic Funds Transfers from the City’s Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$2,397.89.
4. The table below summaries the total outstanding creditors as at 15 September 2023.

Aged Creditors	Amount (\$)
Current	\$97,679.83
30 Days	\$379,267.58
60 Days	\$0.00
90 Days	-\$506.11
TOTAL	<u>\$476,441.30</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

5. 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.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. 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.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, is required, as follows:

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*

(2) A list prepared under subregulation (1) must be

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

9. Regulation 13(A) comes into operation from 1 September 2023.

POLICY IMPLICATIONS

10. Expenditure for the period to 15 September 2023 has been incurred in accordance with the 2023/2024 budget parameters.

FINANCIAL IMPLICATIONS

11. Expenditure for the period to 15 September 2023 has been incurred in accordance with the 2023/2024 budget parameters.

LEGAL IMPLICATIONS

12. Nil

ENVIRONMENTAL CONSIDERATIONS

13. Nil

ALTERNATE OPTIONS

14. Nil

CONCLUSION

15. That the list of accounts have been authorised for payment under delegated authority.

16. 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.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

CCS568: DELEGATED AUTHORITY REPORTS – 16 AUGUST 2023 TO 15 SEPTEMBER 2023

Proponent / Owner : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared By : PA to Mayor and Councillors (D Clark)
Authorising Officer: : 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:
 - **Pillar:** Leadership.
 - **Outcome:** A well informed and engaged community.

RECOMMENDATION

CCS568: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Delegated Authority Reports 16 August 2023 to 15 September 2023 be RECEIVED.

CCS568: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS568: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 August 2023 to 15 September 2023 be RECEIVED.

BACKGROUND

2. In compliance with Section 9.49A of the *Local Government Act 1995* 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 (Authority to Executive Deeds & Agreements and apply the Common Seal)
 - **Delegation: 009** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
 - **Delegation: 018** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

CCS569: QUARTERLY REPORT – TENDERS AWARDED – JULY TO SEPTEMBER 2023

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – July to September 2023
Report Prepared by : Senior Procurement Officer (H Hutchinson)
Authorising Officer : Executive Director Corporate & Commercial Services (M Gilfellon)

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:
 - **Pillar:** Leadership.
 - **Outcome:** A well informed and engaged community.

RECOMMENDATION

**CCS569: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Quarterly Report – Tenders Awarded – July to September 2023 be RECEIVED.

CCS569: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS569: AUTHORISING OFFICER RECOMMENDATION

THAT the Quarterly Report – Tenders Awarded – July to September 2023 be RECEIVED.

CCS570: CORPORATE SCORECARD - JULY TO SEPTEMBER 2023

- Attachments** : Attachment – ‘CS Dashboard Q1 2023-24’
Report Prepared By : Business Planning and Performance Coordinator
(A Olszewski)
Authorising Officer: : Executive Director Corporate & Commercial Services
(M Gilfellow)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany’s Strategic Community Plan 2032 or Corporate Business Plan 2021-2025 informing plans or strategies:
- **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.

In Brief:

- The Strategic Community Plan 2032 (SCP) and Corporate Business Plan 2021-2025 (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of actions that effectively form Council’s priority commitments to the community.
- The Corporate Scorecard (CS) Dashboard concept was developed to provide a quarterly update to Council on the status of these actions.

RECOMMENDATION

**CCS570: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Corporate Scorecard Dashboard for the July to September 2023 Quarter be NOTED.

CCS570: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BAESJOU
SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS570: AUTHORISING OFFICER RECOMMENDATION

THAT the Corporate Scorecard Dashboard for the July to September 2023 quarter be NOTED.

BACKGROUND

2. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
3. These actions are monitored through Business Unit Plans, which define (on a minimum quarterly basis) associated service levels and enable assignment of a simple 'traffic light' status to each action.
4. The first iteration of the CS Dashboard was presented to Council at the November 2021 CCS Committee meeting for feedback, and subsequently endorsed at the December OCM.

DISCUSSION

5. The 'CS Dashboard Q1 2023-24' (attached) provides an update on the status of CBP actions for the July to September 2023 quarter, identifying those actions potentially 'at-risk.'
6. 'At-risk' actions include those assigned with a traffic light status of either:
 - Red (a service *not meeting* its service level, or a project *not on track*), or
 - Orange (a service *under strain*, or a project that has *stalled*).
7. Commentary on any 'at-risk' actions is provided at the conclusion of the CS Dashboard.

GOVERNMENT & PUBLIC CONSULTATION

8. N/A.

STATUTORY IMPLICATIONS

9. There are no direct statutory implications, however the CS Dashboard supports the City's obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business Plan:

Corporate Business Plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in *accordance with section 5.56*, which states:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*

- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. ***Absolute majority required.***
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

POLICY IMPLICATIONS

10. N/A.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational/Business Operations: <i>Loss of reputation from not following through on commitments outlined in CBP.</i>	<i>Likely</i>	<i>Minor</i>	<i>Moderate</i>	<i>Staff to review and address areas of concern prior to reconsideration by Council.</i>
Opportunity: <i>Significantly enhanced oversight of CBP Actions, leading to improved community perception of Council leadership.</i>				

FINANCIAL IMPLICATIONS

12. N/A.

LEGAL IMPLICATIONS

13. N/A.

ENVIRONMENTAL CONSIDERATIONS

14. N/A.

ALTERNATE OPTIONS

15. Council may choose not to review progress of commitments made in the CBP through the proposed CS Dashboard, and delegate this oversight to the City’s Executive.

CONCLUSION

16. It is recommended the CS Dashboard be noted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995, s5.56</i> • <i>Local Government (Administration) Regulations 1996, Reg. 19D</i> • <i>IPR Framework and Guidelines 2019</i>
Previous Reference	:	<ul style="list-style-type: none"> • <i>OCM 25/07/2023 - Report Item CCS540</i>

CCS571: CONTRACT C23019 – PROVISION OF SECURITY SERVICES

Proponent / Owner	: City of Albany.
Attachments	: Confidential Attachment Under Separate Cover.
Report Prepared By	: Acting Operations Administration Coordinator (E Tomkinson)
Authorising Officer:	: Executive Director Infrastructure, Development & Environment (P Camins)

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

In Brief:

- Council approval is sought to appoint the preferred tenderer to provide security services for the City of Albany.
- The contract shall be for an initial two (2) year period from 1 November 2023 to 31 October 2025 with an option to extend for a further one (1) year and with a final option to extend for one (1) year.

RECOMMENDATION

**CCS571: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council ACCEPT the tender RECOMMENDED by the evaluation panel in the Confidential Briefing Note and AWARD Contract C23019 – Provision of Security Services.

CCS571: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BROUGH
SECONDED: COUNCILLOR SUTTON

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS571: AUTHORISING OFFICER RECOMMENDATION

THAT Council ACCEPT the tender RECOMMENDED by the evaluation panel in the Confidential Briefing Note and AWARD Contract C23019 – Provision of Security Services.

BACKGROUND

2. Tenders were called for the Provision of Security Services for a period of up to four (4) years (including options). The tender is seeking to engage an experienced and licensed Security Services Contractor to provide various security services and offer an on-call response service 24 hours per day, 365 days per year.
3. The services include:
 - Security Patrols & Public Convenience Inspections
 - Cash Collection Services
 - Static Guard/Doorman/Security Escort
 - Alarm Callouts and Activation including Emergency/Duress Callouts
 - Wheelchair Storage Shed Access
 - Construction Site Patrols
 - Events Crowd Control
4. The current contract expires 31 October 2023.

DISCUSSION

5. Tender documents were evaluated using the weighted attribute method. This method scored the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:-

Criteria	% Weight
Cost	40
Relevant Experience	20
Key Personnel skills and experience	15
Tenderer's Resources	20
Corporate Social Responsibility	5
Total	100

6. A total number of thirteen (13) tender documents were issued with three (3) completed tender documents submitted on or before the stipulated closing date and time.
7. The following table summarises the tenderers and the overall evaluation scores applicable.

Tenderer	Weighted Score
Tenderer A	604.59
Tenderer B (Preferred)	642.92
Tenderer C	397.49

GOVERNMENT & PUBLIC CONSULTATION

8. A request for tender was published in the West Australian on 16 August 2023 and the Albany Extra on 18 August 2023.

STATUTORY IMPLICATIONS

9. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be more, or worth more, than \$250,000.00.
10. Regulation 18 of the Regulations outlines a number of requirements relating to the 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.
11. Regulation 19 of the Regulations requires the Council to advise each tenderer in writing the result of the Council's decision.

POLICY IMPLICATIONS

12. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.
13. The value of this tender is expected to exceed \$500,000.00; therefore, Council approval is required as this exceeds the CEO's delegation.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Property: Contract personnel have access to facilities after hours and could access confidential information, cause damage or steal items	Possible	Moderate	Medium	Tenderer is assessed on experience and reliability.
Organisation's Operations: Non-compliance, delays or failure to carry out contracted works or business failure	Unlikely	Moderate	Medium	General conditional of contract allow for contract termination on the basis of failure to supply services.
Reputation: Community dissatisfied with the standard of behaviour demonstrated by the contractor or dissatisfied that they have not adhered to the agreed open/close times of amenities	Unlikely	Minor	Low	Daily Patrol forms are required to be completed and provided to the Principal for auditing/compliance purposes. In addition, the provision in the General conditions of contract allow for contract termination on the basis of failure to supply services.
People Health & Safety: Failure to report potential hazards within the community	Unlikely	Major	Medium	Specific contract performance compliance clauses have been included in the contract.
Opportunity: To engage a contractor to protect City Assets from damage and offer a public amenity service to the community and visitors meeting community expectations.				

FINANCIAL IMPLICATIONS

15. Each facility maintains individual budgets for security services with the tendered price being shared across the organisation. Each directorate and facility manager has provided for security services in their respective budgets as required.
16. The value of this tender is in excess of \$500,000.00 which exceeds officer delegation and therefore the approval is referred to Council for consideration.

LEGAL IMPLICATIONS

17. Nil

ENVIRONMENTAL CONSIDERATIONS

18. Nil

ALTERNATE OPTIONS

19. Council may accept or reject the tenders as submitted

CONCLUSION

20. The City has undergone a competitive process in line with the relevant legislation and established policies. On reviewing the submissions, the evaluation team assessed Tenderer B as the most advantageous tenderer across the evaluation criteria for providing the City's security services. It is recommended that the nominated tenderer be accepted.

Consulted References	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
File Number	:	C23019
Previous Reference	:	C19018

CCS572: ALBANY AIRPORT – RUNWAY 14_32 SUB-SURFACE DRAINAGE INSTALLATION

Land Description	: Albany Regional Airport, Drome, Albany
Proponent / Owner	: City of Albany
Business Entity Name	: City of Albany
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover.
Report Prepared By	: Acting Team Leader Civil Infrastructure (A. Henderson) Manager Governance & Risk – Airport Accountable Manager (S Jamieson)
Authorising Officers:	: Executive Director Infrastructure, Development & Environment (P Camins) Executive Directors Corporate & Commercial Services (M Gilfellon)

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
 - **Pillar:** Prosperity
 - **Outcome:** 11: A strong, diverse, and resilient economy with work opportunities for everyone.
 - **Objective:** 11.1: Attract, retain, and support a diverse range of businesses and industries to grow the economy and create more local jobs.

In Brief:

- Tender award for the installation of sub-surface drainage to runway 14_32 at Albany Regional Airport.
- Five (5) complying tenders were received, with Tenderer E being the recommended contractor.
- Construction is expected to commence in November 2023 with completion in late March 2024.

RECOMMENDATION

**CCS572: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council AWARD Contract C23014 – Albany Airport – Runway 14_32 Sub-Surface Drainage Installation to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

BACKGROUND

2. Albany Regional Airport is owned and operated by the City of Albany. The airport caters for a range of users including:
 - Regular public transport (61,257 passengers FY 2022/23). This service is currently operated by Regional Express (Rex) Airlines using SAAB 340B aircraft with up to 23 flights per week.
 - Charter flights, which are operated by Virgin Australia (Virgin) using Fokker F100 for Rio Tinto’s fly-in fly-out (FIFO) workforce living in Albany area;
 - Emergency Services, such as Royal Flying Doctor Services (RFDS);
 - Department of Biodiversity, Conservation and Attractions (DBCA), Fire Suppression Aircraft (fixed wing water bombers); and
 - General aviation
3. Virgin Australia have recently announced a replacement program for their current fleet of Fokker F100 aircraft to larger aircraft (such as the Boeing 737-700). The proposed replacement aircraft are larger than the Fokker F100 and will require upgrades to the current Airport pavement to accommodate.
4. Consulting Engineers have recommended the installation of subsoil drainage to not only preserve the life of the current pavement but to improve the subgrade pavement strength.
5. The current subgrade strength is inadequate for the operation of Fokker F100 and larger aircraft, including the operation of the State fire suppression Large Aerial Tankers (LATs), such as the C130 Hercules.
6. Consulting Engineers have advised a reduction in subsurface moisture will improve the subgrade strength of the runway.
7. Design and specification documentation was prepared by the City of Albany to the stage of ‘Issued for Tender’.
8. The tender was open from 2nd August 2023 to 14th September 2023.

DISCUSSION

9. A total of twenty-four (24) tender documents were issued by the City of Albany.
10. Five (5) complete tender documents were submitted on or before the stipulated closing date and time.
11. The tenders were evaluated using the weighted attributes methodology. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

Criteria	% Weighting
Cost	20%
Relevant Experience	25%
Demonstrated Understanding	25%
Tenderers Resources Key Personnel Skills and Experience	25%
Corporate Social Responsibility	5%
Total	100%

12. The following table summarises the tenderers and their weighted scores:

Tenderer	Weighted Score
Tenderer A	536.11
Tenderer B	594.94
Tenderer C	408.33
Tenderer D	596.85
Tenderer E	738.77

GOVERNMENT & PUBLIC CONSULTATION

13. All relevant Government departments including the Civil Aviation Authority and Department of Parks and Wildlife will be consulted on this project.
14. Public consultation will include REX Airlines, Virgin Airlines Australia, Royal Flying Doctors Services and general aviation airport users.
15. A request for tenders was published in the West Australian on Wednesday 2nd August 2023 and the Albany Advertiser Extra on Friday 4th August 2023.

STATUTORY IMPLICATIONS

16. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$250,000.
17. 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.
18. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

POLICY IMPLICATIONS

19. Council's Purchasing Policy (Tenders & Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.

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
Service Delivery Interruption <i>Airport runway pavement failure causing flights to be cancelled</i>	<i>Possible</i>	<i>Severe</i>	<i>High</i>	<i>Continual monitoring, improvements, and upgrades to runway as recommended.</i>
Financial & Reputation <i>Airport pavement strength unable to accommodate FIFO charter aircraft operation.</i> <i>The F100 at 50 tonnes and B737 at 80 tonnes exceed the structural capacity of the pavement and will result in significant damage to the pavement requiring frequent large maintenance activities.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Based on the draft business case, it is considered appropriate to progress the proposed works to improve the strength of the sub-grade, through the reduction in sub-surface moisture.</i> <i>The reduction in sub-surface moisture will improve the subgrade strength, allowing for the operation of larger aircraft.</i>

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial & Reputation <i>There is a risk that if the City was to pursue upgrading the Airport to a higher aerodrome classification (i.e. Code 4) the proposed works would be sacrificial.</i>	Rare	Severe	Medium	<i>Base any future runway expansion on sound business analysis, noting the draft business case has determined that there is insufficient demand to justify widening and lengthening the main runway to allow for larger aircraft in the short to medium term.</i>
Finance <i>Non-compliance with contract or business failure</i>	Unlikely	Moderate	Medium	<i>Standard general conditions of contract protect the City by allowing for contract termination on the basis of failure to supply goods and services.</i>
Opportunity: <i>The sub-surface drainage installation project at Albany Regional Airport presents several opportunities for improvement. These include enhanced airport services, continued revenue through landing fees generated from accommodating large aircraft, continued support to our FIFO workforce based in the Albany area resulting in potential economic development, and a strengthened reputation. These opportunities, when leveraged, can contribute positively to the airport's growth, regional development, and overall competitiveness for hosting FIFO employees.</i>				

FINANCIAL IMPLICATIONS

21. The value of this tender is in excess of \$500,000 and therefore approval is referred to Council for consideration.
22. More detailed information regarding the financial implications are contained in the Confidential Briefing Note.
23. Funding for this project is from the City of Albany’s municipal budget.

LEGAL IMPLICATIONS

24. There are no legal implications associated with this item.

ENVIRONMENTAL CONSIDERATIONS

25. There is no vegetation clearing as part of this contract. Dumping of spoil will be localised within the Airport and will occur on open clear land.

ALTERNATE OPTIONS

26. The options are:
 - a. Council may elect to accept the recommended tender; or
 - b. Not approve any tender.

CONCLUSION

27. It is recommended, based on the evaluation scoring, clarification, and financial check processes that the tender be awarded to Tenderer E.

Consulted References	:	1. <i>Local Government (Functions and General) Regulations 1995</i> 2. <i>Council Policy – Purchasing</i> 3. <i>Council Policy – Buy Local (Regional Price Preference)</i>
File Number	:	C23014
Previous Reference	:	N/A

CCS573: COMMITTEE NOMINATIONS AND APPOINTMENT

Attachments : Governance and Meeting Framework
Report Prepared By : Manager Governance and Risk (S Jamieson)
Authorising Officer: : 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:
 - **Pillar:** Leadership.
 - **Outcomes:** Provide strong, accountable leadership.

In Brief:

- Committee membership ceases at the time of the local government election held on 21 October 2023.
- Nominations and appointments to committees are to be made at the first Ordinary Council Meeting held post the 2023 ordinary local government election.

RECOMMENDATION

**CCS573: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council APPOINT the nominated elected members to the following Committees:

COMMITTEES OF COUNCIL

Audit and Risk Committee – Statutory Requirement

1. Mayor Stocks	4.	7.
2.	5.	
3.	6.	

Chief Executive Officer Performance Review Committee – Statutory Requirement

1. Mayor Stocks	4.
2.	
3.	

Community and Corporate Services Committee

1. Mayor Stocks	6. Councillor Sutton	11. Councillor McKinley
2. Councillor Cruse	7. Councillor Grimmer	
3. Councillor Traill	8. Councillor Terry	
4. Councillor Brough	9. Councillor Lionetti	
5. Councillor Baesjou	10. Councillor MacLaren	

Development and Infrastructure Services Committee

1. Mayor	6. Councillor Sutton	11. Councillor MacLaren
2. Councillor Cruse	7. Councillor Grimmer	
3. Councillor Traill	8. Councillor Terry	
4. Councillor Brough	9. Councillor Lionetti	
5. Councillor Baesjou	10. Councillor McKinley	

ADVISORY COMMITTEES

Airport Emergency Committee – Statutory Requirement

1.
2.

Bush Fire Advisory Committee (BFAC)

1.	4.
2.	
3.	

Local Emergency Management Committee (LEMC) – Statutory Requirement

1.
2.

WORKING GROUPS

Communications & Engagement Advisory Group – Operational Working Group

1.
2.

National Anzac Centre Advisory Group – Operational Working Group

1. Mayor Stocks
2. Proxy

Waste Management Working Group – Strategic & Operational Working Group

1.
2.
3.

EXTERNAL COMMITTEE AND WORKING GROUP REPRESENTATION

Great Southern Joint Development Assessment Panel

- | |
|--------------------------------|
| 1. Councillor Terry (Member 1) |
| 2. (Member 2) |
| 3. (Alternate Member 1) |
| 4. (Alternate Member 2) |

Great Southern Recreation Advisory Group (GSRAG)

- | |
|----|
| 1. |
| 2. |

Great Southern Regional Road Group

- | |
|----|
| 1. |
| 2. |

South Coast Alliance Inc.

- | |
|-----------------|
| 1. Mayor Stocks |
| 2. |
| 3. |

Western Australian Regional Capitals Alliance Group

- | |
|-------------------------|
| 1. Mayor Stocks |
| 2. Proxy – Deputy Mayor |

WA Local Government Association (WALGA) Great Southern Zone

- | |
|--------------|
| 1. |
| 2. |
| 3.(Reserve) |
| 4. (Reserve) |

WALGA Road Wise Advisory Committee

- | |
|----|
| 1. |
| 2. |
| |

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 on 21 October 2023.
4. Reports for consideration by Council are generally referred through a Council Committee. Committees operated within a functional, transparent and legally compliant meeting framework.
5. The Terms of Reference and purpose of each committee are defined in the Governance and Meeting Framework.
6. Committees have no delegated authority and make recommendations for consideration by Council at Ordinary Council Meetings.

DISCUSSION

7. All elected members are appointed as members of the Community and Corporate Services Committee and the Development and Infrastructure Services Committee.
8. Nominations will be called for all other committee vacancies.
9. In the event that the number of nominations exceed the number of vacancies on a committee, a ballot will be conducted and membership will be determined by a vote.
10. The Mayor may express a wish to be a member of any committee, and will duly be appointed as a member of that committee.
11. Each Council Committee will appoint a Chair and Deputy Chair from amongst the members at the first meeting held after appointment of committee members by calling for nominations for these positions.

Joint Development Assessment Panel

12. Members of the JDAP are required to undertake mandatory training. Due to this requirement, the JDAP does not require new elected member appointments following each local government election, unless a JDAP member is no longer a councillor.
13. Current elected representatives on the JDAP are:
 - Mayor Wellington (Member 1)
 - Councillor Terry (Member 2)
 - Councillor Benson-Lidholm (Alternate Member 1)
 - Councillor Thomson (Alternate Member 2).

Chief Executive Officer Performance Review Committee

14. All members of the CEO Performance Review Committee must undertake the CEO Performance Review Training provided by WALGA within six months of appointment to this committee.
15. An abridged version of the Terms of Reference for each committee follows:

COMMITTEES OF COUNCIL

Audit and Risk Committee

The Audit and Risk Committee is responsible for assisting Council to 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 controls and legislative compliance.

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

Meeting Schedule: As required, minimum of three per calendar year.

Meeting Location: Council Chambers

Directorate: Office of the CEO and Corporate and Commercial Services.

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

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.

Chairperson: Mayor.

Membership: Mayor and three elected members.

Meeting Schedule: As required (refer to contract of employment).

Meeting Location: As determined.

Executive Officers: Manager People and Culture, Manager Governance and Risk and an independent/external person appointed by a resolution of Council.

Community and Corporate Services Committee

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

- **Community Services**-delivery of the outcomes defined in the Strategic Community Plan 2032 under the People Pillar and the Leadership Pillar:
 - ❖ Diverse and inclusive community;
 - ❖ Happy, healthy and resilient community; and
 - ❖ A well-informed and engaged community.
- **Corporate and Commercial Services**-delivery of the outcomes defined in the Strategic Community Plan 2032 under the People Pillar, Leadership Pillar, Planet Pillar and Prosperity Pillar:
 - ❖ A safe community;
 - ❖ A resilient community that can withstand, adapt to and recover from natural disasters;
 - ❖ A strong, diverse and resilient economy with work opportunities for everyone;
 - ❖ A highly sought after tourism destination;
 - ❖ Monitoring and commenting on the financial health and strategies of the City;
 - ❖ Proactive visionary leaders who are aligned with community needs and values; and
 - ❖ Strong workplace culture and performance.
 - ❖ Service complaint internal review.

Membership: Open to all elected members.

Meeting Schedule: Monthly.

Meeting Location: Council Chambers.

Directorates: Corporate and Commercial Services and Community Services.

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

Development and Infrastructure Services Committee

The Development and Infrastructure Services Committee is responsible for delivery of the outcomes defined in the Strategic Committee Plan 2032 under the People Pillar, Planet Pillar and Place Pillar:

- ❖ Sustainable management of natural areas, balancing conservation with responsible access and enjoyment;
- ❖ Shared responsibility for climate action;
- ❖ Responsible growth, development and urban renewal;
- ❖ Interesting, vibrant and welcoming places;
- ❖ Local history, heritage and character is valued and preserved; and
- ❖ A safe sustainable and efficient transport network.

Membership: Open to all elected members.

Meeting Schedule: Monthly.

Meeting Location: Council Chambers.

Directorates: Infrastructure, Development and Environment

Executive Officers: Executive Director Infrastructure, Development and Environment, Manager Planning and Building, Manager Engineering and Sustainability.

ADVISORY COMMITTEES

Airport Emergency Management Committee

The Airport Emergency Management Committee is established under the *Civil Aviation Act (1998)* and the *Emergency Management Act 2005* in direct relationship with the Albany Regional Airport. This committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.

Membership: Minimum of one and maximum of two elected members.

Meeting Schedule: As required.

Directorate: Corporate and Commercial Services.

Executive Officers: Manager Governance and Risk (Airport Operations), Designated Senior Airport Reporting Officer.

Bush Fire Advisory Committee BFAC)

Responsible for reviewing administrative and resourcing recommendations from the Bush Fire Advisory Group related to Volunteer Bush Fire Brigades within the City of Albany. This Committee is also responsible for providing advice to Council on matters pertaining to the *Bush Fires Act 1954*, Bush Fire Risk Management and Mitigation.

Membership: Up to four elected members. Chairperson must be an elected member to be elected from the Committee.

Meeting Schedule: As required.

Meeting Location: Council Chambers.

Directorate: Corporate and Commercial Services.

Executive Officers: Executive Director Corporate and Commercial Services, Manager Public Health and Safety.

Local Emergency Management Committee (LEMC)

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

The LEMC is responsible for:

- Advising and assisting the City of Albany to ensure that local emergency management arrangements are established for its district.
- Liaising with public authorities and other persons or entities in the development, review and testing of local emergency management operations; and
- Carrying out other emergency management activities as required by the City of Albany Emergency Management Plan or as prescribed by legislation and regulations.

Membership: membership is extended to include representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chairperson: Elected member appointed by Council.

Meeting Schedule: Quarterly as required.

Meeting Location: Council Chambers.

Directorate: Corporate and Commercial Services.

Executive Officers: Chief Executive Officer, Executive Director Corporate and Commercial Services, Manager Public Health and Safety, Community Emergency Safety Manager (CESM).

WORKING GROUPS

Communications and Engagement Advisory Group

This Group is responsible for monitoring and reporting on the implementation of the Communications and Engagement Strategy.

Membership: Two elected members.

Meeting Schedule: Quarterly.

Meeting Location: Margaret Coates Boardroom or an appropriate venue which will be advised in the Advisory Group Meeting Agenda.

Directorate: Community Services.

Executive Officers: Manager Community Relations, Communications Coordinator.

National Anzac Centre Advisory Group

The National Anzac Centre Advisory Group is comprised of an independent Chair and representatives of external stakeholders, the Mayor of the City of Albany and the CEO of the City of Albany.

The NACAG is responsible for:

- Providing expert input to the City of Albany to ensure the continued public appeal, positive visitor experience and financial sustainability of the National Anzac Centre;
- Assisting with identifying funding opportunities to provide new and refreshed visitor experiences within the National Anzac Centre and its associated precinct;
- Providing advice as to how to continually raise the profile of the National Anzac Centre as an iconic heritage tourism asset and build upon its current success in increasing visitation to the region; and
- Ensuring the NAC interpretive component remains relevant, refreshed and consistent with a high quality contemporary museum standard.

Membership: Mayor.

Meeting Schedule: Twice per year.

Meeting Location: One meeting per year by teleconference and the other in person, either in Perth or Albany.

Directorate: Community Services.

Executive Officers: Executive Director Community Services, Chief Executive Officer.

Waste Management Working Group

The Waste Management Working Group's function is to:

- Assist in reporting to Council the implementation of the City's Strategic Waste Management Plan;
- Assist in engaging with Council to communicate progress in the establishment of a new waste facility;
- Contribute to the review of public consultation during the site selection process of the proposed waste facility;
- Assist in submitting relevant actions of the City Waste Facility Project Plan for budgetary consideration; and
- Provide continuous engagement between Council and staff to assist in the delivery of the City's waste services.

Membership: Three elected members.

Meeting Schedule: Quarterly. Special meetings may be called as needed.

Meeting Location: AWARE Centre Hanrahan Road.

Directorate: Infrastructure, Development and Environmental Services.

Executive Officers: Executive Director Infrastructure, Development and Environment, Manager City Engineering.

Great Southern Joint Development Assessment Panel

The JDAP is an independent decision-making body comprised of three technical experts and two elected local government representatives. The JDAP determines development applications made under local and regional planning schemes, in the place of the City of Albany Council.

Membership: Two elected members and two reserves.

Directorate: Infrastructure, Development and Environment Services.

Great Southern Recreation Advisory Group (GSRAG)

The Great Southern Recreation Advisory Group meets regularly to discuss and develop community sport and recreation opportunities for residents and visitors of the Great Southern.

Membership: Two elected members.

Meeting Schedule: Quarterly.

Meeting Location: Department of Sport and Recreation Albany.

Directorate: Community Services.

Great Southern Regional Road Group

The function of this group is to allocate State government funding for regional road maintenance and construction and oversee the implementation of State government 'Black Spot' funding.

Membership: Two elected members.

Meeting Schedule: Quarterly meetings 10.00am to 3.00pm.

Meeting Location: Various.

Directorate: Infrastructure, Development and Environment Services.

South Coast Alliance Incorporated

The Alliance is comprised of representatives from the City of Albany, Shire of Denmark and Shire of Plantagenet. The Alliance was formed to promote collaborative economic development in the region through advocacy, economic development and tourism efficiency.

Membership: Three elected members.

Meeting Schedule: Monthly.

Meeting Location: Various.

Directorate: Office of the CEO.

WALGA-Road Wise Advisory Committee

the function of the Road Wise Advisory Committee is to facilitate road safety programs.

Membership: Two elected members.

Meeting Schedule: Quarterly 10.00am to 3.00pm.

Meeting Location: Various.

Directorate: Infrastructure, Development and Environment.

WALGA Great Southern Zone

WALGA advocates on behalf of the State's 142 Local Governments and negotiates service agreements for the sector.

Membership: Two elected members and two reserves.

Meeting Schedule: Quarterly meetings 10.00am to 3.00pm.

Location: Various.

Directorate: Office of the CEO.

Western Australian Regional Capitals Alliance Group

The Western Australian Regional Capitals Alliance Group was formed to prepare and subsequently review a Strategic and Financial Plan every two years.

Membership: Council Representative (Mayor) and the Chief Executive Officer of the City of Albany.

Directorate: Office of the CEO.

GOVERNMENT & PUBLIC CONSULTATION

16. The *Local Government Act 1995* and supporting legislation and the Department of Local Government *Operational Guidelines* are referenced.

STATUTORY IMPLICATIONS

17. There is a statutory requirement for council to form an Audit Committee.
18. In accordance with s5.11(2)(d) of the *Local Government Act 1995*, a person’s membership of a committee continues until the next ordinary local government election.
19. Division 2, Part 5 of the *Local Government Act 1995* deals with Council meetings and committees and their meetings.
20. Appointment to committees is by **Absolute Majority**.

POLICY IMPLICATIONS

21. There are no policy implications attached to this report unless the Terms of Reference for a committee are to be amended.
22. It should be noted that the total number of elected members following the Ordinary Local Government election on 21 October 2023 will be reduced to 11.
23. Council may wish to consider amending the Terms of Reference to ensure that a quorum is achievable for a committee with a reduced membership.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation. <i>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 to be considered by the whole of Council at Ordinary Council Meetings.</i>

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

26. The legal implication is directly related to compliance with legislation, including specific provisions of the *Local Government Act 1995*, subdivision 2-Committees and their meetings.

ENVIRONMENTAL CONSIDERATIONS

27. There are no direct environmental considerations related to this report.

ALTERNATE OPTIONS

28. Elected members may reserve the right to nominate for committees at a later date providing that vacancies exist on those committees.

Consulted References	: <i>Local Government Act 1995 City of Albany Governance and Meeting Framework Planning and Development (Development Assessment Panels) Regulations 2011 Department of Local Government Operational Guidelines</i>
File Number	: FM.MEE.3 Audit and Risk Committee CM.MEE.12 Community and Corporate Services Committee CM.MEE.13 Development and Infrastructure Services Committee

DIS369: PLANNING AND BUILDING REPORTS SEPTEMBER 2023

Proponent / Owner : City of Albany
Attachments : Planning and Building Reports September 2023
Report Prepared By : Technical Support Officer (A James)
Authorising Officer: : Manager Planning and Building Services
(J van der Mescht)

RECOMMENDATION

DIS369: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Planning and Building Reports for September 2023 be NOTED.

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
16. **REPORTS OF CITY OFFICERS**
17. **MEETING CLOSED TO PUBLIC**
18. **CLOSURE**