



A G E N D A

SPECIAL MEETING OF COUNCIL

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

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NOTICE OF A SPECIAL COUNCIL MEETING

His Worship The Mayor and Councillors

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

The purpose of the meeting:

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

F James

Chief Executive Officer

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1.0 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

ITEM 1.0: RESOLUTION

THAT Council:

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

2.0 OPENING PRAYER

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

3.0 PUBLIC QUESTION AND STATEMENT TIME

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

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

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

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

Mayor

D Wellington

Councillors:

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

Staff:

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

Public Gallery and Media:

Apologies/Leave of Absence:

5.0 DECLARATION OF INTEREST

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

Name	Item Number	Nature of Interest

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

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

IN BRIEF

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

ITEM 6.2: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

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

(Names to be inserted at Special Council Meeting)

*NB paragraph 10 below.

BACKGROUND

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

CEO:

DISCUSSION

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

GOVERNMENT CONSULTATION

Nil

PUBLIC CONSULTATION / ENGAGEMENT

Nil

STATUTORY IMPLICATIONS

11. There is a Statutory requirement for Council to have an Audit Committee
12. In accordance with section 5.11(1)(d) of the *Local Government Act 1995*, a person's membership of a Committee continues until the next ordinary election. Therefore, all Committee members must be reappointed after the 15 October 2011 ordinary election.

STRATEGIC IMPLICATIONS

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

Key Focus Areas

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

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

ALTERNATE OPTIONS

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

REFER DISCLAIMER

Consulted References	Local Government Act 1995
File Number (Name of Ward)	All Wards
Previous Reference	OCM 11/10/11 Item 1.8

AUDIT AND FINANCE COMMITTEE

File reference: FM.MEE.1

Type: Committee of Council (Statutory requirement)

Appointment reference: SCM 18 October 2011

The Committee is established under section 7.1A of the *Local Government Act 1995* (the Act) and its Regulations. The Committee does not have any delegated authority from Council.

Functions:

1. On the referral from Council, the carrying out of functions in relation to audits under the Act.
2. The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government. In compliance with the Act, the Committee's responsibilities in respect of the external audit include making recommendations to Council for:
 - a. the development of a process for selection, and the appointment of, an external auditor;
 - b. the scope of the external audit;
 - c. overseeing the process of the external audit;
 - d. reviewing annual results of the external auditor, prior to Council adoption of annual accounts.
3. Recommend to Council, policies and strategies for effective:
 - a. risk management, and the monitoring of compliance with;
 - b. occupational safety and health management, and the monitoring of compliance with;
 - c. internal financial control, and the monitoring of compliance with;
 - d. procurement including tendering, contract execution and contract administration, and the monitoring of compliance with;
 - e. financial management (including investment) and the monitoring of compliance with;
 - f. sustainable, whole-of-life asset management and the monitoring of compliance with;
 - g. strategic property issues (buying, selling, acquiring and leasing of land or buildings), and the monitoring of compliance with;
 - h. integration between financial management and whole-of-life asset management, including new capital infrastructure, and asset enhancement, maintenance, disposal and wastage decision-making.
4. Recommend to Council the terms and cost-benefits of the City of Albany's insurance policies for effective risk management.

5. Recommend to Council the undertaking of internal or external audits of matters stated in clause 3.
6. Recommend to Council policy in respect of, and the development of, the:
 - a. Annual budget;
 - b. A Financial Plan for the future, as required by the Act and its Regulations, incorporated into the Corporate Business Plan, as required under the *Department of Local Government's Integrated Planning and Reporting Framework and Guideline*.
7. Oversee and recommend to Council the adequacy of implementation by the Chief Executive Officer of matters stated above.

Membership: Council members only

Elected member representation:

- Mayor Dennis Wellington (Mayor)
- Councillor xx (Chair)
- Councillor xx etc

Community representation:

- Nil

Meeting dates, times and venue:

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

Responsible Team: Office of the CEO

Executive Officer(s):

- Chief Executive Officer
- Executive Director Corporate Services
- Other Executive Directors relevant to the business of the meeting
- Executive Manager Statutory Compliance and Community Safety (Minute Secretary)

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

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

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

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

DRAFT

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

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

Responsible Officer : Chief Executive Officer (F James)

RECOMMENDATION

ITEM 6.3: RESPONSIBLE OFFICER RECOMMENDATION

THAT nominations be made for the following Committees:

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

IN BRIEF

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

BACKGROUND

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

CEO:

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

DISCUSSION

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

GOVERNMENT CONSULTATION

12. Nil.

PUBLIC CONSULTATION/ENGAGEMENT

13. Nil.

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Key Focus Areas

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

POLICY IMPLICATONS

16. Nil.

FINANCIAL IMPLICATIONS

17. Nil.

LEGAL IMPLICATIONS

18. Nil.

RISK IDENTIFICATION & MITIGATION

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

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

Consulted References	Local Government Act 1995
File Number (Name of Ward)	All Wards
Previous Reference	OCM 11/10/11 Item 1.8



ROADWISE COMMITTEE

TERMS OF REFERENCE

1. NAME

The name of the Advisory Group shall be the “Albany RoadWise Committee”.

2. VISION

Our vision is to contribute to a co-ordinated approach to reduce the amount of deaths and serious injuries from road crashes within the City of Albany boundaries.

3. ROLES

This committee is established with the following roles -

- Support the cornerstones of the WA Road Safety ‘Towards Zero’ Strategy and the principles of the Safe System and Shared responsibility approach to road safety.
- To support a co-ordinated approach from local road safety agencies and interested groups for community planning, development and implementation of road safety programs and promotions in the Albany region.
- To encourage safe use of the road network by all road users in the Albany region.
- Raise community awareness of road safety issues and initiatives in the Albany region.
- To develop and/or promote the submission of funding applications for road safety initiatives in the Albany region.
- To act as a conduit for the local community to be able to raise any road safety concerns to the appropriate agency/group.
- To act as an independent advocate for local road safety issues in the Albany region.

4. MEMBERSHIP

The committee shall comprise of the following members -

- a. Councillor from the City of Albany
- b. Officer from the City of Albany
- c. Administration Support Officer from the City of Albany
- d. Police representative
- e. WALGA RoadWise Representative
- f. WACHS - Great Southern representative
- g. SDERA representative
- h. MRWA representative
- i. Up to four community representatives from road users and/or community groups
- j. Department of Transport
- k. Independent Chair

A nominated proxy member may attend in place of the endorsed representative member.

5. MANAGEMENT

5.1 Independent Chair

The chairperson will be invited by the committee. In the absence of the chairperson the meeting shall appoint an acting chairperson for that particular meeting. The chairperson is responsible for the proper conduct of the meeting and the role will include being the spokesperson for the committee.

5.2 Meetings

The committee shall meet on the second Tuesday of every month, or more frequently as required, at a time and place determined by the committee.

5.3 Deputations

The committee may invite any persons or organisations to attend any meetings for the expert advice, or to raise concerns, but such person shall not be entitled to vote on any decision arising at such meetings.

5.4 Quorum

The quorum for a meeting of the committee shall be at least 50 per cent of the number of member positions prescribed on the committee, whether vacant or not.

5.5 Voting

At all meetings members of the committee shall be entitled to one vote. If the vote of the members present is equally divided, the Chairperson shall have a second vote. A simple majority will prevail.

5.6 Sub Committees

The committee may appoint a subcommittee of its members and delegate the exercise of powers and performance of duties as the committee thinks fit. A subcommittee shall not exercise power or perform a duty without the approval of the committee.

5.7 Minutes/Agendas

Minutes shall be made of all proceedings. Minutes of committee meetings shall be forwarded to all members prior to the following meeting. Agendas for each meeting are to be prepared and distributed to members before the next meeting.

5.8 Review/Evaluation

- Key projects and initiatives will be evaluated on a regular basis and to form part of an Annual Review to be carried out in January.
- Review of Terms of Reference to be undertaken every two years.

Great Southern TIRES (Timber Industry Road Evaluation Strategy)

Background

Since its formation in 1999, Great Southern TIRES has developed an integrated approach to providing strategic and operational advice relating to roads impacted by the plantation timber industry. The group has also assisted with the allocation of State Government funding for local roads involved in the timber transport network in the Great Southern region.

A unique element of the TIRES arrangement is the value of the plantation timber industry's close cooperation to date and its direct contribution to "twig" road (ie generally non-sealed roads to the farm gate) maintenance.

The Great Southern TIRES region is defined as the plantation timber harvesting area within the four local government areas of Albany, Denmark, Plantagenet and Cranbrook, located at the southern part of the Great Southern Region (see Figure 1).



Figure 1: Great Southern TIRES region

The plantation timber, mainly Tasmanian Bluegum, is chipped for exporting to Japan through the Albany Port. There has been significant growth in the planting of timber over the past decade that will continue to be harvested over the next ten years. All of the timber is chipped within the region and transported by either road or rail to the Albany Port.

The primary purpose of the Great Southern TIRES committee is to document the agreement between the four Councils and the timber industry on the issues relating to road access and the priorities for road investment.

Great Southern TIRES is comprised of the Department of Main Roads (Great Southern regional office), the Great Southern Development Commission and the following voting members:

Local Government:	Timber Industry:
City of Albany	Albany Plantation Export Company
Shire of Cranbrook	Gunns Timber
Shire of Denmark	Australian Bluegum Plantations
Shire of Plantagenet	Elders Forestry
	Plantation Energy Australia
	Forest Products Commission

Key TIRES transport issues

Current estimates place the plantation timber area at approximately 140,000 hectares. The impact on local roads occurs when the timber plantations are harvested, keeping in mind that the yield from timber (tonnes per hectare) over a ten year period is approximately six times that of grain and 150 times that of sheep and cattle.

Logs and woodchips are hauled on the lower standard local roads in the region. This pattern of haulage emerges as the timber companies plan the harvesting of their plantations. The harvesting is on a ten-year cycle and the logistics for the transport task including the likely tonnage and the transport route can be reliably predicted.

The haulage task occurs throughout the year including the winter period when road sub-grades may be saturated. Heavy usage during these periods could cause substantial structural damage to lower standard roads. This contrasts to the grain industry where the transport is within a narrow seasonal band and most often during a dry time of the year. The timber haulage will have a much greater impact on the local road system than the grain industry or any other industry in the region.

The value of Great Southern TIRES lies in its strategic approach in planning for the timber transport task which comprises a number of components, including:

- A list of the highest priority projects in the region based on the forecast loading by timber haulage and the condition and standard of the existing roads; and
- A program of maintenance needed to maintain the infrastructure network in a serviceable condition appropriate to the function of the road.

Local Government is responsible for branch roads that connect local roads to State Roads. Funding support from the State Government is allocated to priority roads through the TIRES planning process. This process is outside of the Regional Road Group structure. Since 2000, Great Southern TIRES has been allocated an average of about \$1 million per year. Local Government contributes 33% of the total estimated road cost each year, over and above TIRES funding.

The Great Southern TIRES committee has been very successful in getting all parties involved in controlling road costs by providing detailed tonnage information to Local Government five years in advance for budgeting and planning purposes. This ensures the funds are spent on priority roads in time for

harvesting. It also ensures the timber industry is involved and held accountable in the use of the listed roads. It is in the industry's interests to look after the roads to hold down direct costs and get maximum results from the road funds allocated.



Great Southern Development Commission

110 Serpentine Rd

Albany, WA 6330

(08) 9842-4888

BACKGROUND OF REGIONAL ROAD GROUPS

The State Road Funds to Local Government Procedures - covers the processes required to determine the State road funds to Local Government.

There are three main areas of State funding for Local Government Roads –

- * Strategic and Technical Support,
- * Local Government programs and
- * Main Roads’ programs on Local Government roads.

An Advisory Committee comprising equal representation from Main Roads Western Australia and the Western Australian Local Government Association and chaired by the Commissioner of Main Roads, has been established to oversee and monitor the distribution of State funds for Local Government roads (often referred to as the “State Advisory Committee”).

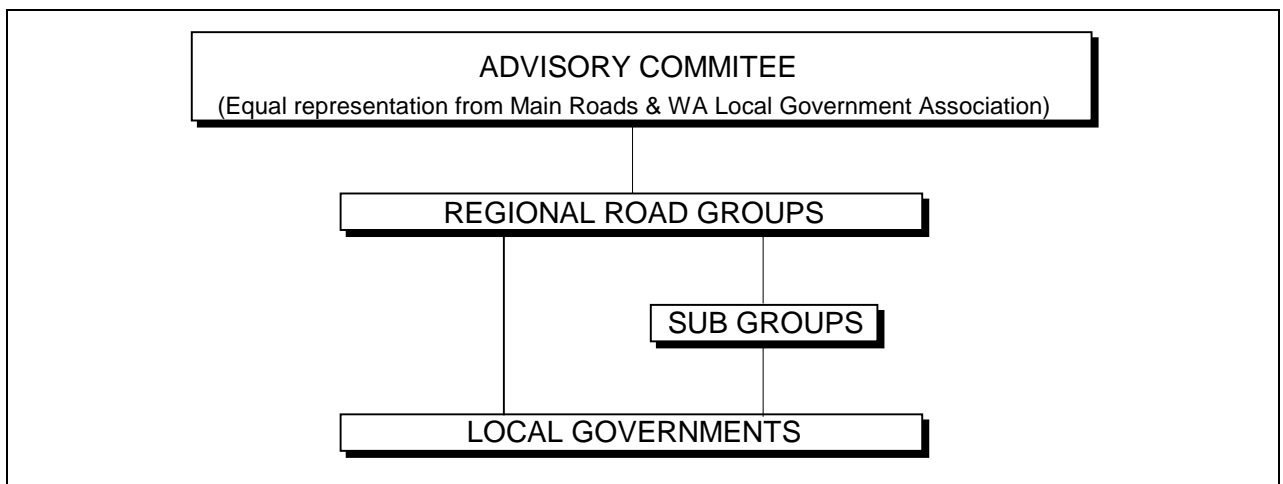
Regional Road Groups (RRGs) have been established to recommend Local Government road funding priorities to the Advisory Committee and to monitor the implementation of the Local Government program in their own regions. Each Regional Road Group will be chaired by a Local Government member. Main Roads will provide technical and administrative support. Regional Road Sub Groups have been established in some regions to assist the Regional Road Groups with management and consideration of local roads issues.

Figure 1 shows the management structure that has been put in place for the distribution of State road funds to Local Government

State Roads Funds to Local Government

Management Structure

Figure 1



1. REPRESENTATION AND ELECTION OF OFFICE BEARERS

1.1 Regional Road Group Representation

The Great Southern Regional Road Group (RRG) comprises twelve (12) Elected members with

- * Four (4) Elected members representing the Coastal Sub Group
- * Four (4) Elected members representing the East Agricultural Sub Group
- * Four (4) Elected members representing the West Agricultural Sub Group

RRG Elected Members must be elected Council Representatives.

(Motion Passed 25 Aug 2003, 12/0)

1.2 Chairperson

The Chairperson of the RRG is elected from the twelve (12) elected members by a majority vote in late October or early November. The Chairperson serves a two (2) year term. Annual election of members will be held in late October or early November.

(Motion Passed 30 July 2007, 12/0)

The Council from which the Chairperson is elected shall appoint another representative from that Council to be the delegated member.

The Chairperson holds a casting vote only.

1.3 Sub Groups

Sub-Group membership is detailed in Table 1 below.

TABLE 1 – RRG SUB-GROUPS

Sub- Group	Member Local Authorities	
COASTAL	Albany Plantagenet	Denmark Cranbrook
EAST	Gnowangerup Kent	Jerramungup Ravensthorpe
WEST	Broomehill/ Tambellup Katanning	Kojonup Woodanilling

(Motion Passed 25 Aug 2003, 12/0)

1.4 Attendance at RRG Meetings

Attendance at RRG Meetings by Council representatives (other than Elected members) as observers (without voting rights) is encouraged.

Representation from the following will be invited for all RRG meetings and copies of Agenda and Minutes will be forwarded to them.

Invitation to be extended to:-

- * Great Southern Road Safety Officer (Roadwise) – presentation of a report
- * WALGA
- * State Advisory Committee
- * Department of Transport

1.5 Technical Working Group

The Technical Working Group (TWG) comprises two (2) representatives with technical backgrounds from each of the Sub Groups and the Regional Manager Main Roads (Chair) with administrative support provided by the Program Co-ordinator Main Roads.

The TWG, may seek expert advice as required to assist in its deliberations.

Membership of the TWG will be determined annually at the AGM.

(Motion Passed 25 Aug 2003, 12/0)

The role of the TWG is as follows:-

- (i) Provide technical advice
- (ii) Identify, categorise and review a list of Roads of Regional Significance, for Regional Road Group consideration
- (iii) Improve and review the process for prioritising Local Road Project funding as required for Regional Road Group consideration.
- (iv) Recommend Local Road Project funding priorities
- (v) Recommend guidelines for practical funding equity
- (vi) Provide technical guidelines to Sub-groups on improved project construction and maintenance practices
- (vii) Develop a list of base unit cost rates for various types of works for similar locations, to be used in assessing submissions for Local Road Project Funding.
- (viii) Act as a reference group for Roads 2025 review.

During on site inspections, the TWG shall invite representation from a minimum of one (1) and maximum two (2) appointed representatives from each individual council as part of the assessment process.

1.6 Elected Members' Voting Rights and Obligations

The voting rights of RRG Elected Members may not be transferred.

Elected members must vote on all motions at RRG meetings with no provision for abstaining.

2 LOCAL ROAD PROJECT FUNDING

2.1 Project Prioritisation Guidelines

Local Government submissions for Local Road Project funding distributed by the Regional hRoad Group, must be in accordance with the Regional Road Groups Project Prioritisation Guidelines (Draft 7).

(Guidelines are to be reviewed and finalised, and then made into a controlled document, to be combined with this document. This is a task for TWG).

The RRG has adopted the following principles in developing the Project Prioritisation Guidelines:

1. To be effective in distributing funds to Roads of Regional Significance which have a high priority within the region. In this regard priority is to be given to projects on Regionally Significant Local Roads (RSLR's) as identified in the Great Southern ROADS 2025 Regional Road Development Strategy.
2. To develop a simple process for Local Governments to prepare submissions and clearly understand the evaluation methodology
3. To ensure that project submissions are based on the appropriate road standard for the road usage
4. To ensure that the existing RSLR's are maintained at an acceptable services level to meet user and safety needs
5. To improve the level of statistical traffic information and work rates to assist the accuracy of the road project evaluation process.
6. To establish guidelines for acceptable road standards and levels of service consistent with traffic usage for input into Multi Criteria Analysis process.

2.2 Traffic Count Data

All traffic data supporting Local Government submissions for Local Road Project funding must comply with the requirements of the RRG Prioritisation Guidelines (Draft 7). Submissions including non-compliant traffic data will not be accepted.

2.3 Maximum Council Allocations

The maximum allowable funding allocation in any one financial year for an individual Council is 20% of pool funds.

(Motion Passed 21 Oct 2002, 10/3)

2.4 Distribution of Local Road Project Funding

Local Road Project funding is distributed by the RRG in priority order based on project scores determined by the Project Prioritisation Guidelines, together with consideration of project specific factors as detailed in the table below.

Coding	Description
A	Ministerial Commitment
B	Urgent preservation
C	Concluding Projects
D	Continuing project
E	New Project

A MINISTERIAL COMMITMENT – Projects where an additional “non-RRG Pool” funding contribution has been committed by the Minister or Commissioner MRWA, and requires co-contribution from the RRG and LA.

B URGENT PRESERVATION – Projects where the TWG or authorised representative/s has inspected the project site and confirmed that proposed preservation treatment and estimated costs are appropriate and that works SHOULD NOT be deferred beyond the current year of submission. Factors such as timely preservation intervention, whole of life costs and whether the road project section is currently deemed “fit for intended service”.

C CONCLUDING PROJECTS- Projects previously funded by the RRG and programmed to conclude in the current year of submission. Funding levels requested and timing should be in keeping with previous submissions for the project under consideration.

D CONTINUING PROJECTS- Projects previously approved and funded by the RRG (not necessarily in the year immediately preceding the current year of submission).

Note 1) other than a road that traverses two or more local governments, this coding only applies to those sections of improvement project previously approved by the RRG and does not apply to extensions to previously approved project lengths.

Note 2) the RRG is able to designate as not applicable to the “Continuing Project” coding if previous RRG funding has been approved for pre-construction survey, design, public consultation, cost estimate and/or land acquisition stages of the project.

E NEW PROJECTS- Projects or section lengths not previously endorsed for approval by the RRG. All new projects require site inspection by the WTG or authorised representative/s in order that the nature, project sections and estimated costs for the project can be confirmed as appropriate.

(Motion Passed 25 Aug 2003, 12/0)

All the projects are fully funded to the limits of the RRG annual Local Road Project Allocation.

If the last prioritised project cannot be fully funded, the partial funding available is offered to the relevant Local Authority. Should this Local Authority not wish to accept partial funding, the funds are applied to the next highest ranked project, and the process repeated until all funds are allocated. Surplus or additional funds, which become available after the initial distribution by the RRG are also allocated in accordance with this principle.

Acquittal of Road Project Funds within two (2) years

Funds not spent within twelve (12) months of the year of allocation are to be returned to the Regional Road Group for reallocation. Exceptions to this requirement for extenuating circumstances will require a majority vote of the Regional Road Group.

(Motion Passed 30 July 2007, 12/0)

2.5 Road Safety Audits

The Regional Road Group requires Road Safety Audits to be carried out at design stage for complex Local Road Projects such as intersection treatments and realignments, where safety and design issues such as speed, sight distance and signing are significant.

6.4 COUNCIL MEMBER APPOINTMENT TO COMMITTEES

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

RECOMMENDATION

ITEM 6.4: RESPONSIBLE OFFICER RECOMMENDATION

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

IN BRIEF

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

BACKGROUND

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

CEO:

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

DISCUSSION

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

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

STATUTORY IMPLICATIONS

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

GOVERNMENT CONSULTATION

11. Nil.

PUBLIC CONSULTATION/ENGAGEMENT

12. Nil.

STRATEGIC IMPLICATIONS

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

Key Focus Areas

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

POLICY IMPLICATIONS

14. Nil.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

16. Nil.

LEGAL IMPLICATIONS

17. Nil.

ALTERNATE OPTIONS

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

Consulted References	Local Government Act 1995
File Number (Name of Ward)	All Wards
Previous Reference	OCM 11/10/11 Item 1.8

City of Albany Records
Doc No: ICR1149333
File: GR LRL.3
Date: 10 OCT 2011
Officer: CEO4

Our Ref: T1:0005
Enquiries: Christine Grogan

Attach
Box: D8
Vol: 16
Box+Vol: D8*16

6 October 2011

Ms Faileen James
Chief Executive Officer
City of Albany
PO Box 484
ALBANY WA 6331



Dear Faileen



GREAT SOUTHERN DEVELOPMENT COMMISSION BOARD

I write to advise that Great Southern Development Commission (GSDC) Board of Management has two vacancies which are to be filled by elected representatives from local government in the region.

This follows Kent Shire President Mrs. Cathy Crosby completing two terms on the GSDC Board and the decision by former Cranbrook Shire President Doug Forrest not to seek re-election at the recent local government election. Cathy and Doug have served the GSDC Board as local government representatives diligently and we wish them both well for the future.

The GSDC is therefore now seeking nominations from your Council, and others, to fill these vacant Board positions.

The Board of Management is the governing body of the Commission and meets regularly to set policy direction, make decisions on major budget and expenditure matters and provide advice to the Minister on regional issues. A formal meeting is held every second month with an informal meeting being held in the alternate months.

The Hon Brendon Grylls MLA Minister for Regional Development will make the appointment to the GSDC Board, following consultation with Cabinet.

Attached is a nomination form for the Board position. Please provide GSDC with any nominations you may have for the vacancy by COB Friday 18 November 2011.



Nominations should be submitted on the nomination form and be addressed to:

Chief Executive Officer
Great Southern Development Commission
P.O. Box 280
Albany WA 6331.

If you require any further information with regards to the vacancy please contact me at the GSDC on 9842 4888.

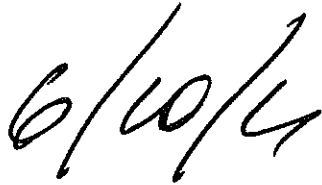
Thank you.

Yours faithfully

A handwritten signature in black ink, consisting of a long horizontal line followed by a stylized, cursive flourish.

BRUCE MANNING
CHIEF EXECUTIVE OFFICER

Encl.

A handwritten date in black ink, written as '6/10/4'.

6.5 MEMBERSHIP OF THE AEC OPERATIONAL ADVISORY COMMITTEE

Responsible Officer : Chief Executive Officer (F James)

RECOMMENDATION

ITEM 6.4: RESPONSIBLE OFFICER RECOMMENDATION

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

IN BRIEF

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

BACKGROUND

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

CEO:

DISCUSSION

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

GOVERNMENT CONSULTATION

10. Nil.

PUBLIC CONSULTATION/ENGAGEMENT

11. Nil.

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

14. Nil.

POLICY IMPLICATIONS

15. Nil.

RISK IDENTIFICATION & MITIGATION

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

FINANCIAL IMPLICATIONS

16. Nil.

LEGAL IMPLICATIONS

17. Nil.

ALTERNATE OPTIONS

18. Nil.

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