



City of Albany
Policy

Governance & Meeting Framework

(Terms of Reference)

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Version	Author	Version Description	Date Completed
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6.0	MGR	<p>Synergy Reference: NP20120975 Reference: OCM 25/02/2020 Resolution AR071 (Review) Amended:</p> <ul style="list-style-type: none"> • Updated: Waste Management Working Group • Updated: AEC Operational Advisory Committee to include delegation of representation to the CEO, noting attendance is administered under CEO authorisation. • Updated: National Anzac Centre Advisory Group Terms of Reference (11/09/2020) – Synergy Reference: EF20214641. • Updated: BFAC, BFAG and LEMC now administered by the Corporate & Commercial Services Directorate. BFAC membership updated to include: <ul style="list-style-type: none"> ○ Bush Fire Control Officer South West Sector ○ Bush Fire Control Officer North East Sector • New: South Coast Alliance Inc. • New: Council Meet & Greet Forums • New: Communications & Engagement Advisory Group, established under the Community & Engagement Strategy. Reference: OCM May 2019 Resolution CCS154. • New Western Australian Capitals Alliance 	28/10/2020

Contents

Document Control	2
Objective	6
Policy Statements	6
A: Agendas and minutes	6
B: Apologies and leave of absence	6
C: Briefing Sessions	6
D: Committee meetings	7
• Standing Committees of Council:	7
• Advisory Committees	7
E: Council meeting schedule	7
F: Council Meetings	7
G: Decisions	8
H: Meeting procedures and conduct	8
I: Notes of meetings	8
J: Standing Committees of Council	8
K: Strategy Sessions	8
L: Voting intentions	8
M: Working groups, workshops, reference groups and forums	8
Scope	9
Legislative and Strategic Context	9
Review Position and Date	10
Associated Documents	10
Definitions	10

ATTACHMENTS:	11
ATTACHMENT 1 – INTERNAL STANDING COMMITTEES:	11
Audit & Risk Committee	11
Chief Executive Officer Performance Review Panel	12
Community & Corporate Services Committee.....	13
Development & Infrastructure Services Committee.....	14
ATTACHMENT 2 – INTERNAL ADVISORY COMMITTEES & WORKING GROUPS:	15
Airport Emergency Committee	15
Bush Fire Advisory Committee (BFAC).....	16
Communications & Engagement Advisory Group	17
Local Emergency Management Committee (LEMC)	18
National Anzac Centre Advisory Group (NACAG).....	19
Renewable Energy Working Group	20
Waste Management Working Group	21
ATTACHMENT 3 - EXTERNAL COMMITTEE MEMBERSHIP	22
AEC Operational Advisory Committee	22
Great Southern Development Commission – Board of Management.....	23
Great Southern Joint Development Assessment Panel (DAP).....	23
Great Southern Recreation Advisory Group (GSRAG)	24
Great Southern Regional Road Group	24
Lower Great Southern Economic Alliance.....	24
South Coast Alliance Incorporated.....	25
South Coast Management Group.....	25
WALGA - Road Wise Advisory Committee.....	25
WALGA – Great Southern Zone.....	25
Western Australian Regional Capitals Alliance Group	26

Objective

To provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept to endorsement.
- Facilitate opportunity for elected members to drive Council's policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Provide Council officers with a robust, contemporary and effective suite of Council management documents upon which to exercise delegated function or present advice and recommendation to Council for their determination.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council committees and working groups.

Policy Statements

The following policy statements apply where the *Local Government Act 1995* or the City of Albany Standing Orders Local Law is silent:

A: Agendas and minutes

The level of decision-making and transparency needed for good governance requires comprehensive meeting agendas and minutes to be prepared. Matters to be considered at meetings of Council or committees are to be presented in an agenda prepared by the CEO.

Agendas comprise of reports prepared by the organisation. Reports are structured to include information on the background, details, summary and funding of the proposal under consideration.

All reports are the professional advice of the organisation and contain recommendations as to the most appropriate course of action to take based on the information presented.

The decision to adopt, amend or reject a recommendation rests with Council, or in some cases a committee (if it has delegated authority).

Where a Council or committee decision is different to that which has been recommended, reasons for that decision must be stated and recorded.

Agendas are made available to Elected Members and the public before Council meetings. Where a committee is open to the public, committee agendas are also made available.

It is the responsibility of the CEO or their designated senior officer to prepare agendas.

Unconfirmed Council and committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the decisions that have been made.

B: Apologies and leave of absence

An important function of an Elected Member, when being a part of the governing body of Council or a committee, is to attend and participate in the decision-making processes at meetings.

Elected Members who are going to be absent from a meeting of Council or a committee should submit an apology. For extended periods of absence, Elected Members should apply to Council to grant leave of absence for that extended period.

Leave of absence is not to be granted to an Elected Member in respect of more than six consecutive ordinary meetings of the Council without the approval of the Minister, unless all of the meetings are within a period of three months.

An Elected Member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council unless all of the meetings are within a two-month period.

C: Briefing Sessions

Briefing Sessions are used to inform Elected Members on the items of business to be presented and discussed at future meetings.

Briefing Sessions can be made open to the members of the public, and question and statement time is permitted.

D: Committee meetings

To assist with its decision-making responsibilities, Council is able to establish committees from time to time. The work of committees is significant in local government due to the wide range of activities and functions of Council. Committees report to Council and are subject to the requirements of the Act.

When a Council establishes a committee, it must determine the reporting and other accountability requirements that are to apply in relation to that committee.

Committees may comprise of:

- Elected Members only;
- Elected Members and employees;
- Elected Members, employees and members of the community;
- Elected Members and members of the community;
- Employees and members of the community; or
- Members of the community only

The role and tasks of committees are varied however committees are generally established to:

- inquire into matters and to provide and make recommendations to Council on matters within Council's responsibilities
- carry out a specific project or task on behalf of Council or exercise, perform or discharge delegated powers, functions or duties.

Committees meet as and when required and make recommendations to Council however where a committee has delegated authority, it is able to make a decision in its own right.

Committee meetings can be made open to the members of the public, and question and statement time is permitted.

Questions and statements must relate to an item on the current agenda. A member of the public may request to present a deputation to the Elected Members relating to an item on the agenda.

Deputations are received on the same evening as the Committee meeting and at the commencement of the meeting. No decisions are made at Briefings, Concept Forums or Workshops although Elected Members may request additional information or may request alternative wording for recommendations to be prepared for possible consideration at the future Council meeting.

Types of Committees:

• Standing Committees of Council:

All reports for consideration by Council should be referred through a Standing Council Committee.

Standing Committees of Council are generally open to the public, with the exception of the Audit and Risk Committee.

The Terms of Reference for Standing Committees of Council are detailed at [attachment 1](#).

• Advisory Committees

Advisory committees provide recommendations to Council in line with their terms of reference.

Advisory committees meet as and when required as determined by committee members or Council.

The Terms of Reference for Council Advisory Committees and Working Groups are detailed at [attachment 2](#).

E: Council meeting schedule

Council operates on a four weekly meeting cycle, (except in January when Council is in recess).

F: Council Meetings

Council meetings are formal meetings of Council as defined under the Act and are required to be open to the public, although under certain conditions, meetings can be closed when Council considers certain items of business as prescribed by the Act. In order to promote transparency and accountability required for good governance, the closure of meetings should be applied as infrequently as possible.

Good decision-making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda, good chairing and facilitation, adherence to meeting procedures and adherence to statutory requirements. There should also be a strong commitment to

Council meetings being open to the public so that the community are fully informed and, where appropriate, involved in the decisions and affairs of Council.

Elected Members, the CEO and Executive Directors attend all Council meetings.

G: Decisions

Strategy Sessions, Concept Forums, Briefings, Forums, and Workshops operate outside of the statutory framework of the Act are not intended to replace ordinary meetings of Council.

H: Meeting procedures and conduct

The Council has adopted a local law that provides a set of enforceable meeting procedures and rules to:

- ensure better decision-making of council and its committees;
- assist in the good and orderly conduct of meetings; and
- greater community understanding of the business of the Council.

Elected Members are to familiarise themselves with the City of Albany Standing Orders Local Law (meeting procedures) as any breaches may result in the matter being referred to the Local Government Standards Panel.

I: Notes of meetings

The CEO, and/or designated senior officer will cause notes to be kept.

Notes will be recorded on the City's Records Management System and detail the date, attendance and titles of the subject addresses.

J: Standing Committees of Council

All reports for consideration by Council should be referred through a Standing Committee.

Standing Committees are generally open to the public, with the exception of the Audit & Risk Committee.

The following standing committees of the City of Albany Council are open to the public:

- Audit & Risk Committee
- Bush Fire Advisory Committee (BFAC)
- Chief Executive Officer Performance Review Panel
- Community & Corporate Services (CCS) Committee
- Development & Infrastructure Services (DIS) Committee
- Local Emergency Management Committee (LEMC)

The terms of reference for all committees are listed at in the attachments.

K: Strategy Sessions

Strategy Sessions provide a forum for two-way communication between Elected Members and the CEO on strategic or complex issues.

The sessions are open to all Elected Members, the CEO and other employees designated by the CEO as required.

Strategy Sessions also provide an opportunity for relevant staff and/or outside consultants to present information on a concept or project.

Elected Members are encouraged to ask questions but not enter into debate.

Strategy Sessions are generally not open to members of the public.

L: Voting intentions

Elected Members must not indicate their voting intentions prior to being presented for Council resolution.

An Elected Member's support of a proposal or Committee Recommendation does not bind the elected member's decision.

M: Working groups, workshops, reference groups and forums

Council may conduct workshops or also establish working groups or reference groups as a mechanism for facilitating and improving community participation in the City's decision-making process.

While not formally established under legislation, working groups and reference groups provide an opportunity for the City to obtain the views of community representatives as well as enabling networking opportunities for Elected Members with a wide range of representatives on issues of common interest. The opportunity to obtain such views assists Elected Members and Council to address strategic issues and priorities.

Working groups and reference groups make recommendations to the organisation, who in turn detail those recommendations and comments within the formal report to Council or a committee on a particular issue or topic.

Community representatives and Elected Members are encouraged to ask questions of relevant staff or consultants through the presiding person.

Scope

This policy applies to:

- Briefings
- Committee meetings
- Concept Forums
- Ordinary Council Meetings
- Special Council Meetings
- Operational Working Groups
- Workshops

Legislative and Strategic Context

Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.

For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests.

For the purpose of Serious & Minor Misconduct:

The City is a “public authority” for the purpose of the CCM Act.

The City must report serious and minor misconduct matters that the City reasonably suspects involve corruption, minor or serious or systematic misconduct or maladministration in public administration as required by the CCM Act (serious misconduct) and PID Act (minor misconduct).

Available at:

- www.ccc.wa.gov.au
- www.publicsector.wa.gov.au

Paid members of Council Committees must acknowledge that:

- the supply of the Services may involve public administration by the City pursuant to the CCM Act and PID Act; and
- as it is supplying the Services to the City the person:
 - is a public officer for the purposes of the CCM Act; and
 - is subject to the obligations under the CCM Act and Guidelines, including, but not limited to the obligation to report to the Office of the Corruption and Crime Commission matters that the Consultant reasonably suspects involve corruption, or serious or systematic misconduct or maladministration in public administration; and
 - is subject to the obligations under the PID Act and guidelines, including, but not limited to the obligations to report to the Office of the Public Sector Commission matters that the Consultant reasonably suspects involve minor misconduct in public administration.

Review Position and Date

This policy and procedure is to be reviewed by the document owner prior to an ordinary council election.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- Council Strategic and Policy Positions
 - Strategic Bush Fire Plan
 - Community Engagement Strategy
 - CEO Performance Review Process Policy
 - Code of Conduct Policy (Council Members, Committee Members, Staff & Volunteers)
- Local Government Act 1995
- Standing Orders Local Law 2014 (Amended)
- Local Government Operational Guideline – Council Forums, Department of Local of Government and Regional Development

Definitions

Key terms and acronyms used in the policy, and their definitions.

Act	Local Government Act 1995
Advisory Committee	means a committee with membership comprised of representatives from the community and Elected Members.
Audit	means the inspection or examination of a City activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
Council Management Documents	Policies, strategies, business plans, local laws and other corporate documents used in guiding, informing and regulating Council's decision-making processes.
Ordinary Council Meeting	Council's principal decision making forum.
Standing Committee	means a permanent council committee that meets regularly.
Operational Working Group	a group that consists of staff, elected members, and community representatives. Recommendations are referred to council standing committees for recommendation to Council.
Workshops, Concept Forums	<p>in this framework refer to Briefing Sessions.</p> <p><i>Note: Each quarter the Council invite community to have a say at their "Your Council Meet & Greet" forums.</i></p> <p><i>Q&A sessions allow community members the chance to ask questions or to raise issues.</i></p> <p><i>Councillors, including the Mayor and City of Albany executive staff will be in attendance.</i></p>

ATTACHMENTS:

ATTACHMENT 1 – INTERNAL STANDING COMMITTEES:

Audit & Risk Committee

(Standing Committee - Statutory Requirement)

Function:

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

- reporting of financial information;
- application of accounting policies;
- management of the financial affairs of the City; and
- assessment of the adequacy of the management of risk, internal control and legislative compliance.

It will achieve this by:

Audit:

- Considering and approving the brief for the provision of audit services;
- Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
- Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
- Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
- Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
- Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently Understand the financial performance of the Council's affairs;

- Reviewing the audit report and make appropriate recommendations to Council; and
- Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.

Risk Management:

- Address any specific requests referred to it from Council in relation to issues of internal control, legislative compliance and risk management.
- At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.

Regulation 17 of the Local Government (Audit) Regulations 1996:

- Receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance as prescribed.

Membership: Minimum of 4 and maximum of 7 elected members

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

Meeting Location: Council Chambers

Directorate: Office of CEO & Corporate & Commercial Services

Executive Officers:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Governance & Risk
- Manager Finance

Delegated Authority: None

Chief Executive Officer Performance Review Panel

(Standing Committee - Statutory Requirement)

Function:

This panel is responsible for reviewing the performance of the Chief Executive Officer in accordance with the CEO Performance Review Process Policy.

It will achieve this by:

- Ensuring the review process is conducted in a manner that is both collaborative and constructive with the aim of enhancing performance and providing guidance for the ensuing twelve months, using the City's agreed Strategic Plan and/or Business Plan.
- Using the review process provide an opportunity to build relationships and to increase the effectiveness of individuals, systems and process to improve the performance and the profile of the City of Albany.
- Making recommendations to Council.

Chairperson: Mayor

Membership:

The CEO performance review panel will consist of:

- The Mayor
- Three Councillors appointed by resolution of Council.

This panel is to be facilitated by an independent / external person appointed by a resolution of Council.

All Councillors seeking appointment to the CEO review panel must undertake the relevant CEO performance review-training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.

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

Meeting Location: As determined

Directorate: Office of the CEO

Executive Officers:

- Manager People & Culture; and
- an independent/external person appointed by a resolution of Council.

Delegated Authority: None

Community & Corporate Services Committee

Functions: The Committee is responsible for the following functions:

Community Services:

The delivery of “**Community Health & Participation Objectives**” contained in the City of Albany Strategic Plan:

- To build resilient and cohesive communities with a strong sense of community spirit.
- To create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
- To develop and support a healthy inclusive and accessible community.

Corporate & Commercial Services:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of “**Leadership Objectives**” contained in the City of Albany Strategic Plan:

- To establish and maintain sound business and governance structures.
- To provide strong, accountable leadership supported by a skilled & professional workforce.
- To engage effectively with our community.

Economic Development:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of “**Smart, Prosperous and Growing Objectives**” contained in the City of Albany Strategic Plan:

- To strengthen and grow our region’s economic base.
- To develop a smart city that supports economic growth.
- To develop and promote Albany as a unique and sought-after visitor location.

Governance:

- Review of Council's policies;
- Supporting Elected Members in their governance role;
- Developing amendments to existing, or new, local laws;
- Consideration of the Council's draft Strategic Plan;
- Consideration of the Council's draft Annual Report;
- Matters pertaining to the conduct of the Council's Annual General Meeting;
- Consideration of the proposed meeting schedule for Council and its Committees;
- Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
- Considering matters not falling within the terms of reference of any other Council committee.

Service Complaint Internal Review:

- Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

It will achieve this by:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

Executive Officer(s):

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

Delegated Authority: None

Development & Infrastructure Services Committee

Functions: The Committee is responsible for:

Planning & Development Services:

The delivery of the “**A Connected and Safe Built Environment**” objectives contained in the City of Albany Strategic Plan:

- To develop vibrant neighbourhoods which retain local character and heritage.
- To advocate, plan for and build friendly and connected communities.
- To develop and support a healthy inclusive and accessible community.

Infrastructure & Environmental Services:

The delivery of the “**Clean and Green & Sustainable**” objectives contained in the City of Albany Strategic Plan:

- To protect and enhance our natural and built environment in a changing climate.
- To build, maintain and renew city assets sustainably.
- To identify and deliver improvements in sustainability within the City and wider community.

It will achieve this by:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Membership: Open to all elected members.

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Executive Officers:

- Executive Director Infrastructure, Development & Environment Services
- Manager

Delegated Authority: None

Attachment 2 – Internal Advisory Committees & Working Groups:

Airport Emergency Committee

(Statutory Requirement)

Functions: The Committee is responsible for:

Legislative Authority: This Committee is established under the *Civil Aviation Act (1998)* and the *Emergency Management Act 2005*. This Committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.

It will achieve this by:

- Overseeing the development of and compliance with the Airport Emergency Plan and procedures in accordance with the Civil Aviation Safety Regulations 1998 and the Emergency Management Act 2005.
- Evaluating and considering the post activity report of the annual emergency exercise and any report recommendations.
- Ensuring the emergency test (exercise) reports of this Committee are reported to the Local Emergency Management Committee (LEMC).

Membership:

- (Minimum of 1 maximum of 2 elected members). Membership to the Committee is prescribed under the Civil Aviation Act 1998.
- The airport operator (City of Albany) must ensure that the following persons are invited to be members of the Committee:
- Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash)
- Senior representatives of key industry stakeholders (including airlines); and
- Senior representative from the Office of Transport Security.

- The Committee must also consist of representatives of relevant agencies or organisations expected to be involved in responses under the Airport Emergency Plan. These representatives must be sufficiently senior to commit their organisations to the Committee's agreed decisions.
- The Chair may invite persons other than those listed above to be members or observers of the Committee.

Meeting Schedule: Quarterly, as required

Meeting Location: Airport General Aviation Building

Directorate: Corporate & Commercial Services

Executive Officers:

- Manager Governance & Risk (Airport Operations)
- Senior Airport Reporting Officer

Delegated Authority: None

Bush Fire Advisory Committee (BFAC)

Function: The Committee is responsible for:

Reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and provide advice to Council on *Bush Fires Act 1954* matters.

Legislative Authority:

Under the *Bush Fires Act 1954 (s67)*, local governments may appoint such persons as it sees fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to:

- the preventing, controlling and extinguishing of bush fires;
- the planning and layout of fire breaks;
- prosecutions for breaches of the Bush Fire Act;
- the formation of bush fire brigades;
- the grouping thereof under brigade officers;
- the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- any other matter relating to bush fire control.

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

It will achieve this by:

BFAC Functions:

- To consider reports regarding operational matters received from Bush Fire Advisory Group (BFAG) and provide recommendations to Council as appropriate.
- To consider nominations for the position of Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer and make recommendations as appropriate to the City of Albany's Chief Executive Officer (or delegate).
- Advise and assist the City of Albany in ensuring that local risk management plans pertaining to bush fire are established and maintained.
- Liaise with the Bush Fire Advisory Group, other emergency management agencies and other supporting agencies in the testing of local bush fire risk management plans.

- Support the City of Albany to ensure appropriate and timely training programs are developed and delivered to brigade members, including on-going scenario-based training.
- Advise the City of Albany on operational and administrative matters relating bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies.
- Advise and assist the City of Albany in the development of bush fire community engagement and education programs.
- Facilitate and foster open communication and cooperation with other fire and emergency agencies and neighbouring local governments.

Chairperson: To be elected from the Committee (City of Albany Elected Member).

Membership:

Defined under the Terms of Reference detailed in the Strategic Bush Fire Plan:

- Up to four elected members (Chairperson)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Bush Fire Control Officer South West Sector
- Bush Fire Control Officer North East Sector
- Department of Fire and Emergency Services (DFES) Representative
- Department of Parks and Wildlife (DPaW) Representative
- City of Albany Manager Public Health & Safety (executive support – non- voting)
- City Emergency Management Administrator (administrative support – non-voting)

Guests of Committee:

- By invitation (non-voting) – i.e. CBFCEOs of neighbouring local governments.

Meeting Schedule: As required.

Meeting Location: Council Chambers

Directorate: Corporate & Commercial Services

Executive Officers:

- Executive Corporate & Commercial Services
- Manager Public Health & Safety

Delegated Authority: None.

Communications & Engagement Advisory Group

(Operational Working Group)

Function: The Committee is responsible for:

Monitoring and reporting on the implementation of the Communications & Engagement Strategy.

Legislative Authority:

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government Council and shall, as and when required by the local government, report fully on its activities.

It will achieve this by:

Functions:

- **Support: Strategic Objective: 1.** To follow the International Association of Public Participations (IAP2) framework for engagement which is considered a best practice benchmark worldwide.
- **Assist with achieving: Objective 1.1:** To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.
- **Assist with achieving: Objective 1.4:** To create opportunities to partner with the community in decision making, including the development of alternatives and solutions.
- **Assist with achieving: Objective 1.5:** To explore ways to empower the community to participate in our decision-making processes

Chairperson:

- Executive Director Community Services

Membership: Defined by the principles detailed in the Communications & Engagement Strategy:

- City of Albany Project Leaders:
 - Manager Community Development
 - Communications Coordinator
- City of Albany Directorate Management Representatives:
 - Community Services
 - Corporate & Commercial Services
 - Infrastructure, Development & Environment
- Community Representatives x 3 (Additional membership is encouraged)
- Elected Member x 2 (Elected members are not formally appointed by Council as this is an operational working group)

Guests of Committee:

- By invitation (non-voting).

Meeting Schedule: Quarterly

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

Directorate: Community Services

Executive Officers:

- Manager Community Development
- Communications Manager

Delegated Authority: None.

Local Emergency Management Committee (LEMC)

(Statutory Requirement)

Function:

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 local emergency management arrangements contain the overarching emergency management arrangements relevant to that local government district.

The LEMC is responsible for reviewing, planning and testing the local community emergency management arrangements, including but not limited to:

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

It will achieve this by:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Chairperson:

- Elected member appointed by Council.
- Deputy Chair (Officer in Charge of the Albany Police Station (WAPOL)).

Membership: Committee 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.

Meeting Schedule: Quarterly, as required.

Meeting Location: Council Chambers.

Directorate: Corporate & Commercial Services

Executive Officers:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Public Health & Safety
- Community Emergency Safety Manager (CESM)

Delegated Authority: None

National Anzac Centre Advisory Group (NACAG)

(Operational Working Group)

Function:

The National Anzac Centre Advisory Group (NACAG) is responsible for:

- Providing expert input to the City of Albany (CoA) to ensure the continued public appeal, positive visitor experience and financial sustainability of the National Anzac Centre (along the terms originally agreed between the CoA and the State Government).
- Assist with identifying funding opportunities to provide new and refreshed visitor experiences within the National Anzac Centre (NAC) and its associated precinct.
- Provide 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.
- Ensure the NAC interpretative component remains relevant, refreshed and consistent with a high quality contemporary museum standard.

Membership:

Membership consists of an independent chair; the CEO and Mayor of the CoA; a senior executive from each of Department of Premier and Cabinet, Tourism WA, and Museums WA; the State President of the RSL; between 1 and 3 commercial members who will normally be senior representatives of sponsors of the NAC.

The Membership of the NACAG must be approved by the Council of the City of Albany.

Meetings:

The NACAG will meet twice a year – unless circumstances require additional meetings. It is anticipated that these meetings will take place around May and November each year.

One of these meetings will be via teleconference and the other will be in person - either in Perth or Albany - with the Chair of NACAG and the CEO of the City to make the determination on location.

Secretariat:

The Secretariat for the NACAG will be provided by Community Services within the CoA.

An Agenda for each meeting will be drafted by the Secretariat in liaison with the Chair and the CEO.

Brief minutes of each meeting (structured on the agenda) and agreed actions by all members will be taken and circulated within two weeks of each meeting. Relevant reports will also be circulated as required.

The Secretariat will also circulate the quarterly financial results for the Albany Heritage Park to all members as soon as they are endorsed and released by the Council.

It is anticipated that the NACAG will review and provide comment on the proposed budget for the NAC at each May meeting prior to the budget going to Council.

Renewable Energy Working Group

Function:

The Working Group is comprised of representatives from the City of Albany, Shires of Denmark and Plantagenet. The Working Group is formed to progress the following objectives:

- To facilitate Albany becoming self-supporting in its energy needs by 2026 with a bias towards renewable energy sources, systems and technology; and
- To explore opportunities to establish Albany as a recognised regional centre for Renewable Energy research, development and education.

Membership:

Membership of the Working Group follows:

- Chair – City of Albany Mayor
- City of Albany Elected Members – Two Representatives
- City of Albany – Chief Executive Officer
- Shire of Denmark – One Representative
- Shire of Plantagenet – One Representative
- Western Power – One Representative
- Synergy – One Representative
- Great Southern Development Commission – One Representative
- Regional Development – One Representative (DPIRD, RDA or equivalent)
- University of Western Australia – One Representative
- Co-opted members as recommended via the Working Group and endorsed through the Chair.

Sitting fees are not applicable.

Meeting Schedule: Monthly.

Meeting Location: Various member locations.

Directorate:

- Office of CEO

Executive Officers:

- Executive Director Corporate & Commercial Services

Delegated Authority: The Working Group does not have any delegation from Council and any Working Group decisions, actions or processes may take the form of recommendations for future Council deliberation.

Waste Management Working Group

Background:

During the course of the next 10 years the City of Albany will need to make strategic decisions and undertake large capital infrastructure projects in the area of waste services which will ultimately shape the way the City will dispose of its waste until 2065 and possibly beyond.

The major projects to be delivered during this period will be the decommissioning of the Hanrahan landfill and the siting and construction of an alternative waste facility to take its place.

These projects will require a significant capital investment from the City and intensive community consultation over a period of time that will span several Councils. It will be imperative that with projects of this nature Council is well informed and supportive of the decisions made.

The formation of a working group made up of elected members and City officers will ensure that Council has ownership and a confident understanding of future waste developments.

Function:

- 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.
- Provide continuous engagement between Council and staff to assist the delivery of the City's waste services.

Membership: Committee (working group) will request a nomination of three elected members.

Meeting Schedule: Meetings are held quarterly and run for 2 hours. Special meetings can be called as needed.

Meeting Location: AWARE Centre Hanrahan Road.

Directorate:

- Infrastructure, Development & Environment Services

Executive Officers:

- Executive Director Development, Infrastructure and Environment
- Manager City Engineering.

Delegated Authority: Not applicable.

Attachment 3 - External Committee Membership

The following external committees have requested an elected member or staff member to represent the City of Albany.

AEC Operational Advisory Committee

Function:

The Perth Theatre Trust has statutory responsibilities in relation to the governance and management of venues, including the Albany Entertainment Centre.

The Committee receives reports on the overall operational and financial activities and performance of the Albany Entertainment Centre pursuant to the *Perth Theatre Trust Act 1973* and the Perth Theatre Trust Strategic Plan.

The AEC Operational Advisory Committee considers and recommend programming activities for the AEC and make recommendations for the usage of allocated funds for programming activities.

The programming activities are assessed in the context of the Perth Theatre Trust programming policy, which requires that program activities should aim to be commercially viable and promote innovation in the use of venues, approaches to particular audience segments, and the potential to reach new audiences.

In addition, the Committee formulates and provides oversight in regards to the implementation of strategic marketing and promotional policies that promotes the AEC as an arts/cultural venue, broader community facility and commercial conferencing events and function venue.

Membership:

- Committee will request a nomination of two staff members.

Meeting Schedule: Monthly.

Meeting Location: AEC

Directorate:

- Corporate & Commercial Services

Delegated Authority:

- Operational Committee – Not applicable.

Note: It was resolved by Council in October 2011, that 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 amended the Terms of Reference by appointing the Chief Executive Officer as the City's only representative on the AEC Operational Advisory Committee.

Great Southern Development Commission – Board of Management

Function:

The Board of Management is the governing body of the GSDC and meets regularly to set policy directions including budgets, to approve major expenditures and to provide advice to the Minister on regional matters. Decisions of the Board direct the activities of the GSDC.

Membership:

The three categories for the Board membership are:

- Community nominations (three persons)
- Local Government nominations (three persons)
- Ministerial nominations (three persons)

The Minister for Regional Development confirms board members with a term ranging between one and three years.

Board members are chosen based on a demonstrated ability at an executive level, a demonstrated involvement in either the economic or social development of the region, and the ability to work co-operatively to achieve agreed goals across a wide range of social and economic issues.

Individuals or organisations may nominate people for the GSDC Board. People nominated as prospective community members should possess interest and knowledge relevant to regional communities. Appropriate fields of involvement could include business and industry; employment, education and training; tourism and recreation.

Compulsory training required.

Directorate: Office of the CEO

Great Southern Joint Development Assessment Panel (DAP)

Function:

An independent decision-making body comprised of 3 technical experts and 2 elected local government representatives. These panels determine development applications made under local and region planning schemes, in the place of the City of Albany Council.

Membership:

- Two elected members (Note: Two Reserves):

Directorate:

- Infrastructure, Development & Environment Services

Great Southern Recreation Advisory Group (GSRAG)

Function:

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: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly.

Meeting Location: Department of Sport & Recreation (Albany)

Directorate: Community Services

Delegated Authority: Not applicable.

Great Southern Regional Road Group

Function:

Allocate State Government funding for regional road maintenance and construction and oversee the implementation of State Government 'Black spot' funding.

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings 10.00am – 3.00pm.

Meeting Location: Various member locations.

Directorate: Infrastructure, Development & Environment Services

Delegated Authority: Not applicable.

Lower Great Southern Economic Alliance

Function:

The Alliance is comprised of representatives from the City of Albany, Shires of Denmark and Plantagenet.

The Alliance was formed to promote collaborative economic development in the region. Advocacy, Economic Development and Tourism and Resource Efficiency.

Membership: Committee will request a nomination of four elected members.

Meeting Schedule: Monthly.

Meeting Location: Various member locations.

Directorate: Office of the CEO

Delegated Authority: Not applicable.

South Coast Alliance Incorporated

Background:

The Alliance is comprised of representatives from the City of Albany, Shires of Denmark and Plantagenet.

The Alliance was formed to promote collaborative economic development in the region. Advocacy, Economic Development and Tourism and Resource Efficiency.

Membership: Committee will request a nomination of three elected members.

Meeting Schedule: Monthly.

Meeting Location: Various member locations.

Directorate: Office of CEO

Delegated Authority: Not applicable.

South Coast Management Group

Function:

The vision of this committee is to bring together people, organisations and information, so that communities in the South Coast Region are able to work in partnership, to improve the quality of the coastal and marine environment, resulting in environmental, social and economic sustainability.

Preparing a regional strategy between Denmark and Esperance for Coastal issues. Focus on local government and Community groups.

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Bi Monthly (March, July, September & December)

Meeting Location: Varies

Directorate: Infrastructure, Development & Environment Services

Delegated Authority: Operational Committee – In accordance with Delegations Register.

WALGA - Road Wise Advisory Committee

Function: The WALGA's state-wide road safety program is to facilitate the active to effectively contribute to road safety programs. Source: <http://www.roadwise.asn.au/groups/southern/albany>

Membership: Committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings 10.00am – 3.00pm.

Meeting Location: The Committee meets every month at the City of Albany, North Road.

Directorate: Infrastructure, Development & Environment Services

Delegated Authority: Not applicable.

WALGA – Great Southern Zone

Function:

WALGA (WA Local Government Association) advocates on behalf of the State's 142 Local Governments and negotiates service agreements for the sector. WALGA is not a government department or agency. Source: Website: <http://www.walga.asn.au/>

Membership: Committee will request a nomination of two elected members and two reserves.

Meeting Schedule: Quarterly meetings 10.00am – 3.00pm.

Meeting Location: Monthly meetings, via teleconference and face to face in the Great Southern.

Directorate: Office of the CEO

Executive Officers:

- Zone Secretary: Annabel Paulley, Great Southern Zone
- Email: annabel13@westnet.com.au

Delegated Authority: Not applicable.

Western Australian Regional Capitals Alliance Group

Background:

The objectives of the Western Australian Regional Capitals Alliance are:

- To achieve the organisational vision;
- To endeavour to carry out the Regional Purposes in manner which enhances and assists in the advancement of the Region;
- To encourage cooperation and resource sharing on a regional basis; and
- d) Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Function:

The Western Australian Regional Capitals Alliance is to initially prepare and subsequently review a Strategic and Financial Plan every two years to review this Schedule.

Alliance Purposes:

- **1: Cooperation**
To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the regional capitals within Western Australia.
- **2: National Participation**
To promote and participate in national forums which seek to enhance the role stature and effectiveness of regional cities and regional capitals across Australia.
- **3. Resource Sharing**
To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities.

These opportunities can include but are not limited to the following:

- Undertake joint and mutually beneficial projects; and
- Develop the capacity as a group to tender for and undertake consultancies, supplies of services or major and minor works.

Membership: Council Representative (Mayor) City of Albany Executive (CEO)

Directorate:

- Office of CEO