

1.29 Governance & Meetings of Council Framework

(Terms of Reference for Committees and Working Groups)

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	Manager Governance & Risk
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Version Control:

Version	Version Description	Date
1.0	Adopted by Council.	13/10/2021
2.0	OCM 25/06/2024 Resolution AR152. Fully reviewed and re-approved.	25/06/2024
3.0	Minor amendments: _ Airport Emergency Committee: Response Officers changed. _ Audit & Risk Committee (Statutory Requirement) – Delegated Authority. _ Appended with new requirement to live stream Ordinary and Special Meetings of Council. Appended with new terms of reference: _ Internal - Albany 2026 Reference Group (set up as 'Bicentenary Reference Group') _ External - Albany 2026 Cultural Advice Sub-Committee	07/02/2025

Objective

This policy aims to create an effective, transparent, and legally compliant meeting framework to:

- Engage elected members in policy and strategy development from inception to approval
- Empower elected members to lead the council's policy and strategy agenda with council officers' support
- Provide accurate and relevant information to elected members for informed decision-making
- Equip council officers with up-to-date management documents for their delegated functions and advice provision
- Leverage community members' skills and enthusiasm on council committees and working groups

Scope

This policy applies to meetings such as briefings, committee meetings, concept forums, ordinary council meetings, special council meetings, operational working groups, and workshops.

Policy Statements

These statements apply where the *Local Government Act 1995* or the City of Albany Standing Orders Local Law (Meeting Procedures) is silent:

Types of Committees:

Briefing Sessions

- Inform elected members about upcoming meeting topics.
- Can be open to the public for questions and statements.
- Are not a decision-making forum.

Ordinary & Special Council Meetings:

- Open to the public, with limited closures to discuss confidential matters, as permitted by law.
- Require a clear agenda, strong leadership, and adherence to rules.
- Attendance: Elected members, the CEO, and Executive Directors.
- Follow a four-week meeting cycle, with a break in January.
- Ordinary and Special Council Meetings must be live streamed.
- Both public and closed meeting part of the meeting must be recorded.

Council Committee meetings

- Consider reports requiring council attention. Reports that require consideration at an Ordinary Council Meeting (OCM), should be referred through a Committee of the Council, unless the matter is of an urgent nature.
- Must follow legal requirements and set rules for reporting and accountability.
- Generally, membership consist only of elected members; however, community members may be appointed in certain circumstances.
- Can make independent decisions if delegated authority is given by the Council.
- Open to the public for questions and statements on agenda items.

Council Meeting Procedures & Responsibilities

Council's Role:

The Council follows local laws to:

- Improve decision-making
- Maintain order during meetings
- Help the community understand the process

Standing Orders Local Law

Members and staff should be familiar with the Standing Orders Local Law. Breaches of conduct, that is not dealt with at the meeting by the Presiding Member, may be referred to the Local Government Standards Panel.

Voting Intentions

Supporting a proposal or committee recommendation does not imply a final decision. Elected members must not disclose voting intentions before the council's decision.

Meeting Notes (including recording)

The Chief Executive Officer (CEO) or a designated senior officer is to ensure the recording of the meeting and notes, including date, attendees and topics discussed, are preserved in accordance with law.

Agendas & Minutes

- Ensure good governance
- Provide professional advice, with final decisions made by the Council or a delegated committee by resolution.
- Rejection of Officer Recommendations require stated and recorded reasons.
- Public must be provided with access to agendas before meetings, except confidential matters.
- Unconfirmed committee minutes must be public within the prescribed time frame.

Apologies & Leave of Absence

- **Attendance Requirement:** Elected Members must attend meetings to participate in decision-making.
- **Submitting Apologies or Leave Requests:** If absent, Elected Members must submit an apology or request leave for extended absences.
- **Leave of Absence Duration:** A leave of absence cannot exceed six consecutive regular council meetings without Ministerial approval, unless within three months.
- **Consequences of Unapproved Absences:** If absent from three consecutive meetings without permission, an Elected Member may be disqualified, unless the absences fall within two months.

Advisory Committees, Working Groups & Forums

Advisory Committees, Working Groups & Forums

- Provide advice based on terms of reference, no decision-making authority.
- Meet as needed, not replacing formal council meetings.
- Strategy sessions for elected members and the CEO to discuss strategic issues; not open to the public.
- Community engagement is facilitated through workshops, working groups, or reference groups.

Community Engagement & Feedback

- The City may organise **workshops, working groups, or reference groups** to involve the community in contributing to decision-making.
- These groups are not legally required but help gather community input and connect Elected Members with stakeholders.
- They provide recommendations that are included in reports to Council, who ultimately are the decision maker.

Note: The council invite the community to have a say on specific issues, facilitated through forums. Q&A sessions allow community members the chance to ask questions or to raise issues. Councillors, including the Mayor and City of Albany executive staff, will be requested to attend these meetings.

Misconduct: of Committee Members

The City is a “public authority” for the Corruption, Crime and Misconduct Act 2003 (CCM Act).

The City must report serious and minor misconduct matters that the City reasonably suspects involve corruption, minor, serious or systematic misconduct or maladministration in public administration as required by the CCM Act (serious misconduct) and *Public Interest Disclosure Act 2003* (PID Act) (minor misconduct).

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 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 Section Commission matters that the Consultant reasonably suspects involve minor misconduct in public administration.

Review Position and Date

This document is to be reviewed before an ordinary council election.

Legislative Context

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

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, & Candidates)
 - Employee Code of Conduct
- *Local Government Act 1995*
- Standing Orders Local Law 2014 (Amended)
- [Local government operational guidelines | DLGSC](#)

Definitions

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

- **Act:** Refers to the *Local Government Act 1995*, which governs the operations and responsibilities of local governments in Western Australia.
- **Advisory Committee:** A committee that includes elected members and may also have community representatives. These committees provide advice to the Council but do not have decision-making authority.
- **Audit:** The inspection or examination of a City activity or facility to evaluate or improve its appropriateness, efficiency, or compliance.
- **Council Committee:** A permanent committee established by the Council that meets regularly. The members are appointed by the Council and assist in decision-making and providing recommendations.
- **Operational Working Group:** A group consisting of staff, elected members, and community representatives. Recommendations from these groups are referred to council standing committees for further consideration and recommendation to the Council.
- **Ordinary Council Meeting:** The principal decision-making forum of the Council where elected members deliberate and make decisions on various matters.
- **Workshops, Concept Forums:** These terms refer to Briefing Sessions within this framework. These sessions allow for informal discussions but do not replace formal Council meetings.

Attachments

Attachment 1 – Committees of Council Terms of Reference

Audit & Risk Committee

(Council Committee - Statutory Requirement)

Function: This Committee assists the Council in ensuring careful, skilful, and diligent financial reporting, application of accounting policies, financial management, risk assessment, internal control, and legislative compliance.

To achieve this, it:

Audit:

- Approves the brief for audit services.
- Evaluate responses and recommend an auditor appointment to the Council.
- Meets with external auditors to review the Audit Plan.
- Ensures the audit aligns with the brief and terms of appointment.
- Ensures financial management complies with statutory requirements and accounting standard
- Presents financial information to the Council in a clear and meaningful way.
- Review the audit report and advise the Council.
- Seeks advice on audit and financial matters with Council approval.

Risk Management:

- Addresses Council's requests on internal control, legislative compliance, and risk management.
- Annually reviews risk management and confirms the adequacy of controls and processes.
- Receives CEO reviews on risk management, internal control, and legislative compliance, as required by Regulation 17 of *the Local Government (Audit) Regulations 1996*.

Membership: 4 to 7 elected members

Meeting Schedule: At least three times per 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: Yes. Refer to Delegations Register.

Chief Executive Officer Performance Review Panel (Council Committee - Statutory Requirement)

Function: This panel reviews the Chief Executive Officer's performance as outlined in the CEO Performance Review Process Policy.

It accomplishes this by:

- Conducting a collaborative and constructive review process aimed at enhancing performance.
- Using the review process to improve relationships, systems, and processes, ultimately enhancing the City's performance and profile.
- Providing recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: The CEO performance review panel includes:

- The Mayor.
- Three Councillors nominated by Council's resolution.
- Facilitated by an independent, external person appointed by Council's resolution.

All Elected Members on the CEO review panel must complete the relevant CEO performance review training course provided by WALGA within six months of appointment. Those involved in the appraisal interview must be comfortable with their skills and roles.

Meeting Schedule: As required (refer to the employment contract). Meeting Location: Determined as needed. Directorate: Office of the CEO Executive Officers:

- Manager People & Culture
- Manager Governance & Risk
- An independent/external person appointed by resolution of the Council.

Delegated Authority: None

Governing Policy: CEO Performance Review Process Policy

Community & Corporate Services Committee

(Council Committee)

Function: This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Open to all elected members

Meeting Schedule: Monthly Meeting Location: Council Chambers

Directorates: Corporate & Commercial Services and Community Services

Executive Officer(s):

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

Delegated Authority: None.

Development & Infrastructure Services Committee

(Council Committee)

Functions: This Committee is responsible for:

- Sustainable management of natural areas, balancing conservation with responsible access and enjoyment.
- Shared responsibility for climate action.
- Responsible growth, development, and urban renewal.
- Creating interesting, vibrant, and welcoming places.
- Valuing and preserving local history, heritage, and character.
- Ensuring a safe, sustainable, and efficient transport network.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- 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 Planning & Building Services
- Manager Engineering & Sustainability

Delegated Authority: None

Attachment 2 – Internal Advisory Committee Terms of Reference

Airport Emergency Committee (Statutory Function)

Functions: This Committee is responsible for:

Legislative Authority: This Committee operates under the *Civil Aviation Act 1998* and the *Emergency Management Act 2005*. It ensures the Airport Emergency Plan and associated procedures align with response and recovery agencies' plans.

It accomplishes this by:

- Ensuring the Airport Emergency Plan and procedures comply with the *Civil Aviation Safety Regulations 1998* and the *Emergency Management Act 2005*.
- Evaluating the post-activity report of the annual emergency exercise and any recommendations.
- Reporting emergency exercise test results to the Local Emergency Management Committee (LEMC).

Chairperson: City of Albany elected member, elected from the Committee.

Membership:

- Minimum of 1 and maximum of 2 elected members, as required by the Civil Aviation Act 1998.
- The airport operator (City of Albany) must invite the following members:
 - Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash).
 - Senior representatives of key industry stakeholders, including airlines.
 - Senior representative from the Office of Transport Security.
- The Committee must also include representatives from relevant agencies or organisations involved in responses under the Airport Emergency Plan. These representatives should have the authority to commit their organizations to the Committee's decisions.
- The Chair may invite additional members or observers.

Meeting Schedule: As required.

Meeting Location: Airport General Aviation Building

Directorate: Corporate & Commercial Services

Executive Officers:

- Manager Economic Development and Commercial Services (Airport Accountable Manager)
- Airport Coordinator

Delegated Authority: None.

Bush Fire Advisory Committee

(Advisory Function)

Function: The Committee is responsible for reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and advising the Council on matters related to the Bush Fires Act 1954.

Legislative Authority: Under the *Bush Fires Act 1954* (s67), local governments may appoint a bushfire advisory committee to advise on various bushfire-related matters, including prevention, control, fire breaks, prosecutions, brigade formation, cooperation, and other bushfire control issues. Local governments establish the committee's guidelines, and it reports to the local government as needed.

To achieve this, it will:

- Review reports from the Bush Fire Advisory Group (BFAG) and provide recommendations to the Council.
- Assess nominations for Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer, making recommendations to the City of Albany's Chief Executive Officer (or delegate).
- Assist in establishing and maintaining local risk management plans for bushfires.
- Collaborate with the Bush Fire Advisory Group and other agencies to test local bushfire risk management plans.
- Support training programs for brigade members, including scenario-based training.
- Advise on operational and administrative matters related to bush fire control, prevention, preparedness, response, and recovery.
- Assist in developing bushfire community engagement and education programs.
- Foster communication and cooperation with other fire and emergency agencies and neighbouring local governments.
- Chairperson: An elected member from the City of Albany.

Chairperson: City of Albany elected member, elected from the Committee.

Membership:

- Up to four elected members (Chairperson).
- Chief Bush Fire Control Officer.
- Chair of Bush Fire Advisory Group (BFAG).
- Bush Fire Control Officer Southwest Sector.
- Bush Fire Control Officer Northeast Sector.
- Department of Fire and Emergency Services (DFES) Representative.
- Department of Parks and Wildlife (DPaW) Representative.
- City of Albany Community Emergency Services Manager (executive support – non-voting).
- City of Albany Emergency Management Officers (executive support – non-voting).

Guests of Committee: By invitation (non-voting), such as Chief Bush Fire Control Officers of neighbouring local governments.

Meeting Schedule: As required.

Meeting Location: Council Chambers.

Directorate: Corporate & Commercial Services.

Executive Officers:

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

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.

To achieve this, it will:

- 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: City of Albany elected member, elected from the Committee.

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

Attachment 3 – Internal Working Groups Terms of Reference

Albany 2026 Reference Group (Operational Working Group)

Background: The City of Albany has established a Reference Group to drive inter-organisation cooperation on strategic priorities for delivery of Albany 2026.

A successful Albany 2026 will be marked by the collaboration of all agencies toward a common goal – supporting the efficient execution of projects and programs.

Function: The Reference Group has been established to:

- Support the integrated delivery of Albany 2026 and the informing strategy – Albany Bicentenary Strategic Plan: Dawn of WA 2022.
- Pursue inter-organisation cooperation on strategic priorities for Albany 2026, with members acting as a conduit between the group and their broader organisations and networks.
- Present and discuss proposed projects, programs, or initiatives pertaining to Albany 2026 and opportunities for collaboration.
- Identify and manage risks associated with Albany 2026.
- Provide guidance on the development of a prospective calendar of events, initiatives, and activities for maximum impact.
- Identify barriers to delivery and progress collaborative solutions.
- Ensure appropriate community and stakeholder engagement in the development and delivery of Albany 2026 projects.
- Identify and facilitate sources of funding.

Chairperson: Nominations will be called from the list of City of Albany Elected Members included in the Membership. The Chair of the Reference Group will be elected by simple majority.

Deputy Chair: If a City of Albany Elected Member, other than the Mayor, is elected Chair, the Mayor will be appointed as Deputy Chair. If the Mayor of Albany is elected Chair, they will appoint a Deputy from the list of City of Albany Elected Members included in the Membership.

Meeting Schedule: Quarterly (As required)

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

Directorate: Community Services

Executive Officer:

- Albany 2026 Coordinator

Delegated Authority: None.

(Membership of following page)

Membership:

- City of Albany (Mayor)
- City of Albany (Elected Member)
- City of Albany (Elected Member)
- WA Government Parliamentary Secretary
- WA Government Member for Albany
- Federal Government Member for O'Connor
- City of Albany - Chief Executive Officer
- City of Albany - Executive Director Community Services
- City of Albany - Bicentenary Coordinator
- Great Southern Development Commission - Chief Executive Officer
- Great Southern Development Commission - Principal Regional Development Officer
- 2026 Cultural Committee - Chair
- 2026 Cultural Committee - Nominee
- Wagyl Kaip Southern Noongar Aboriginal Corporation - Chief Executive Officer
- WA Museum Great Southern - Regional Manager
- National Trust - CEO or Regional Manager
- DLGSC - Regional Manager
- Arts and Culture Trust - Regional Manager
- Regional Development Australia Great Southern - Chief Executive Officer
- Southern Port Authority - Regional Manager
- Tourism WA - Executive Director or nominated officer
- Albany Chamber of Commerce and Industry - Chief Executive Officer
- Department of Biodiversity, Conservation and Attractions - Regional Manager
- Department of Transport - Operations Manager
- Department of Planning, Lands and Heritage - Regional Manager
- Immediate past Chair/Community Rep - Dennis Wellington

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 the 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.

To achieve this, it will:

Functions:

- **Support: Strategic Objective:** 1. To follow the International Association of Public Participation (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 collaborate 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 Relations
 - 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

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 Relations
- Communications Coordinator

Delegated Authority: None.

National Anzac Centre Advisory Group (NACAG) (Working Group)

Function: NACAG is responsible for:

- Providing expert advice to the City of Albany (CoA) to ensure the National Anzac Centre's ongoing appeal, visitor experience, and financial sustainability.
- Identifying funding opportunities for enhancing visitor experiences at the National Anzac Centre and its precinct.
- Promoting the National Anzac Centre as a heritage tourism icon and boosting regional visitation.
- Ensuring the interpretative component at NAC aligns with contemporary museum standards.

Chairperson: In accordance with the Terms of Reference, an independent chair is to be appointed and endorsed by Council.

Membership:

- An independent chair.
- CEO and Mayor of the City of Albany (Proxy Deputy Mayor)
- Senior executives from the Department of Premier and Cabinet, Tourism WA, and Museums WA.
- State President of the RSL.
- 1 to 3 commercial members, typically senior representatives of NAC sponsors. Membership requires approval from the City of Albany Council.

Meetings: NACAG meets twice a year, typically in May and November, with the option for additional meetings if needed. One meeting is via teleconference, and the other is in person (in Perth or Albany), determined by the Chair and CEO.

Secretariat: The City of Albany's Community Services directorate serves as the Secretariat. They:

- Draft meeting agendas in consultation with the Chair and CEO.
- Prepare brief minutes and document agreed actions within two weeks of each meeting.
- Share relevant reports promptly.
- Circulate quarterly financial results for the Albany Heritage Park.

Budget Review: NACAG reviews and comments on the NAC budget in May before it goes to the Council.

Waste Management Working Group

(Working Group)

Background: During 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 significant capital investment from the City and intensive community consultation over some time that will span several Councils. It will be imperative that with projects of this nature, the 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 the Council has ownership and a confident understanding of future waste developments.

Function:

- Assist in reporting to the Council on the implementation of the City's Strategic Waste Management Plan.
- Assist in engaging with the 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 in the delivery of the City's waste services.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: The 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 4 - External Committees & Working Groups Terms of Reference and Membership

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

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 cooperatively 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 is required.

Directorate: Office of the CEO.

Great Southern Joint Development Assessment Panel (JDAP)

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 regional planning schemes, in the place of the City of Albany Council.

Membership: Two elected members and two alternate members.

Directorate: Infrastructure, Development & Environment Services.

Delegated Authority: Not applicable.

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: The 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: The committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings.

Meeting Location: Various member locations.

Directorate: Infrastructure, Development & Environment Services

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: The Committee will request a nomination of the Mayor and two elected members.

Meeting Schedule: Monthly.

Meeting Location: Various member locations.

Directorate: Office of CEO

Delegated Authority: Not applicable.

WALGA – Road Wise Advisory Committee

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

Membership: The committee will request a nomination of two elected members.

Meeting Schedule: Quarterly meetings 10.00 am – 3.00 pm.

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, Great Southern Zone

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 a manner that enhances and assists in the advancement of the Region;
- To encourage cooperation and resource sharing on a regional basis; and
- 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 was formed to 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 can provide leadership and practical projects that will enhance the regional capitals within Western Australia.

(2) National Participation

To promote and participate in national forums that 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) (Proxy Deputy Mayor) and City of Albany Executive Representative (CEO)

Directorate: Office of CEO.

2026 Albany Sub-Cultural Advice Committee

Background: The 2026 Albany Cultural Committee is established to provide cultural knowledge, insights, and advice to the City of Albany and its associated proponents and partners for the Albany 2026 project.

The primary objective is to ensure cultural perspectives are respectfully considered and integrated into the planning, development, and execution of 2026 initiatives.

The committee will work in a partnership demonstrating mutual respect, openness and trust leading into genuine communication, collaboration, and consultation.

Function:

The 2026 Albany Cultural Committee has been established to:

- Provide cultural guidance on incorporating authentic Menang Noongar cultural elements into 2026 events, programs, and initiatives.
- Ensure accurate representation and respectful portrayal of Menang Noongar history, heritage, and contemporary culture throughout the project.
- Advise on cultural protocols and intellectual property.
- Assist in developing effective strategies for engaging with the Menang Noongar community to foster collaboration and understanding.
- Participate in and promote regular surveys and other tools to measure project outcomes within the Menang Noongar community.
- Strengthen partnerships with Noongar stakeholders and custodians and provide advocacy for 2026 initiatives.

Membership: The 2026 Albany Cultural Committee shall comprise members appointed by the Wagyl Kaip Southern Noongar Aboriginal Corporation Board for their expertise, knowledge, and connection to Albany.

Chairperson & Deputy Chair: The Chair & Deputy Chair are elected by simple majority and will sit on the Albany 2026 Reference Group. If neither available for any meeting, the Committee may elect a substitute.

Term and duration: The committee will operate for the duration of the Albany 2026 project, inclusive of project evaluation and is expected to expire on June 30, 2027, or once all project milestones are concluded. Membership will be reviewed annually by the Wagyl Kaip Southern Noongar Aboriginal Corporation Board.

Reporting: The 2026 Albany Cultural Committee is established as a subcommittee of Wagyl Kaip Southern Noongar Aboriginal Corporation's Cultural Advice Committee (CAC).

The 2026 Albany Cultural Committee will:

- Provide cultural knowledge, insights, and advice directly to the City of Albany and its associated proponents and partners; and
- Provide project progress reports to the CAC.

Remuneration: Members shall be paid a sitting fee per day, tied to prices set by Department Lands Planning and Heritage under Schedule 5 attached to the Noongar Standard Heritage Agreement.

No travel or per diem fees are payable. Sitting fees will be administered in accordance with the agreement between Wagyl Kaip Southern Noongar Aboriginal Corporation and the City of Albany.

Confidentiality: Committee members shall respect the confidentiality of discussions and information shared during meetings and are not authorised to make public comment in any forum, inclusive of media, on the project without the express permission of the City of Albany.

Meeting Schedule: Quarterly (As required)

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

Quorum: Four (4) members, plus the Chair.

Secretariat: Wagyl Kaip Southern Noongar Aboriginal Corporation.

Delegated Authority: Committee members have no delegated authority to commit the City of Albany or Wagyl Kaip Southern Noongar Aboriginal Corporation to any budget expenditure.

Amendment: The Terms of Reference may be amended by the 2026 Cultural Committee in agreement with Wagyl Kaip and the City of Albany.