



AGENDA

Special Council Meeting

Wednesday 27 November 2013

6.00pm

City of Albany Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

SPECIAL COUNCIL MEETING
 AGENDA –27/11/2013
 ** REFER DISCLAIMER **

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:

II. OPENING PRAYER:

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

PROCEDURAL MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Standing Order 3.1 be SUSPENDED to allow recording of proceedings.

III. ANNOUNCEMENTS BY MAYOR AND COUNCILLORS WITHOUT DISCUSSION:

IV. RESPONSE TO PREVIOUS UNANSWERED QUESTIONS FROM PUBLIC:

V. PUBLIC QUESTION AND STATEMENT TIME:

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

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VI. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):

Mayor Mayor D Wellington

Councillors:

Breaksea Ward	R Hammond
Breaksea Ward	V Calleja JP
Frederickstown Ward	C Dowling
Frederickstown Ward	G Stocks
Kalgan Ward	Vacant
Kalgan Ward	J Price
Vancouver Ward	S Bowles
Vancouver Ward	N Williams
West Ward	G Gregson
West Ward	A Goode JP
Yakamia Ward	A Hortin JP
Yakamia Ward	R Sutton

Staff:

Chief Executive Officer	G Foster
Executive Director Corporate Services	G Adams
Executive Director Community Services	C Woods
Executive Director Planning and Development Services	D Putland
Executive Director Works and Services	M Thomson
Minutes	J Williamson

Apologies:

VII. APPLICATIONS FOR LEAVE OF ABSENCE:

SPECIAL COUNCIL MEETING
AGENDA –27/11/2013
** REFER DISCLAIMER **

IX. DECLARATIONS OF INTEREST:

Name	Committee/Report Item Number	Nature of Interest

**X. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND
CLOSED DOORS:**

XI. PETITIONS, DEPUTATIONS AND PRESENTATIONS:

XII. ADOPTION OF RECOMMENDATIONS EN BLOC:

AR001: AUDITORS REPORT FOR THE YEAR ENDING 30 JUNE 2013

Proponent : City of Albany
Attachments : Attachment A - 2012-2013 ANNUAL REPORT (includes:
Independent Auditors Report to the Ratepayers of the City of
Albany and Annual Financial Report for year ended 30 June
2013). Note: Management Audit Report for the year ended 30
June 2013 (Distributed to the Audit & Risk Committee)
Responsible Officer(s): : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objective:** 5.2. To provide strong, accountable leadership, supported by a skilled and professional workforce.
 - c. **Strategic Initiative:** 5.2.1. By ensuring the City's assets and resources are used to deliver outcomes that are in the best interests of our ratepayers.

In Brief:

- The City's auditors, Grant Thornton, have delivered the Management Audit Report for the year ended 30 June 2013.
- The Committee is to review the Annual Financial Report 2012/13.

RECOMMENDATION

AR001: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. **ACCEPT the Management Audit Report for the year ended 30 June 2013.**
2. **ACCEPT the Annual Financial Report 2012/13, which forms part of the Annual Report 2012/13.**

AR001: RESOLUTION

MOVED: COUNCILLOR SUTTON
SECONDED COUNCILLOR CALLEJA

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED: 5-0

AR001: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. ACCEPT the Management Audit Report for the year ended 30 June 2013.
2. ACCEPT the Annual Financial Report 2012/13, which forms part of the Annual Report 2012/13.

BACKGROUND

2. An Annual Financial Report is required to be compiled and subsequently audited, under the *Local Government Act 1995* (the Act), and various Local Government regulations.

DISCUSSION

3. Grant Thornton conducted an audit of the Annual Financial Report 2012/13. Two employees visited the City of Albany administration building, and spoke to various officers. This onsite visit was conducted 14 – 18 October 2013.

GOVERNMENT & PUBLIC CONSULTATION

4. This is conducted as part of the audit process.

STATUTORY IMPLICATIONS

5. Under the *Local Government Act 1995 (the Act)*, sect 7.9, an audit is required to examine the accounts and annual financial report, and a report submitted to the Mayor, the CEO and the Minister.
6. Under the Audit and Risk Committee – Terms of Reference, the committee is to review the audit report and make appropriate recommendations to Council.
7. In accordance with section 5.54 of the Act the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year. * *Absolute Majority Required.*
8. Despite section 5.20 of the Act, a decision of an audit committee is to be made by a simple majority.

POLICY IMPLICATIONS

9. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Management Audit Report not accepted.	Unlikely	Minor	Low	Accept Management Audit Report.

FINANCIAL IMPLICATIONS:

11. Nil

LEGAL IMPLICATIONS:

12. Nil

ENVIRONMENTAL CONSIDERATIONS:

13. Nil

ALTERNATE OPTIONS:

14. Nil

SUMMARY CONCLUSION

15. The Management Audit Report for the year ended 30 June 2013, has not raised any major concerns, or highlighted any audit risk.

Consulted References	:	SCM 24/10/2013 – Item SCM001 – Audit and Risk Committee – Terms of Reference.
File Number (Name of Ward)	:	IM.PUB.24 (All Wards)
Previous Reference	:	Not applicable.

SCM002: ACCEPTANCE OF ANNUAL REPORT 2012/2013

- Proponent** : City of Albany
Attachments : Attachment A - 2012-2013 ANNUAL REPORT (includes: Independent Auditors Report to the Ratepayers of the City of Albany and Annual Financial Report for year ended 30 June 2013)
Responsible Officer(s) : Executive Director Corporate Services (G Adams)
Manager Governance & Risk Management (S Jamieson)

**Responsible Officers
Signature:**



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objectives:**
 - (i) 5.1 To establish and maintain sound business and governance structures
 - (ii) 5.2 To provide strong, accountable leadership, supported by a skilled and professional workforce.
 - c. **Strategic Initiatives:**
 - (i) 5.1.2 Systems Development and Improvement
 - (ii) 5.2.1 By ensuring the City's assets and resources are used to deliver outcomes that are in the best interest of our ratepayers.
 - d. **Strategic Outcome:** Improved financial management

In Brief:

- Accept the Annual Report 2012/2013.

RECOMMENDATION

SCM002: RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council in accordance with the requirements of section 5.54 of the *Local Government Act 1995* (the Act) ACCEPT the City of Albany Annual Report for the year ending 30 June 2013.

BACKGROUND

2. The draft auditor's report was made available on 12 November 2013 and presented to the Audit and Risk Committee.

DISCUSSION

3. Section 5.54 of the Act requires acceptance of the annual report by the local government no later than 31 December after the financial year end.

GOVERNMENT & PUBLIC CONSULTATION

4. Public consultation is facilitated by the conduct of the Annual General Meeting of Electors.

STATUTORY IMPLICATIONS

5. Section 5.54 of the Act, states in part: The annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

POLICY IMPLICATIONS

6. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

7. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not accept the annual report</i>	<i>Unlikely</i>	<i>High</i>	<i>High</i>	<i>Council would be required to reconsider acceptance to meet the requirements of section 5.54 and 5.27 of the Act (in respect of holding the Annual General Meeting of Electors)</i>
<i>Lack of community engagement</i>	<i>Possible</i>	<i>Insignificant</i>	<i>Low</i>	<i>Meeting Notice will be published in newspapers circulating throughout the district, on the City’s website and notice placed on community notice boards.</i>

FINANCIAL IMPLICATIONS

8. There are no budgeted financial implications related to this report.

LEGAL IMPLICATIONS

9. There are no legal implications related to this report.

Consulted References	:	<i>Local Government Act 1995</i>
File Number (Name of Ward)	:	<i>IM.PUB.24 (All Wards)</i>
Previous Reference	:	<i>Audit and Risk Committee 12/11/2013 - AR001 OCM 19/02/2013 Item 4.10</i>

SCM003: ANNUAL GENERAL MEETING OF ELECTORS

Proponent : City of Albany
Attachments : Nil
Responsible Officer(s) : Executive Director Corporate Services (G Adams)
Manager Governance & Risk Management (S Jamieson)

**Responsible Officers
Signature:**



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objective:** 5.3 To engage effectively with our community
 - c. **Strategic Initiative:** 5.3.3 Community Engagement

In Brief:

- Set a date for the Annual General Meeting of Electors.

RECOMMENDATION

SCM003: RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT in accordance with section 5.27 of the *Local Government Act 1995*, an Annual General Meeting of Electors be held in the Council Chambers located at 102 North Road Yakamia WA 6330 at 6.00pm, on Thursday 19 December 2013 for the purpose of receiving the 2012/2013 City of Albany Annual Report and other General Business as listed.

BACKGROUND

2. Council is required to convene an Annual General Meeting of Electors each year and publically advertise its intension of holding such a meeting.

DISCUSSION

3. Elector Meetings are conducted as follows:

s5.31. Procedure for electors meetings. The procedure to be followed at, and in respect of, electors meetings and the methods of voting at electors meetings are to be in accordance with the regulations.

4. The procedures for the conduct of an electors meeting are prescribed in the *Local Government (Administration) Regulations 1996*, being:

r.15. Matters for discussion at general electors meetings-s. 5.27(3). For the purposes of the section 5.27(3), the matters to be discussed at a general electors meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

r.17. Voting at electors meetings-s 5.31

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

r.18. Procedures at electors meetings-s 5.31. Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

5.32. Minutes of electors meetings. The CEO is to:

- (a) cause minutes of the proceedings at an electors meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors meeting are first considered.

5.33. Decisions made at electors meetings

- (1) All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable-
- (a) at the first ordinary council meeting after that meeting; or
- (b) at a special meeting called for that purpose,
- whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

GOVERNMENT & PUBLIC CONSULTATION

5. Public consultation is facilitated by the conduct of the Annual General Meeting of Electors.

STATUTORY IMPLICATIONS

6. Section 5.27 of the Act, requires that a General Meeting of the electors of a district be held once every financial year, not more than 56 days after the local government accepts the annual report for the previous financial year, and any other nominated general business.
7. The CEO is required to give at least 14 days local public notice of an electors meeting.

POLICY IMPLICATIONS

8. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

9. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Statutory Non Compliance</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>Council set the date for the AGM in accordance with the Act.</i>

FINANCIAL IMPLICATIONS

10. There are no budgeted financial implications related to this report.

LEGAL IMPLICATIONS

11. There are no legal implications related to this report.

Consulted References	:	<i>Local Government Act 1995</i>
File Number (Name of Ward)	:	IM.PUB.24 (All Wards)
Previous Reference	:	AGM 13 March 2013

**SCM004: APPOINT THE WAEC TO CONDUCT ORDINARY AND EXTRA
ORDINARY ELECTIONS AND SET DATE FOR THE
EXTRAORDINARY ELECTION**

Proponent : City of Albany
Attachments : Attachment B - ICR13117233, Letter from WAEC dated 4
November 2013, (including extraordinary election time line)
Attachment B - Agreement from the WAEC
Responsible Officer(s): : Chief Executive Officer (G Foster)
Manager Governance & Risk Management (S Jamieson)

Responsible Officer's Signature:

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership.
 - b. **Strategic Objective:** 5.3 To engage effectively with our community.
 - c. **Strategic Initiative:** Nil.

In Brief:

- Agree to conduct the extraordinary election and ordinary elections by postal vote.
- Confirm the proposed extraordinary election date for the Kalgan Ward vacancy.

RECOMMENDATION

**SCM004: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

- **DECLARE** in accordance with section 4.20(4) of the Local Government Act 1995 (the Act), that the Electoral Commissioner be responsible for the conduct of all elections until the end of 2015.
- **DECIDE**, in accordance with section 4.61(2) of the Act, that the method of conducting the elections during this period will be postal.
- **ALLOCATE** \$18,000 to conduct the extraordinary election and that this amount is subject to the next quarterly review.
- **AGREE** and **CONFIRM** the polling date for the extraordinary election be Friday 28 February 2014.

BACKGROUND

2. The current agreement between the City of Albany and the Electoral Commissioner to conduct postal elections for the City expires at the end of 2013.
3. As a result of a serving member of Council, Councillor Attwell, resigning on 25 October 2013, there is a requirement to conduct an additional extra-ordinary election for the Kalgan Ward.

DISCUSSION

4. The Electoral Commissioner is responsible for conducting postal elections in Western Australia and conducts elections on request under the *Local Government Act 1995* (the Act).
5. By making the Western Australian Electoral Commission (WAEC) responsible for the extraordinary and future elections, the City of Albany can ensure that the election is conducted by professional, experienced staff that are independent and impartial.
6. Other advantages for the City of Albany having the election conducted by the WAEC:
 - a. Ensures that all statutory requirements are fulfilled, noting that it is not the core business of the CEO to run elections;
 - b. A full election report (including statistics) is prepared by the WAEC for presentation to Council;
 - c. The vast majority of elector and candidate enquiries are received and resolved by either the Returning Officer or the appointed election Project Manager; and
 - d. Processes, materials and equipment used meet contemporary electoral standards.
7. Pending a resolution of Council, in accordance with section 4.20(4) of the Act, the Electoral Commissioner has agreed to be responsible for the conduct of an extraordinary election on a date to be appointed by council.
8. If the City of Albany wishes to have the election conducted as a postal election, Council will now need to pass the following two motions by absolute majority:
 - a. Declare, in accordance with section 4.20(4) of the Act, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.
 - b. Decide, in accordance with section 4.61(2) of the Act that the method of conducting the extraordinary election will be as a postal election.
9. A proposed election schedule for Friday 28 February 2014 (attached), has been suggested and approved by the Electoral Commissioner.
10. This date enables the major election events such as the roll close and nomination period not to occur over the Christmas/New Year break.
11. The Electoral Commissioner has given approval under section 4.9 (2) of the Act for the election date to be longer than 4 months after the vacancy occurred.
12. Declaring the Electoral Commissioner to be responsible for the conduct of all elections until the end of 2015 is appropriate to ensure that Council does not need to go through this process again should a further vacancy arise.

GOVERNMENT & PUBLIC CONSULTATION

13. There is no requirement to conduct public consultation for this item.
14. Consultation has been conducted with the Western Australian Electoral Commission, and the appropriate processes have been reconfirmed.

STATUTORY IMPLICATIONS

15. Section 4.20(4) of the Act states: *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

****Absolute majority required.***

16. Section 4.8 of the Act (Extraordinary elections)

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires.*
- (3) *An election under this section is called an extraordinary election.*

17. Section 4.9 of the Act (Election day for extraordinary election)

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
 - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
 - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
 - (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - (b) *advise the CEO of the day fixed.*

POLICY IMPLICATIONS

18. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

19. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council does not support appointment of the WAEC to conduct the election	Unlikely	Medium	Medium	The Extraordinary Election would be run by City of Albany staff.
Council does not support the proposed extraordinary election date	Unlikely	Low	Low	The date will be set by the Western Australian Electoral Commissioner.

FINANCIAL IMPLICATIONS

20. The cost for the WAEC to conduct the election will be based on the following assumptions:

- a. 4,100 electors;
- b. response rate of approximately 40%; and
- c. count to be conducted in Albany.

21. An accurate cost at this time is not known but could be as much as \$16,000.

22. Costs not incorporated in the estimate include (approximately \$2,000):

- a. non-statutory (i.e. additional advertisements in community newspapers and promotional advertising);

- b. any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- c. one local government staff member to work in the polling place on election day.

LEGAL IMPLICATIONS

- 23. There are no legal implications related to this report except for compliance with specific provisions of the *Local Government Act 1995*.

ENVIRONMENTAL CONSIDERATIONS

- 24. There are no direct environmental considerations related to this report.

ALTERNATE OPTIONS

- 25. **Option One.** “postal election” which is an election in which the method of casting votes is to be posting or delivering them to an electoral officer on or before election day; or
- 26. **Option Two.** “voting in person election” which is an election in which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with the regulations.
- 27. Council can choose to set the proposed date, and have the City of Albany conduct the extraordinary election.
- 28. The preferred option is Option One (reasoning detailed in the discussion section of the report).

SUMMARY CONCLUSION

- 29. The proposed polling date, Friday 28 February 2014, for the extraordinary Election Day is recommended by the WAEC.
- 30. A postal election is the preferred option.

Consulted References	:	<i>Local Government Act 1995</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 18/12/2012 Item 1.3 OCM 6/12/2011 Item 6.2

SCM005: REGIONAL EVENTS SPONSORSHIP

Proponent : City of Albany
Owner : N/A
Attachments : List of Applications – Regional Event Sponsorship
Appendices : Nil
Responsible Officer(s) : Executive Director Community Services (C Woods)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme: 1.** Smart Prosperous and Growing.
 - b. **Strategic Objective: 1.2** To strengthen our region's economic base.
Strategic Objective 1.3 To develop and promote Albany as a unique and sought after destination.
 - c. **Strategic Initiative 1.2.2.** Economic Diversity
Strategic Initiative 1.3.1. Events Management
Strategic Initiative 1.3.2. Tourism Destination

In Brief:

- Endorsement of Regional Event Sponsorship recommendations.

RECOMMENDATIONS

SCM005: RESPONSIBLE OFFICER RECOMMENDATION (PANEL RECOMMENDATION) VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

- (1) **ENDORSE and APPROVE** Regional Event Sponsorship recommendations as outlined at paragraph 19 of the Officer's report.
- (2) **ENDORSE and APPROVE** an additional \$10,000 be allocated to the Regional Event Sponsorship funding pool from the undersubscribed Community Enterprise Grants fund.

BACKGROUND

Regional Event Sponsorship – Overview

2. At its May 2013 Ordinary Council Meeting, Council adopted the Council Policy *Community Funding and Event Sponsorship (2013)*.
3. The objective of the Policy is to provide an equitable and accessible framework for the provision of Community Funding and Event Sponsorship that aligns with Council's strategic objectives.
4. The program stream within the Policy that is the subject of this report and recommendations are:
 - Regional Event Sponsorship
5. A summary of this program is outlined below in Table 1

Table 1:			
Program	Objective	Detail	Delegated Authority
<i>Regional Event Sponsorship</i>	<ul style="list-style-type: none"> • To enhance tourism activity in the region. • Significant positive economic, social and community benefits. • To raise the profile of Albany. 	<ul style="list-style-type: none"> • Support for high-profile regional events that attract intrastate, interstate and international visitors to Albany and that demonstrate significant positive economic, social and community benefits. 	Economic Development Committee

DELEGATED AUTHORITY

6. Delegated authority to approve the release of funds is outlined in Table 2.

Table 2					
<i>Regional Events Sponsorship</i>					
Program	Year 1 Funding Pool	Year 1 Funding Limit	Timing	Focus	Delegated Authority
<i>Regional Event Sponsorship</i>	\$50,000	\$10,000 - \$25,000	One round per year	Economic Development	Economic Development Committee

7. Guidelines for the program were developed by relevant City officers, and took account of the overall aim of the Policy and lessons learned from previous community funding rounds.

DISCUSSION

Regional Events Sponsorship Detail Program Overview

8. City of Albany Regional Events Sponsorship Program objectives:
 - Bring additional tourism income by increasing visitor expenditure in the Albany region (economic impact).
 - Involve and inspire the local community (social benefits).
 - Attract media coverage that will help to raise the profile of Albany as a visitor destination (media impact).

9. The Regional Event Sponsorship program is a competitive based funding application process. The sponsorship application form criteria follow similar format to the State Government's Regional Events Scheme (RES) Program administered by Eventscorp. Applicants are encouraged to also apply for Eventscorp RES funding.
10. Applications were evaluated against the application criteria by a panel comprising City officers and Councillors from the Economic Development Committee. The panel has recommended those events for sponsorship support for Council review and approval.
11. Events must be held between 1 January 2014 and 31 December 2014. Applications for Regional Events Sponsorship funding opened on 28 August 2013 and closed on 27 September 2013.

ASSESSMENT

12. Applicants for the Regional Events Sponsorship were asked to discuss their proposals with the relevant contact officers before applying. This helped applicants to shape their proposed activities to the funding and event sponsorship criteria, and gave guidance to applicants who did not meet the eligibility criteria.
13. An assessment panel was formed for **Regional Events Sponsorship** comprising the following City Councillors and Officers:
 - Cr Sarah Bowles – Economic Development Committee
 - Cr Janelle Price – Economic Development Committee
 - Cr Robert Sutton – Economic Development Committee
 - Cameron Woods – Executive Director Community Services
 - Matt Bird – Manager Tourism Development and Services
14. Applications were assessed against four specific criteria, using a five scale scoring matrix. Summary of scoring is attached

REGIONAL EVENT SPONSORSHIP OUTCOMES

15. A total of 12 applications for Regional Events Sponsorship were received for funding totalling \$218,000.
16. Seven of the twelve applications have been recommended for funding. The panel has recommended sponsorship support across an even mix of existing and new events. Support is also recommended for those events to be staged largely in low or shoulder seasonal periods.
17. Reflecting the scale of oversubscription, the strength and highly competitive nature of the RES funding submissions it is assumed that an extra \$10,000 be re-allocated into the RES total funds from other program streams where funds have not been fully expended. This re-allocation will increase the total RES pool to \$60,000. The evaluation panel noted the potential to investigate options to increase the RES funding pool in future years.

REGIONAL EVENT SPONSORSHIP RECOMMENDATIONS

18. An outline of all applications received noting applications recommended for funding is outlined in Attachment 1. A summary of applications recommended for funding is outlined in Table 3 below:

Table 3				
Applicant	Project	Total Project \$	Funding Request \$	Funding Recommended \$
Albany Urban Downhill – Albany Cycle Club	New downhill mountain bike race utilising city centre, unique in Australia.	59,926	25,000	17,000
Perth International Arts Festival	Two week international arts festival in Great Southern region.	426,456	30,000	15,000
Albany Classic – Vintage Sports Car Club WA	Long standing weekend of motoring event.	116,800	20,000	10,000
Albany Adventure Race – South Coast Events	New multisport race event based around Albany's spectacular natural environment.	48,080	25,000	5,000
Albany Half Triathlon & Kids Du-Aquathon – DS Events	Long distance triathlon event carrying higher qualification status plus young athlete event.	82,730	15,000	5,000
Adventurethon Albany	New multisport race event based around Albany's spectacular natural environment.	107,550	15,000	5,000
Artsouth WA	Southern Arts & Craft Trail	38,700	10,000	3,000
	Total	880,242	140,000	60,000

GOVERNMENT & PUBLIC CONSULTATION

19. Not applicable.

STATUTORY IMPLICATIONS

20. Nil.

POLICY IMPLICATIONS

21. *The Community Funding and Event Sponsorship (2013)* policy applies, in particular the clauses relating to Regional Event Sponsorship.
22. This policy delegates authority to approve or decline applications for Regional Event Sponsorship to the Economic Development Committee. If the Committee chooses to exercise this power, the committee meeting must be open to the public in accordance with section 5.23 (2) of the Act and be given public notice.

RISK IDENTIFICATION & MITIGATION

23. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council do not endorse any funding recommendations	Unlikely	Minor	Low	Rigorous application and assessment processes ensure Council have confidence in funding recommendations.
Negative feedback from applicants declined for funding	Possible	Minor	Medium	The assessment process includes clear reasons for applicants declined. Feedback will be offered to unsuccessful applicants.

FINANCIAL IMPLICATIONS

24. Council has endorsed the *Community Funding and Event Sponsorship (2013)* policy which includes an allocation of \$135,000 for 2013-2014, in particular \$50,000 for Regional Events Sponsorship.
25. *Community Funding and Event Sponsorship (2013)* specifies that unspent funding allocations will be carried forward and reallocated to category funding pools. It has been assumed that an extra \$10,000 of unallocated funding from other streams within the program be re-allocated to the Regional Events Sponsorship.
26. Management and oversight of funding and event sponsorship is undertaken using existing staff resources within the Community Services Directorate, within existing allocated budgets.

LEGAL IMPLICATIONS

27. Nil.

ENVIRONMENTAL CONSIDERATIONS

28. Nil.

ALTERNATE OPTIONS

29. Council could make alternative recommendations for funding. Only applicants that are eligible and meet the funding criteria should be considered. If Council determine to endorse funding for an applicant that is ineligible, or their proposed project does not align with the funding criteria, many potential applicants who did not submit applications due to eligibility or funding criteria concerns would have reasonable grounds for complaint.
30. Council could determine different dollar amounts of funding to the recommended applicants. The assessment panels considered the capacity of each project to be delivered, and what budget items were deemed to represent value for money, and recommendations for funding made accordingly. Council changes to this recommendation may impact project delivery.

SUMMARY CONCLUSION

- 31. The Community Funding and Event Sponsorship (2013) policy, inclusive of; guidelines, application, assessment and acquittal represents a greater level of transparency and accountability for Council.
- 32. The Regional Events Sponsorship program is highly competitive with some twelve applications requesting a total of \$218,000 from the allocated \$50,000 funding pool.
- 33. The applications recommended for funding represent a diverse range of projects which align with the City's strategic goals, and which attract and support the staging of Regional Events that are Regional economic drivers for the Albany destination.
- 34. It is recommended that the Committee endorse funding applications as recommended by the Assessment Panels, and outlined in 19.

Consulted References	:	Community Funding and Event Sponsorship Program (2013) Synergy Ref: NP098841_4
File Number (Name of Ward)	:	Not applicable.
Previous Reference	:	Nil – note: new Community Event Sponsorship Program

**SCM006: AUSTRALIAN NATIONAL AGED AND ALL SCHOOLS
CROSS COUNTRY CHAMPIONSHIPS 2014**

Proponent : City of Albany
Owner : N/A
Attachments : Email from Glenn Hamilton, Director of Events Eventscorp
Appendices : Nil
Responsible Officer(s): : Executive Director Community Services (C Woods)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme: 1.** Smart Prosperous and Growing.
 - b. **Strategic Objective: 1.2** To strengthen our region's economic base.
Strategic Objective 1.3 To develop and promote Albany as a unique and sought after destination.
 - c. **Strategic Initiative 1.2.2.** Economic Diversity
Strategic Initiative 1.3.1. Events Management
Strategic Initiative 1.3.2. Tourism Destination

In Brief:

- The Australian National Aged and All Schools Cross Country Championships (the titles) have been offered to the City of Albany to act as the host venue in August 2014 by Eventscorp on behalf of Athletics Western Australia (AWA).
- An investment of \$70,000 has been requested to host the event.
- The independent economic analysis conducted by Eventscorp is that conservatively \$2,330,000 would be generated by the estimated 2450 athletes, officials and accompanying spectators during the event.
- This is a Return on Investment (ROI) of 33:1 for the \$70,000 investment.
- No further in kind support or any significant staff resourcing would be required to assist in the running of this event as Athletics Australia and Athletics WA will be responsible for event delivery including all logistics and approvals.
- Athletics WA will allocate up to \$20,000 of the \$70,000 investment in reducing the cost to interstate competitors to ensure greater participant numbers nominate for the championships because of the increased travel costs of competing outside of the Perth metropolitan area.

RECOMMENDATION

**SCM006: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council:

- **ACCEPT** the invitation and requested financial investment to host the Australian National Aged and All Schools Cross Country Championships in August 2014 by allocating and committing the 2014/15 major event budget of \$50,000 to this event.
- **ENDORSE** the responsible officer to actively seek additional grant funding and sponsorship from potential local and regional partners with the aim of securing the additional \$20,000 investment.

BACKGROUND

1. Each year a different state is allocated by Athletics Australia the opportunity to host the titles.
2. Western Australian last hosted the event in 2007 at the Perry Lakes and Reabold Reserves in Floreat. On this occasion approximately 1100 competitors competed. All previous events hosted by WA have been metropolitan based with the preference being either Perry Lakes or Kings Park.
3. WA All Schools (WAAS) and Athletics WA (AWA) have been given the rights to host the 2014 Cross Country titles in 2014. WAAS and AWA have entered an agreement for AWA to plan, manage and conduct the event as the State Sports Organisation (SSO) for cross country.
4. The titles will be conducted in August 2014 and competitors, support personnel, families and officials normally arrive at the location a minimum of two days prior to the first day of racing and depart the day after the last competition day. It is envisaged therefore that arrival will be on Thursday August 14th with departure on Tuesday August 19th with the potential of a full day school orientated sightseeing day for all primary aged school children. Competitors from all around Australia enter and compete. The commercial and tourism benefits for the State and the selected community are obvious.
5. The economic assessment conducted by Eventscorp is provide in the table below and is based on the recent hosting of the Australian Junior Athletics Championships in Perth in 2012.
6. Total Attendance Estimate:

Visitor Origin	Number	Length of Stay	Daily Spend	Total
Interstate competitors	1100	5	\$200	\$1,100,000
Interstate accompanying spectators	750	5	\$200	\$750,000
Intrastate competitors	300	4	\$200	\$240,000
Intrastate accompanying spectators	300	4	\$200	\$240,000
Totals	2450			\$2,330,000

DISCUSSION

7. Securing the titles for August 2014 will generate significant economic benefit (estimated at \$2.3 million) for the City of Albany.
8. The Albany Visitor Centre will be the primary booking agent for tours and accommodation and Athletics WA have confirmed that all bookings for accommodation can be channelled through the visitor centre as a contractual requirement should the City support the recommendation.
9. The income from booking commissions alone could generate a conservative \$28,800. This is based on 2400 room nights at an average of \$80 per night, which equates to a \$192,000 with the Visitor Centre applying the 15% commission rate.
10. The event is to be hosted in the low visitor month of August which will provide additional benefit to local hospitality, accommodation and retail businesses ahead of the October school holidays and the Centenary of the Departure of the fleet.
11. Subject to Council approval to proceed, City officers will investigate event sponsorship opportunities to reduce the City of Albany's investment.

GOVERNMENT & PUBLIC CONSULTATION

12. If the recommendation is approved Athletics WA will identify possible course routes and locations within the City's boundaries close to the CBD.
13. Stakeholder consultation will then take place to ensure the event is conducted with no negative impact on rate payers and businesses.
14. The Community Strategic Plan involved widespread community consultation in late 2012 and early 2013. The community identified a number of economic priorities under the theme of Smart Prosperous and Growing including the attraction of major events.

STATUTORY IMPLICATIONS

15. Nil

POLICY IMPLICATIONS

16. Nil

RISK IDENTIFICATION & MITIGATION

17. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
A lack of financial commitment by the City to host the event as per the investment requested would see the event held in the Perth Metropolitan area.	Possible	Moderate	Medium	City to allocate required resources in forward 2014/15 budget and attempt to offset investment via sponsorship.

FINANCIAL IMPLICATIONS

18. The City allocated \$50,000 in the 12/13 budget for the purpose of hosting a major event. In 2013 the City invested these funds to secure the Clipper Event. Additional in kind support including many hours of officer time has been dedicated to the Clipper event in 2012/13.
19. The City has also committed to hosting the Campervan and Motorhome AGM in October of 2015 (2015/16 financial year) at a cost of \$60,000 and in kind support of up to \$100,000.
20. Supporting this event in the 2014/15 financial year may impact on the City's ability to host other event opportunities during this same financial period.
21. If Council approves the motion then City officers will seek financial and in-kind contributions from local and regional partners to share the financial responsibility.

LEGAL IMPLICATIONS

22. Nil

ENVIRONMENTAL CONSIDERATIONS

23. All environmental approvals will be met once the course has been identified by the event organisers at the event organisers cost.

ALTERNATE OPTIONS

24. Council may chose not to support this event or to limit its investment to a figure less than the \$70,000 requested.
25. Because of the additional cost of hosting this event in Albany any reduction in the investment is likely to reduce the participation rate of athletes and supporters or ultimately result in the titles remaining in the Perth metropolitan area.


SUMMARY CONCLUSION

- 26. Securing the titles achieves a City strategic deliverable i.e. to identify events that provide community and economic benefits and work with partners to attract market and host events.
- 27. The following benefits should be achieved by proceeding with the event.
 - a. Generating an additional 2450 visitors to the City for a minimum period of five days in a low visitor month.
 - b. Provides an opportunity to promote the City of Albany as a tourism destination to all interested athletes and accompanying partners pre and post event once the 2014 host destination is officially announced.
 - c. Opportunity to coordinate all bookings for accommodation and tours through the visitor centre which could conservatively raise additional commissions income for the City of in the vicinity of \$28,800 over a typically low visitor period.

Consulted References	:	Eventscorp Western Australia, Athletics Western Australia
File Number (Name of Ward)	:	RC.EVM.36 (All Wards)
Previous Reference	:	Nil

**SCM007: CONTRACT C13021 – TENDER FOR CONSTRUCTION OF
STAGE 2 ALBANY AIRPORT TERMINAL SECURITY
UPGRADE**

Land Description	: Description of land if applicable. Albany Airport
Proponent	: City of Albany
Owner	: City of Albany
Business Entity Name	: NA
Attachments	: Essential supporting documents or evidence of correspondence. Non-essential info is to be detailed in the Appendices.
Appendices	: NA
Councillor Workstation	: Documents referred to in the report placed in the Councillor Workstation.
Responsible Officer(s):	: Executive Director Community Services, (C Woods)

Responsible Officer's Signature:	
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STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme: 1.** Smart Prosperous and Growing.
 - b. **Strategic Objective: 1.2** To strengthen our region's economic base.
Strategic Objective: 1.3 To develop and promote Albany as a unique and sought after destination.
 - c. **Strategic Initiative: 1.2.2.** Economic Diversity; improve transport infrastructure.
Strategic Initiative: 1.3.2. Tourism Destination; upgrade the airport to jet compliance.

In Brief:

- The tender for construction contractor services for the Stage 2 Albany Airport is for the delivery of the Terminal Security Upgrade. Request for tender C13021.
- Howard and Heaver Architects have been appointed as the Superintendent to act on the City's behalf during the construction phase of the project and will administer the contractual requirements. Howard and Heaver Architects were involved in the tender evaluation and recommendation.
- Two tenderers were shortlisted and interviewed by a panel comprising City officers, Aquenta Consulting (City appointed quantity surveyor) and Howard and Heaver Architects.
- A decision is required in order to award the construction contract and commence works, achieving a completion end of July 2014.

RECOMMENDATION

**SCM007: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council:

- **ACCEPT the Tender from Smith Construction and AWARD contract C13021 for the Stage 2 Albany Airport Terminal Security Upgrade, construction works.**

BACKGROUND

2. The City of Albany has completed Terminal Expansion (Stand-Alone building structure, Stage 1) in 2012 in order to meet new Federal Government security regulations.
3. Subsequently The City of Albany has secured funds to undertake Terminal Security Upgrade (Stage 2) security screening upgrade that will enable Albany Airport to transition to a Category 3 screened airport in line with Office of Transport Security (OTS) and Civil Aviation Safety Authority (CASA) requirements with a scheduled completion date of June 2014.

DISCUSSION

4. The City of Albany advertised locally and at a state level seeking tenders for the Construction services for the Stage 2 Albany Airport Terminal Security Upgrade. West Australian newspaper 16.10.13 and Albany Weekender 17.10.13, closing date 2pm Wednesday 6.11.14.
5. A total of 23 sets of documents were downloaded from the City of Albany tender website.
6. Three completed tender documents were submitted to the Procurement and Contracts Office on/before the stipulated closing date and time. Tenders were subsequently opened, the name of the tenderer/s were recorded in the tender register and logged into Records.
7. Evaluation of Tenders.
 - a. The tender panel evaluated tenders using the weighted (out of 10) criteria methodology. Criteria and weighting were evaluated in four key areas;

Criteria	% Weighting
Technical Compliance	10%
Relevant Experience	20%
Reliability	20%
Demonstrated Understanding	20%
Safety and Quality Management and other considerations	5%
Cost	25%
Total	100%

- b. Technical Compliance
 - Personnel technical skills as evidenced by CV's of key site personnel.
 - Provide evidence of technical backup and support staff.
 - Provide evidence of training requirements for staff.

- c. Relevant Experience
 - Provide details of similar work
 - Provide evidence of staff on site working on the project who have similar or relevant experience.
 - Provide scope of the Tenderer's involvement including details of outcomes
 - Provide details of issues that arose during the project and how these were managed
 - Demonstrate competency and proven track record of achieving outcomes of time, cost and quality.

- d. Reliability
 - Demonstrated abilities to deliver work on time.
 - Flexibility of the contractor to align with minor deviation from original Schedule of works.
 - Resourcefulness of the contractor including Sub-Contractors required to support contractor.
 - Provide evidence of any abilities to deliver under budget.
 - Reference checking responses.

- e. Demonstrated Understanding
 - A demonstrated understanding of the scope of work, time, budget and value for money considerations.

- f. Safety and Quality Management and other considerations
 - Provide evidence of a safety management plan
 - Provide proof of a OH&S policy or plan
 - Detail safety concerns and how these will be addressed
 - Demonstrated evidence to attain QA accreditation or having own QA standards
 - Quality Management/Quality Plan
 - Presence of a site quality representative

- 8. Two tenderers were shortlisted and interviewed by a panel comprising City officers, Aqunta Consulting (City appointed quantity surveyor) and Howard and Heaver Architects.

- 9. On the basis of the total evaluation score, the highest weighting being applied to cost, technical compliance, relevant experience, reliability, demonstrated understanding and safety & quality management the most suitable company is considered to be Smith Constructions.

Tenderer	Total
Smith Construction	557
Tectonics Construction Group Pty Ltd	507
Wauters Enterprises	492

10. The tender submitted by Smith Construction addressed all areas satisfactorily, there were no deficiencies. The tender met all criteria and was deemed to be a conforming tender.
11. Howard and Heaver Architects also formally recommended Smith Constructions as the preferred tenderer as they demonstrated:
 - A better understanding of the key safety and security issues.
 - Provided more detailed information for project planning and commitment to site management and safety.
 - Wider experience of complex commercial projects.

GOVERNMENT & PUBLIC CONSULTATION

12. There is no government or public consultation required for the appointment of the Construction Contractor for the Mount Clarence Infrastructure Upgrade.
13. The funding sponsor will be contacted in relation to the arrangement of allocated costs to each component of work once finalised.

STATUTORY IMPLICATIONS

14. *Local Government Act 1995*, in accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996 requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$250,000 (Council Delegated Limited).
15. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

POLICY IMPLICATIONS

16. Council Policy – Purchasing Policy (Tenders and Quotes) as it relates to Tenders and a Major Purchase.

RISK IDENTIFICATION & MITIGATION

17. The risk identification in the City’s Risk Management Framework, as it relates specifically to the awarding of the tender for Construction of the Stage 2 Albany Airport Terminal Security Upgrade.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council rejects/fails to support recommendation for tender award this may have legal implications with the successful tenderer and delay the Airport Terminal Upgrade.	Possible	Major	High	Detailed Council agenda item and Council support Officer recommendation.

FINANCIAL IMPLICATIONS

18. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration.
19. Smith Construction has the highest tender score and meets the total project budget.

LEGAL IMPLICATIONS

20. Contractual terms for all aspects of this project will need to be rigorous.

ALTERNATE OPTIONS

21. The options are:
 - Council can elect to approve the recommended tender
 - Not approve any tender, or
 - Appoint a different submitted tender.

SUMMARY CONCLUSION

22. On reviewing the submissions, Smith Construction was assessed as being the most suitable tenderer across the evaluation criteria for the Construction of the Stage 2 Albany Airport Terminal Security Upgrade. Their tender was well detailed and demonstrated a good understanding of the tender objectives.
23. Smith Construction be awarded the Construction of the Stage 2 Albany Airport Terminal Security Upgrade contract.

Consulted References	:	Purchasing Policy CM.STD.7/NP072938_5
File Number (Name of Ward)	:	CP.DEC.7 Synergy File Number
Previous Reference	:	Not Applicable

XII. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING:

XIII. ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO MEMBERS OF THE PUBLIC:

XIV. NEXT ORDINARY MEETING DATE:

6.00pm 17 December 2013

XV. RESUME STANDING ORDERS 3.1:

PROCEDURAL MOTION

THAT Standing Order 3.1 be RESUMED to stop recording of proceedings.

XVI. CLOSURE OF MEETING: