

AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

8 MAY 2018

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.

Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

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

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

Corporate Services:

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

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

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

Economic Development:

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

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

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

Governance:

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

Service Complaint Internal Review:

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

It will achieve this by:

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

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

Executive Officer(s): Executive Director Corporate Services,
Executive Director Community Services

Delegated Authority: None

TABLE OF CONTENTS

	Details	Pg#
1.	DECLARATION OF OPENING	5
2.	PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS	5
3.	RECORD OF APOLOGIES AND LEAVE OF ABSENCE	5
4.	DISCLOSURES OF INTEREST	6
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
6.	PUBLIC QUESTION TIME	6
7.	PETITIONS AND DEPUTATIONS	6
8.	CONFIRMATION OF MINUTES	6
9.	PRESENTATIONS	6
10.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	6

	REPORTS	
CCS049	FINANCIAL ACTIVITY STATEMENT – MARCH 2018	7
CCS050	LIST OF ACCOUNTS FOR PAYMENT – APRIL 2018	9
CCS051	DELEGATED AUTHORITY REPORTS	11
CCS052	COUNCIL COMMITTEE SYSTEM REVIEW	12
CCS053	CITY UPDATE (CORPORATE SCORECARD) – MARCH QUARTER 2017/18	18
CCS054	SECURITY AT REGIONAL AIRPORTS	20
CCS055	PROPOSED NEW LICENCE – TREVOR WHEATCROFT – LOT 14 CHEYNE ROAD, CHEYNE BEACH	23
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	29
12.	MEETING CLOSED TO PUBLIC	29
13.	CLOSURE	29

1. DECLARATION OF OPENING

The Chair declares the meeting of the Community and Corporate Services Committee open.

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.

We would also like to pay respect to Elders both past and present”.

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor	D Wellington
Councillors:	
Member	P Terry (Chair)
Member	R Hammond
Member	G Stocks
Member	R Stephens
Member	B Hollingworth
Member	E Doughty (Deputy Chair)
Member	J Shanhun
Member	T Sleeman
Member	S Smith
Member	A Goode JP
Member	A Moir
Member	R Sutton

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Executive Director Works & Services	M Thomson
Manager Finance	D Olde

Meeting Secretary	H Bell
-------------------	--------

Apologies:

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Community and Corporate Services Committee held on 10 April 2018, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS049: FINANCIAL ACTIVITY STATEMENT – FEBRUARY 2018

Proponent : City of Albany
Report Prepared by : Manager Finance (D Olde)
Responsible Officer : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS049: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 March 2018.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 March 2018 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
 - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b. budget estimates to the end of the month to which the statement relates;
 - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
 - II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
 - III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit.
 - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2017/18 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 March 2018 has been incurred in accordance with the 2017/18 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
-----------------------------------	----------------------

CCS050: LIST OF ACCOUNTS FOR PAYMENT – April 2018

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (D Olde)
Responsible Officers: : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS050: RESPONSIBLE OFFICER RECOMMENDATION

That Council received the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 April 2018 totalling \$6,582,131.60.

BACKGROUND

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 April 2018. Please refer to the Attachment to this report.

Municipal Fund

Trust	\$	28,049.65
Credit Cards	\$	8,780.68
Payroll	\$	1,309,734.63
Cheques	\$	79,380.45
Electronic Funds Transfer	\$	5,156,186.19
TOTAL	\$	<u>6,582,131.60</u>

As at 15 April 2018, the total outstanding creditors, stands at \$719,680.24 and made up as follows:-

Current	\$	614,405.24
30 Days	\$	522,856.26
60 Days	\$	19,729.94
60 Days	\$	1,175.31
TOTAL	\$	<u>1,158,166.75</u>

Cancelled cheques - Nil

STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

6. Expenditure for the period to 15 April 2018 has been incurred in accordance with the 2017/2018 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 April 2018 has been incurred in accordance with the 2017/2018 budget parameters.

CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
-----------------------------------	---	----------------------

CCS051: DELEGATED AUTHORITY REPORTS

Proponent : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared by : Personal Assistant to the ED Corporate Services (H Bell)
Responsible Officer : Chief Executive Officer (A Sharpe)

RECOMMENDATION

CCS051: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports 16 March 2018 to 15 April 2018.

CCS052: COUNCIL COMMITTEE SYSTEM REVIEW

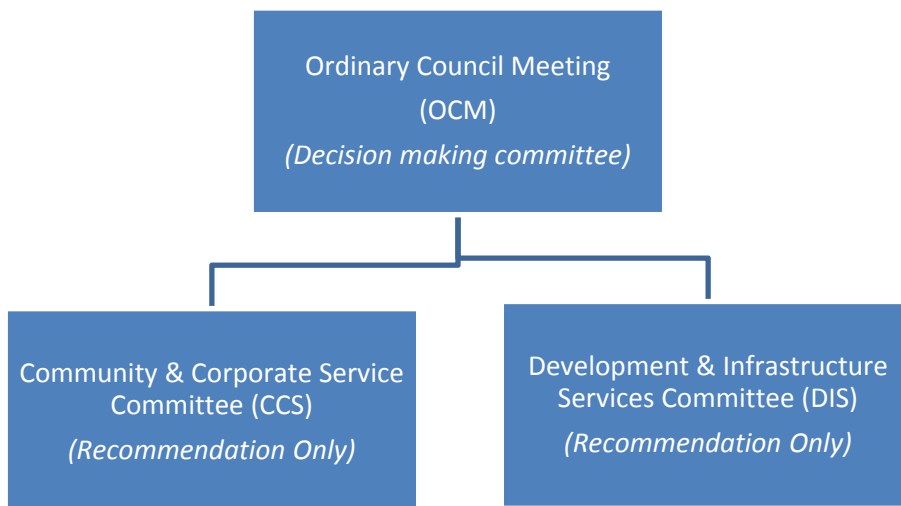
Proponent / Owner : City of Albany
Report Prepared By : Manager Governance & Risk (S Jamieson)
Responsible Officers: : Chief Executive Officer (S Sharpe)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan:
 - a. **Theme: 1. Leadership.**
 - b. **Objectives:**
 - **1.1** To establish and maintain sound business and governance structures.
 - **1.3** To engage effectively with our community.
 - c. **Community Priorities:**
 - **1.3.1** Develop structures and processes that engage the community and engender community confidence, and trust that their input is valued and used to inform decisions and priorities.
 - **1.3.2** Improve community engagement processes and platforms to provide our community with a variety of opportunities to be involved and to contribute to decisions.

In Brief:

- Review the current committee structure.



RECOMMENDATION

CCS052: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Council Committee System Review Report be NOTED.

BACKGROUND

2. On 20 September 2016, an elected member strategic workshop was held to review the standing council committee structure.
3. The three options were considered:
 - a. Option 1: No change. Current committee system stay in place.
 - b. Option 2: Consolidate committees to form two standing council committees.
 - c. Option 3: Consolidate to form one standing council committee.
4. Option 2 was selected unanimously as the preferred option, as it facilitates a break in the monthly meeting cycle and provides better councillor availability to attend other representational activities (i.e. civic duties, community workshops, strategic briefings etc.).
5. The current Meeting & Governance Framework was reviewed and approved in October 2017.

DISCUSSION

6. **Executive Committee:** The Council's Executive Committee is facilitated by a monthly full council (all members) meeting. These meetings are open unless it can be shown to be reasonable to exclude the public due to the nature of the agenda and is currently the only committee empowered with the authority to make decisions.
7. **Standing Committees:** Council has also appointed standing committees elected from among its members.
8. These committees currently provide recommendations to the monthly Ordinary Council Committee Meeting (OCM) for decision:

Committee Name	Function
Audit & Risk Committee <i>Statutory Requirement</i>	This Committee is responsible for assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to the: <ul style="list-style-type: none"> • reporting of financial information; • application of accounting policies; • management of the financial affairs of the City; and • assessment of the adequacy of the management of risk, internal control and legislative compliance.
Chief Executive Officer Performance Review Panel	This panel is responsible for reviewing the performance of the Chief Executive Officer in accordance with the CEO Performance Review Process Policy.
Community & Corporate Services Committee	<u>Community Services:</u> The delivery of "Community Health & Participation Objectives" contained in the City of Albany Strategic Plan: <ul style="list-style-type: none"> • To build resilient and cohesive communities with a strong sense of community spirit. • To create interesting places, spaces and events that reflect our community's identity, diversity and heritage. • To develop and support a healthy inclusive and accessible community. <u>Corporate Services:</u> Monitoring and commenting on the financial health and strategies of Council.

	<p>The delivery of “Leadership Objectives” contained in the City of Albany Strategic Plan:</p> <ul style="list-style-type: none"> • To establish and maintain sound business and governance structures. • To provide strong, accountable leadership supported by a skilled & professional workforce. • To engage effectively with our community. <p><u>Economic Development</u>: Considering and recommending to Council ways to strengthen the local Albany economy.</p> <p>The delivery of “Smart, Prosperous and Growing Objectives” contained in the City of Albany Strategic Plan:</p> <ul style="list-style-type: none"> • To strengthen and grow our region’s economic base. • To develop a smart city that supports economic growth. • To develop and promote Albany as a unique and sought-after visitor location.
<p>Development & Infrastructure Services Committee</p>	<p><u>Development Services</u>: The delivery of the “A Connected and Safe Built Environment Objectives” contained in the City of Albany Strategic Plan:</p> <ul style="list-style-type: none"> • To develop vibrant neighbourhoods which retain local character and heritage. • To advocate, plan for and build friendly and connected communities. • To develop and support a healthy inclusive and accessible community. <p><u>Infrastructure & Environment Services</u>: The delivery of the “Clean and Green & Sustainable Objectives” contained in the City of Albany Strategic Plan:</p> <ul style="list-style-type: none"> • To protect and enhance our natural and built environment in a changing climate. • To build, maintain and renew city assets sustainably. • To identify and deliver improvements in sustainability within the City and wider community.

9. Internal Advisory Committees:

Committee Name	Function
<p>Airport Emergency Committee <i>Statutory Requirement</i></p>	<p>Legislative Authority: This Committee is established under the Civil Aviation Act (1998) and the Emergency Management Act 2005. This Committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.</p>
<p>Bushfire Advisory Committee</p>	<p>The Committee is responsible for: Reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and provide advice to Council on Bush Fires Act 1954 matters.</p> <p>Under the Bush Fires Act 1954 (s67), local governments may appoint such persons as it sees fit as a bush fire advisory committee for the purpose of advising the local government.</p>
<p>Local Emergency Management Committee</p>	<p>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</p>

<i>Statutory Requirement</i>	<p>emergency management arrangements contain the overarching emergency management arrangements relevant to that local government district.</p> <p>The LEMC is responsible for reviewing, planning and testing the local community emergency management arrangements.</p>
National Anzac Centre Advisory Group	<p>The National Anzac Centre Advisory Group Terms of Reference is the document that establishes the agreed roles and functions for the Advisory Group, both collectively and individually. It is utilised by the Advisory Group to ensure that its operation is governed responsibly.</p> <p>The Group's Terms of Reference must be endorsed and approved by resolution of the City of Albany Council, who is ultimately responsible for ensuring it is maintained and properly utilised.</p>
Waste Management Working Group	<p><u>Infrastructure and Environment.</u> The delivery of 'Clean, Green and Sustainable' objectives contained in the City's Strategic Community Plan:</p> <ul style="list-style-type: none"> • Deliver a sustainable and progressive approach to waste management including collaboration with neighbouring local governments. <p>The purpose of this Working Group is to report to, and engage with, Council in order to communicate progress in establishing a new waste facility to meet the future needs of the district.</p>

10. The following **external committees** have an elected member or staff member represent the City of Albany:

- a. AEC Operational Advisory Committee;
- b. Great Southern Development Commission – Board of Management;
- c. Great Southern Joint Development Assessment Panel (DAP);
- d. Great Southern Recreation Advisory Group (GSRAG);
- e. Lower Great Southern Economic Alliance;
- f. South Coast Management Group;
- g. WALGA - Road Wise Advisory Committee;
- h. WALGA – Great Southern Zone; and
- i. Great Southern Regional Road Group.

11. **For consideration:**

- a. **Community Committees:** Some local governments have established Community Committees. Community committees are established to encourage participation by the community – their job is to make council aware of the needs and concerns of residents and keep people informed of the activities of the council.

This can be grouped by Wards or by areas of interest (i.e. Surf Reef, Shared Pathway trails etc).
- b. **Direct Committee Strategic Risk Reporting:** Consider the introduction of direct formal reporting to committee members.

- **Is there is a lack of clear reporting?** Does Council feel they have an oversight of how their policy decisions have been implemented, and were they implemented as intended.

Noting that “specialists” and those close to a particular risk may be unable to see the bigger picture of whether risks relate to the sustainability of the City, Council input/review may help mitigate this.

- Noting without consistency of reporting structured according to the strategic intent of the Council, the line of communication between operational levels and the board can be obscured.
 - **Risk is viewed in terms of negative incidents rather than a positive strategic view of risks and rewards:**
 - Processes could be refined and/or redesigned to better integrate risk management into strategic planning.
 - Council with the Executive could consider scenario-planning processes to explore both upside and downside risks, as well as a view into the overall risk exposures and opportunities as part of formulating recommendation and proposals for Council consideration and/or workshopping.
 - **Is there a confusion of consensus with solidarity on Council?** Collegiality is more likely to allow robust discussion and the capacity to look at different choices, but the Council and Executive needs to avoid ‘groupthink’.
 - **Is consensus occurring because there is no dissent or challenge?** What tone do the Council and the CEO set within and outside the formal meeting process? Is the Council open-minded and does it avoid ‘groupthink’? How is it sure of this?
- c. **Is risk being adequately discussed in the formulation of policy and strategy:**
Does the Council and Executive need to consider additional analysis (workshopping) the risk-return ratio in setting the City’s strategic goals, the proposed means of reaching those goals, and the likely constraints.
- d. **Consider the establishment of additional “Executive Committees”.**

GOVERNMENT & PUBLIC CONSULTATION

12. Public. Public consultation was conducted during the formulation of the Community Strategic Plan, which resulted in Council adopting a new Committee Structure.
13. Government. The legislation and Department of Local Government Guidelines were consulted.

STATUTORY IMPLICATIONS

- 14. Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.
- 15. If a Committee is delegated the power to make decisions the date and time of the meeting must be advertised and be open to the public.

POLICY IMPLICATIONS

- 16. If changes to the Committee Structure and Terms of Reference is required, the current Governance & Meeting Framework Policy will require to be rescinded and replaced.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation, Risk: <i>There is a risk that the current committee structure limits public accessibility to Council meetings.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Continue to use the current committee structure and framework. Provide additional resources to promote committee meetings.</i>
Opportunity: <i>Better internal and external stakeholder engagement.</i>				

FINANCIAL IMPLICATIONS

- 18. An appropriate budget line exists for the cost of administering Council Committees.
- 19. The reduction in standing committees from 4 to 2 reduced employee staffing costs, catering and travel expenses.

LEGAL IMPLICATIONS

- 20. There are no legal implications related to this item except for compliance with specific provisions of the *Local Government Act 1995*, including subdivision 2 – Committees and their meetings.

ENVIRONMENTAL CONSIDERATIONS

- 21. There are no direct environmental considerations related to this item; however an efficient meeting schedule will reduce wasted resources (time, travel, and office consumables).

ALTERNATE OPTIONS

- 22. Alternate options are presented for consideration in the discussion section of the report.

CONCLUSION

- 23. That the responsible officer’s recommendation be adopted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Council Policy: Governance & Meeting Framework</i> • <u>Governance and risk management: sustainable organisation – A discussion paper</u>
File Number (Name of Ward)	:	(All Wards) – CM.STD.7
Previous Reference	:	OCM 31/10/2017 Resolution CCCS067 OCM 27/10/2015 Resolution CSF202

**CCS053: CITY UPDATE (CORPORATE SCORECARD) - MARCH
QUARTER 2017/18**

Proponent	: City of Albany
Attachments	: City Update-March Quarter 2017
Report Prepared by	: Facilitator-Strategy and Improvement (S Grimmer)
Responsible Officer(s)	: Executive Director Corporate Services (M Cole)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan and Corporate Business Plan:
 - **Key Theme:** 1 Leadership
 - **Objective:** 1.1 To establish and maintain sound business and governance structures
 - **Community Priority:** 1.1.1 Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- The City Update (Corporate Scorecard) reports progress against the Vision, Strategic Objectives and Operational Priorities as outlined in the City's integrated planning framework.

RECOMMENDATION

CCS053: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the Corporate Scorecard Report for the March 2018 quarter.

BACKGROUND

2. The City Update provides a quarterly snapshot on how the City is performing in the areas of Service Delivery, Finance, People, Asset Management and summarises progress on strategic priorities (CEO KPI's) and strategic projects.
3. A simple traffic light system is used to report on the progress made against set performance targets.

SUMMARY OF FINDINGS

4. The format used aligns with the Our City brand and includes a summary of progress against the strategic projects scheduled for delivery.
5. The March 2018 report indicates that the City continues to meet its budget and asset management commitments and is making good progress against the deliverables outlined in Business Unit Plans, Strategic Projects and the 2017/18 Key Performance Indicators (KPI's) as established by Council.

GOVERNMENT CONSULTATION

6. The City of Albany Scorecard is modelled on similar approaches from across the Local Government sector.

STATUTORY IMPLICATIONS

7. **Section 5.56(1) and (2) of the *Local Government Act 1995*** requires that each local government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations. The advisory standard, framework and supporting guidelines stress the importance of measuring progress and outcomes.

RISK IDENTIFICATION & MITIGATION

8. The risk identification and categorisation references the City’s Risk & Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. Council fails to deliver against it's commitments.	Unlikely	Moderate	Medium	Monitor & report performance quarterly and take appropriate action
Opportunity: To improve communication with the community on how the City is performing against it's commitments. Communication will be complimented by quarterly reporting to Council and social media video updates.				

FINANCIAL IMPLICATIONS

9. While there are no direct financial implications in relation to this item, failure to meet our statutory obligations in regards to integrated planning and reporting could affect our ability to attract future State Government funding.

CONCLUSION

10. The City Update provides a snapshot on how the City of Albany is performing against it's integrated planning framework.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Western Australian - Integrated Planning and Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	<ul style="list-style-type: none"> November 2017 OCM- CCS005 Councillor Strategic Workshop November 2017

CCS054: SECURITY AT REGIONAL AIRPORTS

Proponent	: City of Albany
Attachments	: <ul style="list-style-type: none">• New Article, The Australian, Titled: “Security cost put critical services at risk”;• Submission by the Western Australia Department of Transport to the Senate Inquiry into the operation, regulation and funding of air route services delivery to rural, regional and remote communities, dated January 2018.
Report Prepared by	: Manager Governance & Risk (S Jamieson)
Responsible Officer(s)	: Executive Director Corporate Services (M Cole)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan and Corporate Business Plan:
 - **Key Theme:** 2 Smart, Prosperous & Growing
 - **Objective:** 2.1 To Stengthen and grow our region’s economic base
 - **Community Priority:** 2.1.1 Work with business and other stakeholders to attract investment; diversify the economy; create jobs and support small business growth.

In Brief:

- The Department of Transport has provided a submission to the Senate Inquiry into regional aviation (attached) highlighting its concerns on the potential increase in security at regional airports.
- The WA Minister for Transport has also written to the Minister for Home Affairs and Minister for Infrastructure and Transport.
- The purpose of this report is to raise community awareness and formally inquire if Council, Business and the Wider Community have a position on this matter.

RECOMMENDATION

CCS054: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

- (1) **SUPPORT** the Department of Transport (DoT) submission to the Senate Inquiry into regional aviation, **NOTING** that the recommendations to the Senate Committee are:
 - (a) **Review and consider the DoT’s submission and evidence to the State’s Parliamentary Inquiry into airfares on regional RPT air routes as well as the final report produced by EISC in order to ensure a greater awareness of airfare and aviation-related concerns, challenges and opportunities specific to WA, particularly in relation to high airfares;**
 - (b) **Encourage the Commonwealth Government to engage with the WA Government in relation to the likely impact of any changes to regional airport security so that the costs and benefits of any changes are well understood before any decisions are made; and**
 - (c) **Support the continuation of the necessary funding for the Remote Airstrip Upgrade Program and Remote Air Services Subsidy Scheme.**
- (2) **ACKNOWLEDGE** the Commonwealth Government current and historical support provided to the Albany (Harry Riggs) Regional Airport.

BACKGROUND

2. The Department of Transport has provided a submission to the Senate Inquiry into regional aviation (attached) highlighting its concerns on this matter (see page 6 in particular).
3. The WA Minister for Transport has also written to the Minister for Home Affairs and Minister for Infrastructure and Transport.
4. At the recent Albany Community Consultation Group (CCG) meeting, the Department of Transport (DoT) encouraged all attendees to directly contact (call and in writing) the Commonwealth to express views on this issue and the potential impact on the Albany (Harry Riggs) Regional Airport, our services and community.

DISCUSSION

5. Department of Transport, Regular Passenger Transport (RPT) Operators (i.e. REX Airlines) and Albany Airport Management (City of Albany Staff) recognise that the safety and security of our community is important, however this needs to be balanced with the ongoing sustainability of our regional community and economy.
6. The key point the Department of Transport is making in their submission is:

“If the current security arrangements that are applied to planes operating Regular Passenger Transport (RPT) services that are 20 tonnes and above are applied to all regional public air services then there is a significant likelihood that a number of critical air services in WA would be discontinued.

“This would include air services to Laverton, Leonora, Meekatharra, Mount Magnet, Wiluna, Halls Creek, Kalumburu and Monkey Mia. Most of these routes carry significantly less than 5,000 passengers per year. If this were to occur there would be a major impact on these towns and this would not be an acceptable outcome to these communities.”

“For routes that have greater passenger demand the impact is likely to be substantial in terms of the cost to the passenger. For example, in 2012 the Shire of Esperance was required to spend approximately \$3 million to redesign its passenger terminal, and purchase aircraft passenger and luggage security screening equipment to comply with the Commonwealth's airport security legislation.

A cost of \$40 per passenger flight between Esperance and Perth was included in airfares to recover the ongoing operational and maintenance costs for airport security equipment.

This is the equivalent of an increase of over 30 per cent on the lowest Esperance airfare that is currently offered in the market place.”

“It is imperative that a balanced approach is taken in amending aviation security legislation, which should be considered in the context of security in other modes of transport.

There are, for example, no security requirements to enter peak hour public transport trains on which an equivalent or greater number of people travel on than even the largest of planes. The rationale for higher levels of security in one mode of transport compared to another needs to be established, and justified.”

Albany Context (Cost of Security Screening):

In 2015:

- Security Guard Screening Services were charged at \$674.39 per flight.
- This resulted in a monthly fee of: \$44,320.66.
- Which equates to approximately **\$550,000** per annum.

GOVERNMENT & PUBLIC CONSULTATION

7. As stated in the Department of Transport submission:

“Going forward, collaboration will be a key aspect in identifying opportunities for improvements in regional aviation.

A more holistic and collaborative approach by airlines, airport operators, Commonwealth, State and Local Government organisations and relevant tourism, mining and other stakeholders is more likely to identify opportunities that can address current issues and concerns in a positive, constructive, proactive and innovative manner and alleviate some of the challenges in the aviation industry.”

STATUTORY IMPLICATIONS

8. The operation of the Albany Airport falls under the *Aviation Transport Security Act 2004* and the regulatory framework of the *Aviation Transport Security Regulations 2005*.

RISK IDENTIFICATION & MITIGATION

9. The risk identification and categorisation references the City’s Risk & Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. <i>Not making a submission or facilitating input from the community may draw criticism from those for and opposed to increased security measures.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Clearly articulate the rationale for either supporting or not supporting the submission.</i>
Opportunity: <i>To improve communication with the community on the potential increase in Security of Regional Airports.</i>				

FINANCIAL IMPLICATIONS

10. While there are no direct financial implications in relation to this item, if security screening is re-introduced an increase in fares to cover operational and maintenance costs may result.

CONCLUSION

11. It is Recommended that the Responsible Officer’s Recommendation be **ADOPTED**.

Consulted References	:	<ul style="list-style-type: none"> • https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Rural_and_Regional_Affairs_and_Transport/RegionalAirRoutes/Submissions • https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Rural_and_Regional_Affairs_and_Transport/RegionalAirRoutes
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	Nil

**CCS055: PROPOSED NEW LICENCE – TREVOR WHEATCROFT –
LOT 14 CHEYNE ROAD, CHEYNE BEACH**

Land Description	: Portion of Crown Reserve 878 Lot 7442 on Deposited Plan 214689, the subject of Head Certificate of Title Volume LR3082 Folio 959, Cheyne Beach
Proponents	: Trevor Wheatcroft
Owner	: Crown (City of Albany under Management Order)
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers:	: Executive Director Corporate Services (M Cole)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme: 1. Leadership.**
 - **Objective: 1.1** To establish and maintain sound business and governance structures.
 - **Community Priority: 1.1.2** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

Maps and Diagrams:



In Brief:

- Council is requested to consider a new licence for Trevor Wheatcroft over Lot 14 Cheyne Road, Cheyne Beach to formalise current use of the site for drying of fishing nets used in commercial fishing operations.
- The licence will run concurrent with Mr Wheatcroft's commercial fishing lease over Lot 7 and will expire at the same time as the lease.
- Any infrastructure on site is the responsibility of the licensee.
- The recommendation proposes that Council approve the new licence.

RECOMMENDATION

CCS055: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE a new licence to Trevor Wheatcroft over Lot 14 Cheyne Road, Cheyne Beach, on portion of Reserve 878 subject to:

- a) Licence purpose being for "The drying of fishing nets associated with commercial fishing operations" and in accordance with the Management Order over the land.**
- b) Licence is conditional upon the licensee continuing to operate under a commercial fisherman's licence for the Cheyne Beach area issued by the Department of Fisheries Western Australia.**
- c) Licence area being approximately 2184m² to be confirmed by survey.**
- d) Licence rent to be determined by market valuation provided by a licensed Valuer.**
- e) Rent reviews by market valuation every three years with Consumer Price Index applied for intervening years.**
- f) Licence term to commence as soon as practicable with an expiry date of 31 December 2027 plus an option for a further term of 10 years, to run concurrent with the Mr Trevor Wheatcroft's current Cheyne Beach Commercial Fishing lease over Lot 7.**
- g) All costs associated with the ongoing operations of the licence property being payable by the licensee.**
- h) All costs associated with the preparation, execution and completion of the licence documentation being payable by the licensee.**
- i) Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Lands consent being obtained.**
- j) The proposed licence being advertised to comply with Section 3.58 of the *Local Government Act 1995* requirements.**
- k) Cheyne Beach Planning Policy will apply to future development approvals.**
- l) Licence being consistent with Council Policy – Property Management (Licences and Licences).**

BACKGROUND

2. Crown Reserve 878 at Cheyne Beach is under management order H359478 issued to the City of Albany with the power to lease, licence, sub-licence or licence for the purpose of "Recreation, Camping, Holiday Accommodation, Accommodation Associated with the Fishing Industry and Fire Station" for any term not exceeding 21 years subject to the consent of the Minister for Lands.

3. The reserve currently hosts 29 holiday accommodation leases along Baxteri Road, six leases for accommodation associated with the commercial fishing industry and one fishing licence for access to the waterfront for fish loading operations along Cheyne Road.
4. The City's fire shed is also situated on Lot 15 within the reserve.
5. The subject land, Lot 14 was previously leased to another commercial fisherman, Mr David Wheatcroft from 1998 for drying and storage of commercial fishing nets and has since been surrendered back to the City in 2016. At the time of surrender the lease rental was \$2,500.00 + GST per annum as determined by a market valuation.
6. Under the terms of the lease, any structures within the licence area were to be removed upon surrender. These consisted of net drying racks and water stand. The removal of these items has been delayed in agreement with the City.

DISCUSSION

7. Mr Trevor Wheatcroft has requested a new licence over Lot 14 Cheyne Road, commonly referred to as the Net Rack Block, for the purpose of drying fishing nets for commercial fishing activities, and has requested to use the existing infrastructure in place.
8. It has been agreed by all parties the infrastructure upon Lot 14 is to remain. It is also understood Lot 14 will continue to be used as a shared facility between a number of existing Cheyne Beach commercial fishermen, as it is understood this arrangement has been in practice for many years.
9. Mr Wheatcroft has requested the licence be in his name solely and understands and accepts that all responsibility for the licence area, including payment of licence rental will remain his responsibility solely.
10. It is proposed that the licence term commences as soon as practicable with an expiry date of 31 December 2027 plus an option for a further term of 10 years, to run concurrent with the Mr Trevor Wheatcroft's current Cheyne Beach Commercial Fishing lease over Lot 7.
11. A licence can be considered with commercial fishermen at Cheyne Beach, provided they meet the following requirements:
 - a. the licensee is actively engaged in the fishing industry at Cheyne Beach;
 - b. the licensee holds a current commercial fishing licence issued by the Department of Fisheries Western Australia; and
 - c. the licensee will use the licence area for activities associated with the commercial fishing industry for own or staff use only.
12. It is noted that the licensee has provided a statutory declaration and provided a copy of the current commercial fishing licence in order to comply with the pre-conditions to licence.
13. In addition the licensee has met the obligations of his existing lease including payment of rent and outgoings and holding the required licences.

14. The proposed licence will be developed in line with Council Policy – Property Management (Licences and Licences).

GOVERNMENT & PUBLIC CONSULTATION

15. The Department of Lands will be consulted, as it is a requirement of Section 18 of the *Land Administration Act 1997* that the Minister for Land's consent is obtained.
16. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including licenced/licensed land and buildings. The Act requires the following:
 - a. A local government must give local public notice of the proposed licence/licence inviting submissions from the public, for a period of two weeks.
 - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
 - c. A local government can then proceed with the licence/licence.
17. The new licence will be advertised to comply with the requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

18. Section 18 the *Land Administration Act 1997* states that a person shall not assign, sell, transfer or otherwise deal with interests on Crown land or create or grant an interest in Crown land without the prior approval in writing of the Minister for Lands.
19. As this is Crown land, under Management Order held by the City, the Minister's consent will be sought.
20. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including licenced land and buildings including advertising requirements. The proposed licence will be advertised.
21. The *Aboriginal Heritage Act 1972* applies to any place or object of importance to persons of Aboriginal descent and Section 17 of this Act makes it an offence to destroy, damage or alter in any way an Aboriginal site or object. This Act applies to known and unknown sites.
22. In past discussions with the local Noongar community regarding the Cheyne Beach area, including visits on site, it is known to staff that there are areas in this locality of significance to the Noongar community. A full Aboriginal Heritage Survey was recently undertaken to consider a range of future proposals in the Cheynes locality to manage any risk of disturbing Aboriginal cultural heritage.
23. Any future development needs to be considered in the context of the recommendation of the Heritage Survey. It is noted that no additional development of the site has been proposed.

POLICY IMPLICATIONS

24. The City's Property Management (Licences and Licences) Policy complies with this proposal.

25. The City’s Cheyne Beach Local Planning Policy complies with this proposal.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation: licence not approved.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Seek to negotiate terms to Council satisfaction. The City’s standard licence will be the formal document</i>
<i>Reputation: licence not approved – restricted limitations for the fishing industry at Cheyne Beach</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Seek to negotiate terms to Council satisfaction</i>
<i>Opportunity: To provide support to the Cheyne Beach commercial fishing industry given the fishing industries historic and economic association with the Cheynes area and for the City to receive commercial rental income.</i>				

FINANCIAL IMPLICATIONS

27. All costs associated with the development, execution and completion of the licence documentation will be met by the licensee.
28. Licence rental to be determined by market valuation provided by a licensed Valuer.
29. The new licence rental will be placed into the Cheyne Beach Improvement Reserve for the purpose of facilitating community maintenance and enhancement projects in the Cheyne Beach locality.

LEGAL IMPLICATIONS

30. The Deed will be prepared by City’s lawyers with enforceable terms and conditions, at the licensee’s expense.

ENVIRONMENTAL CONSIDERATIONS

31. There are no environmental implications.

ALTERNATE OPTIONS

32. Council may:
- a. Approve the new licence request; or
 - b. Decline the new licence request.
33. Should Council decline the licence, an alternate area may be sought by the licensee for the commercial fisherman to dry the fishing nets in line with commercial fishing operations. This may prove difficult given limited land available for development within the reserve.

CONCLUSION

34. Mr Trevor Wheatcroft has requested a new licence over Lot 14 Cheyne Road for drying fishing nets associated with commercial fishing operations.
35. The licence is considered a good opportunity to formalise current use of the site.

36. Mr Wheatcroft holds a current lease over Lot 7 Cheyne Road for accommodation associated with the fishing industry. The proposed licence for Lot 14 will run concurrent with the lease.
37. The licensee has a long term family connection with the Cheyne Beach fishing industry and is actively engaged in the commercial fishing industry at Cheyne Beach; and holds the required commercial fishing licences.
38. It is recommended that the proposed new licence be supported.

Consulted References	:	<ul style="list-style-type: none">• Council Policy – Property Management (Licences and Licences)• <i>Local Government Act 1995</i>• <i>Land Administration Act 1997</i>
File Number (Name of Ward)	:	PRO227, A240181 (Kalgan Ward)
Previous Reference	:	OCM 13/12/2016 CSF287

- 11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12. MEETING CLOSED TO THE PUBLIC**
- 13. CLOSURE**