



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

12 February 2019

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

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1. DECLARATION OF OPENING

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	E Doughty (Deputy Chair)
Member	T Sleeman
Member	J Shanhun
Member	A Goode JP
Member	S Smith
Member	A Moir
Member	R Sutton

Staff:

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

Apologies:

Member	B Hollingworth
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COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 12/02/2019

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 4 December 2018, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS117: FINANCIAL ACTIVITY STATEMENT – DECEMBER 2018

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

RECOMMENDATION

CCS117: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 December 2018 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 December 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 2018/19 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 December 2018 has been incurred in accordance with the 2018/19 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
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CCS118: LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 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

CCS118: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 December 2018 totalling \$6,724,724.71

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 December 2018. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$7,207.00
Credit Cards	\$21,885.80
Payroll	\$1,569,583.94
Cheques	\$59,760.49
Electronic Funds Transfer	\$5,066,287.48
TOTAL	\$6,724,724.71

As at 15 December 2018, the total outstanding creditors, stands at \$422,733.26 and made up as follows:-

Current	\$423,146.95
30 Days	\$308.56
60 Days	\$115.50
90 Days	\$(837.75)
TOTAL	\$422,733.26
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 December 2018 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 December 2018 has been incurred in accordance with the 2018/2019 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
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CCS119: LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2019

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

CCS119: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 January 2019 totalling \$6,667,005.16.

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 January 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$500.00
Credit Cards	\$7,080.33
Payroll	\$1,549,913.03
Cheques	\$41,575.39
Electronic Funds Transfer	\$5,067,936.41
TOTAL	\$6,667,005.16

As at 15 January 2019, the total outstanding creditors stands at \$581,223.31 and is made up as follows:-

Current	\$50,673.95
30 Days	\$506,471.61
60 Days	\$22,727.70
90 Days	\$1,350.05
TOTAL	\$581,223.31
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 January 2019 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 January 2019 has been incurred in accordance with the 2018/2019 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
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CCS120: DELEGATED AUTHORITY REPORTS – NOVEMBER 2018 TO JANUARY 2019

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

CCS120: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 November 2018 to 15 January 2019 be RECEIVED.

CCS121: QUARTERLY REPORT – TENDERS AWARDED – OCTOBER TO DECEMBER 2018

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – October to December 2018
Report Prepared by : Procurement Officer (H Hutchinson)
Responsible Officer : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS121: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – October to December 2018.

CCS122: REGIONAL EXPRESS (REX) 3 YEAR PARTNERSHIP - AMENDMENT

Proponent	: City of Albany
Attachments	: • Regional Express (REX) 3 year partnership – amendment request letter (Confidential)
Report Prepared By	: Manager Governance & Risk (S Jamieson)
Responsible Officer(s)	: Chief Executive Officer (A Sharpe) Executive Director Corporate Services (M Cole)

In accordance with section 5.23 (2)(c) of the Local Government Act 1995, being: a contract which may be entered into by the local government this report may be discussed behind closed doors as a confidential item.

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:
 - **Themes:** Leadership; and Smart, Prosperous and Growing.
 - **Objectives:**
 - To establish and maintain sound business and governance structures; and
 - To develop and promote Albany as a unique and sought after visitor location.
 - **Community Priorities:**
 - Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community; and
 - Promote the “Amazing South Coast” region as a sought after and iconic tourism destination to increase the number of people visiting and the duration they stay.

In Brief:

- Previously Council gave in principal support for a fix annual fee with Rex for periods 2018/19 and 2019/20 (based on 2017/18 fee plus CPI annual increases on condition that Rex continues to provide a Community Fare based on \$128.91 and continues to honour the leisure package fares of \$99.00).
- Rex has proposed to increase the current fares.

CCS122: RESPONSIBLE OFFICER RECOMMENDATION

THAT:

1. **The previous resolution that agreed to a fixed annual fee with REX for periods 2018/19 and 2019/20 (based on 2017/18 fee: \$1,645,920 plus GST plus Perth CPI annual increases) on the condition that REX continues to provide a Community Fare based on \$128.91 and continues to honour the leisure package fares of \$99, be NOTED.**
2. **Rex’s proposed increase to Community Fare is SUPPORTED, with the condition that a Leisure Fare one way with the same conditions is offered.**
3. **DELEGATE AUTHORITY to the CEO to negotiate an agreement with REX that incorporates an annual increase based on an agreed Perth CPI cost index, has monthly equal payment instalments and ensures the continuation of both the Community Fare and the Leisure Package Fares.**

BACKGROUND

2. On 28 February 2017, Council resolved to:

THAT Council:

(1) ENDORSE the previous resolution that agreed to a fixed annual fee to REX for the 2017/18 period based on Perth CPI increase to the 2016/17 fixed fee of \$1,645,920 plus GST; and

(2) GIVE IN PRINCIPLE SUPPORT for a fixed annual fee with REX for periods 2018/19 and 2019/20 (based on 2017/18 fee plus Perth CPI annual increases) on the condition that REX continues to provide a Community Fare based on \$128.91 and continues to honour the leisure package fares of \$99.

(3) Subject to (1) and (2) above, DELEGATE AUTHORITY to the CEO to negotiate this agreement with REX that incorporates an annual increase based on an agreed Perth CPI cost index, has monthly equal payment instalments and ensures the continuation of both the Community Fare and the Leisure Package Fares.

3. Staff previously advised Council that the benefits from adopting this position, include the City:
- Continuing to support the growth of the RPT passenger service and delivering improved socio economic benefits to the region,
 - Ensuring Rex continue to provide a low Community Fare around the \$129 level for the next three years,
 - Supporting and actively promoting growth in new inbound holiday and leisure air travel markets.
4. The principal disadvantage of adopting the officer recommendation is that the Airport will not share in any potential financial benefits attached to any significant gains in RPT passenger numbers if achieved.

DISCUSSION

5. On Friday 14 December 2018, Regional Express (Rex) proposed an adjustment to the community fare pricing.
6. On Monday 17 December 2018, the City advised Rex will give further consideration to the request; however the Council will consider this item in February 2019.

Community Fare Pricing:

7. Rex's position in summary (Full details in attached letter):
- a) Rex needs to implement the \$139 Community Fare pricing effective for sales on/after 1st February 2018 due to reasons outlined in my letter of 14th December 2018.
 - b) Rex is not able to sustain the existing pricing (\$66 base) through until the end of February 2019.
 - c) The fare increase would not have any impact on council's airport head tax revenue.

Leisure Package Fares:

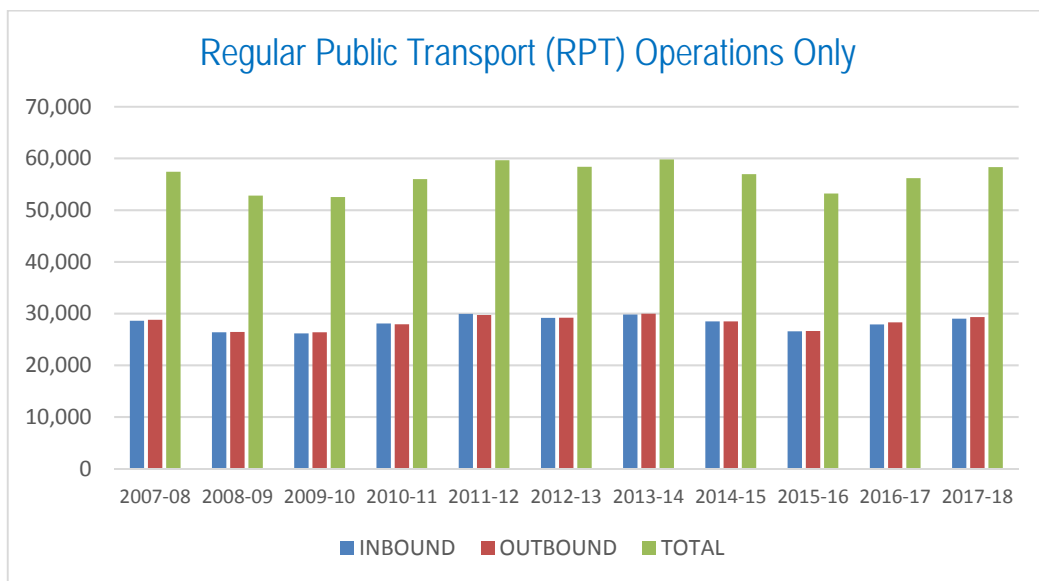
8. When the Agreement for Provision of Community Fares was made, the City and Rex agreed to offer the Leisure Package Fare subject to:
- a) Leisure Package Fare being sold as part of a travel package that includes the purchase of a minimum of 2 nights' accommodation with participating local accommodation operators; and
 - b) The Leisure Package Fare being sold via an accredited third party travel wholesaler.

9. The City is now exploring packages for events such as the Field of Light, Racewars event and Taste Great Southern and provision of a Leisure Package Fare would add significant benefit to those offers.
10. On 24 January 2019, it was confirmed that: Rex agrees to work with the City of Albany (and an accredited third party wholesaler) to provide package holiday fares between Albany and Perth with the conditions that the City outlined below.
11. Current agreed conditions:
 - Must be sold as part of a travel package that includes the purchase of a minimum of 2 nights' accommodation with participating local accommodation operators; and
 - Sold via an accredited third party travel wholesaler.

Passenger Numbers:

12. The Albany Airport has seen an increase in overall passenger numbers over the past 18 months.
13. Statistics for the 2017/2018 financial year:

Operator	Arrivals	Departures	Total
RPT (Rex)	29,144	29,362	58,506
Closed Charter (Virgin Australia)	2,641	2,638	5,279
		TOTAL	63,785



GOVERNMENT & PUBLIC CONSULTATION

14. Current service provider Rex has been consulted in the preparation of this paper.
15. On 27 December 2018, Rex advised that their Executive Chairman agreed to delay the proposed Community Fare increase until 1st March 2019 to allow the City of Albany with enough time to consider Rex's request.

STATUTORY IMPLICATIONS

16. Voting Requirement: **Absolute Majority.**

POLICY IMPLICATIONS

17. There are no policy implication related to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational. <i>Negative public perception towards the City may result if Rex does not continue the Community Fare.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Work with Rex Airline to ensure a mutually beneficial arrangement is agreed to.</i>

FINANCIAL IMPLICATIONS

19. The fare increase would not have any impact on council's airport head tax revenue.
20. The fixed annual fee for the 2019/20 period will stands.

LEGAL IMPLICATIONS

21. There are no legal implications, if both parties agree to the terms of amendment.

ENVIRONMENTAL CONSIDERATIONS

22. Nil.

ALTERNATE OPTIONS

23. The Officer Recommendation is to delegate to the CEO to finalise the negotiations, being:

Option 1: Agree to continue with the current fixed fee approach and agree to the \$10 increase with the condition that a Leisure Package Fare will be retained; or

Option 2: Reject proposal, noting the City of Albany and Rex have entered in to a three-year agreement that commenced on 1 July 2017. The City entered this agreement in good faith and in collaboration both parties agreed to include the requirement to provide a community fare on the Albany route at the set price. As part of the current agreement, the City also agreed to fix the Rex Airport fees and charges (with CPI indexation) for the duration of the contract period.

SUMMARY CONCLUSION

24. Based on the increase of the RPT passengers, it is recommended that Rex's proposal is supported.

Consulted References	:	<i>Local Government Act 1995</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 23/05/2017 Resolution CCS030

**CCS123: FREEDOM OF ENTRY RIGHTS AND PRIVILEGES TO THE
17th CONSTRUCTION SQUADRON WORKSHOP VIETNAM
ASSOCIATION**

Land Description	: City of Albany
Proponent / Owner	: 17 Construction Squadron Workshop Vietnam Association
Attachments	: Letter requesting Freedom of Entry to the City of Albany
Report Prepared By	: Senior Team Leader Records/Council Liaison (J Williamson)
Responsible Officers:	: Chief Executive Officer (A Sharpe)

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:** Smart, Prosperous and Growing
 - **Objective:**
 - Promote Albany and the surrounding region as an ideal location to hold conferences and training events.
 - Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.
 - **Community Priority:** Our City regularly hosts significant events and activities which attract positive feedback.

In Brief:

- Formally adopt the 17th Construction Squadron Workshop Vietnam Association.
- Approve Freedom of Entry to City by the Association on 16 October 2019.

RECOMMENDATION

CCS123: RESPONSIBLE OFFICER RECOMMENDATION

THAT formal adoption of the 17th Construction Squadron Workshop Vietnam Association be APPROVED, thereby conferring upon the Association the privilege, honour and distinction of the Freedom of the City of Albany, with the right of entry on ceremonial occasions.

BACKGROUND

2. The City of Albany currently has four military units who have the right of Freedom of Entry:
 - The 11th/28th Battalion of the Royal Western Australian Regiment (initially granted in 1987);
 - HMAS ANZAC (Initially granted in 1996);
 - RAAF No 5 Flight Air Training Corp (initially granted in 1980); and
 - TS Vancouver Naval Cadets (initial grant date unknown).
3. The City has received a written request from the 17th Construction Squadron Workshop Vietnam Association for Council to consider conferring upon the Association in perpetuity, the privilege, honour and distinction of the Freedom of Entry to the City of Albany with the right of entry on ceremonial occasions in full panoply.

4. The Association's members will be visiting Albany from the 14 October to 18 October 2019 to conduct their twelfth reunion since the Association's inception in 1987. Approximately 130 veterans and their partners will be attending.

DISCUSSION

5. Originally formed in 1949, in 2003 the 17th Construction Squadron became a part of the 6th Engineer Support Regiment.
6. During the period between 1950 and 1965, the squadron carried out considerable construction and relief tasks both in Australia and overseas. It was involved in the Woomera Rocket Range from 1950 to 1954, and the site construction for project "Two Zero Zero", an atomic weapons test site.
7. Personnel from the squadron have been deployed on operations during the Vietnam War, in Namibia, East Timor and the ongoing war in Afghanistan. They have also been called upon to provide assistance to the wider Australian community following natural disasters.
8. The most significant part of squadron history is its involvement in the Vietnam War. The 17th Construction Squadron Workshop arrived in South Vietnam on 7 April 1966 and departed on 25 November 1971.
9. In 1970, the squadron were heavily committed to Project 393, the civil aid program involving the construction of housing, building a total of 410 houses.
10. In conferring Freedom of Entry rights and privileges to the squadron, we are acknowledging the commitment and contribution of those who fought and served in the Vietnam War.
11. Should Council choose to adopt the Association, a Freedom of Entry ceremony will be held on 16 October 2019. Following the granting of Freedom of Entry, the Association will hold a commemorative service at ANZAC Peace Park.
12. There will be a requirement to close York Street whilst the ceremony is conducted, however, this will be for a short period only.

GOVERNMENT & PUBLIC CONSULTATION

13. N/A

STATUTORY IMPLICATIONS

14. N/A

POLICY IMPLICATIONS

15. N/A

FINANCIAL IMPLICATIONS

16. A budget line exists for the Freedom of Entry ceremony. No civic reception is required post the ceremony.

LEGAL IMPLICATIONS

17. N/A

ENVIRONMENTAL CONSIDERATIONS

18. N/A

Consulted References	:	N/A
File Number (Name of Ward)	:	All Wards
Previous Reference	:	N/A

CCS124: WELLINGTON STREET BIOREMEDIATION BASIN FUNDING

Land Description	: Lot 101 Wellington Street, Centennial Park, 6330.
Proponent / Owner	: City of Albany.
Report Prepared By	: Manager City Engineering (D King)
Responsible Officers:	: Executive Director Infrastructure & Environment (M Thomson)

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:** Clean, Green and Sustainable.
 - **Objective:** To protect and enhance our natural and built environment in a changing climate.
 - **Community Priority:** Design, construct and maintain infrastructure cost effectively in a manner that maximises its life, capacity and function.

In Brief:

- The purpose of this report is to brief Council on the potential for additional State Government funding, subject to City of Albany matching funds, to successfully complete the Yakamia Creek Wetlands project.
- The City of Albany is seeking to leverage an additional \$100,000 of state funding through Regional Estuaries Initiative (REI) by matching City of Albany funding of \$100,000 from the Centennial Park Sporting Precinct project.
- The additional \$200,000 will allow a more complete design solution including the repositioning of Western Power infrastructure to increase size and function of the basin and will include installation of a gross pollutant trap to prevent waste contamination of the basins.
- Department of Water and Environmental Regulation has approved the additional funding through REI subject to matching City funds.

RECOMMENDATION

CCS124: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ACCEPT the \$100,000 of Regional Estuaries Initiative Funding subject to the February budget review.

BACKGROUND

1. In 2017, the City was successful in seeking partnered funding through the Regional Estuaries Initiative to build a bioremediation wetland to improve the water quality and reduce incidence of flooding within the upper reaches of Yakamia Creek.
2. These works augmented upgrades to Centennial Park Sporting Precinct and the City was able to leverage elements of Department of Local Government, Sport and Cultural Industries funding to successfully match the State funding.
3. A Collaboration Agreement has been signed and works commenced to clear the area. Design consultants have been engaged to undertake geotechnical (soil) assessments and design the basin to meet City and Department of Water and Environmental Regulation objectives. Forward wetland plant contracts have been committed to ensure plants are available to install following earthworks.

DISCUSSION

4. Detailed design and geotechnical assessments were required to determine the management of unknown acid sulphate soil potential and these assessments determined that the project budget estimates of \$1.04 million is insufficient to address the necessary relocation of Western Power overhead high voltage lines and soil amelioration with lime sand to treat acid sulphate soil.
5. The relocation of Western Power overhead high voltage power lines is necessary as the lines pass through the wetland basins and could not be designed around. The realignment of the poles also future proofs necessary future rehabilitation works to Yakamia Creek and represents value for money but is an additional cost to the wetland project.
6. Determination of soil remediation for acid sulphate soils could only be determined by geotechnical site assessments performed within a detailed design process. This design and assessment has now determined that the site is suitable for purpose following soil amelioration using lime sands from City lime quarry.
7. The additional \$200,000 will allow a more complete design solution including the repositioning of Western Power infrastructure to increase size and function of the basin and will include installation of a gross pollutant trap to prevent waste contamination of the basins.

GOVERNMENT & PUBLIC CONSULTATION

8. The Regional Estuaries Initiative (REI) is a Royalties for Regions funded initiative administered by Department of Water and Environmental Regulation (DWER). As project partners, the CoA has undertaken design and budgeting in full and open consultation with DWER.
9. When the budget shortfall was identified, City project managers approached REI managers for additional funds to successfully complete the project. DWER has approved the allocation of a further \$100,000 of REI funds subject to the City leveraging the additional required \$100,000 in line with 50:50 funding agreement.

STATUTORY IMPLICATIONS

10. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

11. No policy implications identified.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Environment: There is a risk that by not investing additional funds the Project outcomes will not be achieved.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Additional funds required to meet design objectives.</i>
<i>Reputational: Meeting Project outcomes is a condition of the existing funding.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Additional funds required to meet design objectives</i>
<i>Financial: There is a risk that by not meeting project objectives the funding agreement conditions are not met</i>	<i>Unlikely</i>	<i>Severe</i>	<i>High</i>	<i>Continued collaboration with the funding partner to manage expectations</i>
<i>Opportunity: State Government (REI) funding 50% of this Project if outcomes can be achieved.</i>				

FINANCIAL IMPLICATIONS

13. The Project is seeking the allocation of \$100,000 to take the allocation of City from current \$540,000 to \$640,000. Current City allocated funds have included ‘in-kind’ services with staff wages being accounted as part of the contributed funds as such offsetting static staff costs.

LEGAL IMPLICATIONS

14. Current Collaboration Agreements will need to be honoured. If default of funding occurs, the City will be liable to existing contract costs. Department of Water and Environmental Regulation has agreed to increase funding as a variation to current Collaboration Agreements subject to CoA matching funds.

ENVIRONMENTAL CONSIDERATIONS

15. Without adequate funds to meet acid sulfate soil amelioration the project cannot undertake excavation of soils at site. Untreated soil would render the site as ‘contaminated’ under DWER Landfill Waste Classification and Waste Definitions (DWER, 2018a) guidelines.

ALTERNATE OPTIONS

16. Reduce the design area. The result of this is a reduction in basin size and increased risk of currently unprotected banks of Yakamia Creek. Any separate components (future works) are unlikely to be co funded and the reduction of economies of scale will render works increasingly more expensive.

CONCLUSION

17. A further allocation of \$100,000 will leverage an additional \$100,000 State funding to delivery better environmental outcomes for the project.
18. The Responsible Officer recommends the allocation of additional funding to enable maximum State investment.

Consulted References	:	City of Albany Stormwater Management Strategy 2017
File Number (Name of Ward)	:	SD.DEC.62 (Yakamia)
Previous Reference	:	DIS033

CCS125: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2018

Proponent	: City of Albany
Attachments	: Budget Review for the period ending 31 December 2018
Report Prepared by	: Business Analyst/Management Accountant (D Harrison)
Responsible Officer	: 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 1.1.1:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year under regulation 33A of the *Local Government (Financial Management) Regulations 1996*.
- This review is for the period ending 31 December 2018 and achieves a balanced Budget inclusive of the proposed Budget Review allocations.

RECOMMENDATION

CCS125: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Budget Review for the period ending 31 December 2018.

BACKGROUND

2. Local Governments are required to conduct a budget review between 1 January and 31 March each financial year which is a requirement covered by regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

DISCUSSION

3. Council adopted the 2018/2019 Budget on 24 July 2018. The total adopted budget of \$106.8 M comprised:
 - a. \$36.3 M capital works;
 - b. \$ 2.2 M debt reduction; and
 - c. \$68.3 M in operating expenditure.
4. This Budget Review identifies expenditure of \$4,126,212 for general works, variations and new projects of which \$1,524,673 is of a non cash nature.

5. The funding of \$5,601,065 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue and reserve funding (of which \$3,109,895 is of a non cash nature) plus the amended opening funds of \$110,369 has been identified in this review to maintain a balanced budget.
6. This budget review shows the 2018/2019 budget is in a balanced position.
7. A copy of the Budget Review for the period ending 31 December 2018 is attached.
8. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

9. Department of Local Government guidelines were followed in the preparation of this report.
10. City of Albany Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

11. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the mayor in an emergency.
12. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

13. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Reputation & Organisation’s Operations. Non approval of the budget review, may result in significant delays to achieving deliverables.</p> <p>Opportunity: Provides Council with an additional opportunity to review the City’s current budget position.</p>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<p><i>In the short term the existing Annual Budget would apply and proposed amendments would not apply.</i></p> <p><i>Adopt the Budget Review with amendments (as specified by Council).</i></p>

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2018

This Review Maintains Council's Budget in a Balanced Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)		\$
		(4,126,212)
FUNDED BY		
- Reduction in Expenditure	3,408,895	
- Adjustment in Grant/Contributions Funding	666,341	
- Adjustment in Revenue	343,224	
- Restricted Cash Adjustments (Transfer To)/Transfer From	1,182,605	<u>5,601,065</u>
ADJUSTMENT IN DEPRECIATION & PROFIT/LOSS ON SALE (Non Cash Transactions)		(1,585,222)
Balance		<u><u>(110,369)</u></u>
- Current 18/19 Budgeted closing funds	41,029	
- Adjustment to opening funds from forecast to actual 30 June 2018 (Being adjustments at the conclusion of the annual Audit)	69,340	
- Revised 18/19 Budgeted closing funds		<u><u>-</u></u>

LEGAL IMPLICATIONS

15. Nil.

ENVIRONMENTAL CONSIDERATIONS

16. Nil.

ALTERNATE OPTIONS

17. For the period ending 31 December 2018, Council may:
- a. Adopt the Budget Review as recommended; or
 - b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

18. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 December 2018 be supported.

Consulted References	:	Adopted Budget 2018/2019 Local Government Act 1995
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Budget Review – OCM 25/09/2018 Resolution CCS073

**CCS126: NOMINATION TO GREAT SOUTHERN JOINT
DEVELOPMENT ASSESSMENT PANEL**

Proponent / Owner : City of Albany
Report Prepared By : Senior Team Leader Records/Council Liaison (J Williamson)
Responsible Officers: : Chief Executive Officer (A Sharpe)

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:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:**
 - Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.
 - Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.

In Brief:

- Councillor Hammond has formally resigned from his position on the Great Southern Joint Development Assessment Panel as a Reserve.
- Nominations are called for to fill this vacant position.

RECOMMENDATION

CCS126: RESPONSIBLE OFFICER RECOMMENDATION

THAT nominations be called to fill the Reserve vacancy on the Great Southern Joint Development Assessment Panel.

BACKGROUND

2. At the Ordinary Council Meeting held on 31 October 2017, Councillor Hammond nominated for, and was appointed to, the Great Southern Joint Development Assessment Panel (JDAP) as a Reserve.
3. Councillor Hammond has formally tendered his resignation as a Reserve from the JDAP.

DISCUSSION

4. The JDAP is an independent decision making body comprised of 3 technical experts and 2 elected local government representatives. This panel determines development applications made under local and regional planning schemes, in place of the City of Albany Council.
5. Membership is comprised of 2 members, and 2 reserve members.
6. Current members are Mayor Wellington, Councillor Hollingworth and Councillor Terry (Reserve).

7. Compulsory training must be completed by members of the JDAP, and that training is organised and provided by the JDAP.
8. The current term for members of the JDAP expires on 26 January 2020.

GOVERNMENT & PUBLIC CONSULTATION

9. N/A

STATUTORY IMPLICATIONS

10. In accordance with s5.11(1)(d) of the *Local Government Act 1995*, a person’s membership of a committee continues until the next ordinary local government election.
11. Appointment to committees is by **Absolute Majority** in accordance with s5.10 of the Act.

POLICY IMPLICATIONS

12. N/A

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Business Operation</p> <p><i>Risk: No nominations are received and a member is not appointed to the JDAP.</i></p>	Unlikely	Moderate	Medium	<i>The three current serving members appointed to the JDAP will continue to serve on the panel.</i>

FINANCIAL IMPLICATIONS

14. A budget line exists for the cost of administering committees, including representation on external committees.

LEGAL IMPLICATIONS

15. N/A

ENVIRONMENTAL CONSIDERATIONS

16. N/A

ALTERNATE OPTIONS

17. Elected Members may reserve the right to nominate for the JDAP at a later date.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> • Department of Local Government Guidelines Governance and Meeting Framework Policy
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 31/10/2017 CCS067

CCS127: NATIONAL ANZAC CENTRE – Q2 2018-19 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 2 (Q2) 2018-19 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Community Services (S Kay)

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
 - **Key Theme:** Smart Prosperous and Growing.
 - **Strategic Objectives:** To strengthen our region's economic base; and
 - To develop and promote Albany as a unique and sought after destination.
 - **Community Priorities:** Strengthen our economy by supporting business innovation and diversity; and
 - Promote the Albany region as a sought after and iconic tourism destination.

In Brief:

- To provide Council with update on Q2 2018-19 performance of the NAC.

RECOMMENDATION

CCS127: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the NAC Operational Report for Q2 2018/19.

BACKGROUND

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC is a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this nationally significant asset and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage both increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Committee during the 2016/17 financial year to assist in the further development of both the NAC and AHP, to ensure the assets continue to evolve and attract both local repeat visitation, and visitors from outside the region.

6. The first quarterly meeting for 2018/19 was held on August 15 2018 in Perth with a follow up teleconference on 10 December 2018. Council has budgeted a subsidy of \$250,000 annually for the operations of the NAC and the AHP and has established a reserve on the understanding that any surplus funds be reinvested and used to leverage additional grant funding to improve the asset.
7. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information as to its performance.

DISCUSSION

8. Q2 2018/19 achieved overall total visitation numbers of 276,717 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 66,412 visitors per year.
9. Total visitation for Q2 2018/19 was up by 1,216 visitors compared to the same period in 2017/18.
10. The visitation in Q2 2018/19 from the Great Southern region totalled 410, consisting of 66% of visitors from Albany, 13% from Denmark, and a range of 3% - 5% from Lake Grace, Gnowangerup, Mt Barker, Katanning, Narrikup and Wellstead.
11. The total visitation in Q2 2018/19 originated from Western Australia (65%) and Interstate (35%). Visitors from other States and Territories consisted of 34% from NSW, 25% from VIC, 25% from QLD, 10% from SA, followed by ACT, TAS and NT all with similar figures between 1-3%.
12. Of the total 10% of international visitors, 51% of these visitors originated from United Kingdom, 10% from New Zealand, 6% from USA, 6% from Singapore and 3% from China, Canada and Malaysia.
13. Revenue generated in Q2 2018/17 by the AHP (NAC and Forts Store combined) was \$56,265 more compared to the same period in 2017/18. The Forts Store revenue also increased by \$5,485 compared to the same period in 2017/18.
14. Compared to the same period in all previous financial years since opening, the Forts Store Revenue in Q2 was the highest in 18/19 at \$144, 355. This equates to an increase of \$5,485 compared to 2017/18, an increase of \$11,652 compared to 16/17 and an increase of \$23, 027 compared to 2015/16.
15. Average retail spend per head for 2018/19 Q2 reached \$10.06, an increase from same period last year of \$9.33.
16. As at the end of Q2 2018/19, 3,323 local residents were members of the NAC League of Local Legends program, with 332 joining during Q2.
17. The NAC received 234 non-local paying visitors in Q2 2018/19 as a result of the NAC League of Local Legends program.
18. In Q2 2018/19 activities included the NAC packages and visitation connected to Field of Light, Honouring Albany's Own Exhibition and connections to Avenue of Honour, cruise ship visitation, Gun salutes and school holiday commencement.
19. The City of Albany is currently considering a sponsorship approach to sourcing and securing corporate sponsorship opportunities for the NAC.

GOVERNMENT & PUBLIC CONSULTATION

20. Not Applicable.

STATUTORY IMPLICATIONS

21. Not Applicable.

POLICY IMPLICATIONS

22. Not Applicable.

RISK IDENTIFICATION & MITIGATION

23. Nil.

FINANCIAL IMPLICATIONS

24. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at 31 Dec 2018 noting that it includes internal delivery cost allocations of \$11,450 (full year allocation \$22,857).

a. Full year operating expenditure budget includes:

- i. \$217,000 of costs from accounts that are “shared” across the AHP. A total of \$798,000 of budgeted costs reported under the AHP have been deemed to be a shared cost, across the four reporting areas under the AHP (NAC, Retail, Forts, and AHP Precinct). For the purpose of presenting a standalone view of the NAC, managers have used their best judgement to notionally allocate the \$798,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$89,000 of the \$217,000), marketing, education program, ground maintenance, internal service delivery, security, and insurance.

National ANZAC Centre	FY18/19 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$1,000,000	\$512,909	\$496,965	\$(15,944)
Operating Expenditure	\$(779,601)	\$(408,808)	\$(322,821)	\$85,987
Net Operating Surplus/ (Loss)	\$220,399	\$104,101	\$174,144	\$70,042
Capital Expenditure	\$0	\$0	\$0	\$0
Stock on Hand	\$0	\$0	\$0	\$0
Grand Total	\$220,399	\$104,101	\$174,144	\$70,042

LEGAL IMPLICATIONS

25. Nil.

ENVIRONMENTAL CONSIDERATIONS

26. Nil.

ALTERNATE OPTIONS

27. The Committee can request further development and refinement of the quarterly reporting tool including both content and frequency of reporting.

SUMMARY CONCLUSION

- 28. Overall Q2 2018/19 has seen an increase in numbers, reflecting stable visitation. This increase has been assisted by the installation of the very popular Field of Light. Q2 has shown the highest numbers for October since opening in 2014, 2nd highest November since opening and highest December since 2017. Positive outcomes from marketing along with the community response to the League of Local Legends program are also assisting with continued growth.
- 29. In October 2018, frequency of visits to the NAC, after 3pm, increased compared to past history. Anecdotally, the increase appears to be attributed to Field Of Light packages, with visitors choosing to visit the NAC later in the afternoon prior to moving onto the Field of Light in the evening. The visitation by the hour comparison report has shown that the time slot of 3-4pm increased by over 200 people compared to 2017/18.
- 30. An increase in the retail spend per head in the Fort Store has seen the Q2 average \$10.06 up by \$2.24 since 2015/16 as the first full year of trading. This is a positive contribution to revenue for the AHP precinct as a whole and demonstrates that the Store merchandise is attracting visitors and staff are marketing merchandise of interest.
- 31. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q2 2018/19 saw 1,141 people take part in Princess Royal Fortress Tours.

Consulted References	:	Nil.
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Nil.

CCS128: BUILDING BETTER REGIONS FUND ROUND 3 APPLICATION(S)
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- Proponent / Owner** : City of Albany
- Supplementary Information & Councillor Workstation** : Commercial-in-Confidence: Albany Town Hall Building Better Regions Round 3 Funding Application, Amazing South Coast Surf Reef Building Better Regions Round 3 Funding Application, Great Southern Youth Challenge Park Building Better Regions Round 3 Funding Application, and National Anzac Centre (NAC) Butterflies of Corbie Exhibition Building Better Regions Round 3 Funding Application, will be distributed under confidential cover in accordance with section 5.23(c) of the Local Government Act 1995.
- Report Prepared By** : Executive Director Corporate Services (M Cole)
- Responsible Officers:** : Chief Executive Officer (A. Sharpe)

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 2** : Smart, Prosperous and Growing
 - **Objective 2.1.1:** To strengthen and grow our region's economic base
 - **Community Priority:** Work with business and other stakeholders to attract investment; diversify the economy; create jobs and support small business growth

In Brief:

- ENDORSE and NOTE the *Albany Town Hall* funding application to the Building Better Regions Fund, Round 3 (BBRF), including the City of Albany matched funding commitment should the application be successful.
- ENDORSE and NOTE the *Amazing South Coast Surf Reef* funding application to the Building Better Regions Fund, Round 3 (BBRF), including the City of Albany matched funding commitment should the application be successful.
- ENDORSE and NOTE the *Great Southern Youth Challenge Park* funding application to the Building Better Regions Fund, Round 3 (BBRF), including the City of Albany matched funding commitment should the application be successful.
- ENDORSE and NOTE the *National Anzac Centre (NAC) Butterflies of Corbie Exhibition* funding application to the Building Better Regions Fund, Round 3 (BBRF), including the City of Albany matched funding commitment should the application be successful.

RECOMMENDATION

CCS128: COMMITTEE RECOMMENDATION

THAT Council:

- (1) **ENDORSE** the Chief Executive Officers' application(s) to the Building Better Regions Fund (BBRF), Round Three (3) for:
 - a. Albany Town Hall;
 - b. Amazing South Coast Surf Reef;
 - c. Great Southern Youth Challenge Park; and
 - d. National Anzac Centre Butterflies of Corbie Exhibition.
- (2) **NOTE** the financial allocation requirement from the City of Albany should the funding application(s) be successful:
 - a. Albany Town Hall - \$50,000;
 - b. Amazing South Coast Surf Reef - \$500,000;
 - c. Great Southern Youth Challenge Park - \$50,000; and
 - d. National Anzac Centre Butterflies of Corbie Exhibition - \$21,000.
- (3) **NOTE** that should either of the BBRF application(s) be successful:
 - a. The City will advocate for further funding to minimise the City's direct financial commitment to the project;
 - b. Further Reports to Council will be prepared regarding phased financial allocations in future financial years; and
 - c. Further consultation will be undertaken with key community stakeholders through the detailed design development processes.

BACKGROUND

2. BBRF Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The program will run over four years from 2016-17 to 2019-20.
3. BBRF Round 3 has \$200 million available with up to \$45 million earmarked to support Tourism infrastructure projects.
4. BBRF Round 3 opened on 27 September 2018 and closed 15 November 2018.
5. The program has two '*Streams*' (Infrastructure and Community Investment) with eligibility, merit criteria and assessment similar to previous rounds as follows:
 - o Infrastructure Projects Stream: Grants – Min \$20,000, Max \$10 million.
 - o Community Investment Stream: Grants – Min \$5,000, Max \$10 million, with the expectation that most grants will be under \$100,000.00
6. Across both funding streams *most* project(s) funding is up to 50% of the project total cost.
7. Within the Infrastructure Projects Steam, applicant assessment also includes 'grouped analysis', as follows:
 - Category 1: Projects with total eligible project cost under \$1 million.
 - Category 2: Projects with total eligible project cost from \$1 million to \$5 million.
 - Category 3: Projects with total eligible project cost over \$5 million.
8. Applicants can make multiple applications.
9. Projects must be complete by 31 December 2021 – Both funding Streams.

10. The program has been designed to achieve the following outcomes in regional and remote communities:
 - Create jobs;
 - Have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes;
 - Enhance community facilities;
 - Enhance leadership capacity; and
 - Encourage community cohesion and sense of identity.
11. The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.
12. The Infrastructure Projects Stream will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.
13. The City of Albany unsuccessfully made applications to Round One (1) of this Funding Program for the Middleton Beach Foreshore Enhancement Project and the Amazing South Coast City Centre Project (which incorporated the Albany Town Hall).
14. The City of Albany made two applications to Round Two (2) of this Funding Program for the Middleton Beach Foreshore Enhancement Project and the Albany: Kinjarling Connect 2026 Project. The Middleton Beach Foreshore Enhancement Project application was successful.
15. The City has been successful with other applications to Federal Government Regional Funding Programs - Centennial Park Sporting & Event Precinct, Tourism & Information Hub and Anzac Albany Programs.
16. At an Elected Member Strategic Workshop held with City Officers on 26 October 2018 it was determined that Officers should prepare two (4) applications to the Round Three (3) BBRF program as follows:
 - a. Albany Town Hall (Infrastructure Projects Stream);
 - b. Amazing South Coast Surf Reef (Infrastructure Projects Stream);
 - c. Great Southern Youth Challenge Park (Infrastructure Projects Stream); and
 - d. National Anzac Centre Butterflies of Corbie (*Community Investment Stream*).

DISCUSSION

Albany Town Hall: BBRF Round 3 Application

17. The Amazing South Coast City Centre BBRF Round 1 Application incorporated the enhancement of the Town Hall and Library facilities, but was unsuccessful and not resubmitted.
18. Based on feedback received from the grant assessor for the Round 1 Application and outcomes of an Elected Member Strategic Workshop held with City Officers on 26 October 2018, it was determined that a single application should be developed for the Albany Town Hall.
19. The Albany Town Hall BBRF Round 3 Application resubmitted the core facets of the Round 1 Application, with the following amendments:
 - a. Feedback received from the grant assessor for the Round 1 Application was incorporated;
 - b. Merit Criteria was addressed, including demonstration of; Social Benefit, Project Delivery, and Impact of Grant Funding (i.e. how this project will draw new business investment in the city / region and into the future);

- c. The Project Scope, Budget and Timeline were amended to reflect available leveraged funding and revised BBRF timelines.

20. Project Overview:

- Transforming one of the most historic and culturally significant places in Western Australia, the Albany Town Hall;
- The Town Hall facility is currently an underutilised prime-location heritage asset, and this project will repurpose the venue into a dynamic contemporary visual arts and community space driving regional growth through cultural tourism and industry diversification;
- This project will enable programming, events and exhibitions for the regional community and visitors 365 days per year, fully realising the building's purpose as a regional cultural hub. The redeveloped Town Hall will be an urban connector between learning, knowledge, information, cultural experiences, tourism assets, business, the visitor economy and community.

21. Project Outputs:

- The principal output is the establishment of a high-quality regional tourism asset and attractor through redevelopment of the Albany Town Hall into a contemporary visual arts and community space;
- Specifically, the outputs from the project will be to incorporate:
 - (i) contemporary gallery spaces for high-grade exhibitions;
 - (ii) multipurpose event, music and performance space;
 - (iii) community project space for community artists;
 - (iv) exhibition space for the City's significant art collection;
 - (v) staff office space, creating amenity and bringing cultural workers into the city centre;
 - (vi) compliant access and amenities;
 - (vii) provision of lift suitable for moving exhibitions;
 - (viii) retail outlet for high quality art;
 - (ix) cultural, community and heritage meeting spaces;
 - (x) identifiable entry from the Town Square to the ground floor exhibition spaces;
 - (xi) connection to cultural learning, knowledge and education through precinct interpretation and integration with the adjacent regional library and information hub.

22. The Albany Town Hall - BBRF Round 3 Application was submitted on 15 November 2018 with an announcement expected in third quarter FY18/19.

Amazing South Coast Surf Reef: BBRF Round 3 Application

23. Project Overview:

- The coast of the Great Southern is renowned for quality surfing due to its exposure to the Southern Ocean swells. However, around the region's highest population centre (Albany) there is no offshore bathymetry for the swell to break into a quality surfable wave;
- Middleton Beach, close to the CBD, is an ideal location for an artificial surf reef (ASR) and this project will construct an ASR to improve surfability for groups from beginner to intermediate;
- This will provide a significant attractor for retaining youth and expanding recreational amenity for older residents and tourists;

- The project will also facilitate the development of Albany as a surfing town, helping to diversify and grow the regional economy through events and tourism.

24. Project Outputs:

- Produce a final design which creates the type of wave (shape, form and length) suitable for target users and obtain all necessary approvals;
- Construct the Amazing South Coast Surf Reef using granite rock, based on the design of Option B in the completed business case, placing the structure as close to Ellen Cove as possible whilst maximising incoming wave energy and ensuring no negative impacts to coastal processes;
- Specifically, the outputs from the project will be:
 - (i) ongoing community engagement through all project stages;
 - (ii) detailed design tendering;
 - (iii) detailed design;
 - (iv) forward works quarry tendering;
 - (v) forward works quarry establishment & rock production;
 - (vi) construction tendering;
 - (vii) contract award;
 - (viii) construction;
 - (ix) preliminaries (work methods, ITP, EMP, etc.);
 - (x) marine loading facility;
 - (xi) rock supply (MLF);
 - (xii) rock placement;
 - (xiii) completed Amazing South Coast Surf Reef; and
 - (xiv) ongoing monitoring of performance and environment.

25. The Amazing South Coast Surf Reef - BBRF Round 3 Application was submitted on 15 November 2018 with an announcement expected in third quarter FY18/19.

Great Southern Youth Challenge Park: BBRF Round 3 Application

26. Project Overview:

- The Great Southern Youth Challenge Park will be a contemporary active sports and skills space in Albany WA, encouraging participation in structured and passive sports activities and catering to people of all ages and families;
- The Youth Challenge Park project will leverage key recreational assets, being set within the Centennial Park Sporting and Events Precinct, the region's premier recreational precinct;
- The exceptional public domain will enhance liveability, retain youth in the region and boost sporting and tourism event attraction, representing a key economic driver;
- The Youth Challenge Park project will connect strategic community and economic development nodes and enhance opportunities to address regional health imperatives.

27. Project Outputs:

- The Youth Challenge Park project will implement a contemporary, well designed active sports and skills space (including, but not limited to a pump track, jump track and skills space), encouraging participation and catering to people of all ages and families;

- Specifically, the outputs from the project will be: (i) the longest asphalt pump track in WA, developed by an expert trails consultant; (ii) adaptable/fluid jumps track developed with in-kind earthworks by Albany MTB Club and its sponsors, and in-kind furniture and jump fixtures by Albany MenShed (located adjacent to the Youth Hub area); (iii) overall site earthworks and rock excavation, sub-grade improvements, landscaping, turfing, hardscaping, footpaths and shelter developments by the City of Albany; and (iv) storage shed and racking for Albany MTB Club operations.

28. The Great Southern Youth Challenge Park - BBRF Round 3 Application was submitted on 15 November 2018 with an announcement expected in third quarter FY18/19.

NAC Butterflies of Corbie Exhibition: BBRF Round 3 Application

29. Project Overview:

- Butterflies of the village Corbie is the untold story of how Frenchman Eugene Boulet amassed the finest known butterfly collection in the world and how in April 1918, this significant collection faced devastation during some of the most pivotal battles of World War One. It is also tells of how Australian commander (then) Brigadier General Harold 'Pompey' Elliott – passionate and headstrong but facing his own personal battles – became its unlikely saviour as well as the role of Lt. General Sir J.J. Talbot Hobbs and his division.
- The proposed exhibition at the NAC is a small display consisting of the letters and diaries (or reproductions), the watercolours of the butterflies (or reproductions) and a selection of the butterflies themselves.
- These small objects – the butterflies and the letters – have a large story to tell about the strong and enduring relationship between the people of Australia and France and our collective history.
- The proposal for an installation of the small Corbie butterfly collection was discussed between the City of Albany, NAC Advisory Board and WAM in April 2018. Since then, the WAM has progressed the proposal, with a request, to the Natural History Museum in Paris.

30. Project Outputs:

- Exhibition event will be programmed from 1 November 2019 to Anzac Day 2020 at the National Anzac Centre, featuring displays of the butterflies of Corbie Collection, along with War Memorial documents such as journals, diary entries, letters between the collector and soldiers as well as a short film documenting the story to complement the exhibited items;
- As part of the project a small exhibition space will be created with additional lighting, projector, window treatments and showcase as well as the removal of a number of current exhibited items to create a dedicated space for the use of ongoing small exhibitions appropriate for the NAC. The City will fund the cost of the alterations as part of ongoing NAC refresh strategy.

31. The NAC Butterflies of Corbie - BBRF Round 3 Application was submitted on 15 November 2018 with an announcement expected in third quarter FY18/19.

GOVERNMENT & PUBLIC CONSULTATION

32. **Government:** The City has undertaken consultation and engagement with a significant volume of Government agencies across both BBRF applications including but not limited to key State Government Agencies, Lotterywest, Regional Development Australia, State Heritage Office, Department of Local Government, Sport and Cultural Industries, Department of Transport; Southern Port Authority, and Great Southern Development Commission, Local Members State and Federal.

33. **City of Albany:** The projects were identified and agreed at the Elected Member Strategic Workshop held with City Officers on 26 October 2018 and a further briefing session with City Officers on 11 November 2018. The projects had also been previously identified with Elected Members as priorities for funding application advancement through the former National Stronger Regions Funding Program and BBRF Round.
34. **Community Groups:** Consultation with community groups has been undertaken across both applications as well as building upon consultation for the BBRF Round 1 Application(s). A sample of key stakeholder groups that have been engaged include the Town Hall Community Advisory Group, NAC Advisory Group, Middleton Beach Surf Reef Advisory Group, Local Youth Agencies, Albany Heritage Reference Group, Local Sporting, Arts and Community Groups, Schools, Local Businesses as well as the NGO membership sector.
35. **Should** the City be successful with the BBRF application further consultation will be undertaken with key community stakeholders through the detailed design development process.

STATUTORY IMPLICATIONS

36. The voting requirement of Council is **Simple Majority**.

POLICY IMPLICATIONS

37. Should the project be supported and funding become available, Federal, State and Local policies would apply to the project implementation.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. Council could choose not to endorse the Officers recommendation	Possible	Major	High	Multiple Council briefings conducted to ensure Council are fully aware of the project dimensions and requirements.
Reputation. If the project is not funded by BBRF, the project will not progress.	Possible	Moderate	Medium	City officers to notify all stakeholders and continue advocating for alternative funding sources.
Reputation. The project awareness raises community expectations that the project will be implemented irrespective of funding being approved.	Possible	Major	High	Seek reasoning from the funding body and communicate to all stakeholders. Continue advocating for alternative funding sources to complete the project. Develop media and Communication Strategy to manage community expectations.

FINANCIAL IMPLICATIONS

Albany Town Hall

39. The total project has been costed at \$4,950,000.
40. The BBRF program requests matched (cash) funding from applicants. The Application documented contributions as follows:
- a. Federal Government (BBRF): \$2,000,000
 - b. Leveraged Funding (Lotterywest): \$1,000,000
 - c. City of Albany: \$1,950,000

Amazing South Coast Surf Reef

41. The total project has been costed at \$9,472,000
42. The BBRF program requests matched funding from applicants. The Application documented contributions as follows:
 - a. Federal Government (BBRF): \$3,972,000
 - b. Leveraged Funding (State Government WA): \$5,000,000
 - c. City of Albany \$500,000

Great Southern Youth Challenge Park

43. The total project has been costed at \$605,000.
44. The BBRF program requests matched funding from applicants. The Application documented contributions as follows:
 - a. Federal Government (BBRF): \$300,000
 - b. Leveraged Funding (State Government WA): \$250,000
 - c. Leveraged Funding (Albany MTB Club): \$5,000
 - d. City of Albany \$50,000

NAC Butterflies of Corbie Exhibition

45. The total project has been costed at \$41,000
46. The BBRF program requests matched funding from applicants. The Application documented contributions as follows:
 - a. Federal Government (BBRF): \$20,000
 - b. City of Albany \$21,000

Phasing Budget Allocations and Advocacy

47. Should either project be successful in securing funding through BBRF, there is potential financial implications over three financial years (i.e. FY2018/2019, FY2019/2020, FY2020/2021). The acceptance of any external funds will commit the Council to making an allocation in relevant budgets to complete the project should Council choose to progress to a contract with the Funding Body.
48. Subject to funding success, the City will advocate for further funding to minimise the City's financial commitment.

LEGAL IMPLICATIONS

49. The project will be subject to approvals under the *Heritage of Western Australia Act 1990*.

ENVIRONMENTAL CONSIDERATIONS

50. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

51. Council may choose not to support the Albany Town Hall, Amazing South Coast Surf Reef, Albany Youth Challenge Park and the NAC Butterflies of Corbie Application(s).

CONCLUSION

Albany Town Hall

52. Stakeholder and community feedback demonstrates strong support for enhancing, restoring and revitalising this facility.
53. The timing of this work allows tie-in with the current phase of documentation by a consultant team and continued engagement by the City.

54. Should the work not be undertaken, current financial commitments from the City and Lotterywest will proceed as planned and works strategically staged for future possible development.

Amazing South Coast Surf Reef

55. Stakeholder and Community feedback demonstrates strong support for all aspects of the project as it enters detailed documentation ion phase.
56. The project builds off a significant body of work already completed and the ability to leverage current State Government financial commitments to the project.
57. Should the work not be undertaken, current financial commitments from the State Government will still enable detailed design and funding for and the City will continue to advocate for further funding for implementation.

Great Southern Youth Challenge Park

58. Stakeholder and Community feedback demonstrates strong support for all aspects of the project and consultation continues.
59. The timing of this work allows tie-in with the current works within Centennial Park and current State Government financial commitments within the Precinct.
60. Should the work not be undertaken, current financial commitments from the State Government will enable minimal staged works and City will continue to advocate for further funding for implementation of the broader vision.

NAC Butterflies of Corbie Exhibition

61. Key Stakeholder feedback (NAC Advisory Group) have supported this project as a strategic approach to the continued viability of the National Anzac Centre with ongoing content management and visitor experiences (such as; Field of Light);
62. Should the work not be undertaken, the City would continue to advocate for further funding for NAC refresh strategies.

Consolidated Summary

63. All four BBRF Round 3 Projects have the potential to stimulate and attract investment as well as contribute to the economic diversification of the region.
64. Council endorsement of the Officers recommendation will ratify the submission of the BBRF Round 3 application(s) as well as enable further project funding advocacy and development.

Consulted References	:	BBRF Round 3 Guidelines BBRF Round 3 Frequently Asked Questions Town Hall Conservation Plan CBD Masterplan 2010 AASR Engagement Report AASR Feasibility Study AASR Business Case AARS Environmental Approvals Process BBRF Round 1 Applications BBRF Round 2 Applications Regional Growth Fund Application OCM 28/03/2017 Resolution CCCS013 OCM 28/03/2017 Resolution CCCS014
File Number (Name of Ward)	:	CP.PLA.9. Frederickstown Ward Breaksea Ward Yakamia Ward
Previous Reference	:	Strategic Briefing 28 May 2015

	<p>Strategic Briefing 1 July 2015 Strategic Briefing 8 March 2016 Strategic Briefing 16 August 2016 Strategic Briefing 15 November 2016 Elected Member Strategic Workshop 11 October 2018 Strategic Briefing 11 November 2018 Centennial Park Surf Reef Strategic Briefing 27 September 2018 WS Committee 9 March 2016 WS Committee 9 November 2016 OCM 22 March 2016 OCM 22 November 2016</p>
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CCS129: CITY UPDATE (CITY SCORECARD) – Q2 DECEMBER 2018/19

Proponent	: City of Albany
Attachments	: City Update-December Quarter
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 quarterly City Update reports progress against the Vision, Strategic Objectives and Operational Priorities as outlined in the City's integrated planning and reporting framework.

RECOMMENDATION

CCS129: RESPONSIBLE OFFICER RECOMMENDATION

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

BACKGROUND

2. The City Update provides a quarterly snapshot on how the City is performing against the priorities set in the Corporate Business Plan.
3. A simple traffic light system is used to report on the progress made against agreed performance targets.

SUMMARY OF FINDINGS

4. The format used aligns with the Our City brand.
5. The December 2018 report indicates that the City continues to meet its Integrated Planning & Reporting commitments and is meeting the key deliverables outlined in Business Unit Plans, Strategic Project Plans 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 and reporting progress.

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 the City monitor's financial trends monthly to confirm that services, strategic priorities and projects are delivered within the constraints of the Annual Budget.

CONCLUSION

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

Consulted References	:	<i>Local Government Act 1995</i> Western Australian - Integrated Planning and Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	Previous quarterly updates and OCM items which commenced in 2017/18

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE