



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

9 October 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	Pg#
CCS089	FINANCIAL ACTIVITY STATEMENT – AUGUST 2018	7
CCS090	LIST OF ACCOUNTS FOR PAYMENT - SEPTEMBER 2018	9
CCS091	DELEGATED AUTHORITY REPORTS - AUGUST TO SEPTEMBER 2018	11
CCS092	PROPOSED NEW LICENCE – ST JOHN AMBULANCE WESTERN AUSTRALIA LTD – PORTION RESERVE 28228, WELLSTEAD	12
CCS093	CCS093: VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT (CONFIDENTIAL)	19
CCS094	GREAT SOUTHERN SPORT AND RECREATION PLAN	25
CCS095	GREAT SOUTHERN OUTDOOR RECREATION STRATEGY	30
CCS096	CITY OF ALBANY SMOKE FREE OUTDOORS POLICY	34
CCS097	ANNUAL REVIEW OF THE CORPORATE BUSINESS PLAN	40
CCS098	REGIONAL DESTINATION MARKETING ORGANISATION (CONFIDENTIAL)	43
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	48
12.	MEETING CLOSED TO PUBLIC	48
CCS093	VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT (CONFIDENTIAL)	48
CCS098	REGIONAL DESTINATION MARKETING ORGANISATION (CONFIDENTIAL)	48
13.	CLOSURE	48

1. **DECLARATION OF OPENING** The Chair declared the meeting open at 6pm

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	S Smith
Member	A Moir
Member	T Sleeman
Member	R Sutton
Member	A Goode JP
Staff:	
Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Manager Finance	D Olde
Meeting Secretary	C Crane
Apologies:	
Member	B Hollingworth
Member	J Shanahun
Executive Director Works & Services	M Thomson

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES– 9/10/2018

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Nil.		

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil.

6. PUBLIC QUESTION TIME – Nil

7. PETITIONS AND DEPUTATIONS – Nil.

8. CONFIRMATION OF MINUTES

MOTION

MOVED: COUNCILLOR SUTTON

SECONDED: COUNCILLOR DOUGHTY

THAT the minutes of the Community and Corporate Services Committee held on 11 September 2018, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 11 - 0

9. PRESENTATIONS – Nil.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS – Nil.

CCS089: FINANCIAL ACTIVITY STATEMENT – AUGUST 2018

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

RECOMMENDATION

CCS089: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SLEEMAN

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 August 2018.
CARRIED 11-0

CCS089: RESPONSIBLE OFFICER RECOMMENDATION

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

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 August 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 August 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
-----------------------------------	----------------------

CCS090: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2018

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Financial Accountant (S Van Nierop)
Responsible Officers: : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS090: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR MOIR

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2018 totalling \$6,721,470.47.

CARRIED 11-0

CCS090: 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 September 2018 totalling \$6,721,470.47.

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

Municipal Fund	
Trust	\$10,000.00
Credit Cards	\$28,604.68
Payroll	\$2,248,713.08
Cheques	\$63,109.15
Electronic Funds Transfer	\$4,371,043.56
TOTAL	\$6,721,470.47

As at 15 September 2018, the total outstanding creditors, stands at \$1,465,349.05 and made up as follows:-

Current	\$534,456.00
30 Days	\$752,962.25
60 Days	\$4,326.84
90 Days	\$173,603.96
TOTAL	\$1,465,349.05
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 September 2018 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 September 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
-----------------------------------	---	----------------------

**CCS091: DELEGATED AUTHORITY REPORTS – AUGUST TO
SEPTEMBER 2018**

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

CCS091: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR STEPHENS

THAT Council RECEIVE the Delegated Authority Reports 16 August 2018 to 15 September 2018.

CARRIED 11-0

CCS091: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports 16 August 2018 to 15 September 2018.

**CCS092: PROPOSED NEW LICENCE – ST JOHN AMBULANCE
WESTERN AUSTRALIA LTD – PORTION RESERVE 28228, WELLSTEAD**

Land Description	: Portion of Crown Reserve 28228 Lot 45 on Deposited Plan 221173, the subject of Certificate of Title Volume LR3120 Folio 887, Wellstead
Proponents	: St John Ambulance Western Australia Ltd
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 St John Ambulance Western Australia Ltd (St Johns) over portion of Crown Reserve 28228 Wellstead for the purpose of First Aid and Ambulance Services.
- St Johns currently collocate in the City's Wellstead Volunteer Bush Fire Brigade shed, on Crown Reserve 43220 located on the outskirts of the Wellstead town site.
- In 2017 the City secured funding from DFES through the Local Government Grant Scheme to construct a new fire shed with amenities.
- At this time the City and St Johns took the opportunity to partner and deliver a new shared emergency services facility for both parties.
- Land currently leased by the City to the Wellstead Progress Association was identified as the preferred location for the new purpose built facility. As such the Association has surrendered a portion of their lease area to facilitate the facility.
- The licence will be over the whole facility and land area with nominated areas applicable to each user and shared common areas.
- The construction project will be managed by the City; with both St Johns and the City having secured funding for the works estimated to cost around \$285,000.
- It is recommended that the proposed licence to St John Ambulance be approved.

RECOMMENDATION

CCS092: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOUGHTY

SECONDED: COUNCILLOR SUTTON

THAT Council APPROVE a new licence to St John Ambulance Western Australia Ltd over Portion Lot 45 Windsor Road, Wellstead, on portion of Reserve 28228 subject to:

- a) Licence being conditional on the approval of a Development Application by the City of Albany as local planning authority.**
- b) Licence purpose being for "First Aid and Ambulance Services and in accordance with the Management Order over the land".**
- c) Licence area being approximately 3272m² with nominated areas within the building applicable to each user and shared common areas.**
- d) Licence rent \$10 plus GST per annum.**
- e) Licence term being 21 years to commence as soon as practicable.**
- f) Licence special condition to document the mechanism for payment of the St Johns contribution of \$150,000 towards the development of the emergency services facility.**
- g) All utility costs being shared equally between the two users, St John Ambulance and Wellstead Volunteers Bush Fire Brigade.**
- h) All costs associated with the preparation, execution and completion of the licence documentation being payable by the City of Albany.**
- i) Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Lands consent being obtained.**
- j) Licence being consistent with Council Policy – Property Management (Leases and Licences).**

CARRIED 11-0

CCS092: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE a new licence to St John Ambulance Western Australia Ltd over Portion Lot 45 Windsor Road, Wellstead, on portion of Reserve 28228 subject to:

- a) Licence being conditional on the approval of a Development Application by the City of Albany as local planning authority.
- b) Licence purpose being for “First Aid and Ambulance Services and in accordance with the Management Order over the land”.
- c) Licence area being approximately 3272m² with nominated areas within the building applicable to each user and shared common areas.
- d) Licence rent \$10 plus GST per annum.
- e) Licence term being 21 years to commence as soon as practicable.
- f) Licence special condition to document the mechanism for payment of the St Johns contribution of \$150,000 towards the development of the emergency services facility.
- g) All utility costs being shared equally between the two users, St John Ambulance and Wellstead Volunteers Bush Fire Brigade.
- h) All costs associated with the preparation, execution and completion of the licence documentation being payable by the City of Albany.
- i) Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Lands consent being obtained.
- j) Licence being consistent with Council Policy – Property Management (Leases and Licences).

BACKGROUND

2. Crown Reserve 28228 at Wellstead is under Management Order H642108 issued to the City of Albany with the power to lease and licence for the purpose of “Recreation and Bore Site” for any term not exceeding 21 years subject to the consent of the Minister for Planning, Lands and Heritage.
3. The Wellstead Progress Association Inc. hold a lease with the City over the whole of Reserve 28228 until June 2023.
4. St Johns currently collocate in the City’s Wellstead Volunteer Bush Fire Brigade shed, on Crown Reserve 43220 located on the outskirts of the Wellstead town site.
5. The Wellstead Volunteer Bush Fire Brigade, through the City, applied to DFES for Local Government Grants Scheme (LGGS) funds to build a new fire station to accommodate new fire equipment which could not be accommodated within the current 20 year old shed.
6. At December 2017 OCM Council accepted the grant funding of \$135,000 offered by LGGS for building a new fire station at Wellstead.

7. St Johns approached the City with a view to considering co-habitation of the new facility and developing the new building as an emergency services facility for both parties. It is noted that some members of the Wellstead community are volunteers of both these emergency services agencies.
8. The Wellstead Ambulance service is provided as a sub branch of the Jerramungup St John Ambulance Sub Centre. St Johns have committed to contribute funding of \$150,000 towards the establishment of the new shared facility.
9. Land currently leased by the Wellstead Progress Association from the City was identified as the preferred location for the new facility. As such the Association has surrendered a portion of their lease area to facilitate the new building.
10. The City has requested the Department of Planning, Lands and Heritage approve an amendment to the Management Order over Reserve 28228 to include “Emergency Services Facility”. The Department has supported the amendment and the City is waiting on formal notification.
11. The licence will be over the whole facility and land area with nominated areas applicable to each user and shared common areas.
12. The construction project will be managed by the City; using both St Johns contribution of \$150,000 and the City’s funding of \$135,000 to complete the facility estimated to cost around \$285,000.

DISCUSSION

13. The new proposed emergency facility will be a larger building than the current shed, and will accommodate the Wellstead Fire Brigade’s new fire equipment and truck. The new building will have specific areas for storage, with dedicated communications, meeting, training room and will include kitchen facilities.
14. The new facility will benefit both the emergency service providers offering improved up to date facilities and resources with spacious rooms. It is believed the move to the new location and premises will offer a higher profile and presence within the Wellstead community for these volunteer agencies.
15. The table below summarises the essential terms of the proposed licence:

ITEM	DETAILS
Licensee	St John Ambulance Western Australia Ltd
Land/Licence Area	Portion of Crown Reserve 28228 Lot 45 on Deposited Plan 221173, Certificate of Title Volume LR3120 Folio 887, Wellstead, being an area of approximately 3272m ²
Land Ownership	Crown (City of Albany under Management Order)
Permitted Use	First Aid and Ambulance Services in accordance with the Management Order over the reserve

Term of Licence	Licence term of 21 years, to commence as soon as practicable
Rent	\$10 plus GST pa
Outgoings	Licensee responsible for all applicable outgoings
Utilities	Shared equally with City
Building Ownership	City of Albany
Maintenance	<p>City responsible for structural maintenance, electrical wiring, planned and programmed maintenance and annual services of the City's asset.</p> <p>City and St Johns responsible for reactive maintenance of own areas with common areas shared equally.</p> <p>City and St Johns responsible for own damage.</p>
Special Condition	Mechanism to document St Johns contribution of \$150,000 towards the emergency services facility

16. St Johns have agreed in principle with the above position, subject to Council and Departments of Planning, Lands and Heritage approval.
17. The remaining terms of the licence agreement will align with the City's Property Management (Leases and Licences) Policy.
18. It is recommended that St Johns and the City prepare a Memorandum of Understanding or similar document to address shared use matters.

GOVERNMENT & PUBLIC CONSULTATION

19. Section 18 of the *Land Administration Act 1997* states that a person shall not assign, sell, transfer or otherwise deal with interests on Crown land without the prior approval in writing of the Minister for Planning, Lands and Heritage.
20. As this is Crown land, under Management Order held by the City, the Minister's consent will be sought.
21. Section 3.58 of the *Local Government Act 1995* provides the requirements for the disposal of property, including leased/licensed land and buildings.
22. Section 30 of the *Local Government (Functions & General) Regulations 1996* defines the dispositions to which the advertising requirements of Section 3.58 of the Act do not apply. Section 30 (2)(b)(i) states that Section 3.58 of the Act is exempt if:
 - (b) *The land is disposed of to a body, whether incorporated or not –*
 - (i) *the object of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

23. St John Ambulance Western Australia Ltd is a registered charitable organisation with the Australia Charities and Not-for-Profits Commission and therefore exempt from the advertising requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

24. The Department of Planning, Lands and Heritage will be consulted, as it is a requirement of Section 18 of the *Land Administration Act 1997* that the Minister’s consent is obtained.
25. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property including leased/licensed land and buildings. For the purposes of the section, a licence of property is considered to be disposal.

POLICY IMPLICATIONS

26. Council adopted a revised Property Management (Leases and Licences) Policy July 2017.
27. The policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
28. The recommendation is consistent with the Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: licence not approved.	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction. The City’s standard licence will be the formal document
Reputation: licence not approved – restrictions to the most efficient provision of emergency services to this area	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction
Opportunity: Demonstrate the City’s commitment to emergency services agencies and the importance of volunteer members.				
Opportunity: To provide support to the Wellstead community and surrounding areas through the development of the new emergency services facility.				
Opportunity: Security of tenure for St Johns				

FINANCIAL IMPLICATIONS

30. All costs associated with the development, execution and completion of the licence documentation will be met by the City in support of the shared emergency services facility.
31. The cost of the project will be met City funding through LGGS of \$135,000 and St Johns contribution of \$150,000.

LEGAL IMPLICATIONS

32. The Deed will be prepared by City’s lawyers with enforceable terms and conditions.

ENVIRONMENTAL CONSIDERATIONS

33. There are no environmental implications relevant to this item.

ALTERNATE OPTIONS

34. Council may:
- Approve the new licence request; or
 - Decline the new licence request.
35. Should Council decline the licence, an alternate area may be sought by St Johns to establish a new facility to continue providing services to the community.
36. In addition the proposed facility for use by the Wellstead Volunteer Fire Brigade may need to be reassessed in terms of funding the project as LGGS funding may be at risk due to timing constraints.

CONCLUSION

37. St John Ambulance and the City have partnered to deliver a new shared emergency services facility at Wellstead on Crown Reserve 28228 for both St Johns and the Wellstead Volunteer Bush Fire Brigade use.
38. Development of the facility will be managed by the City; using a contribution from St Johns of \$150,000 and Local Government Grant Scheme funding of \$135,000.
39. A licence to St Johns is required to document the occupancy arrangement and meet the requirements of the Department of Planning, Lands and Heritage as on Crown land.
40. It is recommended that the proposed new licence be supported.

Consulted References	:	<ul style="list-style-type: none">Council Policy – Property Management (Leases and Licences)<i>Local Government Act 1995</i><i>Land Administration Act 1997</i>
File Number (Name of Ward)	:	PRO434, A65147 (Kalgan Ward)
Previous Reference	:	OCM 19.12.2017 Item DIS070

CCS093: VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT

Land Description	: Reserve 38226 and being Portion of Lot 555 on deposited Plan 75417 comprised in Certificate of Crown Land Title Volume LR3164 Folio 426
Proponent	: Imperial Group Pty Ltd (ACN 152 740 728) Director: John Saville-Wright
Owner	: Crown (City of Albany under Management Order)
Report Prepared by	: Executive Director Corporate Services (M Cole)
Responsible Officer	: Executive Director Corporate Services (M Cole)

CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2)(e) of the Local Government Act 1995, being a matter that if disclosed, would reveal information that has a commercial value to a person.

CCS093: COMMITTEE RECOMMENDATION

**MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR HAMMOND**

- 1. That Council NOT SUPPORT the officer's recommendation for CCS093. VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT.**
- 2. A further report be brought to council at the October 2018 Ordinary Council meeting in accordance with the Confidential Committee Recommendation.**

CARRIED 11-0

Officer Comment (Chief Executive Officer):

The reason for the Officer's recommendation not being supported is because a current lease has been approved and granted to the Imperial Group Pty Ltd - Garrisons Restaurant.

CCS094: GREAT SOUTHERN SPORT AND RECREATION PLAN

Proponent / Owner	: City of Albany
Attachments	: 1. Great Southern Regional Sport and Recreation Plan 2. Great Southern Regional Sport and Recreation Plan Executive Summary 3. Great Southern Regional Sport and Recreation Plan – Supporting Appendices
Report Prepared By	: Manager Sport and Recreation (S Stevens)
Responsible Officers:	: 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:
 - **Theme:** Community Health & Participation
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
 - **Community Priority:** Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory

In Brief:

- Funding from State and Local Government (2015/16) was secured to advance the development of the Great Southern Sport and Recreation Plan (GSSRP).
- David Lanfear Consulting was appointed (May 2017) to deliver the Great Southern Sport and Recreation Plan.
- Great Southern Sport and Recreation Plan was tabled at the Great Southern Recreation Advisory Group meeting (August 23, 2018).
- The eleven local governments that constitute the Great Southern region received the Great Southern Sport and Recreation Plan.
- To seek Council's receipt of the Great Southern Regional Sport and Recreation Plan
- To seek Council's support to partner with the Department of Local Government, Sport and Cultural Industries (DLGSC) in a shared community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

RECOMMENDATION

CCS094: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR STEPHENS**

THAT Council RECEIVE the Great Southern Regional Sport and Recreation Plan.

CARRIED 11-0

CCS094: COMMITTEE RECOMMENDATION 2

**MOVED: COUNCILLOR SLEEMAN
SECONDED: COUNCILLOR SMITH**

THAT Council SUPPORT the release of the Great Southern Regional Sport and Recreation Plan for community engagement for a period of one month in a partnered approach with the Department of Local Government, Sport and Cultural Industries.

CARRIED 11-0

CCS094: RESPONSIBLE OFFICER RECOMMENDATION 1

THAT Council RECEIVE the Great Southern Regional Sport and Recreation Plan.

CCS094: RESPONSIBLE OFFICER RECOMMENDATION 2

THAT Council SUPPORT the release of the Great Southern Regional Sport and Recreation Plan for community engagement for a period of one month in a partnered approach with the Department of Local Government, Sport and Cultural Industries.

BACKGROUND

2. The of Local Government, Sport and Cultural Industries works collaboratively with local governments across the State with the aim of enhancing the life style and well-being of Western Australians. This collaborative approach was adopted to successfully deliver the Bunbury Wellington Regional Facilities study. The success of this strategy has been the department's ability to work with local governments to demonstrate the value of working collaboratively to secure funding for future facility provision across the region.
3. The Great Southern Regional Sport and Recreation Plan was undertaken to identify the condition and utilisation of current facilities in addition to identifying the future facility and services needs across the region. The Plan contemplates the future population growth and community needs over a 20-year planning horizon. This timeframe aligns with higher order planning documents such as the State Planning Strategy and the Great Southern Regional Investment Blueprint.
4. Each of the local governments have provided funding towards the cost of developing the Great Southern Regional Sport and Recreation Plan and the project steering committee includes representatives of several of the participant local governments. David Lanfear Consulting was appointed in May 2017 to deliver the plan.
5. In delivering the Great Southern Regional Sport and Recreation Plan, the consultant was required to investigate, and present findings and key issues as follows:
 - In conjunction with each local government, provide an audit to confirm the location and current condition of sport and recreation facilities.
 - Review the use, functionality, and standard of each facility, including capacity to support competition and training.
 - Determine the future sporting requirements of each facility through to 2036, including the requirements of sport on a regional basis and quantify the provision gap based on this timeframe.
 - Investigate opportunities and constraints associated with the staging of facility development over this timeframe.

- Identify the opportunities and constraints relating to the acquisition of land for proposed future sporting and recreation developments.
- Make recommendations on the appropriate method of implementation of the key findings of the strategy.

6. The Great Southern Regional Sport and Recreation Plan includes an overview of the value of sport and recreation to communities across the Great Southern Region including its value in supporting current and emerging health and well-being trends impacting the community.

DISCUSSION

7. Each of the local governments across the great southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives.
8. Discussions with all the participating local governments have indicated a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future facility development and resources for services.
9. Recognising that communities evolve over time, it is intended that the Great Southern Regional Sport and Recreation Plan will be an iterative document to ensure continuous improvement and responsive to community's needs. Continual review and revision of strategic planning documents is an important component of the strategic planning process. To ensure the successful implementation of the Great Southern Regional Sport and Recreation Plan, it's expected that policy makers and planners will maintain an ongoing dialogue with all stakeholders, to ensure their needs and objectives are being considered.
10. At the recent Great Southern Recreation Advisory Group regional meeting (August 2018) the group accepted the Great Southern Regional Sport and Recreation Plan for Local Government Council endorsement and to commence community review process.
11. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation has requested each local government to coordinate the community review process (including Councils review) for a period of one month, returning comments back to the Department by November 30 2018.

GOVERNMENT & PUBLIC CONSULTATION

12. The Department of Local Government, Sport and Cultural Industries engaged consultant Dave Lanfear Consulting to prepare the plan.
13. Dave Lanfear Consulting has undertaken consultation with a range of stakeholders including State Sporting Associations, Local Government Recreation Teams, other State Departments Officers and Great Southern Regional Sporting Boards to develop the regional plan.
14. The proposed public review and comment period proposed will allow each local government to refer the Great Southern Regional Sport and Recreation Plan back to their community for a final review.
15. The DLGSC will circulate the Great Southern Regional Sport and Recreation Plan to relevant State Government agencies and State Sporting Associations (SSAs) as part of its obligations as per the partnered community engagement strategy.
16. A four-week community and stakeholder review and comment period is scheduled for November 2018.
17. Local government will collate feedback from their respective communities and the DLGSC will collate State Government stakeholder and SSAs feedback. This information will be referred to the Great Southern Recreation Advisory Group for consideration.

STATUTORY IMPLICATIONS

- 18. There is no statutory requirement.
- 19. As part of the community review process the Council has the opportunity to provide feedback and further recommendations to assist with developing the plan.

POLICY IMPLICATIONS

- 20. The Community Sports and Recreation Facilities Small Grant Funding Policy and the Recreation Planning Strategy adopted in 2008 formed part of the review and engagement process.
- 21. The Great Southern Regional Sport and Recreation Plan will inform the local City of Albany Sport and Recreation Futures Plan.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health & Safety Failure to plan and secure required funding may result in the condition of the amenities deteriorating to an unsafe condition	Possible	Moderate	Medium	Council can choose to support the plan, or work with City officers to review and amend.
Reputation & Financial Failure to participate may result in community dissatisfaction or projects not going ahead resultin in community missed economic and social opportunities.	Possible	Moderate	Medium	Council can choose to support the plan, or work with City officers to review and amend.

FINANCIAL IMPLICATIONS

- 23. Financial considerations are limited to any print advertising the City of Albany might consider in promoting public review and feedback from their respective communities. These decisions will be made within the current operational budgets.
- 24. No additional budget is requested.

LEGAL IMPLICATIONS

- 25. Nil

ENVIRONMENTAL CONSIDERATIONS

- 26. There are no environmental impacts associated with the project.

ALTERNATE OPTIONS

- 27. Council can choose not to accept the plan.
- 28. Council can choose not to partner with the Department for community engagement.

CONCLUSION

29. Throughout the development of the Great Southern Regional Sport and Recreation Plan, the region has demonstrated its recognition that sport and recreation is an integral part of creating a liveable region with thriving communities.
30. This planning process is now at a junction whereby each member local government within the Great Southern region has been requested to receive the Great Southern Regional Sport and Recreation Plan.
31. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the Great Southern Regional Sport and Recreation Plan.
32. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on acceptance by October 31, 2018.

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

CCS095: GREAT SOUTHERN OUTDOOR RECREATION STRATEGY

Proponent / Owner	: City of Albany
Attachments	: Great Southern Outdoor Recreation Strategy 2018-2021
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: 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:
 - **Theme:** Community Health & Participation
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory

In Brief:

- The Department of Local Government, Sport and Cultural Industries (DLGSC) encourages all regions to develop outdoor recreation strategies that will support the state-level Outdoor Recreation Framework.
- In the Great Southern, the Great Southern Centre for Outdoor Recreation Excellence (GSCORE) undertook to produce the Great Southern Outdoor Recreation Strategy (GSORS).
- The eleven local governments that constitute the Great Southern region requested to receive the GSORS.
- Support is requested to assist DLGSC and GSCORE with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.
- To seek Council's receipt of the Great Southern Outdoor Recreation Strategy.
- To seek Council's support to partner with the Department of Local Government, Sport and Cultural Industries (DLGSC) in a shared community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

RECOMMENDATION

CCS095: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MOIR**

THAT Council RECEIVE the Great Southern Outdoor Recreation Strategy.

CARRIED 11-0

CCS095: COMMITTEE RECOMMENDATION 2

**MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR SUTTON**

That Council SUPPORT the release of the Great Southern Outdoor Recreation Strategy for community engagement for a period of one month in a partnered approach with the Department of Local Government, Sport and Cultural Industries.

CARRIED 11-0

CCS095: RESPONSIBLE OFFICER RECOMMENDATION 1

THAT Council RECEIVE the Great Southern Outdoor Recreation Strategy.

CCS095: RESPONSIBLE OFFICER RECOMMENDATION 2

That Council SUPPORT the release of the Great Southern Outdoor Recreation Strategy for community engagement for a period of one month in a partnered approach with the Department of Local Government, Sport and Cultural Industries.

BACKGROUND

2. GSCORE works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.
3. The purpose of the GSORS is to encourage collaboration to improve the provision of outdoor infrastructure and increase levels of participation in outdoor recreation activities. The Strategy delivers an integrated, whole-of-region approach to outdoor recreation across the Great Southern over a three-year period. It will enable stakeholders to plan, develop, manage and promote outdoor recreation in the Great Southern into the future.
4. The objectives of the Strategy are to:
 - Establish strong partnerships that will guide infrastructure development and management.
 - Build and manage world-class trails and facilities.
 - Promote the Great Southern as an adventure tourism destination.
 - Build capacity and capability amongst outdoor recreation providers.
 - Ensure all people have more opportunities to participate in outdoor recreation.
5. Successful implementation of this Strategy will result in a strong and connected outdoor recreation system that helps make residents healthier, stimulates economic growth and jobs, encourages environmental stewardship, and contributes to all residents and visitors enjoying lives enriched through their participation in high quality, diverse, safe outdoor recreational pursuits.

DISCUSSION

6. Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives.
7. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future trails development and resources for other forms of outdoor recreation infrastructure. At the recent Great Southern Recreation Advisory Group regional meeting (August 2018) the group accepted the Great Southern Outdoor Recreation Strategy for Local Government Council endorsement and to commence community review process.

GOVERNMENT & PUBLIC CONSULTATION

8. Consultation was undertaken by GSCORE as evidenced in the documentation provided. The proposed public review and comment period proposed will allow each local government to refer the GSORS back to community for a final review.
9. A four-week community and stakeholder review and comment period is scheduled for November 2018.
10. Local government will collate feedback from their respective communities. This information will be referred to the GSRAG for consideration.

STATUTORY IMPLICATIONS

11. There is no statutory requirement.
12. As part of the community review process the Council has the opportunity to provide feedback and further recommendations to assist with developing the plan.

POLICY IMPLICATIONS

13. The Great Southern Outdoor Recreation Strategy will inform the local City of Albany Sport and Recreation Futures Plan.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health & Safety <i>Failure to plan and secure required funding may result in the condition of the trail amenities deteriorating to an unsafe condition</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Council can choose to support the plan, or work with City officers to review and amend.</i>
Reputation & Financial <i>Failure to participate may result in community dissatisfaction or projects not going ahead resulting in community missed economic and social opportunities.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Council can choose to support the plan, or work with City officers to review and amend.</i>

FINANCIAL IMPLICATIONS

15. Financial considerations are limited to any print advertising the City of Albany might consider in promoting public review and feedback from their respective communities. These decisions will be made within the current operational budgets.

16. No additional budget is requested.

LEGAL IMPLICATIONS

17. Nil

ENVIRONMENTAL CONSIDERATIONS

18. There are no environmental impacts associated with the project.

ALTERNATE OPTIONS

19. Council can choose not to accept the plan.

20. Council can choose not to partner with the Department for community engagement.

CONCLUSION

21. Throughout the extensive collaboration in the development of the GSORS, the region has demonstrated its recognition that outdoor recreation is an integral part of creating a liveable region with thriving communities.

22. The Strategy is an agreement to collaborate, rather than a prescription as to what any one individual, organisation, jurisdiction or sphere of government should do. It aims to minimise the duplication of initiatives and maximise efforts to reach common goals by establishing shared priorities across the transport, planning, environment, education, health, sport and recreation and tourism sectors.

23. This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSORS. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSORS.

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

CCS096: CITY OF ALBANY SMOKE FREE OUTDOORS POLICY

Attachments	: Draft Updated City of Albany Smoke Free Outdoors Policy Draft Preliminary Plan for Centennial Park Sporting Precinct Plan Appendices A,B,C & D (Maps) Sporting Clubs letters of support
Report Prepared By	: Manager Community Engagement (J Gray)
Responsible Officers:	: 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:

- **Theme:**
 - Community Health & Participation
 - A Connected & Safe Built Environment
- **Objective:** To develop and support and healthy, inclusive and accessible community.
- **Community Priority:**

Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages.

Deliver programs and advocate for specialist services that improve public health and wellbeing in line with the Public Health Act 2016 and growing community expectations.

Maps and Diagrams: Plan Appendices A, B, C & D

In Brief:

- The proposed Policy and preliminary plan seeks to protect the community, in particular children, young people and families, from the harmful effects of second-hand smoke, in the outdoor areas of City of Albany owned and managed public facilities.
- The City of Albany Public Health Plan was endorsed by Council on 28 June 2016 (Ref: PD127).
- This policy item was deferred by Council on 19 December 2017 (Ref: CCS021) to allow time to review the policy at a workshop. Based on Council feedback at the workshop, the Policy has been refined with additional information on planning, mapping, and engagement with the sporting communities.

RECOMMENDATION

CCS096: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: MAYOR WELLINGTON**

THAT Council ADOPT the Smoke-Free Outdoor Policy, and ENDORSE policy implementation to be phased in the following order:

- a) Centennial Park Sporting Precinct (including Albany Leisure & Aquatic Centre and Albany Youth Precinct), and City of Albany run outdoor events as per funding requirements.**
- b) Entrances/breezeways of other City of Albany owned/managed public facilities (i.e. Library, Visitor Centre, Town Hall, Vancouver Arts Centre, Airport, and National ANZAC Centre).**

CARRIED 11-0

CCS096: RESPONSIBLE OFFICER RECOMMENDATION

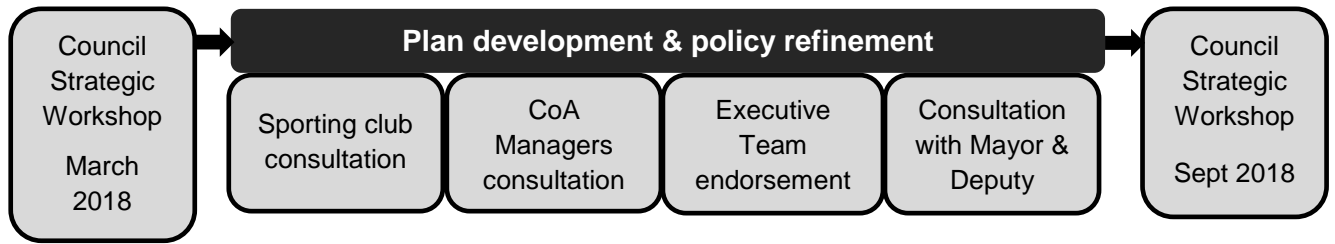
THAT Council ADOPT the Smoke-Free Outdoor Policy, and ENDORSE policy implementation to be phased in the following order:

- a) Centennial Park Sporting Precinct (including Albany Leisure & Aquatic Centre and Albany Youth Precinct), and City of Albany run outdoor events as per funding requirements.**
- b) Entrances/breezeways of other City of Albany owned/managed public facilities (i.e. Library, Visitor Centre, Town Hall, Vancouver Arts Centre, Airport, and National ANZAC Centre).**

BACKGROUND

2. In December 2017, a proposal for a City of Albany Smoke Free Outdoors Policy was submitted to Council and deferred for review at a workshop, with a request for further information to be collated.
3. A Council Strategic Workshop was held in March 2018, which presented the Council with further information regarding the scope and benefits of the draft Policy. The workshop was attended by representatives from the WA Tobacco Control Branch and the Australian Council on Smoking & Health.
4. Based on Council feedback the draft Policy was further refined with additional information on planning, mapping, and engagement with the sporting communities occurred.
5. During April to July internal consultation occurred to review the draft Policy and develop the preliminary plan.
6. In July the draft Policy and plans were endorsed by the Executive Management Team to go to external engagement with the sporting communities.
7. From July to early September, winter and summer sporting clubs who use the Centennial Precinct were provided with the opportunity to have input into the policy, plan and mapping.
8. In September, Council was consulted through a strategic council workshop and reviewed the refined draft Policy, plan and mapping.

Development of Centennial Park Sporting Precinct Smoke-free Plan



DISCUSSION

9. The Community Development and Recreation Services teams have worked together to refine the Smoke-free Outdoors Policy and develop the draft preliminary plan for the Centennial Park Sporting Precinct, which outlines the following:

- Current smoking concerns in Centennial Park Sporting Precinct;
- Policy application to CoA Centennial Park Precinct assets;
- Policy communications & education campaign;
- Estimated budget;
- Proposed timeline;
- Monitoring and evaluation;
- FAQs for sporting associations, clubs, members, and spectators; and
- Maps detailing the location of smoke-free signage and Designated Smoking Areas.

10. A Healthway grant application has been prepared which seeks funding for the communications and education campaign activities included in the Plan.

11. In the Great Southern region, 13.8% of people smoke¹ and lung cancer is the leading cause of avoidable death in the region².

12. Major reviews of the evidence on health effects of passive smoking (the inhalation of other people's tobacco smoke) conclude that there is no safe level of exposure to second-hand smoke, and it causes premature death and a range of diseases in both adults and children³.

13. Exposure to second-hand smoke increases when people are under an overhead cover and as the number of nearby people who are smoking increases⁴. Therefore, in outdoor areas where people tend to congregate, the presence of people smoking can present a potential health risk to non-smokers. A smoke-free environment is the only way to fully protect non-smokers from the dangers of second-hand smoke.

14. Local government is a provider of social infrastructure on behalf of its community and has the ability to engage and inform the public.

GOVERNMENT & PUBLIC CONSULTATION

15. During the development of this Policy the sporting communities who use Centennial Sporting Precinct have been engaged and provided with the opportunity to participate in the development of the Policy and preliminary plan.

¹ [WA Country Health Service Great Southern Health Profile 2012](#), p31

² [WA Country Health Service Great Southern Health Profile 2012](#), p31

³ [Cancer Council Position Statement: Health Risks of Passive Smoking](#), p1

⁴ Cameron M, Brennan E, Durkin S, Borland R, Travers MJ, Hyland A, et al. Secondhand smoke exposure (PM2.5) in outdoor dining areas and its correlates. *Tob Control*. 2010;19(1):19-23.

16. All sporting clubs/associations who were involved in the consultation are supportive of the Policy and plan.
17. The City of Albany Healthy Albany Project Steering (external) Group, with external representatives from six agencies endorse and support the Policy and plan for Council consideration.
18. The City of Albany Healthy Albany Project Control (internal) Group, with internal representatives from six areas of operations across the City of Albany also supports the Policy and plan.
19. The Cancer Council has publicly supported the proposed Policy.
20. The WA Country Health Service Great Southern Population Health unit has provided information and support to the development of the Policy and Plan.

STATUTORY IMPLICATIONS

21. Not Applicable

POLICY IMPLICATIONS

22. The proposed Smoke Free Outdoors Policy and preliminary plan is focussed on raising awareness and education on the harmful effects of second hand smoke to families. Smoke-free signage will reinforced the Policy, and a promotion campaign will be undertaken by the City with the community and community groups championing the project.
23. The Policy provides the framework through which the City will limit community exposure to second-hand smoke in specified City of Albany owned or managed outdoor public spaces.
24. Compliance with the Policy is expected to occur through self-regulation by community members and groups and increased public awareness of smoke-free areas and designated smoking areas.
25. Enforcement of existing State Tobacco Control Regulations that apply to alfresco dining areas, children's playgrounds, and patrolled beaches will continue to be undertaken by City of Albany Environmental Health Officers, police officers, and Department of Health investigators either via the issue of penalties or infringement notices.
26. Enforcement of the City's Local Government Property Local Law 2011 Determination 2.2(a) will continue to be undertaken by Ranger Services.
27. Policy implementation may result in an increase in the number of smokers seeking cessation assistance or support from local health services.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk	Mitigation
<p>Community</p> <p><i>Perceived and experienced exclusion of community members who smoke from participating in community events and activities.</i></p> <p><i>Smoke free signage and communications are ignored and people continue to smoke in new smoke-free areas.</i></p>	Likely	Minor	Medium	<p><i>Media and communications strategy to manage community expectations.</i></p> <p><i>Provision and promotion of Designated Smoking Areas at relevant sites/events.</i></p> <p><i>Develop site-specific implementation plans which take into account specific user and population groups.</i></p> <p><i>Partner with stakeholder groups to deliver the Policy.</i></p>
	Possible	Moderate	Medium	<p><i>Include the promotion of smoking cessation support resources in communications to community.</i></p> <p><i>Ensure ongoing evaluation of smoke free strategies and any changes in outdoor smoking behaviours and adjust strategy accordingly.</i></p> <p><i>Funds to be allocated in forward budgets to implement Policy strategies.</i></p>
<p>Reputational</p> <p><i>Damage to relationships with some community groups/clubs who do not support the policy.</i></p>	Possible	Minor	Medium	<p><i>Comprehensive communication and engagement plan to involve community and stakeholders in the development and implementation of smoke-free policy and strategies, and to widely and continually inform the public and stakeholders of the Policy.</i></p>
<p><i>Perception by some community members (including local media) of ‘over-policing’.</i></p>	Possible	Moderate	Medium	
<p>Environmental</p> <p><i>Increased littering of cigarette butts on site peripheries.</i></p>	Likely	Moderate	High	<p><i>Develop a risk management plan for managing smoke free areas and events (i.e. provision of Designated Smoking Areas with ashtrays/butt bins).</i></p>

FINANCIAL IMPLICATIONS

- 29. Direct costs to the City would include the design, purchase and installation of signage (where necessary), and the design and purchase of promotional material and public advertising.
- 30. Administrative costs would include staff time for Policy consultation, development, planning, and implementation, and for the delivery of communications, engagement, and education activities.
- 31. A Healthway grant application has been prepared which seeks funding for the communications and education campaign activities included in the Plan.

LEGAL IMPLICATIONS

32. Smoking is prohibited under the City of Albany Local Government Property Local Law 2011, which states:

“2.2 Activities prohibited on local government property

(a) A person shall not smoke on premises owned by the local government or under the care and control of the local government.”

33. Noting the definition of the term premises under clause 2.8 limits the application:

“2.8 Activities which may be prohibited on specified local government property (1) In this clause — “premises” means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.”

ENVIRONMENTAL CONSIDERATIONS

34. Besides the public health impacts, it is understood that smoking significantly affects the atmosphere through the release of smoke and it also contributes to land and water pollution through the illegal disposal of cigarette butts. The dumping of cigarette butts is also known to be a significant cause of bushfires, which results in serious damage to the environment.

ALTERNATE OPTIONS

35. Council endorses the Policy and the preliminary plan is rolled out to ALL outdoor areas specified within the Policy simultaneously.

CONCLUSION

36. Should the Council resolve to support the implementation of a Smoke-Free Outdoors Policy, it is recommended that the City inform the relevant local health agencies and support services of the Council’s decision.

Consulted References	:	<i>Local Government Property Local Law 2011 City of Albany Public Health Plan</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	CCS021 OCM 19/12/2017

CCS097: ANNUAL REVIEW OF THE CORPORATE BUSINESS PLAN

Proponent	: City of Albany
Attachments	: Council Publication: Corporate Business Plan (As amended) Attachments available on City of Albany Website: www.albany.wa.gov.au
Report Prepared by	: Facilitator-Strategy & 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:
 - a. **Key Theme:** Leadership
 - b. **Strategic Objective:** To provide strong accountable leadership supported by a skilled and professional workforce.
 - c. **Community Priority:** Provide positive leadership that delivers community outcomes and gains a reputation for doing what is good for Albany and the surrounding region.

In Brief:

- The *Local Government Act 1995*, requires local governments to update and adopt their Corporate Business Plan annually based on their long term integrated planning framework Community Strategic Plan and Annual Budget.

RECOMMENDATION

CCS097: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR SMITH

THAT Council ADOPT the revised Corporate Business Plan as attached.

CARRIED 11-0

CCS097: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ADOPT the revised Corporate Business Plan as attached.

BACKGROUND

2. The Corporate Business Plan is reviewed and updated annually to ensure it continues to allocate the resources required to deliver community priorities as outlined in the City's Community Strategic Plan.
3. This plan supersedes the previously adopted Corporate Business Plan from last year.

DISCUSSION

4. The key changes from last year are in the appendices where the financial information and business unit plans have been reviewed and updated by Managers based on current priorities as outlined in adopted strategies and plans.

GOVERNMENT CONSULTATION

5. The City has researched the approach taken across the Local Government sector, visited a number of WA Local Governments and consulted widely.

COMMUNITY CONSULTATION / ENGAGEMENT

6. The corporate business plan reflects feedback from the community through a variety of activities and platforms including a community perception survey which is conducted every 2 years.
7. The City of Albany will commission its next community perception survey in the first quarter of 2019 with the results collated and then used as a basis for improving and monitoring our integrated planning framework. The resulting Report will be available on the City's web-site on completion.

STATUTORY IMPLICATIONS

8. **Local Government Act 1995:** 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.
9. **Local Government (Administration) Regulations 1996**, regulation 19DA, Note:
 - **Corporate Business Plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;
 - (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
 - (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
 - (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
 - (4) *A local government is to review the current corporate business plan for its district every year.*
 - (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. ***Absolute majority required.**
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance. Council does not adopt the updated Plans.	Unlikely	Moderate	Medium	Address Council concerns and represent.
Opportunity: Formally communicate the City of Albany’s critiqued performance (City Score Card) for Council review.				

FINANCIAL IMPLICATIONS

- 11. The revised Corporate Business Plan aligns with the 10 Year Financial Plan and provides the basis for long term financial management of City assets and resources.

CONCLUSION

- 12. The adoption of the revised Corporate Business Plan, reinforces Council’s commitment to meaningful strategic planning and provides a sound basis for continual improvement within the City.

Consulted References	:	Local Government Act 1995 Western Australian-Integrated Planning and Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	OCM 26/09/2017 Resolution CCS057.

CCS098: REGIONAL DESTINATION MARKETING ORGANISATION

Proponent : City of Albany
Attachments : Confidential attachments
Report Prepared By : Executive Director Corporate Services (M Cole)
Responsible Officer(s) : Chief Executive Officer (A Sharpe)

CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2) (c) & (e) of the Local Government Act 1995, is a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and would reveal information that has information about the business, professional, commercial or financial affairs of a person.

CCS098: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: MAYOR WELLINGTON

THAT Council:

- 1. RECEIVE the draft agreement outlining support to be provided to Amazing South Coast Inc. by the City of Albany (and other Alliance members) for the establishment of a regional Destination Marketing Organisation.**
- 2. AUTHORISE the Chief Executive Officer to enter in to a service contract with the Alliance Members and Amazing South Coast Inc. in line with the draft agreement provided.**

CARRIED 11-0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. MEETING CLOSED TO THE PUBLIC

The meeting went behind closed doors at 6.42pm

MOTION:

MOVED: COUNCILLOR SUTTON

SECONDED: COUNCILLOR MOIR

That COUNCIL move behind closed doors and stop recording to discuss confidential items:

CCS093: VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT

CCS098: REGIONAL DESTINATION MARKETING ORGANISATION

CARRIED 11-0

The meeting came from behind closed doors at 8.01pm

MOTION:

MOVED: MAYOR WELLINGTON

SECONDED: COUNCILLOR STEPHENS

That COUNCIL become from behind closed doors and resume recording of the Community & Corporate Services Committee meeting.

CARRIED 11-0

CCS093: VARIATION OF LEASE – IMPERIAL GROUP PTY LTD – GARRISON RESTAURANT

CCS098: REGIONAL DESTINATION MARKETING ORGANISATION

13. CLOSURE The Chair declared the meeting closed at 8.13pm