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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 10 August 2021**

6.00pm

Council Chambers

CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)



**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 & Commercial Services,  
Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES – 10/08/2021

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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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1. **DECLARATION OF OPENING** The Chair declared the meeting open at **6.00pm**.
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 past, present and emerging”.*

3. **RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Mayor	D Wellington
<b>Councillors:</b>	
Member	P Terry (Chair)
Member	R Hammond
Member	G Stocks (Deputy Mayor)
Member	M Benson-Lidholm JP
Member	E Doughty
Member	J Shanhun
Member	S Smith (Deputy Chair)
Member	A Goode JP
Member	C Thomson
Member	R Sutton
Member	T Sleeman
<b>Staff:</b>	
Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	D Olde
Executive Director Community Services	N Watson
Bicentenary Coordinator	B Findlay
Acting Manager Recreation Services	M Green
Manager Facilities	L Stone
Manager People and Culture	L Harding
Business Planning and Performance Coordinator	A Olszewski
Meeting Secretary	C Crane
<b>Apologies:</b>	
Frederickstown	Vacant

Nine members of the public were in attendance.

**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest
Executive Director Community Services Mr Nathan Watson	CCS373	<b>Impartiality.</b> The nature of the interest being that Mr Watson is a former financial member of the Emu Point Tennis Club and remains a partially active player using their facilities. Mr Watson’s father-in-law is a current office-bearer of the Emu Point Tennis Club. Mr Watson remained in the Chamber and was present during the discussion and vote for this item.
Councillor Thomson	CCS375	<b>Impartiality:</b> The nature of the interest being that Councillor Thomson is an unpaid community member of the advisory Committee in question. Councillor Thomson remained in the Chamber and participated in the discussion and vote for this item.
Councillor Shanhun	CCS375	<b>Impartiality:</b> The nature of the interest being that Councillor Shanhun is the nominee to the Advisory Committee. Councillor Shanhun left the Chamber and was not present during the discussion and vote for this item.

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

**6. PUBLIC QUESTION TIME**

In accordance with City of Albany Standing Orders Local Law 2014 (as amended) the following points apply to Public Question Time:

- 5) *The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
  - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

**Ms Simone Bellinger–Hassett on behalf of the Albany Pony Club.**

**Summary of key points:**

Ms Bellinger-Hassett spoke in support of the Authorising Officer Recommendation for CCS373: Community Sporting and Recreation Facilities Fund 2021-22 Small Grant Round Applications.

**Ms Annabel Paulley, 38 Parker Street, Lockyer**

**Summary of key points:**

Ms Paulley addressed Council regarding Report Item CCS374: Community Strategic Plan. Ms Paulley stated that the City needed to prioritise carbon reduction programs in response to Climate Change. Ms Paulley tabled her address.

**Mr Mark Loveridge, Emu Point Sporting Club**  
**Summary of key points:**

Mr Loveridge spoke in support of the Authorising Officer Recommendation for CCS373: Community Sporting and Recreation Facilities Fund 2021-22 Small Grant Round Applications.

**Mr Craig Hamilton**  
**Summary of key points:**

Mr Hamilton was not in attendance at the meeting, but provided a tabled address regarding the Building Bush Fire Resilience in the Great Southern (BRIGS) Goode Beach Precinct 1 Report-November 2020, including questions which are responded to below:

**1. Has the DIS Committee discussed the BRIGS Report?**

Elected Members and the Executive Management Team for the City of Albany have discussed BRIGS reports.

**2. If not, when with the DIS Committee discuss the BRIGS Reports?**

BRIGS reports and recommendations will be presented to the Audit and Risk Committee.

**3. When will the Recommendations contained in the BRIGS Reports be implemented?**

The BRIGS Report and recommendations have a broad range of environmental, financial, town planning, engineering, fire mitigation and community implications which need to be considered, in addition to other bush fire risk management strategies developed by the City. Some recommendations have already been implemented including the application of BAL assessments and mechanical fuel reduction.

**4. Will the Recommendations be implemented, particularly those of an urgent nature with immediate benefit, in readiness for the forthcoming summer Fire Season?**

As above, the recommendations are under review. It is noted that some of the recommendations have already been implemented. It should also be noted that the City has other guiding strategies and local laws related to bush fire risk management (as detailed in the response to point 5 below).

**5. If there has been no progress in considering the BRIGS Reports and/or Implementing the Recommendations - could you kindly inform us ratepayers - why not?**

In addition to considering the recommendations of the BRIGS reports, the City has also developed the following strategies to guide and inform bush fire risk management strategies across the municipality:

- Bush Fire Risk Management Plan;
- Bush Fire Brigades Local Law 2020;
- Bush Fire Strategic Plan; and
- Bush Fire Brigade Operating Procedures.

Infrastructure works such as building new roads or fire access tracks have budgetary and planning implications and need to be considered in a broader context, including prioritisation.

**7. PETITIONS AND DEPUTATIONS Nil.**

**8. CONFIRMATION OF MINUTES**

**RESOLUTION**

**MOVED: COUNCILLOR THOMSON  
SECONDED: COUNCILLOR GOODE**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee held on 13 July 2021, 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.**



**CCS365: ALBANY BICENTENARY: GOVERNANCE MODEL**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	1. Albany Bicentenary Governance Model 2. Terms of Reference – Advisory Group 3. Terms of Reference – Menang Noongar Reference Group 4. Terms of Reference – Community Reference Group 5. Terms of Reference – Commercial and Industry Reference Group.
<b>Report Prepared By</b>	: Bicentenary Coordinator (B Findlay)
<b>Authorising Officer:</b>	: Executive Director Community Services (N Watson)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Community Strategic Plan or Corporate Business Plan informing plans or strategies:

**Theme:** Leadership, Smart, Prosperous and Growing

**Objective:**

- To establish and maintain sound business and governance structures.
- Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.
- To develop and promote Albany as a unique and sought-after visitor location.

**Community Priority:**

- 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.
- Our City regularly hosts significant events and activities which attract positive feedback.
- Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.

**In Brief:**

- To seek Council's support of the governance framework for the planning and delivery of the 2026 Albany Bicentenary.

**COVID-19 IMPACT:**

2. Preliminary work was undertaken across 2018-2019 around scoping a high-level discussion paper for 2026, but progress towards strategic planning and engagement for the Bicentenary was stalled by the COVID-19 pandemic.

**RECOMMENDATION**

**CCS365: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR STOCKS**

**SECONDED: COUNCILLOR BENSON-LIDHOLM**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 11-0**

**CCS365: AUTHORISING OFFICER RECOMMENDATION**

THAT the City of Albany Bicentenary Governance Model be ENDORSED.

**BACKGROUND**

3. Albany is the traditional lands of the Menang Noongar people and, in 1826, became the first European settlement in Western Australia, established three years before the Swan River Colony (now Perth).
4. Within this context, it is fully recognised that place anniversaries in Australia – marking points in time of European history – mean different things to different people.
5. To some, these occasions recognise the foundations of one of the most successful and peaceful western liberal democracies in the world. But for one of the oldest living cultures in the world, it means something very different. With this in mind, planning for the acknowledgement of Western Australia’s bicentenary requires a careful and sensitive whole-of-community approach.
6. Albany’s Bicentenary in 2026 is a significant opportunity for Albany to realise its potential as a cultural destination in regional WA.
7. Albany has a deeply rooted Aboriginal heritage, proud military history – notably as the departure point for the Anzacs in 1914 – has a strong contribution to music and arts, well-recognised, beautiful and diverse landscapes and coastlines, including access to World Heritage biodiversity hotspots, and historically-significant streetscapes and architecture.
8. Focussed work on the project re-commenced in January 2021 and A governance model has been developed to guide the City’s engagement with the community and key stakeholders to develop a scope for the Bicentenary.

**DISCUSSION**

9. The governance model for the Bicentenary project acknowledges the role of the City of Albany as the key stakeholder and project leader.
10. The purpose of the Terms of Reference which support the governance model is to enable funding advocacy and project partnerships which will lead to the successful delivery of the Bicentenary project.
11. The Terms of Reference may be reviewed as planning progresses to include specific personnel or groups considered vital to the successful delivery of the project.
12. The purpose of the proposed model is to demonstrate the integrated and holistic approach in formulating a suitable response to the Bicentenary. As the project develops, this model may be reviewed to incorporate personnel or groups considered relevant to delivery.
13. Core to the governance structure is engagement and collaboration between the City of Albany and key stakeholder groups within the Community.
14. The Terms of Reference will guide and inform community engagement and consultation for the Bicentenary, and cover the Bicentenary Advisory Group and three specific Reference Groups representing the Menang-Noongar community, Community at large, and the Commercial and Industry sector.
15. Inclusion of a Commercial and Industry Reference Group is a direct response to learnings from the 2014 Anzac Centenary to ensure business and industry is better represented and engaged as part of the planning and delivery of the Bicentenary.

16. The Advisory Committee and Reference Groups will develop an initial scope of works necessary to progress the delivery the Bicentenary. An infographic and Terms of Reference for groups have been developed to provide clarity on the governance arrangements, noting:
- The proposed Key Objectives, General Responsibilities and Membership Arrangements of each group are outlined within the respective Terms of Reference; and
  - A Local Implementation Group will be developed following delivery of a prospectus in order to progress delivery of the Bicentenary.
  - A Bicentenary Book working group and relevant Terms of Reference will be developed to oversee and coordinate the production and publication of a contemporary history of Albany, in the form of a hard cover illustrated book for the Bicentenary, as per the resolution of Council at the Ordinary Council Meeting held on 28 July 2020.
17. Following Council endorsement, the membership of all groups will be finalised consistent with the arrangements detailed within each group's Terms of Reference and a further report will be provided to Council to endorse the membership

### GOVERNMENT & PUBLIC CONSULTATION

18. The proposed model is intended to ensure broad consultation and collaboration with the community surrounding the Bicentenary project.
19. The Advisory Group and dedicated Reference Groups are intended to support the City of Albany as key advocates for the Bicentenary.
20. Members will work in collaboration with the City of Albany to collate the ideas, aspirations and needs of their communities or sectors.
21. City officers have sought advice from members of the Advisory Group regarding the governance model and nomenclature.
22. Following feedback from Council, officers have revised the infographic to better reflect the collaborative intent of the proposed model.

### STATUTORY IMPLICATIONS

23. Nil.

### POLICY IMPLICATIONS

24. Nil.

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Operational Risk:</b> The governance model and Terms of Reference are not adopted	Possible	Major	High	Review the governance model and Terms of Reference in consultation with elected members and the Advisory Group and re-present to Council for their consideration.
<b>Reputational Risk:</b> The opportunity to achieve broader cultural acknowledgement and reconciliation as key outcomes of 2026 is missed.	Possible	Major	High	Establish a framework that fosters collaboration with the Menang Noongar community and facilitates Noongar engagement and involvement in 2026 outcomes.
<b>Reputational Risk:</b> The Bicentenary project does not meet community expectations.	Possible	Major	High	Ensure that the governance model and Terms of Reference facilitate engagement and collaboration with all sectors of the community to create defined outcomes for the Bicentenary.
<b>Opportunity:</b> To formalise a governance structure that enables the involvement of community and key stakeholders in achieving coordinated and collaborative planning and delivery of the 2026 Albany Bicentenary.				

## FINANCIAL IMPLICATIONS

26. A budget allocation of \$150,000 per financial year for operational planning of the Bicentenary project has been included in the City of Albany's long-term financial planning.
27. A budget allocation of \$30,000 has been included in the 2021-2022 Budget for the production and publication of a book for the Bicentenary, as resolved by Council at the Ordinary Council Meeting held on 28 July 2020.
28. The City of Albany's long term financial plan includes annual allocations to a Reserve for delivery of the Bicentenary in 2026 and will be used to leverage additional State and Federal funding at the appropriate time.
29. A funding application was submitted under Round 5 of the Building Better Regions Fund to resource the consultation phase of the project. An outcome on this application is expected by August 2021.

## LEGAL IMPLICATIONS

30. Nil.

## ENVIRONMENTAL CONSIDERATIONS

31. Nil.

## ALTERNATE OPTIONS

32. Council may choose not to endorse the Governance Model and associated Terms of Reference.
33. Council may choose to revise and amend the Governance Model and associated Terms of Reference.

## CONCLUSION

34. The 2026 Bicentenary presents an opportunity for Albany to lead the way in large scale, collaborative community projects and achieve greater cultural acknowledgement and inclusion as legacy outcomes of the significant Bicentennial milestone.
35. This Governance Model has been developed to support and facilitate consultation, engagement and collaboration with the Albany community and achieve input from key stakeholder groups into the scope for 2026.
36. The proposed Model and Terms of Reference will be reviewed as required as the project develops.
37. Officers are seeking Council's endorsement of the Governance Model for the Albany Bicentenary in order to progress the project and resolve full membership of all the groups.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	All wards
<b>Previous Reference</b>	:	15.2 OCM 28/07/2020

**CCS368: FINANCIAL ACTIVITY STATEMENT – JUNE 2021**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Financial Activity Statement - June 2021
<b>Report Prepared By</b>	: Manager Finance (S Van Nierop)
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services (D Olde)

*Councillor Sleeman entered the Council Chamber at 6.21pm.*

**COVID-19 IMPACT**

- Impacts to the financial performance of the City are detailed in the 'Explanation of Material Variances to the YTD Budget in Excess of \$100,000' (Note 1) of the Attachment to this report (Statement of Financial Activity).

**RECOMMENDATION**

**CCS368: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR GOODE**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS368: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Financial Activity Statement for the period ending 30 June 2021 be RECEIVED.**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 30 June 2021 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 year-end 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 revenue and expenditure, 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); and
    - b. budget estimates to the end of the month to which the statement relates; and
    - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
    - 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; and
    - 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; or
    - 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.
  - V. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances

## POLICY IMPLICATIONS

8. The City's 2020/21 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 30 June 2021 has been incurred in accordance with the 2020/21 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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**CCS369: LIST OF ACCOUNTS FOR PAYMENT – JULY 2021**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance (S Van Nierop)  
**Authorising Officer:** : Executive Director Corporate and Commercial Services (D Olde)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan:

**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.

**IN BRIEF**

- 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.

**RECOMMENDATION**

**CCS369: COMMITTEE RECOMMENDATION**

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

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS369: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2021 totalling \$9,740,856.90 be RECEIVED.**

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 July 2021. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$0.00
Credit Cards	\$28,407.17
Payroll	\$2,295,328.36
Cheques	\$35,468.16
Electronic Funds Transfer	\$7,381,653.21
<b>TOTAL</b>	<b>\$9,740,856.90</b>

3. The table below summaries the total outstanding creditors as at 15 July 2021.

Current	\$231,071.92
30 Days	\$8,200.00
60 Days	\$9,271.59
90 Days	-\$50,097.43
<b>TOTAL</b>	<b>\$198,446.08</b>
<b>Cancelled Cheques</b>	<b>Nil</b>

#### STATUTORY IMPLICATIONS

4. 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.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. 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

7. Expenditure for the period to 15 July 2021 has been incurred in accordance with the 2020/2021 budget parameters & the 2021/2022 DRAFT budget parameters.

#### FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 July 2021 has been incurred in accordance with the 2020/2021 budget parameters & the 2021/2022 DRAFT budget parameters.

#### CONCLUSION

9. That the list of accounts has been authorised for payment under delegated authority.
10. 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.

<b>Consulted References</b>	:	<i>Local Government (Financial Management) Regulations 1996</i>
<b>File Number (Name of Ward)</b>	:	FM.FIR.2 – All Wards



**CCS370: DELEGATED AUTHORITY REPORTS – JUNE 2021 to JULY 2021**

**Proponent / Owner** : City of Albany  
**Attachments** : Executed Document and Common Seal Report.  
**Report Prepared By** : Personal Assistant to the ED Corporate & Commercial Services (H Bell)  
**Authorising Officer:** : Chief Executive Officer (A Sharpe)

**RECOMMENDATION**

**CCS370: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR DOUGHTY**  
**SECONDED: COUNCILLOR SHANHUN**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS370: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 June 2021 to 15 July 2021 be RECEIVED.**

**BACKGROUND**

1. In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
  - Delegation: 006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY (Chief Executive Officer)
  - Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
  - Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

**CCS371: WRITE-OFF RATES DEBT REPORT AS AT 30 JUNE 2021**

**Proponent / Owner** : City of Albany  
**Attachments** : Write Off Rate Debt Report as at 30 June 2021.  
**Report Prepared By** : Senior Finance Officer – Rates (G Shephard)  
**Authorising Officer:** : Executive Director Corporate & Commercial Services (D Olde)

**RECOMMENDATION**

**CCS371: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR SLEEMAN**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS371: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Write off Rates Debt Report as at 30 June 2021 be RECEIVED.**

**CCS372 : NATIONAL ANZAC CENTRE – Q4 2020-21 REPORT**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: National Anzac Centre (NAC) – Quarter 4 (Q4) 2020/21 Operational Report
<b>Report Prepared By</b>	: Manager Facilities (L Stone)
<b>Authorising Officer:</b>	: Executive Director Community Services (N Watson)

**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

**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 Q4 2020-21 performance of the National Anzac Centre (NAC).

**RECOMMENDATION**

**CCS372: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SLEEMAN  
SECONDED: MAYOR WELLINGTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS372: AUTHORISING OFFICER RECOMMENDATION**

**THAT the NAC Operational Report for Q4 2020-21 be RECEIVED.**

**BACKGROUND**

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million 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 national museum and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Group 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, aligned with contemporary museum standards. The NAC Advisory Group has been meeting quarterly since convening.

6. It was agreed in November 2018 that the NAC Advisory Group would now meet twice a year. The next meeting is planned for Oct 2021.
7. 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.
8. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information to assess its performance.

## **DISCUSSION**

9. Q4 2020/21 achieved overall total visitation numbers of 415,171 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 62,275 visitors per year.
10. April NAC visitation numbers of 7,426 are in line with all previous years, outside of opening years and Field of Light.
11. May NAC Visitation of 4,226 is the second highest since opening, with May recording 5,707 in 2015.
12. June NAC visitation of 3,400 is the second highest since opening, with June recording 3,420 in 2015.
13. Total visitation for Q4 2020/21 decreased by 1,175 visitors compared to the same period in 2018/19, but was an increase of 13,401 compared to 19/20 due to the April-May closure related to COVID restrictions last year.
14. The visitation in Q4 2020/21 from the Great Southern Region totalled 1,193 people, equating to 11% of Western Australia's overall visitation of 10,951. (6.4% increase from previous quarter).
15. The total visitation in Q4 2020/21 originated from Western Australia (75%) and interstate (25%).
16. Visitors from other States and Territories consisted of 32% from NSW, 25% from VIC, 16% from SA, 17% from QLD, followed by TAS, ACT and NT all on 2-3%.
17. Revenue generated in Q4 2020/21 by the NAC was \$18,175 less compared to the previous quarter (Q3) in 2020/21. The Forts Store revenue of \$123,958 saw a minor decrease of \$1,715 compared to the Q3 period in 2020/21.
18. As at the end of Q4 2020/21, 5,311 households hold memberships to the NAC League of Local Legends program, an increase of 1,188 from the previous quarter.
19. The increase in memberships in Q4 of 2020/21 is directly attributed to the free-entry membership promotion for Great Southern residents offered from 1<sup>st</sup> January 2021 to 30<sup>th</sup> June 2021.

## **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 June 30, 2021.

25. Full year operating expenditure budget includes:

- a. \$199,000 of costs from accounts that are “shared” across the AHP. A total of \$774,000 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 \$774,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$77,000 of the \$199,000), marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY20/21 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$805,500	\$805,500	\$1,016,016	\$210,516
Operating Expenditure	\$(529,001)	\$(529,001)	\$(399,638)	\$129,363
<b>Net Operating Income/(Expense) before Indirect Costs</b>	<b>\$276,499</b>	<b>\$276,499</b>	<b>\$616,378</b>	<b>\$339,879</b>
Indirect Expenses	\$(199,077)	\$(199,077)	\$(183,069)	\$16,008
<b>Net Operating Income/(Expense)</b>	<b>\$77,422</b>	<b>\$77,422</b>	<b>\$433,309</b>	<b>\$355,888</b>
Capital Expense	\$(492,882)	\$(492,882)	\$(119,047)	\$373,835
<b>Total</b>	<b>\$(415,460)</b>	<b>\$(415,460)</b>	<b>\$314,262</b>	<b>\$729,722</b>

## LEGAL IMPLICATIONS

26. Nil.

## ENVIRONMENTAL CONSIDERATIONS

27. Nil.

## ALTERNATE OPTIONS

28. Council can request further development and refinement of the quarterly reporting tool including both content and frequency of reporting.

**SUMMARY CONCLUSION**

- 29. Overall Q4 2020/21 has shown a steady hold in numbers visiting the NAC, this is pleasing after the unknown impact on visitation from COVID.
- 30. Q4 has shown the highest numbers for May and June since 2014/15. The assumption being visitation from within our State is higher due to State border closures/restrictions, and the success of the League of Local Legends program membership promotion to all Great Southern residents. Lower numbers in group bookings from bus tours and no Cruise ships is having an impact for this time of year
- 31. Great Southern visitation to the NAC has increased from what has been a steady 1% of overall WA visitation in the past, to 11% during April – June period in Q4 2020/21. This increase is credited to the expansion and promotion of the League of Local Legends program, and travel restrictions encouraging more Great Southern residents to explore their own backyards.
- 32. Interest in the Princess Royal Fortress and exhibitions has remained steady during Q4, with 910 people taking part in Princess Royal Fortress Tours.
- 33. Overall Q4 generated steady figures of attendance in the NAC and Fort Store sales, given the ongoing impact of interstate and international visitation.

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

**CCS373: COMMUNITY SPORTING AND RECREATION FACILITIES FUND  
2021/2022 SMALL GRANT ROUND APPLICATIONS**

<b>Attachments</b>	:	Emu Point Sporting Club, Albany Pony Club, City of Albany, Correspondence and Project Assessment Sheet;; DLGSCI Community Sporting and Recreation Facilities Fund – Policy and Procedures 2022-2023 Funding Round; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
<b>Report Prepared By</b>	:	Acting Manager Recreation Services (M Green)
<b>Responsible Officers:</b>	:	Executive Director Community Services (N Watson)

**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:** A Sense of Community.
  - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
  - **Community Priority:** Provide positive leadership that delivers community outcomes.

**In Brief:**

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round.
- To seek Council support to provide funding assistance through the City of Albany's Capital Seed Fund in line with the Council's Community Sports & Recreation Facilities Small Grant Funding Policy for the Emu Point Sporting Club and Albany Pony Club upon return of successful CSRFF Small Grant round applications.
- To seek Council support for the City of Albany application to the CSRFF Small Grant round for funding towards change room upgrades at Albany Leisure & Aquatic Centre, noting the City's application is not eligible for a contribution from the City's Capital Seed Fund and the City's contribution towards this project will come from its existing Capital Works budget.

**RECOMMENDATION**

**CCS373: COMMITTEE RECOMMENDATION 1**

**MOVED: COUNCILLOR THOMSON**

**SECONDED: COUNCILLOR SUTTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 1**

THAT Council RANK the CSRFF applications in the following order for the CSRFF small grant July 2021 Funding Round:

1. Emu Point Sporting Club – Court Resurfacing (Ranked one of three)
2. Albany Pony Club – Installation of Storage Shed (Ranked two of three)
3. City of Albany – Changeroom Upgrades (Ranked three of three)

**CCS373: COMMITTEE RECOMMENDATION 2**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR SMITH**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 2**

THAT Council APPROVE a total of \$39,572.00 (exc. GST) from the 2021/2022 Capital Seed Fund budget as the Councils commitment towards the CSRFF small grant applications as follows;

- a) Emu Point Sporting Club (\$30,000.00) and Albany Pony Club (\$9,572.00);
- b) This funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and
- c) The funding amount does not exceed a totals of \$39,572.00 (exc. GST)

**CCS373: COMMITTEE RECOMMENDATION 3**

**MOVED: COUNCILLOR DOUGHTY  
SECONDED: MAYOR WELLINGTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS373: AUTHORISING OFFICER RECOMMENDATION 3**

THAT Council NOTE:

1. The ALAC Change rooms project is not eligible for the City's Capital Seed Funding, however, this project is eligible for one third funding through the State Government CSRFF Small Grant Program.
2. If the application to CSRFF is successful for one third funding, the additional two thirds to complete this project will be covered from an existing Capital Works Budget allocation in the current 2021-22 budget, or other funding sources; and
3. Should the City of Albany's CSRFF application be unsuccessful, other external funding sources will be explored or the project will be re-scoped to fit the existing Capital Works Budget allocation.

**BACKGROUND**

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
  - Small Grant Funding Round (Summer)
  - Annual and Forward Planning Funding Round
  - Small Grant Funding Round (Winter)
3. The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.



4. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12-month period.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
6. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
7. The land on which the facility is to be developed must be one of the following:
  - Crown reserve
  - Land owned by a public authority
  - Municipal property
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. Whilst there is no obligation for Local Government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
9. The City of Albany has a Community Sports & Recreation Facilities Small Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
10. The DLGSCI – Sport and Recreation application form requires applications to be initially submitted to the Local Government within which the project proposal is located.
11. The CSRFF funding application process requires Local Government to assess all relevant applications and to rank the applications in priority order for the municipality. The applications are then submitted to DLGSCI on behalf of the applicants prior to August 31, 2021.
12. Once the assessment process from Local Government Authorities is complete, all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the DLGSCI – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

## **DISCUSSION**

13. The DLGSCI grant guidelines require Council to provide a ranking for the projects.
14. The DLGSCI – Sport and Recreation provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
  - Project justification
  - Planned approach
  - Community input
  - Management planning
  - Access and opportunity
  - Design
  - Financial viability
  - Coordination
  - Potential to increase physical activity
  - Sustainability

With overall project rating, being:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more planning work needed
- Not recommended

15. The type of projects which will be considered for funding through the CSRFF program include:

- New playing surfaces - ovals, courts, synthetic surfaces etc;
- Floodlighting projects (must be to Australian Standards);
- Change rooms and ablutions;
- Sports storage.

16. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.

17. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.

18. The City of Albany has engaged a peer review independent of the City's administering officers to review the City's assessment process and subsequent ranking of projects. The independent assessment panel involved the following representatives:

- Martin Cuthbert – CEO Shire of Jerramungup
- Jarrad Gardner – Deputy CEO Great Southern Development Commission
- Steve van Nierop – Manager Finance City of Albany

19. This independent assessment review provides a higher level of transparency and provides a higher level of confidence for Council when considering the officer recommendations and proposed rankings.

20. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, with two of the reviews supporting the proposed project rankings, and one recommending a change in ranking for the projects proposed to be ranked 2 and 3. The independent review comments are attached.

21. The City of Albany has received three (3) Small Grant Application this round. The following additional information is provided about the project and funding application:

**Emu Point Sporting Club - Resurfacing 6 courts and Replacing Boundary Fence.**

- The funding application is a Small Grant Application to resurface the synthetic tennis courts and replace the existing boundary fence at the Emu Point Tennis facility.
- This will consist of replacing the 6 courts and replacing the boundary fence. The current synthetic court surface is 15 years old and the boundary fence is falling down, creating obvious safety issues.
- Emu Point Tennis Club has 105 members. Members use the facility all year round. There are 3 social tennis days on a Wednesday, Thursday & Saturday. These are well supported by the members.
- Current financial statement for Emu Point Tennis Club: Total of \$24,476.89 as per bank statement.
- Current financial statement for Emu Point Sporting Club: Total of \$191,000.00 as per bank statement.
- The Club is contributing both cash and volunteer labour to the project.

- The project is well planned and needed by the applicant.
- The application, installation and project will be managed by Emu Point Tennis Club.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is high.
- The priority given to this project ranked at 1 of 3.

#### **Albany Pony Club - Storage Facility**

- The funding application is a Small Grant Application for construction of an additional Storage Facility
- The Albany Pony Club is located just off the Robinson Rd, at the Albany Equestrian Centre.
- The club has a membership of 56 with a mix of ages and genders participating.
- The club is contributing both cash and volunteer labour to the project.
- Current financial statements: Total of \$5,383.00 as per bank statement.
- The project is well planned and needed by the applicant.
- The application, installation and project will be managed by the Albany Pony Club.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.
- The priority given to this project ranked at 2 of 3.

#### **City of Albany - ALAC Aquatic Change rooms**

- The ALAC Change rooms are a well utilised community asset and complement all of the programming which takes place at the centre.
- Upgrades will include the addition of shower facilities to the gym area and a refresh to the change rooms throughout the aquatics area.
- The addition of showers to the gym space will help increase member amenity and complement the 24/7 access functionality of the ALAC Gym.
- The aquatics change rooms were last upgraded in 2008 and they are now showing signs of wear and tear and in desperate need of a refresh.
- All upgrades will include disability access design requirements.
- No Council Financial Support is being requested through this application process as City of Albany applications are not eligible for its Capital Seed Funding and the project already has funds allocated on its budget through its Capital Works program.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.
- The priority given to this project ranked at 3 of 3

22. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	Emu Point Sporting Club	Resurfacing 6x courts and replacing boundary fence	Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority as the current surface and fencing is over 15 years old the sporting surface supports a large membership base and high level of participation. The project is recommended for ranking 1 of 3.
2.	Albany Pony Club	Storage Shed	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports rather than directly relates to delivery of the club's activities, and is a medium priority. It is recommended for ranking 2 of 3.
3.	City of Albany	ALAC Change rooms refurbishment	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports the social amenity of the ALAC facility, is a medium priority and is recommended for ranking 3 of 3.

23. Correspondence requesting financial assistance and a completed Officers Project Assessment Sheet for the project application is attached.

#### **GOVERNMENT & PUBLIC CONSULTATION**

24. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has been consulted with by the City of Albany (June 2021).
25. The City of Albany has conducted a site visit (July 2021) and follow up consultation sessions to assist the clubs benefiting from this Community Sporting project.

#### **STATUTORY IMPLICATIONS**

26. There is no statutory requirement.
27. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.
28. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
29. It should be noted that the Department of Local Government, Sport and Cultural Industries – Sport and Recreation will make the final decision on funding allocation.

## POLICY IMPLICATIONS

30. The Recreation Planning Strategy adopted in 2008 has been applied in ranking this submission.
31. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation &amp; Community Property</b> <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	Possible	Minor	Medium	Council may choose to support the funding application, or work with City officers and the Club to source alternate funding streams.
<b>People Health &amp; Safety</b> <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	Possible	Moderate	Medium	Council may choose to support the funding application, or work with City officers to source other funding streams.
<b>Reputation &amp; Financial</b> <i>Failure to distribute the Council's Financial Support in an equitable and sustainable manner may result in community dissatisfaction or projects not going ahead.</i>	Possible	Moderate	Medium	Council may choose to support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding.

## FINANCIAL IMPLICATIONS

33. The City allocated a total of \$75,000.00 Capital Seed Funding for Sporting Clubs in the 2022/2023 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
- \$121,184.00 has been carried forward from the 2020/21 Budget
  - A Total of \$196,184.00 is currently available in the Capital Seed Fund
34. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.
35. The total projected costs of all 3 projects is \$504,469.50.
36. The clubs have requested a total of \$39,572 from the Capital Seed Fund.
37. The next CSRFF Small Grant round is due March 2022.
38. The following table provides the project budget detail and requests for financial support from each of the applications received:

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)
Emu Point Sporting Club – Courts and Boundary fence	\$250,753.50	\$137,169.00	\$83,584.50	\$30,000.00

Albany Pony Club – Storage shed	\$28,716.00	\$9,572.00	\$9,572.00	\$9,572.00
City of Albany – ALAC change rooms	\$225,000.00	\$150,000.00	\$75,000.00	Nil
<b>TOTAL</b>	<b>\$504,469.50</b>	<b>\$296,741.00</b>	<b>\$168,156.50</b>	<b>\$39,572.00</b>

39. The next Small Grant round is February 2022.
40. The Emu Point Sporting Club & Albany Pony Club application draws down on the current Capital Seed Fund. If the application is successful there will be \$156,612.00 remaining for the next annual and small grant rounds.
41. The City of Albany application is not eligible for the Capital Seed Fund however; this project is eligible for one third funding through the State Government CSRFF Small Grant Program.
42. If the application is unsuccessful, the club can reapply in the next round.

#### LEGAL IMPLICATIONS

43. Nil

#### ENVIRONMENTAL CONSIDERATIONS

44. Nil.

#### ALTERNATE OPTIONS

45. Council may choose not to provide funding assistance for the submitted projects.
46. Council may choose to provide more or less funding assistance to the submitted projects.
47. Council may choose to change the project ranking based on its strategic priorities.

#### CONCLUSION

48. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires local government to assess received applications and to rank applications in priority order for the municipality.
49. All three projects meet the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. All projects are considered well planned and needed by the applicants. Council is required to endorse the officers recommended rankings. City officers have ranked the applications in the following order:
1. Emu Point Sporting Club – Court Resurfacing and Fence Replacement
  2. Albany Pony Club – Storage Shed
  3. City of Albany – ALAC Changeroom Upgrades
50. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
51. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order by 31 August 2021.

<b>Consulted References</b>	:	• Community Sports & Recreation Facilities Small Grant Funding Policy
<b>File Number (Name of Ward)</b>	:	RC.SPV.8 (All Wards)
<b>Previous Reference</b>	:	OCM March 2021 Resolution CCS330

**CCS374: STRATEGIC COMMUNITY PLAN 2032**

<b>Attachments</b>	:	Strategic Community Plan 2032 Corporate Business Plan 2021-2025
<b>Report Prepared By</b>	:	Business Planning and Performance Coordinator (A Olszewski)
<b>Authorising Officer:</b>	:	Chief Executive Officer (A Sharpe) Manager People and Culture (L Harding)

**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 engage effectively with our community.
  - **Community Priority:** Develop structures and processes that engage the community and engender community confidence, and trust that their input is valued and used to inform decisions and priorities, and;  
Improve community engagement processes and platforms to provide our community with a variety of opportunities to be involved and to contribute to decisions.

**In Brief:**

- The new Strategic Community Plan (SCP) and Corporate Business Plan (CBP) (collectively 'the revised Plans') have now been completed having recently undergone a major review as required every four years.
- The major review process included a comprehensive program of community engagement, involving over 1400 survey and workshop participants.
- Comprehensive community feedback was received through the biennially commissioned community survey.
- The focus of the revised Plans is to ensure this feedback directly informs the City's strategic direction into the future.

**COVID IMPACT:**

- There were no COVID-related impacts on the development and delivery of the revised Plans.

**RECOMMENDATION**

**CCS374: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GOODE  
SECONDED: COUNCILLOR THOMSON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 12-0**

**CCS374: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Strategic Community Plan 2032 and Corporate Business Plan 2021-2025 be ADOPTED.**

## BACKGROUND

2. It is a regulatory requirement under s5.56 of the *Local Government Act 1995* that the City completes a major review of our SCP, CBP, and other core informing strategies that comprise the Integrated Planning and Reporting (IPR) Framework (namely the Asset Management, Workforce, and Long Term Financial Plans) every four years.
3. As part of this review process, the City has commissioned a community survey every two years since 2013, with the last survey being conducted in 2019, to receive community feedback on the City's performance, services and facilities.
4. This community survey process has been undertaken by Perth-based consultancy firm Catalyse, who were engaged in an expanded capacity this year to assist with the development of the revised Plans as well.
5. The revised Plans, once adopted by Council, will inform the development of the other core components of the IPR Framework (listed in point 2 above) throughout the rest of the year.

## DISCUSSION

6. A high level summary of the key changes made in both documents are as follows:

Strategic Community Plan	Reason
Title changed from 'Community Strategic Plan' to ' <b>Strategic Community Plan</b> '	Complies with legislation/standard terminology
Vision changed from "To be Western Australia's most sought-after and unique regional city to work, live and visit" to " <b>Amazing Albany, where anything is possible</b> "	Brings into line with evolving community sentiment, as understood by Council, without losing traditional association with 'Amazing' branding
'Strategic Themes' changed to ' <b>Pillars</b> '	Simplifies and improves line of sight over related actions
<b>Aspiration</b> statements paired back/simplified	Provides concise description of Pillars
<b>Community Scorecard</b> integrated	Provides specific measure of City's performance as perceived by the community, as well as additional, detailed context under 'Current situation' section for each Pillar
<b>Sustainable Development Goals</b> integrated	Introduces best practice performance framework for external partners in line with Australian Government endorsement
'What we will do' section added	Provides community with understanding of what the City has committed to doing (without having to reference full action list in CBP)
Corporate Business Plan	Reason
'Strategic Priorities' consolidated as ' <b>Actions</b> ' and significantly expanded upon	New suite of Actions provides and assigns strategic priorities across the City, as informed by community and staff through survey and workshop process
' <b>Responsible Office</b> ' added	To establish responsible office for completion of the Action (from Manager level upwards)
' <b>Timing</b> ' expanded upon to include four year term of CBP	To support ongoing monitoring and accountability
<b>Financial</b> detail has been removed	The revised Plans were developed out of the established budget cycle, and so included actions are only those currently (2021-22) fully or partially budgeted for (with clear distinction made). Next year's mandatory review of the CBP will be undertaken in parallel with the budget process, which will allow currently new actions from the community engagement process to be considered for resourcing, with due regard given to available funds, relative community priority, and the City's sphere of influence.

## GOVERNMENT & PUBLIC CONSULTATION

7. Community Engagement



Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Collaborate (Gov.)	Council Workshops	1 May, 1 July & 20 July 2021	~13	No.
Collaborate (Gov.)	EMT/Manager Workshops	29 April and 19 July 2021	~16	
Consult (Public)	Survey by Mail Out / E mail / In-person	8-26 March 2021	1429	Reg.19C of the <i>Local Government (Administration) Regulations 1996</i> .
Consult (Public)	Community Workshops	5-6 May 2021	78	

### 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;
  - **Strategic Community Plan** means a plan made under regulation 19C that, together with a corporate business 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.

## POLICY IMPLICATIONS

10. While there are no specific policy implications known at this time, the revised Plans will form the primary source of reference for the development of the remaining core components of the IPR Framework per point 5 above.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation Risk:</b> The Community Strategic Plan and Corporate Business Plan are not adopted.	Unlikely	Moderate	Medium	Facilitate review and re-present for adoption.
<b>Opportunity:</b> The revised Plans present a significant opportunity to mature the City's strategic reporting and performance framework, improving transparency and accountability.				

## FINANCIAL IMPLICATIONS

12. There are no direct financial implications in relation to this item.

13. The revised Plans will assist with informing the Long Term Financial Plan for 2022-23 (refer to table in point 6 above).

## LEGAL IMPLICATIONS

14. N/A

## ENVIRONMENTAL CONSIDERATIONS

15. The revised Plans outline a series of strategic actions relating to climate change mitigation, environmental conservation, and waste minimisation initiatives.

## ALTERNATE OPTIONS

16. Council may choose not to adopt the Strategic Community and Corporate Business Plans.

## RECOMMENDATION

17. It is recommended that the Strategic Community Plan 2032 and Corporate Business Plan 2021-2025 be adopted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• Local Government Act 1995, s5.56</li> <li>• Local Government (Administration) Regulations 1996, Reg. 19C</li> <li>• IPR Framework and Guidelines 2019</li> </ul>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 26/09/2017 – Report Item CCCS057 OCM 25/05/2021 - Report Item CCS352

**CCS375: REQUEST FOR ENDORSEMENT OF APPOINTMENT OF COUNCILLOR SHANHUN TO THE MUSEUM OF THE GREAT SOUTHERN ADVISORY COMMITTEE**

- Attachments** : Correspondence from Museum of the Great Southern requesting endorsement of Councillor Shanhun's appointment.  
**Report Prepared By** : Senior Team Leader Records/Council Liaison (J Williamson)  
**Authorising Officer:** : Chief Executive Officer (A Sharpe)

*Councillor Thomson declared an Impartiality to this Item, however remained in the Chamber and participated in voting.*

*Councillor Shanhun declared and Impartiality to this item, and left the Chamber at 7.18pm and did not participate in the vote.*

**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 and Community Health and Participation
  - **Objective:**
    - To provide strong, accountable leadership supported by a skilled and professional workforce.
    - To build resilient and cohesive communities with a strong sense of community spirit.
  - **Community Priority:**
    - Provide positive leadership that delivers community outcomes and gains a reputation for doing what is good for Albany and the surrounding region.
    - Facilitate and promote arts and cultural activities for all ages by providing a variety of arts and cultural activities that attract local and visiting patrons.

**In Brief:**

- The City has received a request from the Museum of the Great Southern Advisory Committee to endorse the appointment of Councillor Shanhun as an ex-officio representative of Council to that committee.

**RECOMMENDATION**

**CCS375: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GOODE**  
**SECONDED: COUNCILLOR HAMMOND**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 11-0**

**CCS375: AUTHORISING OFFICER RECOMMENDATION**

**THAT the appointment of Councillor Shanhun to the Museum of the Great Southern Advisory Group be ENDORSED.**

**BACKGROUND**

2. The City has received a written request from the Museum of the Great Southern Advisory Committee to endorse the appointment of Councillor Shanhun as an ex-officio member of the Committee.
3. The Regional Manager of the Museum of the Great Southern has approached Councillor Shanhun to extend the invitation, and Councillor Shanhun has accepted the appointment subject to endorsement by Council.

**DISCUSSION**

4. The appointment of Councillor Shanhun as a Council representative is recognition of the City of Albany's role as a key stakeholder and major partner with the Museum of the Great Southern.
5. Ex officio positions on the committee do not have a fixed term of appointment and the Committee is an advisory body only and has no delegated powers.

**FINANCIAL IMPLICATIONS**

6. There are no financial implications related to this report.

**CONCLUSION**

7. It is recommended that Councillor Shanhun's appointment to the Museum of the Great Southern Advisory Committee be endorsed.

Councillor Shanhun returned to the room at 7.20pm.

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil.**

**12. MEETING CLOSED TO THE PUBLIC Nil.**

**13. CLOSURE**

There being no further business the Chair declared the meeting closed at 7.21pm.

*(Unconfirmed Minutes)*

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Councillor Paul Terry  
**Chair**

**TABLED ADDRESS BY MS ANNABEL PAULLEY**

Address to CCS Committee on 10 August 2021

My name is Annabel Paulley, I'm an Albany ratepayer and I live at 38 Parker Street, Lockyer.

I would like to address Elected Members, the Executive and Managers about CCS374 – the Strategic Community Plan and Corporate Business Plan.

Firstly, I would like to commend staff and Catalyse for the extensive review of both plans, and the hard work they have put into translating all the data into easy-to-read plans which are visually exciting.

These plans will guide Council's direction for the next 4 years, so it is important to that we prioritise them in line with the community's priorities.

The results of the community survey identified the top priority as Sustainability and Climate Action.

Correspondingly, this needs to be given top priority in both plans, but it is the second pillar in the Strategic Community Plan, and Outcome 4 in the Corporate Business Plan.

Our community will suffer and have a significantly reduced standard of living if we don't get our planet and environment right. People must have clean air to breath. Our environment sustains people's lives.

I commend the City of Albany on undertaking carbon reduction projects such as the adoption of the Climate Change Action Declaration, FOGO, and LED street lights.

We urgently need to build on this in significant and effective ways such as stronger climate change and sustainability policies, and sustainability frameworks to guide council and the executive management team.

It is vitally important that both City staff and Elected Members allocate increasingly larger budget amounts to carbon reduction projects and the staff to support them.

Climate change scientists are more frequently and more intensely warning global governments about the real threat of climate change and dangerous temperature rises.

Only today (10 August 2021) on the ABC Radio and in The West newspaper, we hear a last-ditch plea from the Inter-governmental Panel on Climate Change that we have to act faster to halve our emissions by 2030 and then reach net zero emissions by 2050. The United Nations climate science research group reports that it is “unequivocal” that humans have warmed the skies, waters and lands, and that widespread and rapid changes have already occurred in every inhabited region across the globe.

### **2030 is only 8 years away.**

That is why our two plans must prioritise strong carbon reduction measures.

To do this, we must first carbon rate all of the City’s activities, assets and energy use so that we have a baseline to work from. Then we need to set



effective carbon reduction targets between now and 2030. After that, we need to allocate significant budget funds to achieve our targets within that timeframe.

There is much work to do in the next few years and I encourage the Executive and Managers to increase the number of sustainability and environment staff across all business units.

Dr Karl Kruszelnicki has written a book on Climate Change Science. In it he talks about how we can stop and even reverse global warming.

Dr Karl recommends a couple of websites for further reading. They are:

**drawdown.org**

and

**bze.org.au** - bze standing for Beyond Zero Emissions.

I passionately encourage Elected Members, Executives and Managers to explore these websites and read Dr Karl's book, a copy of which I will leave in the Councillors' Lounge.

Over the years, the City has been extremely successful in advocating to politicians, ministers and senior executives at a State and Federal Government level for millions and millions of dollars to fund countless amazing projects. It is my hope that you will all now turn your focus to lobbying for some serious dollars for carbon reduction projects.

In conclusion, I would like to recommend that Council moves to amend both plans by placing Planet and carbon reduction Actions as the first priority, to correctly reflect the Community's preference, before they are adopted. It may even be better to defer adopting them until after the new Council is sworn in.

These plans are the core informing strategies for the Integrated Planning Framework and the Long Term Financial Plan so it's important that they have the right focus.

Thank you for the opportunity to speak, and I look forward to seeing more carbon reduction measures and support staff in City budgets over the next 5 years. You have the power to make things better.

Annabel Paulley  
Albany ratepayer  
10 August 2021

I will email a copy of this presentation to the City and I would like it included with the minutes and circulated to Elected Members, the CEO, Executives and all Managers.