



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

11 February 2020

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 & Commercial 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		
CCS207	FINANCIAL ACTIVITY STATEMENT – DECEMBER 2019	7
CCS208	LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2019	8
CCS209	DELEGATED AUTHORITY REPORTS – NOVEMBER 2019 TO JANUARY 2020	11
CCS210	NATIONAL ANZAC CENTRE – Q2 2019-20 REPORT	12
CCS211	QUARTERLY REPORT – TENDERS AWARDED – OCTOBER TO DECEMBER 2019	16
CCS212	PROPOSED NEW LEASE – MARSH WA PTY LTD ATF THE MARSH FAMILY TRUST TRADING AS CHEYNES BEACH CARAVAN PARK – PORTION RESERVE 878 CHEYNES – WASTE TRANSFER STATION	17
CCS213	VARIATION TO LEASE – CENTENNIAL STADIUM INCORPORATED – CENTENNIAL PARK EASTERN PRECINCT – CONFIDENTIAL REPORT	24
CCS214	COMMUNITY SPORT AND RECREATION FACILITIES SMALL GRANT FUNDING POLICY REVIEW	33
CCS215	ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER	37
CCS216	CITY UPDATE - QUARTER 2 DECEMBER 2019	40
CCS217	COMMUNICATIONS & ENGAGEMENT STRATEGY	42
CCS218	17 TH NATIONAL CARAVAN CLUBS RALLY (NCCR) – POST EVENT EVALUATION REPORT	45
CCS219	RACEWARS UPDATE	50
CCS220	ELECTED MEMBER PROFESSIONAL DEVELOPMENT & TRAINING POLICY	58
CCS221	LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2020	62
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	64
12.	MEETING CLOSED TO PUBLIC	64
13.	CLOSURE	64

1. DECLARATION OF OPENING

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Councillors:

Mayor	D Wellington
Member	R Hammond
Member	P Terry (Chair)
Member	G Stocks
Member	E Doughty
Member	M Benson-Lidholm
Member	T Sleeman
Member	J Shanhun
Member	A Goode JP
Member	S Smith (Deputy Chair)
Member	R Sutton
Member	C Thomson
Member	R Stephens

Staff:

Chief Executive Officer	A Sharpe
A/Executive Director Corporate & Commercial Services	D Olde
Executive Director Community Services	S Kay
Acting Manager Finance	S Van Nierop
Manager Facilities	L Stone
Meeting Secretary	H Bell

Apologies:

Members of Public

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE –

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Community and Corporate Services Committee held on 3 December 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS207: FINANCIAL ACTIVITY STATEMENT – DECEMBER 2019

Proponent	: City of Albany
Attachments	: Statement of Financial Activity
Report Prepared by	: Acting Manager Finance (S Van Nierop)
Responsible Officer	: Acting Executive Director Corporate & Commercial Services (D Olde)

RECOMMENDATION

CCS207: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 December 2019 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 December 2019 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 2019/20 Annual Budget provides a set of parameters that guides the City's financial practices.
- 9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

- 10. Expenditure for the period ending 31 December 2019 has been incurred in accordance with the 2019/20 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
-----------------------------------	----------------------

CCS208: LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2019

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

RECOMMENDATION

CCS208: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 December 2019 totalling \$8,578,151.96.

BACKGROUND

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

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 December 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$17,330.17
Payroll	\$1,625,259.22
Cheques	\$79,080.13
Electronic Funds Transfer	\$6,859,482.44
TOTAL	\$8,578,151.96

As at 15 December 2019, the total outstanding creditors stands at \$756,789.36 and is made up as follows:-

Current	\$402,167.44
30 Days	\$343,796.88
60 Days	\$9,364.22
90 Days	\$1,460.82
TOTAL	\$756,789.36
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

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

POLICY IMPLICATIONS

6. Expenditure for the period to 15 December 2019 has been incurred in accordance with the 2019/2020 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 December 2019 has been incurred in accordance with the 2019/2020 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
-----------------------------------	---	----------------------

CCS209: DELEGATED AUTHORITY REPORTS – NOVEMBER 2019 TO JANUARY 2020

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

Background:

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

RECOMMENDATION

CCS209: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 November 2019 to 15 January 2020 be RECEIVED.

CCS210: NATIONAL ANZAC CENTRE – Q2 2019-20 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 2 (Q2) 2019/20 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies
 - **Key Theme:** Smart Prosperous and Growing.
 - **Strategic Objectives:** To strengthen our region's economic base; and
 - To develop and promote Albany as a unique and sought after destination.
 - **Community Priorities:** Strengthen our economy by supporting business innovation and diversity; and
 - Promote the Albany region as a sought after and iconic tourism destination.

In Brief:

- To provide Council with an update on the Q2 2019-20 performance of the NAC.

RECOMMENDATION

CCS210: RESPONSIBLE OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q2 2019-20 be RECEIVED.

BACKGROUND

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this 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. Historically, the NAC Advisory Group had been meeting quarterly since convening.
6. It was agreed in November 2018 that the NAC Advisory Group would meet twice a year. The next meeting is planned for Friday 24 April 2020.
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. Q2 2019/20 achieved an overall total visitation number of 340,569 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 65,916 visitors per year.
10. Total visitation for Q2 2019/20 decreased by 1,740 visitors compared to the same period in 2018/19.
11. The visitation in Q2 2019/20 from the Great Southern Region totalled 310 people, consisting of 72% of visitors from Albany, 8% Mt Barker, 6% Katanning, 5% Denmark and a range of 1% - 4% from Lake Grace, Gnowangerup, Frankland, Narrikup, and Wellstead.
12. The total visitation in Q2 2019/20 originated from Western Australia (57%) and interstate (43%).
13. Visitors from other States and Territories consisted of 37% from NSW, 24% from VIC, 24% from QLD, 11% from SA, followed by ACT, TAS and NT all with similar figures between 1-3%.
14. Of the total 12% of international visitors, 15% of these visitors originated from New Zealand, 50% from United Kingdom, 8% from USA, and 6% from Singapore.
15. Revenue generated in Q2 2019/20 by the NAC was \$40,299 less compared to the same period in 2018/19 and \$15,966 increase for the same period in 2017/18. The Forts Store revenue of \$126,389 saw a decrease of \$17,966 compared to the same period in 2018/19.
16. Average retail spend per head for 2019/20 Q2 reached \$10.20, an increase from same period last year of \$10.07.
17. As at the end of Q2 2019/20, 4,778 local residents were members of the NAC League of Local Legends program, with 641 joining during Q2.
18. The NAC had 187 non-local paying visitors in Q2 2019/20 as a result of the NAC League of Local Legends program.
19. In Q2 2019/20, progression of 2 major projects being, phase one of the NAC Refresh and Hidden Stories of the Fortress grant works for Princess Royal Fortress continued.
20. Mayor Dennis Wellington, CEO Mr Andrew Sharpe and ED Community Services Susan Kay are visiting Canberra in early March, 2020 to begin discussions regarding subsidies and partnerships with the Federal Minister for Veteran Affairs and the Australian War Memorial.
21. Those discussions will explore the opportunity for the NAC to become an annex of AWM, and/or the possibility of the City of Albany forming a partnership or Memorandum of Understanding with the Federal Government to assist with the ongoing management and funding of the Heritage Precinct including the NAC.
22. Retail consultant, Terrific Trading Incorporated, completed a review process on the Fort Store and Albany Visitor Centre retail outlets to identify any opportunities for improvement. Terrific Trading has had an initial visit to both sites. They provided preliminary recommendations, a short term improvement plan and training workshops during November 2019, with a follow up longer term action plan by February 2020.

GOVERNMENT & PUBLIC CONSULTATION

23. Not Applicable.

STATUTORY IMPLICATIONS

24. Not Applicable.

POLICY IMPLICATIONS

25. Not Applicable.

RISK IDENTIFICATION & MITIGATION

26. Nil.

FINANCIAL IMPLICATIONS

27. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at 31 December 2019.

a. Full year operating expenditure budget includes:

- i. \$221,000 of costs from accounts that are “shared” across the AHP. A total of \$869,000 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 \$869,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$90,000 of the \$221,000), marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY19/20 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$915,000	\$434,044	\$484,095	\$50,051
Operating Expenditure	\$(582,589)	\$(284,104)	\$(242,028)	\$42,076
Net Operating Income/(Expense) before Indirect Costs	\$332,411	\$149,940	\$242,067	\$92,127
Indirect Expenses	\$(221,454)	\$(113,327)	\$(88,868)	\$24,459
Net Operating Income/(Expense)	\$110,957	\$(36,613)	\$153,199	\$116,586
Capital Expense	\$(730,000)	\$(100,000)	\$(16,474)	\$83,526
Total	\$(619,043)	\$(63,387)	\$136,725	\$200,112

LEGAL IMPLICATIONS

28. Nil.

ENVIRONMENTAL CONSIDERATIONS

29. Nil.

ALTERNATE OPTIONS

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

SUMMARY CONCLUSION

31. Overall Q2 2019/20 has shown a steady hold in numbers visiting the NAC, this is pleasing after having the popular Field of Light installation close in April 2019. Q2 has shown slightly lower numbers compared to 18/19 same period, yet comparable to Q2 17/18.
32. An increase in the retail spend per head in the Fort Store has seen the Q2 average \$10.05 up by \$3.96 since 2015/16 as the first full year of trading. This is a positive contribution to revenue for the AHP precinct as a whole and demonstrates that the Store merchandise is attracting visitors and staff are marketing merchandise of interest.
33. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q2 2019/20 saw 1187 people take part in Princess Royal Fortress Tours, 174 more people than Q1. The release of free educational activity sheets for families to use while visiting, along with the information hub has also enhanced the experience. An increase of tour times on offer has also been implemented to support visitor experience.
34. Overall Q2 saw steady figures of attendance in the NAC, Princess Royal Fortress and Fort Store sales. This is pleasing due to the previous year having the additional incentive for visitors to view the Field of Lights installation. Opportunities to promote the NAC have been embraced over Q1 and Q2 with 5th Year Anniversary celebrations, the League of Local Legends extended program and an industry familiarisation night.

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

CCS211: QUARTERLY REPORT – TENDERS AWARDED – OCTOBER TO DECEMBER 2019

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – October to December 2019
Report Prepared by : Senior Procurement Officer (H Hutchinson)
Responsible Officer : Acting Executive Director Corporate & Commercial Services (D Olde)

RECOMMENDATION

CCS211: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – October to December 2019.

CCS212: PROPOSED NEW LEASE – MARSH WA PTY LTD ATF THE MARSH FAMILY TRUST TRADING AS CHEYNES BEACH CARAVAN PARK – PORTION RESERVE 878 CHEYNES – WASTE TRANSFER STATION

Land Description	: Part of the land in Crown Reserve 878, Lot 7442 on Deposited Plan 214689, the subject of Head Certificate of Title Volume LR3082 Folio 959, Cheyne Beach .
Proponent	: Marsh WA Pty Ltd as trustee for The Marsh family Trust trading as Cheynes Beach Caravan Park Directors being Allan and Joanne Marsh as Guarantors ABN: 67 313 651 198
Owner	: Crown (City of Albany under Management Order)
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers:	: Acting 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 or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **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.

Maps and Diagrams:



In Brief:

- Council is requested to consider a new lease to Marsh WA Pty Ltd as trustee for The Marsh Family Trust trading as Cheynes Beach Caravan Park over portion of Crown Reserve 878, being the fenced area previously used by the City for the Cheynes waste transfer station.
- The owners of the park, Allan and Joanne Marsh have requested to use the area to store the park's general waste and recycling bins, which will then be collected by their waste contractor on a regular basis. Their aim is to facilitate a more efficient and safe waste disposal process and to increase recycling practices.
- The proposed lease will have no impact on the City's existing green waste and offal pit areas located within the vicinity of the fenced area.
- The proposed lease will be conditional on development approval for use of the site.
- It is recommended the new lease is approved.

RECOMMENDATION

CCS212: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE a new lease to Marsh WA Pty Ltd as trustee for The Marsh Family Trust trading as Cheynes Beach Caravan Park over portion of Reserve 878, Cheyne Beach, subject to:

- a) Lease purpose being "waste storage and transfer station for the Cheynes Beach Caravan Park".**
- b) Lease area being approximately 780m² to be determined by survey.**
- c) Lease rent being \$1,053 plus GST per annum as determined by a current market valuation provided by a licensed Valuer.**
- d) Lease rent being reviewed by current market valuation every 3 years with Consumer Price Index applied for intervening years.**
- e) Lease commencement date being as soon as practicable, for a term of 1 year, plus one 10 year option.**
- f) Lease special condition to document that the tenant will be responsible for keeping the lease area tidy with no rubbish to escape outside of the lease area / fenced area.**
- g) Lease being conditional on a Development Application being approved for use of the site.**
- h) All costs associated with the ongoing operations of the lease property being payable by the tenant.**
- i) All costs associated with the preparation, execution and completion of the lease documentation being payable by the tenant.**
- j) Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Planning, Lands and Heritage consent being obtained.**
- k) Pursuant to Section 3.58 of the *Local Government Act 1995* advertising requirements.**
- l) Lease being consistent with Council Policy – Property Management (Leases and Licences).**

BACKGROUND

2. Crown Reserve 878 is under management order O202921 issued to the City of Albany with the power to lease or licence for the purpose of “Recreation, Camping, Holiday Accommodation, Accommodation Associated with the Fishing Industry, Fire Station and Supporting or Beneficial Communications Operations” for any term not exceeding 21 years subject to the consent of the Minister for Planning, Lands and Heritage.
3. The reserve currently hosts 29 holiday accommodation leases along Baxteri Road, six leases for accommodation associated with the commercial fishing industry and two commercial fishing licences for access and net drying operations along Cheyne Road. Telstra Corporation also occupy an area within the reserve under lease agreement with the City.
4. The Cheynes Beach Caravan Park site was originally part of Reserve 878, however this area has been excised and is now freehold land adjacent to the lots reserved for accommodation associated with commercial fishing.
5. In August 2019, a written request was received from the owners of the Cheynes Beach Caravan Park, Allan and Joanne Marsh, to lease a portion of the City’s former waste transfer station site, in particular the existing hardstand area within the fenced compound for storage of the park’s general waste and recycling skip bins.
6. The request was subject to the owner’s agreement to the rental. Current market valuation returned a rental of \$1,053 plus GST per annum, which has been agreed.
7. Currently the park stores waste and recycling within the park site, which are emptied weekly or twice weekly during the tourist seasons.
8. An initial lease term of 1 year has been requested as it is considered essential by the owners to assess the viability of the arrangement, with a further 10 year term option available if deemed successful.

DISCUSSION

9. Historically the Cheynes waste transfer station was located within a fenced area on the reserve in addition to green waste disposal and fish offal pits adjacent the fenced area.
10. The waste transfer station is no longer being used due to the introduction of a standard waste collection service being provided directly to Cheyne Beach tenants.
11. The City’s green waste disposal and fish offal pits are still operational and used by the community.
12. The area of approximately 780m² comprises a concrete hardstand pad for the placement of skip bins and a shelter for wheelie bins to be stored.
13. City officers have considered the request and confirm they have no concerns noting the land is surplus to City requirements, provided the tenant:
 - Acknowledges the area is a high priority for weed control and the lease area is to remain free of weeds.
 - Vehicle access to the lease area and surrounding reserve to be available at all times.
 - No rubbish to escape outside the lease area, with the area to be kept tidy.

14. The request will allow the park waste and recycling to be stored off site in skip bins located within the hardstand area. These would be emptied every 1- 4 weeks dependant on the time of the year.
15. We understand this would allow for safer removal and storage of waste as waste trucks will no longer need to access the park or the main tourist access road. In addition this provides the park with opportunity to expand recycling practices given a larger, contained waste area would be available.
16. Any new lease will be conditional on development approval for use of the site.
17. The City is currently working with the Department of Planning, Lands and Heritage to consider an amendment of the existing Management Order for the reserve to include a waste storage and transfer station, if required.
18. The table below summarises the essential terms of the proposed lease:

ITEM	DETAILS
Tenant	Marsh WA Pty Ltd ATF The Marsh Family Trust trading as Cheynes Beach Caravan Park
Land Description	Portion Crown Reserve 878 Lot 7442 on Deposited Plan 214689, the subject of Head Certificate of Title Volume LR3082 Folio 959 Cheyne Beach
Lease Area	Approximately 780 m ² subject to survey
Land Ownership	Crown (City of Albany under Management Order)
Infrastructure Ownership	City
Permitted Use	Waste storage and transfer station for the Cheynes Beach Caravan Park
Term	1 year initial term plus a 10 year option
Initial Rent	\$1,053 pa plus GST as determined by licenced Valuer
Rent Review	Market valuation every 3 years with Perth All Groups CPI applied on the anniversary for intervening years
Outgoings	Tenant responsible for all outgoings as applicable
Utilities	Tenant responsible for all utilities (if any)
Insurance	Public Liability Policy for a minimum of \$20 million
Indemnity	Indemnify the City and Minister for all claims resulting from any damage, loss, death or injury in connection with the Council Property, unless such claims arise out of City's negligence
Maintenance	Tenant responsible for own maintenance

Special Conditions	<p>Lease is conditional on a Development Application being approved.</p> <p>Tenant to ensure City access is maintained to the lease area and surrounding reserve to undertake weed management.</p> <p>Tenant to keep lease area tidy with no rubbish escaping outside the lease area.</p>
--------------------	---

19. The above terms have been agreed in principle, subject to Council approval.
20. The remaining terms of the lease agreement will be developed in line with Council Policy – Property Management (Leases and Licences).

GOVERNMENT & PUBLIC CONSULTATION

21. 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 Ministers consent is obtained.
22. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased/licensed land and buildings. The Act requires the following:
 - a. A local government must give local public notice of the proposed lease/licence inviting submissions from the public, for a period of two weeks.
 - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
 - c. A local government can then proceed with the lease/licence.
23. The new lease will be advertised to comply with the requirements of Section 3.58 of the *Local Government Act 1995*.
24. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Advertise proposed lease in local newspaper inviting submissions from the public	A 2 week period following Council endorsement of agenda item	Open	Section 3.58 of the <i>Local Government Act 1995</i>

STATUTORY IMPLICATIONS

25. 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, create, or grant an interest in Crown land without the prior approval in writing of the Minister for Planning, Lands and Heritage.
26. As this is Crown land, under Management Order held by the City, the Minister’s consent will be sought.
27. The *Aboriginal Heritage Act 1972* applies to any place or object of importance to persons of Aboriginal descent and Section 17 of this Act makes it an offence to destroy, damage or alter in any way an Aboriginal site or object. This Act applies to known and unknown sites.
28. In past discussions with the local Noongar community regarding the Cheyne Beach area, including visits on site, it is known to staff that there are areas in this locality of

significance to the Noongar community. A full Aboriginal Heritage Survey was undertaken in 2015 to consider a range of future proposals in the Cheynes locality to manage any risk of disturbing Aboriginal cultural heritage.

29. Any future development needs to be considered in the context of the recommendation of the Heritage Survey. It is noted there will be no new development proposed on site.

POLICY IMPLICATIONS

30. The Property Management (Leases and Licences) Policy aims to support the equitable access, and the efficient and effective management of City owned and managed properties in line with statutory procedures.
31. The recommendation is consistent with the Policy.

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
Business Operation, Reputation & Financial.				
Reputation: lease not approved – improved road safety for the tourist area not supported	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction
Reputation: lease not approved – improved recycling practices not supported	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction
Financial: lease not approved – loss of income	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction
Opportunity: To provide support to the Cheyne Beach settlement and its visitors for a safer environment by limiting the requirement for large trucks needing to access the tourist area				
Opportunity: Demonstrate the City's commitment for the expansion of recycling opportunities and for the City to receive commercial rental income from land surplus to City requirements				

FINANCIAL IMPLICATIONS

33. All costs associated with the development and finalisation of the lease documentation will be met by the tenant.
34. The new lease rental as determined by current market valuation provided by a licensed Valuer, being \$1,053 per annum plus GST to the City.

LEGAL IMPLICATIONS

35. The Deed will be prepared by City's lawyers with enforceable terms and conditions, at the tenant's expense.

ENVIRONMENTAL CONSIDERATIONS

36. The following environmental considerations apply.
- The area is a high priority area for weed control, continued weed management will be undertaken within the reserve including the lease area.
 - The lease area to be kept tidy with no rubbish to escape outside of the lease area into the reserve.

37. The above will be noted as special conditions within the lease.
38. The City supports the proposed enhanced recycling program.

ALTERNATE OPTIONS

39. Council may:
 - a. Approve the new lease request; or
 - b. Decline the request.
40. Should Council decline the lease, the tenant may need to reconsider the current waste disposal methods with a view to improve safety and recycling practices within the caravan park. However we understand this may prove difficult given limited space available within the park.

CONCLUSION

41. Owners of the Cheynes Beach Caravan Park have requested a new lease over a portion of the former City waste transfer station on Reserve 878 at Cheynes for storage of waste skip bins.
42. The proposal allows for a more efficient and safer approach for the removal and storage of park waste and the opportunity for the park to expand recycling practices.
43. The proposed lease area land is surplus to City requirements and will not impact the City's existing green waste and offal pit areas adjacent to the area.
44. The proposed lease will be conditional on development approval for use of the site.
45. It is recommended that the proposed new lease request 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)	:	PRO395, A238982 (Kalgan Ward)
Previous Reference	:	Nil

**CCS213: VARIATION TO LICENCE – CENTENNIAL STADIUM
INCORPORATED – CENTENNIAL PARK EASTERN PRECINCT**

Land Description	Part of the land in Crown Reserve 405 and Certificate of Title Volume LR3009 Folio 774, being part of Lot 1359 on Deposited Plan 185302
Proponent	Centennial Stadium Inc.
Owner	Crown (City of Albany under Management Order)
Attachments	Centennial Stadium Inc. Proposal Presentation (Confidential)
<i>Distributed separately under confidential cover.</i>	Centennial Stadium Inc. Strategic Plan 2019 – 2024 (Confidential)
Report Prepared By	Team Leader Property and Leasing (T Catherall)
Responsible Officers:	Acting Executive Director Corporate & Commercial Services (D Olde)

CONFIDENTIAL REPORT

This report is confidential in accordance with section 5.23(2)(c) and (e, iii) of the Local Government Act 1995, being: (e) a matter that if disclosed, would reveal - (iii) information about the business, professional, commercial or financial affairs of a person.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** 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.

RECOMMENDATION

CCS213: RESPONSIBLE OFFICER RECOMMENDATION

That Council APPROVE a Variation of Licence, between the City and Centennial Stadium Inc. for the Centennial Stadium over part of the land in Crown Reserve 405, on revised terms as detailed in the confidential report, subject to:

- a. **All other terms of the original Centennial Stadium Inc. Licence dated 4 April 2017 to apply.**
- b. **The cost of preparing the above Deed of Variation being shared equally between the City and CSI.**

CCS214: COMMUNITY SPORT AND RECREATION FACILITIES SMALL GRANT FUNDING POLICY (CSRFF) REVIEW

Proponent	: City of Albany
Attachments	: Current Council Policy – Community Sport and Recreation Small Grant Funding
Report Prepared by	: Manager Recreation Services (S Stevens)
Responsible Officer	: Executive Director Corporate Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the Community Strategic Community Plan, informing plans and strategies :
 - a. **Theme:** Community Health & Participation
 - b. **Strategic Objectives:**
 - To develop and support a healthy inclusive and accessible community;
 - To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
 - c. **Community Priorities:**
 - Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages;
 - Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory.

In Brief:

- It has been requested from the elected group to review the current policy position.
- It is recommended that the proposed policy amendments are reviewed and officer comments considered.

RECOMMENDATION

CCS214: RESPONSIBLE OFFICER RECOMMENDATION

THAT Community Sport and Recreation Facilities Small Grant Funding Council Policy be reviewed and proposed amendments be considered.

BACKGROUND

2. A Notice of Motion was presented to amend the current policy position on Tuesday 10 September 2019.
3. The objective of the proposed amendment, being:

“The removal of the requirement for applicants to have made at least two attempts to leverage funding through the CSRFF program will allow applicants who have the ability to fund the remaining two thirds of proposed projects to proceed with those projects in a timely and flexible manner.

All applications received for Capital Seed Funding are assessed under the provisions of this policy, and in accordance with budget allocations.”

4. At Council's Ordinary Meeting held on the 24 September 2019, Council supported the review by resolving:

(1) The Chief Executive Officer undertake a review of the Community Sport and Recreation Facilities Small Grant Funding Policy, and propose the following amendment:

B. Financial Contribution.

- Dot Point 1 to read: Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- Dot Point 2 to read: "The City's contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST)."
- Remove the last paragraph of the Policy: (*If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant's project with the following conditions:*)
 - Dot Point 5 to read: Applicants must make at least one attempt to leverage CSRFF funding.
 - Dot Point 6 (The applicant can source the remaining two thirds of the total estimated project costs themselves) to be removed.

(2) The reviewed Policy be presented to Council for adoption by December 2019.

DISCUSSION

5. The Department of Local Government, Sporting and Cultural Industries (DLGSCI) funding position for 'standard' successful applications is a maximum of one third of the total estimated project costs (excluding GST).
6. The applicant's funding contribution can be made up of combination of cash, voluntary labour and donated materials. However, in accordance with the CSRFF guidelines the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the total project cost.
7. The Capital Seed Fund was established to help sport and recreation groups to leverage CSRFF with a 'matching contribution' of a maximum of one third of the total estimated project costs (excluding GST).
8. The current policy position's objective was developed to provide:
- a. An equitable and transparent framework for the assessment and ranking of all DLGSCI Community Sporting and Recreation Facilities Funds and CSRFF Small Grant applications received from within its boundaries.
 - b. A framework for the allocation of the City of Albany Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the local community.
 - c. A framework for the allocation of the Capital Seed Funds, should an applicant be unsuccessful in their application.
9. This policy has guided staff when preparing recommendation to Council to ensure:
- a. All applications are part of a planned approach to facility provision; and
 - b. The City's contribution is limited to one third of the project cost.
10. The current policy position has been in place since August 2015 and was developed in consultation with DLGSCI and is noted as good practise.

11. The CSRFF program is a state wide program and is regularly oversubscribed each round.
12. As part of the CSRFF state-wide process representatives (Officers) of local governments and Officers from DLGSCI meet with each applicant.
13. DLGSCI and the local government representatives currently advise clubs at the time of application that they may need to apply more than once, particularly when the project is ranked lower (for example, if the funding requests relates to social amenities, rather than to a sport surface or lighting project)
14. This provides officers the opportunity to encourage clubs to factor in feedback given to provide them with the best possible chance of a successful submission in the future.
15. Officers are of the view that the policy is still relevant and achieves its objectives.
16. The following proposed amendment to the policy and officer comment has been provided for review:

Proposed amendment:		Officer Comment:
<p>B. Financial Contribution.</p> <p>Dot Point 1 to read:</p> <p>Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.</p>	<p>Current:</p> <p>B. Financial Contribution</p> <p>Local government is not obliged to contribute to any successful CSRFF small grant.</p> <p>Request for the Capital Seed Fund may be considered with the following conditions:</p> <ul style="list-style-type: none"> • Capital Seed Fund will only be awarded in support of successful CSRFF applications. <p>Proposed amendment:</p> <p>B. Financial Contribution</p> <p>Local government is not obliged to contribute to any successful CSRFF small grant.</p> <p>Request for the Capital Seed Fund may be considered with the following conditions:</p> <ul style="list-style-type: none"> • Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project. 	<p>The current budget line of \$75, 000 allocated annually, is restricted for CSRFF applications, deemed to have good planning and is merit based (<i>demonstrated need and alignment with policy and CSRFF guideline eligibility conditions</i>).</p> <p>The CSRFF program guidelines are used to critique project viability and ensure funds are allocated to projects that will deliver an outcome in the best interest of the community.</p> <p>Adopting the proposed amendment may require additional funds to be allocated to the budget line.</p> <p>Currently \$75,000 is budget annually and the request for support consistently exceed the allocated budget.</p> <p>The current policy position and CSRFF guideline is used to manage this budget.</p> <p>Refer to Risk & Opportunity section of the report.</p> <p>Recommendation:</p> <p>It is requested that the amended policy position includes an additional condition that applicants can clearly demonstrate that the proposed project can be delivered and meets the CSRFF guidelines, clubs and community expectations.</p>

Proposed amendment:		Officer Comment:
<p>Dot Point 2 to read: “The City’s contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).”</p>	<p>Current:</p> <ul style="list-style-type: none"> • Nil <p>Proposed amendment:</p> <ul style="list-style-type: none"> • The City’s contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST). 	<p>Agree with proposed amendment.</p>
<p>Remove the last paragraph of the Policy: (If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant’s project with the following conditions:).</p> <ul style="list-style-type: none"> o Dot Point 5 to read: Applicants must make at least one attempt to leverage CSRFF funding. o Dot Point 6 (The applicant can source the remaining two thirds of the total estimated project costs themselves) to be removed. 	<p>Current: If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant’s project with the following conditions:</p> <ul style="list-style-type: none"> • The applicant has made at least two attempt to leverage CSRFF; • The applicant can source the remaining two thirds of the total estimated project costs themselves. <p>Proposed amendment: If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant’s project with the following conditions:</p> <ul style="list-style-type: none"> • The applicant has made at least two attempt to leverage CSRFF; • The applicant can source the remaining two thirds of the total estimated project costs themselves. • Applicants must make at least one attempt to leverage CSRFF funding. 	<p>Officers would like to continue to promote quality funding applications (good project planning) and encourage applicants to explore alternate funding streams.</p> <p>The requirement to apply twice was used to encourage clubs to seek alternative funding streams.</p> <p>It is important that clubs attempt to leverage as much funding as possible to free up important funds to cover club expenses that may not be covered by an external funding program.</p> <p>The small CSRFF application process is simple, easy to complete and is accessible twice a year (every 6 months).</p> <p>During the 12 month period, other funding sources historically have come on line (Federal).</p> <p>A club can often be successful on a second attempt for CSRFF as other applicant have found alternative funding sources.</p> <p>The policy is intended to support and assist clubs with ongoing financial sustainability whilst reducing future potential burden on Council municipal funds.</p> <p>Officers would like to continue to support and encourage clubs to explore alternate funding streams.</p> <p>Recommendation:</p> <p>Agree with the proposed amendment with the additional condition:</p> <ul style="list-style-type: none"> • Applicants must make at least one attempt to leverage CSRFF funding and demonstrate that alternate funding opportunities have been explored. <p>Reason: To encourage Clubs to engage with City Officers to assist and provide advice</p>

GOVERNMENT & PUBLIC CONSULTATION

- 17. No public consultation has been conducted in preparing this report.
- 18. Consultation was conducted with DLGSCI.

STATUTORY IMPLICATIONS

- 19. The current policy was developed to provide Council with the opportunity to rank sport and recreation clubs applications using the DLGSCI CSRFF guidelines.

POLICY IMPLICATIONS

- 20. Proposed amendments to the current policy position will have policy implications.
- 21. It is requested that the amended policy position includes the condition that applicants can clearly demonstrate that the proposed project can be delivered and meet the clubs and communities expectations.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Financial Viability. Amending this policy may inadvertently undermines the objective of the policy that applicants require to demonstrate good financial planning and actively encouraged to seek all available funding opportunities.</p> <p>Governance & Reputation. Expose elected members to be lobbied by clubs for unsuitable projects.</p> <p>Financial. The maximum contribution of 1/3 will no longer be capped without the CSRFF guidelines in place.</p>	Possible	Moderate	Medium	<p>Proposed changes to be discussed and critiqued by Council Committee.</p> <p>City Officer’s work with Council to review and amended the policy position if required.</p> <p>Reference the budget allocation is subject to approval by Council when communicating with applicants.</p>
<p>Opportunity: Opportunity to cut red tape, whilst not exposing Council to funding projects that may not result in or not meet the applicants and/or the community’s expectations.</p>				

FINANCIAL IMPLICATIONS

- 23. The Capital Seed Reserve Fund has been established to assist with leveraging CSRFF for sporting and recreational clubs.
- 24. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.

LEGAL IMPLICATIONS

- 25. Not applicable to this report.

ENVIRONMENTAL CONSIDERATIONS

- 26. Not applicable to this report.

ALTERNATE OPTIONS

27. Council has a number of options, however it is recommended that a Policy position is retained, be that in its current form or amended.

SUMMARY CONCLUSION

28. The current policy provides an equitable and transparent framework for the assessment and ranking of CSRFF and capital seed funds that aligns with Council’s strategic objectives.
29. The proposed amendments are considered.
30. That the amended policy position includes the condition that the applicant must:
- a. Clearly demonstrate that the proposed project can be delivered and meet the CSRFF guidelines, clubs and communities expectations; and
 - b. Demonstrate two third matched funding and that all alternate funding opportunities have been explored.

Consulted References	:	Not applicable to this report.
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	Review Ref: OCM 23 May 2017 Resolution CCCS028. OCM 25/08/2015 Resolution CS022

CCS215: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

Proponent	: City of Albany
Attachments	: Budget Review for the period ending 31 December 2019
Report Prepared by	: Business Analyst/Management Accountant (D Harrison)
Responsible Officer	: Acting Executive Director Corporate & Commercial Services (D Olde)

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 Priority1.1.1:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year under regulation 33A of the *Local Government (Financial Management) Regulations 1996*.
- This review is for the period ending 31 December 2019 and achieves a balanced Budget inclusive of the proposed Budget Review allocations.

RECOMMENDATION

CCS215: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Budget Review for the period ending 31 December 2019.

BACKGROUND

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

DISCUSSION

3. Council adopted the 2019/2020 Budget on 23 July 2019. The total adopted budget of \$109.5M comprised:
 - a. \$37.5M capital works;
 - b. \$ 2.6M debt reduction; and
 - c. \$69.4M in operating expenditure.
4. This Budget Review identifies expenditure of \$1,950,057 for general works, variations and new projects.
5. The funding of \$1,950,057 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue and reserve funding plus the amended opening funds of \$41,498 has been identified in this review to maintain a Balanced budget.
6. This budget review shows the 2019/2020 budget is in a balanced position.
7. A copy of the Budget Review for the period ending 31 December 2019 is attached.
8. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

Department of Local Government guidelines were followed in the preparation of this report.

9. City of Albany Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

This Review Maintains Council's Budget in a Balanced Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)		\$ (1,950,057)
FUNDED BY		
- Reduction in Expenditure	2,402,807	
- Adjustment in Grant/Contributions Funding	(281,456)	
- Adjustment in Revenue	26,981	
- Restricted Cash Adjustments (Transfer To)/Transfer From	(303,992)	1,844,340
Balance		<u>(105,717)</u>
- Current 19/20 Budgeted Closing funds	64,219	
- Adjustment to opening funds from forecast to actual 30 June 2019 (Being adjustments at the conclusion of the annual Audit)	41,498	
- Revised 19/20 Budgeted closing funds		<u>-</u>

LEGAL IMPLICATIONS

14. Nil.

ENVIRONMENTAL CONSIDERATIONS

15. Nil.

ALTERNATE OPTIONS

16. For the period ending 31 December 2019, Council may consider to:

- a. Adopt the Budget Review as recommended; or
- b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

- 17. That the Responsible Officer’s Recommendation to adopt the Budget Review for the period ending 31 December 2019 be supported.

Consulted References	:	Adopted Budget 2019/2020 <u>Local Government Act 1995</u>
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Budget Review – OCM 24/09/2019 Resolution CCS179

CCS216: CITY UPDATE - QUARTER 2 DECEMBER 2019

Report Prepared By : Facilitator - Strategy and Improvement (S Grimmer)
Responsible Officers: : Acting Executive Director Corporate & Commercial Services (D Olde)

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 provide strong, accountable leadership supported by a skilled and professional workforce
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

In Brief:

- The quarterly City Update reports progress against the Strategic Objectives and Operational Priorities as outlined in the City’s integrated planning and reporting framework and the supporting budget.

RECOMMENDATION

CCS216: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. **RECEIVE the City Update Report for the December 2019 quarter**

BACKGROUND

2. The City Update provides a quarterly snapshot on how the City is performing against the priorities set in the Corporate Business Plan.
3. A simple traffic light and comments system is used to report on the progress made against agreed performance targets
4. This the second report for the 2019/20 financial year.

DISCUSSION

5. The format aligns with the Your City brand. The City’s performance against this plan is reported via the quarterly City Update and monthly Financial Reports.
6. The December 2019 report confirms that the City is on track to meet its Integrated Planning & Reporting (IPR) commitments in 2019/20.

GOVERNMENT & PUBLIC CONSULTATION

7. The Albany quarterly City Update is modelled on similar approaches from across the Local Government sector.
8. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
NIL				

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. Council fails to deliver against commitments made.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Monitor and report performance quarterly and take appropriate action.</i>

FINANCIAL IMPLICATIONS

12. While there are no direct financial implications in relation to this item the City monitor’s financial trends to confirm that services, strategic priorities and projects are delivered within the constraints of the Annual Budget.

LEGAL IMPLICATIONS

13. There are no legal implications relevant to this report.

ENVIRONMENTAL CONSIDERATIONS

14. There are no environmental implications relevant to this report.

ALTERNATE OPTIONS

15. There are no alternate options relevant to this report.

CONCLUSION

16. The City Update provides a snapshot on how the City of Albany is performing against its Integrated Planning and Reporting framework.

Consulted References	:	Local Government Act 1995 Western Australia - Integrated Planning & Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	Annual Adoption of Corporate Business Plan

CCS217: COMMUNICATIONS & ENGAGEMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy
Report Prepared By	: Communications & Events Manager (N Watson)
Responsible Officers:	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

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

- **Theme:** Leadership
- **Objective:** To engage effectively with our community.
- **Community Priority:** Improve community engagement processes and platforms to provide our community with a variety of opportunities to be involved and contribute to decisions;

This item relates to the following elements of the Corporate Business Plan:

- **Key Organisational Criteria:** Develop a Council strategy to improve communication with residents and businesses.

In Brief:

Note the City of Albany Communications & Engagement Strategy progress report.

RECOMMENDATION

CCS217: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the City of Albany Communications & Engagement Strategy quarterly progress report 1 and its endorsement by the Communications & Engagement Advisory Group.

BACKGROUND

2. Officers coordinated a strategic review of communications and engagement across 2018 and 2019, with the aim of adopting a new Communications & Engagement Strategy.
3. The goal of the review was to get a better understanding of the community's needs and wants through extensive community consultation so a clear direction could be set for communication and engagement.
4. Council adopted the new Communications & Engagement Strategy at the May 2019 OCM.

DISCUSSION

5. The City advertised for expressions of interest from community to be involved in an Advisory Group to guide and monitor the implementation of the strategy's aims and objectives.
6. Residents Andrew Storrie, Ken Matts and Tracey Murnane joined Councillors Tracey Sleeman and Rebecca Stephens as community representatives on the Advisory Group, which includes representatives from each City directorate.
7. The Advisory Group will meet quarterly to review progress and provide a report to Council.
8. The group has already met twice, and community members have received an induction /familiarisation with the City's communications and engagement managers.

9. An action plan has been developed to support and report on the implementation of the Strategy on an ongoing basis. The action plan uses a simple traffic light system to track progress of actions.
10. At its most recent meeting on the 28th November, the Advisory Group reviewed and endorsed the Q1 progress report.

GOVERNMENT & PUBLIC CONSULTATION

11. Extensive community consultation was undertaken during the development of the Communications & Engagement Strategy and achieved the highest reach of any engagement project undertaken by the City.
12. The Q1 progress report has been reviewed and supported by the Advisory Group, which includes members representing community.

STATUTORY IMPLICATIONS

13. Nil

POLICY IMPLICATIONS

14. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputational: If community engagement expectations are not met due to budget, viability, funding agreements, safety or legislative constraints.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.</i>
<i>Reputational: If communications or engagement activity is ad-hoc, untimely, inaccurate or untargeted.</i>	<i>Unlikely</i>	<i>Major</i>	<i>Low</i>	<i>Follow best practice engagement framework and provide timely, informative and accurate communications to the community through effective channels as outlined in the Communications & Engagement Strategy.</i>
<i>Operational: Some aspirations of the Strategy may not be fully realised due to budget, funding or resource constraints.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Prioritise budget allocation where necessary and explore all options to achieve objectives.</i>

FINANCIAL IMPLICATIONS

16. Nil.

LEGAL IMPLICATIONS

17. Nil.

ENVIRONMENTAL CONSIDERATIONS

18. Nil.

ALTERNATE OPTIONS

19. Nil.

CONCLUSION

20. Community representation on the Advisory Group ensures community needs and priorities remain central to the implementation of the Communications and Engagement Strategy. Quarterly reporting will track our achievements against the agreed aims and objectives of the Strategy.

Consulted References	:	City of Albany Communication and Engagement Strategy 2019
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM July 2018, Resolution CCS066 OCM November 2017, Resolution CCS009 OCM May 2019, Resolution CCS154

**CCS218: 17th NATIONAL CARAVAN CLUBS RALLY (NCCR) – POST
EVENT EVALUATION REPORT**

Proponent : City of Albany
Report Prepared By : Manager Events & Communications (N Watson)
Responsible Officer(s) : Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This strategy directly relates to the following elements of the City of Albany's Community Strategic Plan – Albany 2030:
 - **Theme 2:** Smart, Prosperous and Growing.
 - **Objective 2.3:** To develop and promote Albany as a unique and sought-after visitor location.
 - **Community Priority 2.3.1:** Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.
 - **Community Priority 2.3.2:** Promote the "Amazing South Coast" as a sought after and iconic tourism destination to increase the number of people visiting and the duration they stay.

In Brief:

- Accept the City of Albany officer post activity report.

RECOMMENDATIONS

CCS218: RESPONSIBLE OFFICER RECOMMENDATION

THAT the City of Albany Post Event Evaluation Report for the destination hosting of the 17th National Caravan Clubs Rally be RECEIVED.

BACKGROUND

2. Albany Council approved entering into a Memorandum of Understanding with the Western Australian Association of Caravan Clubs Inc (WAACCI) at the April 2016 OCM to host and provide in-kind support to the 17th National Caravan Clubs' Rally.
3. It was the first time the National Rally has visited WA in 18 years and WAACCI as the State Body for the 32 caravan clubs in Western Australia was delegated to organise the event.
4. Albany Council provided exclusive use of Centennial Park grounds and facilities, and access and provision of utility services such as power, water and lighting. The City also assisted with public notification of the event and traffic management.

DISCUSSION

5. The official Rally program ran from October 13th to October 22nd 2019, with a small crew on site for several weeks either side of the program to coordinate bump-in and bump-out of this large event.

6. The Rally attracted 402 vans and 800 participants from 81 clubs across Australia. Rally organisers report many participants booked and stayed at caravan parks in other towns within the Amazing South Coast region before arriving at Albany for the event.

The following is a table breakdown of participants by State or Territory:

STATE or TERRITORY	VANS IN ATTENDANCE	CLUBS PARTICIPATING
ACT	13	1
NSW	89	19
QLD	81	12
SA	28	9
VIC	48	14
WA	143	26
Total	402	81

7. Public access was via a Trade Fair on Friday, 18th October and Saturday, 19th October 2019. The trade show attracted 32 exhibitors (26 local) and an estimated public attendance of 300.
8. A gold coin entry to the Trade Fair raised \$3,800 for the Royal Flying Doctor Service (RFDS), which was topped-up to \$5,000 by the Rally organisers and matched by Rio Tinto to take the total RFDS donation to \$10,000.
9. The City assisted with local communication to notify user groups and inform business and community about the event. This included a letter to stakeholders in the Centennial precinct, media release, local radio ads, newspaper public notices, social media, newsletter distribution, and erecting signs on site to inform public about the event.
10. Rally organisers collected receipts from rally participants to help gauge economic impact of the rally during its stay in Albany, with a total estimated direct spend of more than \$1.09 million:
- Estimated spend of rally participants between October 13th to October 22nd 2019 was \$986,000 excluding fuel and personal provisions;
 - The rally committee spent \$105,939 in addition to the above figure on catering, local hire, venue, caravan parks, small business and other to deliver the event.
11. Using these figures and the economy.id event impact calculator tool, the total estimated output plus value-added impact to the Albany economy totalled \$1,820,677.
12. In addition, Rally visitor expenditure in the region pre and post the main rally dates is estimated to be significant but unmeasured.
13. This event is considered to be economically successful based on the estimated economic injection figures, delivering a higher than 19 to 1 ROI based on the \$92,000 direct cost as the host city and the economy.id event impact calculations.
14. Comparably, the City's investment into the 2015 CMCA Rally was \$104,844, delivering a ROI of 12 to 1.
15. The National Anzac Centre (NAC) had direct measurable benefit from the Rally, with 339 Rally participants visiting the NAC during the event, and between 150 and 170 using a 10% discount offer in the Forts Store.
16. Busy Blue Bus provided direct tour bookings to the National Caravan Club rally, resulting in a lower engagement with tour bookings through Albany Visitor Centre than would otherwise have

been expected. However, the services provided by Busy Blue Bus still represented a direct spend into the local economy from the Rally. During the month of October, the Visitor Centre had 16,641 visitors, 135 more visits than the same period the year before, and took \$2,710 in tour bookings compared to \$3,548 the year before.

17. Albany Public Library ran a technology education program for Rally participants, as this is a core part of the event's program and their usual trainer was unavailable. There was a total of 61 attendees across all sessions a lower-than-usual participation rate which Rally organisers credited to the varied entertainment options available at the Albany rally.
18. Local media reporting of the event had an equivalent advertising value of over \$11,000 and reached a combined audience of more than 168,000. Australia-wide promotions of the Rally through industry channels and networks was extensive but unquantifiable, and it is expected the event generated significant word-of-mouth promotion for Albany across the country.
19. The major beneficiaries of the National Caravan Clubs' Rally were local hospitality, visitor attractions, supermarkets and retail businesses. As the Rally participants used their own accommodation, commercial accommodation operators did not receive significant increases to their business. Other non-tourism based beneficiaries included medical services, fuel suppliers, equipment hire companies, vehicle repairs, battery, caravan and camping service providers.

GOVERNMENT & PUBLIC CONSULTATION

20. The Community Strategic Plan involved widespread community consultation, with the community identifying a number of priorities under the theme of Smart, Prosperous and Growing, including supporting significant events that promote our region and have positive economic benefit.

STATUTORY IMPLICATIONS

21. Nil.

POLICY IMPLICATIONS

22. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial: <i>In-kind commitments to host future major events without fully assessing cost to City.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>City to undertake due diligence in analysing costs and reporting full estimates to Council as part of its decision-making process.</i>

FINANCIAL IMPLICATIONS

24. In April 2016, Council endorsed the hosting of the 2019 National Caravan Clubs Rally with an estimated investment at the time of up to \$20,000 in in-kind support.

25. This estimate was provided prior to the redevelopment of the Centennial Park Sporting Precinct and did not account for some of the challenges and resulting costs of providing access to utilities for the Rally.
26. During planning for the event, officers identified costs of the City's in-kind commitments were significantly higher than original estimates and briefed Council in June 2019.
27. Sufficient funding to fulfil the City's MoU with the Rally was included in the 2019-2020 Budget from the Major Events Attraction Reserve and approved by Council.
28. Council's contribution to the event totalled around \$92,000 in direct costs as detailed below:

**National Caravan Clubs' Rally, Albany Host Destination,
13 - 22 October 2019**

EXPENSES

Description	Total
<u>Host destination requirements</u>	
Major events attraction - job number 3325 CMCA	\$140,000.00
CoA Salaries & Wages	\$10,107.00
Materials & Consumables	\$14,110.00
Contract works	\$12,598.00
Fuel & Oil	\$27,158.00
Equipment Hire & Plant Vehicles Hire	\$650.00
Advertising	\$1,092.00
Labour Hire / Contract Employment	\$7,356.00
Internal Plant Hire Depreciation	\$1,500
Water	\$1,152.00
Plant Operating Costs	\$2,290.00
Labour Overhead	\$14,300.00
Totals	\$92,313.00
Balance	\$47,687.00

29. Management and oversight of event contractual deliverables was undertaken using existing staff resources within Community Services and within existing allocated budgets.
30. Provision of the venue and facilities at Centennial Oval to the event had an additional in-kind value of \$13,125.
31. The National Caravan Club Rally donated all water distribution materials including 80 brass taps, fittings and kilometres of piping with a value of around \$7,500 to the City's Reserves Team at the conclusion of the event.

LEGAL IMPLICATIONS

32. Nil.

ENVIRONMENTAL CONSIDERATIONS

33. Nil.

ALTERNATE OPTIONS

34. Nil.

SUMMARY CONCLUSION

35. Securing the 2019 National Caravan Clubs' Rally event achieved a City strategic deliverable to support significant events that promote our region and have a positive economic and social benefit.
36. The event is considered as being economically successful delivering an excellent ROI on the \$92,000 host city investment and generating an estimated \$1.8m economic injection into Albany.
37. Significant but unquantifiable economic benefit would also have been received across the region as a result of the Rally and the more than 400 participating caravans it attracted from across the country.

Consulted References	:	City of Albany Community Strategic Plan - Albany 2030
File Number (Name of Ward)	:	Not applicable.
Previous Reference	:	OCM Minutes 26/04/2016 – ED031

CCS219: RACEWARS UPDATE

Proponent / Owner	:	City of Albany
Attachments:	<i>Distributed</i> :	<ul style="list-style-type: none">• <i>HHG Legal Group Review Letter – Review of Sponsorship Agreement – Other parties: Racewars Pty Ltd, Targa West Pty Ltd. (Confidential)</i>• <i>Revised Agreement. (Confidential)</i>
<i>separately under confidential cover.</i>		
Report Prepared By	:	Manager Governance & Risk (S Jamieson)
Responsible Officers:	:	Acting Executive Director Corporate & Commercial Services (D Olde) Chief Executive Officer (A Sharpe)

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:** Smart, prosperous and growing.
 - **Objectives:**
 - Strengthen and grow our region's economic base.
 - Develop and promote Albany as a unique and sought after visitor location.
 - **Community Priorities:**
 - Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.
 - Promote the "Amazing South Coast" region as a sought after and iconic tourism destination.

In Brief:

- Note the updated Event Sponsorship Agreement and Status Report.

RECOMMENDATION.

CCS219: RESPONSIBLE OFFICER RECOMMENDATION:

That the updated Event Sponsorship Agreement and Officer Report be NOTED and acknowledge that the first sponsorship payment of \$35,000 will not be paid until the formal sponsorship agreement has been signed and event approval for 2020 has been issued.

BACKGROUND

2. At the Special Council Meeting held on 3 September 2019, Council resolved:

THAT:

- (1) The City of Albany's Risk Exposure in regards to sponsoring and approving Motorsports Events be NOTED.
- (2) The Racewars Pty Ltd, Business Plan and associated supporting documents be NOTED.
- (3) The decision to enter into a Sponsorship Agreement with Racewars Pty Ltd for the next three (3) years be APPROVED.
- (4) The Chief Executive Officer, formally advise Racewars Pty Ltd, that the proposed Racewars Events are subject to the issue of an Event Approval Permit by the City of Albany (Approving Authority) in accordance with the Sponsorship Agreement, noting each event site will be assessed on a site by site basis, for example:
 - The Racewars Principle Event located at the Albany (Harry Riggs) Regional Airport; or
 - The Racewars Middleton Beach Hill Climb Sprint Event.

DISCUSSION

3. The purpose of this report is to provide Council with an update on activities associated with the event and detail the changes made to the Sponsorship Agreement.

4. It is anticipated that the event approval process will be completed by 20 February 2020.

Amended Sponsorship Agreement:

5. The changes made to the previous sponsorship agreement are detailed in the attached letter of advice from the City's legal counsel.
6. The draft agreement will be updated to include the listed support provided by the City in addition to the \$35,000 (AUD) sponsorship provided annually.
7. The listed support is detailed in the financial implications section of the report.
8. The following provides an update on activities that have been completed or are in progress at the time of writing this report.

Racewars Event	Progress:
Notification to Local Emergency Management Committee (LEMC)	Completed.
Notification to Hospital and St John Ambulance. Note: <ul style="list-style-type: none"> A condition of event approval for the airport event will be the mandatory positioning of a Paramedic on the advice of St John Ambulance on site for the airport event. 	Completed.
Sponsorship Agreement (Amended). Note: <ul style="list-style-type: none"> The current agreement is between Racewars Group Pty Ltd and the City of Albany. The current agreement needs to be amended to reflect Racewars Pty Ltd and the engagement of Targa West Pty Ltd and the sanctioning body AASA. Once Event Approval is given, the sponsorship will be paid to Racewars Pty Ltd. 	In progress.

Albany Airport Event:	Status:
Rescheduling of Regular Passenger Transport Flights (Regional Express). Note: <ul style="list-style-type: none"> Rex and DoT have agreed to reschedule flights. Last flight out of Albany is at 2000 hours (8pm) on the Friday evening, with extra flights prior to and on the Monday after 1400 hours (2pm). 	Completed.
Method of Work Plan - Racewars Event – Aerodrome Unavailability. Note 1: <ul style="list-style-type: none"> In the event of any emergency aircraft requiring access, the event will be suspended. In the event of a local bush fire requiring water bomber action, the event may be suspended or cancelled. 	Completed. <i>Note: Additional briefings are scheduled with the Airport Emergency & Safety Committees.</i>

Albany Airport Event:	Status:
<ul style="list-style-type: none"> • NOTAM states all emergency services to contact aerodrome operator for access. • RWY 05/23 will be made available for emergency services aircraft access. • Portable lighting will be set up on RWY 05/23 for night operations. <p>Note 2:</p> <ul style="list-style-type: none"> • Meeting conducted with WA Country Health Service, Director Regional, on 29 January 2020. 	
<p>Traffic Management Plans & Road Closures (Albany Highway and Parker Brook Road).</p> <p>Note 1: Parker Brook Road will be closed:</p> <ul style="list-style-type: none"> • Saturday, February 29: Road Closed 11:30am to 6:00pm, with by-pass via Menang Drive and Rocky Crossing Rd / Willyung Rd or Hawley Rd. • Sunday, March 1: Road Closed 8:00am to 4:30pm, with by-pass via Menang Drive and Rocky Crossing Rd / Willyung Rd or Hawley Rd. <p>Note 2: Albany Traffic Management (ATM) are currently undertaking the update of the TMP. On completion of the TMP, approval will be given by the City for the Road Closure.</p>	In progress.
<p>Competitor Safety Works at end of Runway 14/32 (Parker Brook Rd End).</p> <ul style="list-style-type: none"> • Works booked, scheduled to be completed by 26 February 2020. 	In progress.
<p>Internal Return Road Grading for competitors.</p> <ul style="list-style-type: none"> • Grading booked for 26 February 2020. 	In progress.
<p>Event Staff (Visitor Identification Card) VIC Applications.</p> <ul style="list-style-type: none"> • A number have been received already which is an improvement on previous years. 	In progress.

Middleton Beach Hill Climb Sprint Event:	Progress:
<p>Traffic Management Plans & Road Closures.</p> <ul style="list-style-type: none"> • Approved by City of Albany and submitted to Albany Police on behalf of Targa West Pty Ltd. • Confirmed on 31 January 2020, that receipted. <p><i>Note: Road closure reduced from previous year, from 6am to 6pm on the Monday.</i></p>	<p>Completed.</p>
<p>National Anzac Centre</p> <p>The National Anzac Centre will be closed on Monday 2 March 2020 during the running of the Racewars Sprint Event at Middleton Beach.</p> <p>Note 1:</p> <ul style="list-style-type: none"> • The decision is based on previous attendance figures and the necessary restricted access during the event. <p>Note 2:</p> <ul style="list-style-type: none"> • Consultation with effected business owners completed and public notification on-going. 	<p>Completed.</p>

GOVERNMENT & PUBLIC CONSULTATION

9. Continued consultation has been conducted with the City's:

- a. Insurance Broker (LGIS); and
- b. Legal counsel.

10. Consultation has been conducted with:

- a. **Airport Operations:** Officers, through the Department of Transport's Community Consultation Group, which consists of stakeholders from industry, government, and the aviation community the City have sought permission and been granted approval for the Albany Airport to be closed to aircraft movement from Friday evening to 12.00pm (midday) Monday. Noting, as previously communicated, air transport on the Perth to Albany route is historically low on long weekends and it is usual for flights to be cancelled due to insufficient demand.
- b. **Royal Flying Doctor & Water Bombers:** Officers have met with WA Country Health Service to advise the Airport will remain open for emergency flights for the Royal Flying Doctor Service. To facilitate emergency use of the airport, Albany Airport staff will remain on duty to ensure safety and operational compliance needs are adhered to, and to respond to any emergency air service requirements. The Royal Flying Doctor Service, in consultation with the Albany Hospital, may schedule non-emergency flights to accommodate the event.
- c. **Community & Stakeholder Consultation:** The event organisers (Racewars & Targa West) assisted by the City's Media and Airport Team have commenced community and stakeholder notification.

12. Addition consultation was conducted with the Public and Aboriginal Health Division - Department of Health, on behalf of Princess Royal Hospital. Points of Clarification Provided:
- a. Racewars Pty Ltd is now conducting the Albany Airport Sprint events under the Australian Auto-Sport Alliance (AASA) sanctioning body.
 - b. Event approval will be based on the condition that a paramedic must be on site as stipulated by St John Ambulance and the City Local Emergency Management Committee (LEMC).
 - c. The Racewars 2020 Event Regulations have been reviewed and updated.
 - d. The Racewars– Event & Motorsport Risk Register was submitted with their proposal end of last year.
 - e. There are protocols in place to open and close the airport to facilitate RFDS and other emergency response aircraft (i.e. Rescue Helicopter etc). This has been facilitated on a number of occasions.
 - f. The current requested protocol is RFDS/Hospital to provide 1 hour prior notice of requirement to land required; however this can be reduced.
 - g. Over the past three years, the City of Albany, owner and operator of the Albany Airport, has been responsible for ensuring that Royal Flying Doctor Service (RFDS) Flights can safely access the airport for emergency response.
 - h. The City has requested the Albany Regional hospital to reserve using the RFDS for emergency transport only.

STATUTORY IMPLICATIONS

Governance Role

13. Under the Environmental Health Regulations the City also has a regulatory role to ensure public events are safe.
14. As the event permit authority, the City's involvement should be limited to providing approval and sponsorship.
15. It is the role of the event organiser (RACEWARS) to organise, manage and regulate the event in accordance with conditions imposed by the permit authority.
16. The City is entitled to rely on RACEWARS to run, organise and manage the event to the requisite standards in order to minimise risk and ensure safety.
17. The Agreement clearly states that the City will take control of airport operations should emergency use be required (RFDS/Water Bombers), and that the City will not be liable for any losses to RACEWARS associated with the emergency use of the airport.

POLICY IMPLICATIONS

18. The City, as the event permit authority, can instruct and/or take direct action if it considers that obligations under the Act are not being met by the event holder.

RISK IDENTIFICATION & MITIGATION

19. At the Special Council meeting held in September 2019, the following Risk and Opportunity Assessments were provided to Council.

20. The assessment has been updated with additional information:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Business Operation & Financial. <i>Risk: Accelerated wear and tear to the Albany Airport runway from chip seal loss.</i></p>	Likely	Moderate	High	<p>Continue to monitor the wear resulting from the event activity. Allocate additional funds from an appropriate budget line.</p> <p>Post special council meeting funding application submitted to Federal Government for main runway upgrade. To facilitate this project pavement condition assessment is currently being conducted.</p> <p>Current assessment has only identified show minor chip loss and cracking from current use (which includes use by Racewars Competitor over the past 3 years).</p>
<p>Reputation. There is a potential risk that the event will continue to grow and existing resources may not be able to accommodate visitor expectations.</p>	Almost Certain	Major	Extreme	<p>Encourage the event organisers to transition this event to be overseen by a dedicated event management entity. Racewars have appointed a dedicated Event Manager for the Airport Event. Racewars have transitioned the Middleton Beach Sprint to Targa West. Racewars Airport to be run under AASA sanctioning body rules.</p> <p>A fully revised risk management plan will continue to be developed which formulates potential event approval conditions to mitigate and/or manage hazards as part of the event approval process.</p>
<p>Legal & Reputation. Identified risks are not mitigated and/or managed by the Event Organiser.</p>	Unlikely	Severe	High	<p>The City as the permit authority allocates dedicated compliance staff to monitor and work with the Event Organiser.</p> <p>Further guidance and advice has been taken from the City's insurer. Separate legal review has been undertaken.</p> <p>Additional review of agreement conducted noting engagement of Targa West and AASA.</p>
<p>Safety & Liability: Council is the venue owner, but not a participant or the event organiser.</p> <p>As venue owner Council, (City of Albany), is responsible for ensuring the venue is safe and suitable for purpose, and set out terms and conditions of use.</p> <p>Council is also responsible for ensuring the event organiser will run a safe event.</p> <p>As owner of the venue Council should establish a set of requirements, terms and conditions for the users to meet and comply with.</p>	Unlikely	Severe	High	<p>As a minimum the City will:</p> <ul style="list-style-type: none"> Request full details of event including site plan and conduct its own risk assessment for suitability and safety risks. Received. Obtain a risk assessment from organiser Received. Conduct a joint site inspection with organiser to evaluate plans and processes. Verification inspection to be conducted. Detail requirements in writing to the organiser as part of the event approval process.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p><i>This should include insurance and indemnity requirements.</i></p> <p><i>The same level of management for Council events should be required from the event organiser depending on the size of the event.</i></p>				<p><i>In progress.</i></p> <ul style="list-style-type: none"> <i>Provide written terms and conditions (including insurance and indemnity) as part of the formal sponsorship agreement. Completed (v1), In progress (v2).</i> <i>Ensure Event Holder establishes contingencies. In progress: Part of Event Approval Certificate.</i> <p><i>Addition safety precautions for Middleton Beach Hill Sprint:</i></p> <ul style="list-style-type: none"> <i>Reduction in average speed to under 90km/h resulting from modified course design.</i>
<p>Legal, Reputation & Financial Risk: <i>Future event cancellation results in financial loss.</i></p>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<p><i>Condition of Event Approval that Event Cancellation Insurance must be in place to the satisfaction of the City's Insurer (LGIS).</i></p> <p><i>In progress: Part of Event Approval Certificate.</i></p>
<p>Opportunity: <i>To continue to promote Albany as a unique and sought after visitor location to attend and hold internationally recognised events and meet our Communities priority to encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.</i></p> <p><i>It is still believed that there is the potential to develop this event into an internationally recognised event.</i></p>				

FINANCIAL IMPLICATIONS

21. Sponsorship of \$35,000 per annum for a period of three (3) years for the RACEWARS event, will not be paid until the formal sponsorship agreement has been signed and event approval for 2020 has been issued.

22. The following additional expenses and in-kind support are met by the City:

Airport Event:

- a. Erection of security fencing to protect general aviation users;
- b. Grading of end of runway and drainage treatments;
- c. Grading of internal competitor return road;
- d. Emergency Services Support: Pilot accommodation and meal allowances for the DBCA (Fire Spotter) relocation; and
- e. Road Traffic Management and Control (Albany Highway and Parker Brook Rd).

Expenditure estimated at approximately \$20,000.

Middleton Beach Hill Climb Sprint Event:

- f. Ground servicing (mowing, reticulation mark out) for Middleton beach and Eyre Park;
- g. Installing the overflow car parking bunting at the golf course and Eyre Park;
- h. Variable Message board for 2 weeks prior to road closure (\$1 323.00);
- i. Road Sweeper pre and post event;
- j. Removal and reinstall of the speed hump at Forts precinct gate;

- k. Fencing and Road Cones (to designate access to Albany Surf Life Saving Club and public access space, pit lane); and
- l. Staff support on day (Two City Staff).
- m. In addition:
 - The City’s Asset Team provided a structural condition report for Marine Drive and scheduled maintenance prior to the event to ensure road is safe; and

LEGAL IMPLICATIONS

- 23. As previously advised the City is within its right to terminate the contract prior to the 3-year term, if event approval conditions are not complied with or a breach of the sponsorship agreement occurs.

ENVIRONMENTAL CONSIDERATIONS

- 24. Not applicable to this report.

ALTERNATE OPTIONS

- 25. Not applicable to this report.

CONCLUSION

- 26. It is recommended that the revised Sponsorship Agreement and report is noted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	<ul style="list-style-type: none"> • <i>National Anzac Centre / Forts Store Closure Monday 2 March – Briefing Note – 22 January 2020.</i> • <i>SCM September 2019 Resolution SCM018</i>

CCS220: ELECTED MEMBER PROFESSIONAL DEVELOPMENT & TRAINING POLICY

- Proponent / Owner** : City of Albany
Attachments : Elected Member Professional Development & Training Policy
Report Prepared By : Senior Team Leader/Council Liaison (J Williamson)
 Manager Governance & Risk (S Jamieson)
Responsible Officers: : Chief Executive Officer (A Sharpe)

STRATEGIC IMPLICATIONS

- 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:** Establish and maintain sound business and governance structures.
 - Community Priority:** To provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.

In Brief:

- Adopt the amended “*Elected Member Professional Development Policy*”, now titled “*Elected Member Professional Development & Training Policy*”.

RECOMMENDATION

CCS220: RESPONSIBLE OFFICER RECOMMENDATION
THAT the Elected Member Professional Development & Training Policy be ADOPTED.

BACKGROUND

- On 26 March 2019, Council resolved to adopt the Elected Member Professional Development Policy.
- As at the 6 July 2019, it is legislative requirement under the *Local Government Act 1995* (the Act) for elected members to conduct training and professional development.
- A local government must prepare and adopt a policy in relation to the continuing professional development of council members.

DISCUSSION

- Policy content amended to reflect changes to the Act:

Objective:	Amended to include: <i>“The Local Government Act 1995 (the Act), states in part that a local government must prepare and adopt a policy in relation to the continuing professional development of council members.”</i>
Policy Statements:	Administrative amendment: Policy statements listed and appended with acknowledgement of new legislative requirement, being: <i>“It is acknowledged that Elected Member must receive and complete “Council Member Training” as prescribed in the Act and regulations, however Council also acknowledge the need to support an individual’s continuing professional development.”</i>

<p>Legislative and Strategic Context:</p>	<p>Appended with applicable references, being:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> • Section 5.126 (Training for council members) • Section 5.127 (Report on training) <p>Local Government (Administration) Regulations 1996</p> <ul style="list-style-type: none"> • Regulation 35. Training for council members (Act s. 5.126(1)) • Regulation 36 (Exemption from Act s. 5.126(1) requirement), noting a council member on the day on which the <i>Local Government Regulations Amendment (Induction and Training) Regulations 2019</i> regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.
--	--

GOVERNMENT & PUBLIC CONSULTATION

- 6. Government circulars.
- 7. No public consultation is required.

STATUTORY IMPLICATIONS

Local Government Act 1995:

- Section 5.126 (Training for council members)

<p>5.126. Training for council members</p> <p>(1) Each council member must complete training in accordance with regulations.</p> <p>(2) Regulations may —</p> <ul style="list-style-type: none"> (a) prescribe a course of training; and (b) prescribe the period within which training must be completed; and (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); <p style="padding-left: 40px;">and</p> <ul style="list-style-type: none"> (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.
--

- Section 5.127 (Report on training)

<p>5.127. Report on training</p> <p>(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.</p> <p>(2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.</p>

Local Government (Administration) Regulations 1996

- Regulation 35 (Training for council members (Act s.5.126(1)))

35. Training for council members (Act s. 5.126(1))

(1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).

(2) The course of training is the course titled Council Member Essentials that —

(a) consists of the following modules —

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest;
- (v) Understanding Financial Reports and Budgets;

and

(b) is provided by any of the following bodies —

- (i) North Metropolitan TAFE;
- (ii) South Metropolitan TAFE;
- (iii) WALGA.

(3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.

- Regulation 36 (Exemption from Act s. 5.126(1) requirement)

36. Exemption from Act s. 5.126(1) requirement

(1) A council member is exempt from the requirement in section 5.126(1) if —

(a) the council member passed either of the following courses within the period of 5 years ending immediately

before the day on which the council member is elected —

- (i) the course of training specified in regulation 35(2);
- (ii) the course titled 52756WA — Diploma of Local Government (Elected Member);

or

(b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

(2) A person who is a council member on the day on which the *Local Government Regulations Amendment (Induction and Training) Regulations 2019* regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

Note: On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed by the Western Australian Parliament, coming into effect on 6 July 2019

8. The voting requirement for this item is **Absolute Majority**, as the policy contains a delegations to the Chief Executive Officer; and
9. In accordance with section 5.128(1) & (2) of the Act, **Absolute Majority** is required to adopt and amend this policy.

POLICY IMPLICATIONS

10. *Local Government Act 1995*. Section 2.7(2)(b)-Council determines local government policies.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Risk: Amended Policy is not adopted.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<p><i>Council may further review the policy and request amendments.</i></p> <p><i>Professional Development opportunities will continue to be provided by the City to ensure adequate training for Councillors to fulfil their role and prescribed training will be delivered as prescribed by the Act and regulations.</i></p>

FINANCIAL IMPLICATIONS

12. The amount will be set annually as part of the budget adoption process. For planning purposes an amount of \$4,000 will be allocated to each elected member annually.
13. Unspent funds for individual elected members from each year will carry over for a maximum of two years, after which time any unspent funds may be returned to the general training budget.

LEGAL IMPLICATIONS

14. There are no direct legal implications associated with this report.

ENVIRONMENTAL CONSIDERATIONS

15. Nil.

ALTERNATE OPTIONS

16. Council may choose to either adopt the proposed policy, adopt with modification or refer the policy back to the Executive for further development.

CONCLUSION

17. It is recommended that the amended proposed policy decision be adopted.

Consulted References	:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Adoption reference: OCM 26/03/2019 Resolution CCS137.

CCS221: LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2020

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

RECOMMENDATION

CCS221: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 January 2020 totalling \$6,368,115.93.

BACKGROUND

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

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 January 2020. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$17,220.73
Payroll	\$1,611,463.86
Cheques	\$32,713.27
Electronic Funds Transfer	\$4,706,718.07
TOTAL	\$6,368,115.93

As at 15 January 2020, the total outstanding creditors stands at \$190,647.61 and is made up as follows:-

Current	\$359,179.21
30 Days	\$116,482.00
60 Days	\$0.00
90 Days	\$0.00
TOTAL	\$475,661.21
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

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

POLICY IMPLICATIONS

6. Expenditure for the period to 15 January 2020 has been incurred in accordance with the 2019/2020 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 January 2020 has been incurred in accordance with the 2019/2020 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
-----------------------------------	---	----------------------

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