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# AGENDA

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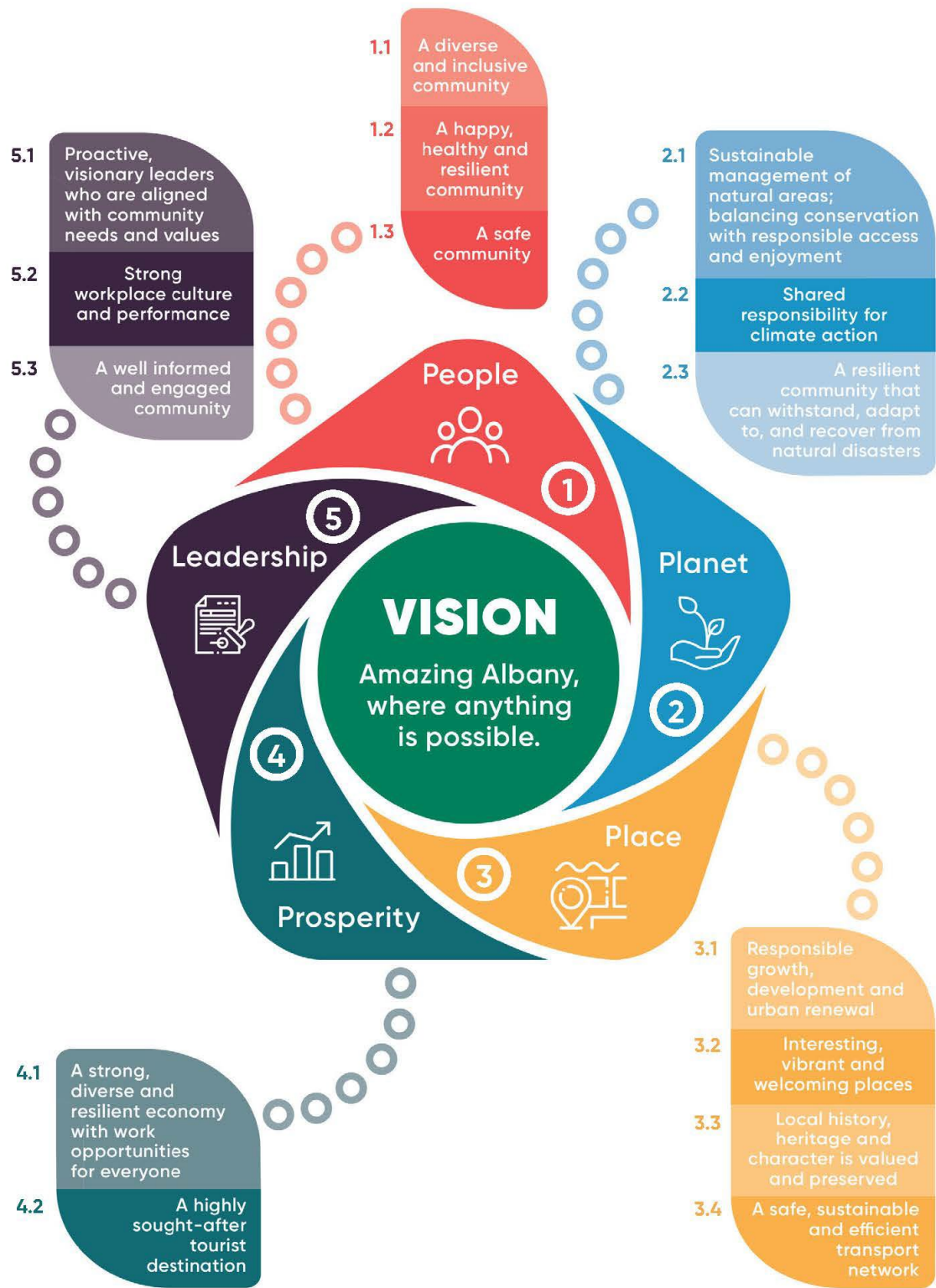
## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 11 February 2025**

6.00pm

Council Chambers

The Five Strategic Pillars



**Community & Corporate Services Committee**  
**Terms of Reference**

**Function:**

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

**Chairperson:** City of Albany elected member, elected from the Committee.

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly Meeting Location: Council Chambers

**Directorates:** Corporate & Commercial Services and Community Services

**Executive Officer(s):**

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA –11/02/2025

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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA –11/02/2025

**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 past, present and emerging”.*

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

Mayor	G Stocks
Councillor	M Traill
Councillor	D Baesjou
Councillor	S Grimmer (Chair)
Councillor	R Sutton
Councillor	P Terry
Councillor	C McKinley

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Community Services	N Watson
Executive Director Corporate & Commercial Services	M Gilfellon

Meeting Secretary	M Robson
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**Apologies:**

Councillor	L MacLaren
Councillor	T Brough
Councillor	M Lionetti
Councillor	A Cruse

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA –11/02/2025

**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest

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

**6. PUBLIC QUESTION TIME**

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

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

**7. PETITIONS AND DEPUTATIONS Nil.**

**8. CONFIRMATION OF MINUTES**

**DRAFT MOTION**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 3 December 2024, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**9. PRESENTATIONS Nil.**

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.**

## CCS686: MONTHLY FINANCIAL REPORT – DECEMBER 2024

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – December 2024
<b>Report Prepared By</b>	: Manager Finance
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services

### 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:
  - **Pillar:** Leadership.
  - **Outcome:** Strong workplace culture and performance

### IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 December 2024 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 31 December 2024 is preliminary and has not yet been audited.

### RECOMMENDATION

#### CCS686: AUTHORISING OFFICER RECOMMENDATION

**THAT the Monthly Financial Report for the period ending 31 December 2024 be RECEIVED.**

### DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
  - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
  - (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
  - (c) Basis of Preparation;
  - (d) Explanation of material variances to year-to-date budget;
  - (e) Net Current Asset & Funding Position;
  - (f) Investment Portfolio Snapshot;
  - (g) Receivables; and
  - (h) Capital Acquisitions.

3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS647, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/2025.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted 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**

6. The *Local Government (Financial Management) Regulations 1996* stipulate that each month Local Governments are required to prepare and report a Financial Activity Statement (reg 34) and a Financial Position Statement (reg 35).
7. Each of these statements are to be presented at an ordinary meeting of the council within two months after the end of the relevant month, as well as recorded in the minutes of the meeting at which it is presented.

#### **POLICY IMPLICATIONS**

8. The City's 2024/25 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 2024 has been incurred in accordance with the 2024/25 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

#### **LEGAL IMPLICATIONS**

12. Nil.

#### **ENVIRONMENTAL CONSIDERATIONS**

13. Nil.

#### **ALTERNATE OPTIONS**

14. Nil.

#### **CONCLUSION**

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

<b>Consulted References</b>	:	<i>Local Government (Financial Management) Regulations 1996</i>
<b>File Number</b>	:	FM.FIR.7



**CCS687: LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2024**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance  
**Authorising Officer:** : Executive Director Corporate and Commercial Services

**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:

- **Pillar/Priority:** Leadership.
- **Outcome:** Strong workplace culture and performance.

**IN BRIEF**

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

**RECOMMENDATION**

**CCS687: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 December 2024 totalling \$11,496,095.93 be RECEIVED.**

**DISCUSSION**

2. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 15 December 2024. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$9,372,576.92	81.53%
Municipal	Payroll	\$2,101,945.01	18.28%
Municipal	Credit Cards	\$21,574.00	0.19%
Municipal	Cheques	\$0.00	0.00%
Trust	N/A	\$0.00	0.00%
<b>TOTAL</b>		<b>\$11,496,095.93</b>	<b>100%</b>

3. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$51,005.87.
4. The table below summaries the total outstanding creditors as at 15 December 2024.

Aged Creditors	Amount (\$)
Current	\$38,954.96
30 Days	\$17,249.59
60 Days	\$(2,160.58)
90 Days	\$165.00
<b>TOTAL</b>	<b><u>\$54,208.97</u></b>

## STATUTORY IMPLICATIONS

5. 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.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. 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.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

## POLICY IMPLICATIONS

Expenditure for the period to 15 December 2024 has been incurred in accordance with the 2024/2025 budget parameters.

## FINANCIAL IMPLICATIONS

Expenditure for the period to 15 December 2024 has been incurred in accordance with the 2024/2025 budget parameters.

## LEGAL IMPLICATIONS

9. Nil

## ENVIRONMENTAL CONSIDERATIONS

10. Nil

## ALTERNATE OPTIONS

11. Nil

## CONCLUSION

12. That the list of accounts have been authorised for payment under delegated authority.
13. 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.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

**CCS688: LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2025**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance  
**Authorising Officer:** : Executive Director Corporate and Commercial Services

**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:

- **Pillar/Priority:** Leadership.
- **Outcome:** Strong workplace culture and performance.

**IN BRIEF**

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

**RECOMMENDATION**

**CCS688: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 January 2025 totalling \$7,201,143.14 be RECEIVED.**

**DISCUSSION**

2. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 15 January 2025. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$4,859,006.21	67.48%
Municipal	Payroll	\$2,323,380.62	32.26%
Municipal	Credit Cards	\$18,356.31	0.25%
Municipal	Cheques	\$400.00	0.01%
Trust	N/A	\$0.00	0.00%
<b>TOTAL</b>		<b>\$7,201,143.14</b>	<b>100%</b>

3. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$1,052.57.
4. The table below summaries the total outstanding creditors as at 15 January 2025.

Aged Creditors	Amount (\$)
Current	\$763,251.47
30 Days	\$1,408,600.00
60 Days	\$20,866.34
90 Days	\$3,106.26
<b>TOTAL</b>	<b><u>\$2,195,824.07</u></b>

## STATUTORY IMPLICATIONS

5. 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.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. 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.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

## POLICY IMPLICATIONS

Expenditure for the period to 15 January 2025 has been incurred in accordance with the 2024/2025 budget parameters.

## FINANCIAL IMPLICATIONS

Expenditure for the period to 15 January 2025 has been incurred in accordance with the 2024/2025 budget parameters.

## LEGAL IMPLICATIONS

9. Nil

## ENVIRONMENTAL CONSIDERATIONS

10. Nil

## ALTERNATE OPTIONS

11. Nil

## CONCLUSION

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

<b>Consulted References</b>	:	<i>Local Government (Financial Management) Regulations 1996</i>
<b>File Number</b>	:	FM.FIR.2

**CCS689: DELEGATED AUTHORITY REPORTS – 16 NOVEMBER 2024 to  
15 JANUARY 2025**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to Mayor and Councillors
<b>Authorising Officer:</b>	: Chief Executive Officer

**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:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

**RECOMMENDATION**

**CCS689: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 November 2024 to 15 January 2025 be RECEIVED.**

**BACKGROUND**

2. In compliance with Section 9.49A of the *Local Government Act 1995* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
  - **Delegation: LG1.18 (D006)** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
  - **Delegation: LG4.06 (D009)** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
  - **Delegation: LG5.05 (D018)** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS690: TENDERS AWARDED REPORT – OCTOBER TO DECEMBER 2024**

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	: Tenders Awarded Report – October to December 2024
<b>Report Prepared by</b>	: Manager Finance
<b>Authorising Officer</b>	: Executive Director Corporate & Commercial Services

**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:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

**RECOMMENDATION**

**CCS690: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Tenders Awarded Report – October to December 2024 be RECEIVED.**

## CCS691: CORPORATE SCORECARD – OCTOBER TO DECEMBER 2024 QUARTER

**Attachments** : Corporate Scorecard: Q1 2024-25: CBP Actions  
Corporate Scorecard: Q1 2024-25: CEO KPIs

**Report Prepared By** : Business Planning and Performance Coordinator

**Authorising Officer:** : Manager Finance

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany's Strategic Community Plan 2032 or Corporate Business Plan 2024-2028 informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.

### IN BRIEF

- The Strategic Community Plan 2032 (SCP) and the first Corporate Business Plan (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of strategic actions that effectively form Council's priority commitments to the community.
- The 'Corporate Scorecard' provides a summary overview of these actions, while adding commentary on those that are not 'on track'.
- Also included within the Corporate Scorecard is an update on the Chief Executive Officer's (CEO) Key Performance Indicators (KPIs) for the 2024/25 financial year.

### RECOMMENDATION

#### CCS691: AUTHORISING OFFICER RECOMMENDATION

**THAT the 'Corporate Scorecard: Q2 2024-25: CBP Actions' and 'Corporate Scorecard: Q2 2024-25: CEO KPIs' for the July to September 2024 quarter be NOTED.**

### BACKGROUND

2. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
3. In addition, Council has assigned the CEO with KPIs for the 2024-25 financial year, that have been incorporated into the existing quarterly corporate reporting framework to improve transparency, efficiency and consistency.
4. Delivery of these actions are monitored through the City's strategy management software 'CAMMS', which defines the associated project milestones for the current financial year and enable reporting against them.

### DISCUSSION

5. The attached 'Corporate Scorecard' report provides an update on the status of CBP actions and CEO KPI's for the October to December 2024 quarter.
6. These reports retain the general traffic-light model, with the following threshold specifications:
  - 'Off Track' (red) actions are less than 70% complete relative to the established project milestone.
  - 'Monitor' (amber) actions are more than 70% but less than 90% complete relative to the established project milestone.

- 'On Track' (green) actions are 90% or more complete relative to the established project milestone.
- 'No Target Set' actions are yet to commence or are ongoing services with no milestone.
- Completed actions are subsumed within the 'On Track' actions.

## GOVERNMENT & PUBLIC CONSULTATION

7. N/A.

## STATUTORY IMPLICATIONS

8. There are no direct statutory implications, however the Report supports the City's obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business Plan:

**Corporate Business Plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in *accordance with section 5.56*, which states:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications. **\*Absolute majority required.***
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## POLICY IMPLICATIONS

9. N/A.



## RISK IDENTIFICATION & MITIGATION

10. Risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputational/Business Operations:</b> Loss of reputation from not following through on commitments outlined in the CBP.	Likely	Minor	Moderate	Staff to review and address areas of concern prior to reconsideration by Council.
<b>Opportunity:</b> Significantly enhanced oversight of CBP Actions, leading to improved community perception of Council leadership.				

## FINANCIAL IMPLICATIONS

11. N/A.

## LEGAL IMPLICATIONS

12. N/A.

## ENVIRONMENTAL CONSIDERATIONS

13. N/A.

## ALTERNATE OPTIONS

14. Council may choose not to review progress of commitments made in the CBP through the Report, and delegate this oversight to the City's Executive.

## CONCLUSION

15. It is recommended the 'Corporate Scorecard: Q2 2024-25' be noted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>Local Government Act 1995, s5.56</li> <li>Local Government (Administration) Regulations 1996, Reg. 19D</li> <li>IPR Framework and Guidelines 2019</li> </ul>
<b>File Number</b>	:	CM.RVW.9
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>OCM 23/07/2024 - Report Item CCS643</li> <li>OCM 22/10/2024 – Report Item CCS665</li> <li>OCM 26/11/2024 – Report Item CCS676</li> </ul>

## CCS692: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2024

<b>Proponent</b>	:	City of Albany
<b>Attachments</b>	:	Budget Review for the period ending 31 December 2024
<b>Report Prepared by</b>	:	Business Analyst/Management Accountant
<b>Authorising Officer</b>	:	Executive Director Corporate & Commercial Services

### 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:
  - **Pillar:** Leadership.
  - **Outcome:** Strong workplace culture and performance.

### IN BRIEF

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996.
- This review is for the period ending 31 December 2024, and achieves a Balanced Budget (nil surplus or deficit as at 30 June 2025) inclusive of the proposed Budget Review allocations

### RECOMMENDATION

#### CCS692: AUTHORISING OFFICER RECOMMENDATION

**THAT the Budget Review for the period ending 31 December 2024 be ADOPTED.**

### BACKGROUND

2. The Department of Local Government, Sport and Cultural Industries (“DLGSCI”) recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual. This was completed by the City in September 2024 under agenda item CCS657.
3. Under legislation (regulation 33A(1) of the Local Government (Financial Management) Regulations 1996, Local Governments are required to conduct a budget review between 1 January and the last day of February each financial year.
4. Council adopted the FY2024/25 budget on 23 July 2024 (CCS647). The total adopted budget expenditure of \$156.3m was comprised of:
  - a. \$59.0m capital works;
  - b. \$1.3m debt reduction; and
  - c. \$96.0m in operating expenditure.
5. The current budget (inclusive of budget amendments already endorsed by Council throughout FY2024/25) has expenditure totalling \$162.4m.

## DISCUSSION

6. Key elements of this proposed budget review include:
  - a. An increase in funds required of \$5.834m to complete the proposed amendments, sourced as follows:
    - i. \$3.236m: Reduction in expenditure
    - ii. \$5.066m: Increase in grants and general revenue.
    - iii. \$2.468m: Reduction in net reserves funding required.
    - iv. The total of which is \$5.834m.
  - b. This Review maintains Council's Budget in a Balanced Position as at 30 June 2025.
  - c. Total expenditure of \$162.4m in FY2024/25, comprised of:
    - i. \$64.0m capital works;
    - ii. \$1.5m debt reduction; and
    - iii. \$96.9m in operating expenditure.
7. A detailed copy of the budget review for the period ending 31 December 2024 is attached.
8. Any budget adjustments thereafter will be brought to Council as an item to be discussed when required and actioned outside of this review.

## GOVERNMENT & PUBLIC CONSULTATION

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

## STATUTORY IMPLICATIONS

11. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
  - a. is incurred in a financial year before the adoption of the annual budget by the local government
  - b. is authorised in advance by a resolution (absolute majority required) or;
  - c. is authorised in advance by the mayor in an emergency.
12. If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of 7 days and (a) its intention to do so; and (b) the date from which it is proposed the fees or charges will be imposed.
13. The voting requirement of Council is **Absolute Majority**.

## POLICY IMPLICATIONS

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

## RISK IDENTIFICATION & MITIGATION

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

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

## FINANCIAL IMPLICATIONS

16. Please refer to the attachment: Budget Review for the period ending 31 December 2024.

## LEGAL IMPLICATIONS

17. Nil.

## ENVIRONMENTAL CONSIDERATIONS

18. Nil.

## ALTERNATE OPTIONS

19. For the period ending 31 December 2024, Council may consider to:
- Adopt the Budget Review as recommended; or
  - Adopt the Budget Review with amendments (as specified by Council)

## SUMMARY CONCLUSION

20. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 December 2024 be supported.

<b>Consulted References</b>		<ul style="list-style-type: none"> <li>Adopted Budget 2024/2025</li> <li>Local Government Act 1995</li> </ul>
<b>File Number (Name of Ward)</b>	:	FM.BUG.12
<b>Previous Reference</b>		<ul style="list-style-type: none"> <li>Adopted Budget 2024/2025 – OCM 23/07/2024 Resolution CCS647</li> <li>Budget Review Period Ending 31 July 2024 - OCM 24/09/2024 Resolution CCS657</li> </ul>

## CCS693: NEW LEASE – VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD – HANRAHAN ROAD WASTE FACILITY

<b>Land Description</b>	: Portion of Lot 167 on Deposited Plan 248882, the subject of Certificate of Title 1117 Folio 402, Mount Melville
<b>Proponent</b>	: Veolia Environmental Services (Australia) Pty Ltd (ABN 20 051 316 584) <ul style="list-style-type: none"><li>• Julian Charise Gaillard (Secretary/Director)</li><li>• Richard Kirkman (Director)</li></ul>
<b>Owner</b>	: City of Albany
<b>Report Prepared By</b>	: Team Leader Property & Leasing
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
  - **Pillar:** 2 Planet – Shared responsibility for climate action.
  - **Outcome:** 2.2.3 Develop a sustainable, low waste, circular economy.
  - **Pillar:** 4. Prosperity – A strong, diverse and resilient economy with work opportunities for everyone.
  - **Outcome:** 4.1.1 Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs.

### Maps and Diagrams:



**IN BRIEF**

- Council at its meeting on 22 October 2024 approved the awarding of contracts for Recycling Processing Services and Waste Collection Services in the City of Albany to Veolia Environmental Services (Australia) Pty Ltd (Veolia), subject to confirmation of departures and final clarifications on contract terms.
- The Recycling Processing Services contract includes a requirement for Veolia to lease the Bulk-up Facility from the City for their operations.
- Council is requested to approve a new lease for the Bulk-up Facility Area (previously leased to Cleanaway Pty Ltd) to Veolia.
- The lease term will align with the contract term.
- It is recommended that Council approve the new lease with Veolia.

**RECOMMENDATION**

**CCS693: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council APPROVE the new lease to Veolia Environmental Services (Australia) Pty Ltd over portion of Lot 167 Cuming Rd, Mount Melville, subject to the terms and conditions outlined in section 14 in this report.**

**BACKGROUND**

2. On 22 October 2024 Council approved the awarding of contracts for Recycling Processing Services and Waste Collection Services in the City of Albany to Veolia Environmental Services (Australia) Pty Ltd (Veolia), subject to confirmation of departures and final clarifications on contract terms.
3. As part of the Recycling Processing Services contract, Veolia is required to lease the Bulk-up Facility Area located at Lot 167 Cuming Road from the City to carry out their operations.
4. The lease area of 3422m<sup>2</sup> was formerly referred to as the Material Recovery Facility and previously leased to Cleanaway.

**DISCUSSION**

5. The new lease for the Bulk-up Facility Area is essential for Veolia to fulfill their contractual obligations for recycling processing and waste services delivery.
6. The lease will ensure that Veolia has the necessary infrastructure to manage waste and recycling effectively and efficiently within the City of Albany.
7. The City's Waste team will allow Veolia to use a portion of the lease area for a Depot. Veolia may park up to eight collection vehicles for a period commencing 1 July 2025 and ending on the earlier of 18 months after the commencement date or termination of the lease.
8. Veolia must not bring unsafe collection vehicles or those that drip oil or fluids into the lease area. Additionally, they must not clean, grease, oil or wash Collection Vehicles in the lease area.
9. The City will issue Veolia with a parking permit, allowing their employees to park vehicles on a section of the unmade road reserve next to the lease area.

### Lease terms

10. The proposed lease term is for eight years and two further one-year extension options, aligning with the contract term commencing 1 July 2025.
11. A peppercorn rent is proposed, as all costs for the lease have been factored into the Recycling Processing Services contract.
12. A commercial rent could result in higher fees paid by the City to Veolia under the contract, potentially increasing costs for the City and its residents.
13. The peppercorn rent is consistent with the rent paid by Cleanaway for similar arrangements.
14. The table below summarises the essential terms of the proposed new lease.

New Lease	Details
Tenant	Veolia Environmental Services (Australia) Pty Ltd
Land Description	Portion of Lot 167 Cuming Rd on Deposited Plan 248882, Certificate of Title 1117 Folio 402, Mount Melville
Land Ownership	City of Albany
Lease Area	Approx 3422m <sup>2</sup>
Permitted Use	Receipt, storage, bulk-up and collection of recyclable waste, including processing of recyclable waste through the material recovery equipment located within the Bulk-up Facility lease area
Rent	\$1.00 pa + GST
Term of Lease	8 years + two 1-year extensions (10 years) commencing 1 July 2025
Outgoings	Tenant responsible for all outgoings, including insurance and utilities
Special Conditions	<ul style="list-style-type: none"> <li>Depot Area – Tenant may park up to eight collection vehicles in the lease area for a period commencing 1 July 2025, ending 18 months after the commencement date or lease termination.</li> </ul>

### **GOVERNMENT & PUBLIC CONSULTATION**

15. No Government consultation is required as the lease area is located on City of Albany owned freehold land.
16. Section 3.58 of the *Local Government Act 1995* governs property disposal, including leases.
17. The Act requires the following:
  - a) A local government must give local public notice of the proposed lease 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.
18. The proposed new lease will be advertised to comply with the requirements of the Act.
19. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Advertise the proposed lease in the local newspapers and the City's website inviting submissions from the public.	Two weeks following Council's endorsement of the agenda item.	Open	Section 3.58 of the Local Government Act 1995.

### **STATUTORY IMPLICATIONS**

20. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including both leased and licensed land and buildings.
21. The proposed new lease complies with the statutory requirements for property disposal.

## POLICY IMPLICATIONS

22. The Property Management (Leases and Licences) Policy supports equitable access and efficient management of City owned and managed properties in line with statutory procedures.
23. The Policy provides that commercial rents are to be market based. However, it is recommended Council approve a peppercorn rent, as lease costs have already been considered in the Recycling Processing Services contract.
24. The remainder of lease terms will align with the policy.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation:</b> New lease not approved - waste and recycling services disrupted	Unlikely	Major	Medium	Negotiate terms that satisfy both Council and tenant
<b>Financial:</b> Increased costs if commercial rent applied	Possible	Moderate	Medium	Opt for peppercorn rent to keep costs manageable
<b>Operational:</b> Delay in approving the lease may impact the commencement of waste services	Unlikely	Major	Medium	Negotiate terms that satisfy both Council and tenant
<b>Opportunity:</b> To fulfil the requirements of the Recycling Processing Services and Waste Collection Services Contract and strengthen the partnership between the City and Veolia.				
<b>Opportunity:</b> The lease aligns with the City's Strategic Community Plan 2032 objective to develop a sustainable, low waste, circular economy.				

## FINANCIAL IMPLICATIONS

26. All costs associated with the preparation and execution of the new lease documentation will be met by the City.
27. The peppercorn rent is structured to align with the overall Recycling Processing Services and Waste Collection Services contracts ensuring cost effectiveness and value for money.

## LEGAL IMPLICATIONS

28. The lease documentation will be prepared by City's lawyers (who prepared the waste services contracts) to ensure enforceable terms to protect the interests of the City and align with the waste services contract.

## ENVIRONMENTAL CONSIDERATIONS

29. Veolia under the Recycling Processing Services and Waste Collection Services contracts must comply with all environmental regulations for waste management operations.

## ALTERNATE OPTIONS

30. Council may:
  - a. Approve the new lease to Veolia; or
  - b. Seek amendments to the proposed lease terms, including changing the rent from a peppercorn amount to commercial rent or another amount; or
  - c. Decline the new lease request.
31. Not approving the new lease with Veolia would require finding a new contractor or renegotiating terms with Veolia.
32. Imposing a higher rental may increase costs for the City and residents as Veolia would then adjust their fees to cover higher rental expenses.



**CONCLUSION**

33. On 22 October 2024 Council approved the awarding of contracts for Recycling Processing Services and Waste Collection Services in the City of Albany to Veolia, subject to confirmation of departures and final clarifications on contract terms.
34. The Recycling Processing Services contract requires that Veolia must enter into a lease for the Bulk-up Facility for their operations.
35. The lease terms are favourable and ensure that Veolia can operate effectively while meeting the City's waste management needs.
36. Approving the new lease with Veolia is crucial for the seamless delivery of waste and recycling services to residents in the City of Albany.
37. It is recommended that the new lease be approved.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• Property Management (Lease and Licences) Policy</li><li>• <i>Local Government Act 1995</i></li></ul>
<b>File Number</b>	:	PRO490, A114984
<b>Previous Reference</b>	:	OCM 22 October 2024 DIS419

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