



---

# AGENDA

---

## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 11 March 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 –11/03/2025

**TABLE OF CONTENTS**

	<b>Details</b>	<b>Pg#</b>
<b>1.</b>	<b>DECLARATION OF OPENING</b>	<b>5</b>
<b>2.</b>	<b>PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS</b>	<b>5</b>
<b>3.</b>	<b>RECORD OF APOLOGIES AND LEAVE OF ABSENCE</b>	<b>5</b>
<b>4.</b>	<b>DISCLOSURES OF INTEREST</b>	<b>6</b>
<b>5.</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	<b>6</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME</b>	<b>6</b>
<b>7.</b>	<b>PETITIONS AND DEPUTATIONS</b>	<b>6</b>
<b>8.</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>9.</b>	<b>PRESENTATIONS</b>	<b>6</b>
<b>10.</b>	<b>UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS</b>	<b>6</b>
<b>REPORTS</b>		
CCS694	MONTHLY FINANCIAL REPORT – JANUARY 2025	7
CCS695	LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 2025	9
CCS696	DELEGATED AUTHORITY REPORTS – 16 JANUARY 2025 TO 15 FEBRUARY 2025	11
CCS697	CHILD SAFETY AWARENESS POLICY	12
CCS698	COMMUNICATION & ENGAGEMENT STRATEGY	16
CCS699	ALBANY INTERNATIONAL FOLK N SHANTY FESTIVAL TRIENNIAL AGREEMENT	19
CCS700	COMMUNITY SPORTING AND RECREATION FACILITIES FUND & CLUB NIGHT LIGHTS 2025 GRANT ROUND APPLICATIONS	23
CCS701	RATES DEBT RECOVERY	30
CCS702	PROPOSED SURRENDER & NEW REPLACEMENT LEASE – SHUTTLEWORTH ALBANY PTY LTD – BIG4 MIDDLETON BEACH HOLIDAY PARK	35
<b>11.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>40</b>
<b>12.</b>	<b>MEETING CLOSED TO PUBLIC</b>	<b>40</b>
<b>13.</b>	<b>CLOSURE</b>	<b>40</b>

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA –11/03/2025

**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 (Deputy Chair)
Councillor	R Sutton
Councillor	P Terry
Councillor	C McKinley
Councillor	L MacLaren
Councillor	T Brough (Chair)
Councillor	M Lionetti
Councillor	A Cruse

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Community Services	N Watson
Executive Director Corporate & Commercial Services	M Gilfellow
Meeting Secretary	C Crane

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA –11/03/2025

**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 11 February 2024, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**9. PRESENTATIONS Nil.**

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

## CCS694: MONTHLY FINANCIAL REPORT – JANUARY 2025

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – January 2025
<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 January 2025 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 January 2025 is preliminary and has not yet been audited.

### RECOMMENDATION

#### CCS694: AUTHORISING OFFICER RECOMMENDATION

**THAT the Monthly Financial Report for the period ending 31 January 2025 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 January 2025 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



**CCS695: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 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**

- 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**

**CCS695: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2025 totalling \$8,686,276.97 be RECEIVED.**

**DISCUSSION**

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$6,497,366.60	74.80%
Municipal	Payroll	\$2,176,253.63	25.05%
Municipal	Credit Cards	\$12,456.63	0.14%
Municipal	Cheques	\$200.00	0.00%
Trust	N/A	\$0.00	0.00%
<b>TOTAL</b>		<b>\$8,686,276.97</b>	<b>100%</b>

- 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: \$21,259.49.

4. The table below summaries the total outstanding creditors as at 15 February 2025.

<b>Aged Creditors</b>	<b>Amount (\$)</b>
Current	\$318,280.46
30 Days	\$225,355.76
60 Days	-\$363.00
90 Days	-\$1,395.28
<b>TOTAL</b>	<b><u>\$541,877.94</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 February 2025 has been incurred in accordance with the 2024/2025 budget parameters.

### FINANCIAL IMPLICATIONS

Expenditure for the period to 15 February 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

## CCS696: DELEGATED AUTHORITY REPORTS – 16 JANUARY 2025 TO 15 FEBRUARY 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

#### CCS696: AUTHORISING OFFICER RECOMMENDATION

**THAT the Delegated Authority Reports 16 January 2025 to 15 February 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)

## **CCS697: CHILD SAFE AWARENESS POLICY**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: DRAFT City of Albany Child Safe Awareness Policy
<b>Report Prepared By</b>	: Community Development Coordinator
<b>Authorising Officer:</b>	: Executive Director Community 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:** People.
- **Outcome:** A safe community.

#### **In Brief:**

- Following the Royal Commission into Institutional Responses to Child Sexual Abuse, the State Government accepted, or accepted in principle, all 310 recommendations that were applicable to Western Australia.
- Under the Royal Commission Recommendation 6.12, the Department of Local Government Sport and Cultural Industries (DLGSC) recommended that local governments create their own Child Safe Awareness Policy to fulfil the obligations under this recommendation.
- Adoption of the City of Albany Child Safe Awareness Policy will demonstrate the City's commitment to child safety and assist in implementing three of the National Principles for Child Safe Organisations.

### **RECOMMENDATION**

#### **CCS697: AUTHORISING OFFICER RECOMMENDATION**

**THAT the City of Albany Child Safe Awareness Policy be ADOPTED.**

### **BACKGROUND**

2. The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in January 2013 to investigate the systemic failures of public and private institutions to protect children from child sexual abuse, report abuse, and their response to sexual abuse. It also enquired into how institutions with a responsibility for children managed and responded to allegations and instances of child sexual abuse.
3. The Royal Commission released a report in 2017 listing 409 recommendations covering a range of mechanisms to support child-safe organisations, including National Principles that provide a nationally consistent approach to embedding child-safe cultures at all levels within organisations that engage with children.
4. In 2018, the State government accepted, or accepted in principle, all 310 recommendations from the Royal Commission that applied to Western Australia and developed a 10-year plan to implement the recommendations.
5. In 2019, the Council of Australian Governments endorsed the National Principles for Child Safe Organisations, which builds on the 10 Child Safe Standards proposed by the Royal Commission.
6. A state-wide consultation with local governments was held in 2020-2021 to inform the development of an approach to meet Recommendation 6.12.

## DISCUSSION

7. The Royal Commission recognised local governments' role in creating and maintaining child safety in their community.
8. The City of Albany, like many local governments, also directly deliver services for children and young people, including childcare, creche, school holiday programs, swim school, and facilitates a youth advisory council.
9. WALGA, in collaboration with local government and State government, co-designed the Child Safe Awareness Policy template to support local governments in introducing and integrating recommended child safety functions.
10. Based on the Local Government Child Safety Self-Assessment tool developed by DLGSC, the various services and programs delivered by the City of Albany fall under the 'high level of engagement' with children and young people.
11. Given this high level of engagement, DLGSC identified that it is important that the City works towards the National Principles for Child Safe Organisations.
12. As a result, the City has already undertaken several steps to improve processes and meet its child safe obligations, including:
  - Implemented a Reportable Conduct Scheme process;
  - Completed mandatory reporting training for day care;
  - Completed Reportable Conduct Scheme training;
  - Updated Working with Children and National Criminal History Checks Procedure to align with legislative changes; and
  - Drafted a Child Safe Awareness Policy for Council consideration.
13. Adopting the Policy can contribute towards the City implementing elements of the National Principles for Child Safe Organisations including:
  - National Principle 1: Child safety and well-being is embedded in organisational leadership, governance and culture;
  - National Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing; and
  - National Principle 10: Policies and procedures document how the organisation is safe for children and young people.
14. The Policy recognises that the City of Albany is uniquely placed within the community to demonstrate leadership in protecting children and young people from harm and/or abuse and supporting organisations to be child-safe.
15. Adopting the Policy is one way the City can demonstrate its commitment to being child-safe and having a zero-tolerance approach to child abuse.

## GOVERNMENT & PUBLIC CONSULTATION

16. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Collaborate	Internal Staff Workshops (Library, People & Culture, ALAC, Community Development, Childcare, VAC).	31/7/24	6	N/A
		11/9/24	4	
		31/10/24	5	
		21/11/24	5	

## STATUTORY IMPLICATIONS

17. While adopting the Policy is not mandatory, local governments are strongly recommended to have a Child Safe Awareness Policy to demonstrate leadership and commitment towards building child-safe environments in the community.

## POLICY IMPLICATIONS

18. Once this Policy has been adopted, there will be some additional administrative policies developed to align with the Child Safe Awareness Policy and the National Child Safe Principles.

## RISK IDENTIFICATION & MITIGATION

19. 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> <b>Risk:</b> A lack of awareness of child safety obligations within the City of Albany and our community.	Possible	Major	High	Adopt the Child Safe Awareness Policy to provide clear direction to the administration, who will: <ul style="list-style-type: none"> <li>Implement supporting policies and processes to uphold the National Child Safe principles.</li> <li>Revise current training sessions for staff on child safety obligations to ensure alignment with the National Child Safe principles.</li> <li>Develop community awareness campaigns to educate the public about child safety and the City's policies.</li> <li>Revise current systems established to review and update child safety policies and procedures.</li> </ul>
<b>Reputation</b> <b>Risk:</b> City of Albany policies and processes don't align with the National Principles for Child Safe Organisations.	Possible	Major	High	Adoption of the Child Safe Awareness Policy and processes will align City processes with the National Principles.
<b>People Health &amp; Safety</b> <b>Risk:</b> The safety and wellbeing of children is compromised.	Possible	Major	High	Adopt the Child Safe Awareness Policy and implement supporting policies and processes to uphold the National Child Safe principles.
<b>Opportunity:</b> Adopting a Child Safe Awareness Policy demonstrates the City's commitment to child safety within the organisation and the wider community and facilitates further engagement with key stakeholders, including community groups and child safety experts, to promote and support child safety initiatives.				

## FINANCIAL IMPLICATIONS

20. Nil

## LEGAL IMPLICATIONS

21. While there are no direct legal implications from adopting a Child Safe Awareness Policy, an absence of a policy and supporting policies and processes that uphold the National Child Safe Principles may lead to a failure in child safety and wellbeing that results in legal implications.

## ENVIRONMENTAL CONSIDERATIONS

22. Nil

## ALTERNATE OPTIONS

23. Council may choose to adopt the policy with amendments; however, any amendments will need to align with the National Principles for Child-Safe Organisations.

## CONCLUSION

24. Adoption of the City of Albany Child Safe Awareness Policy will provide a framework that outlines the City's commitment to Child Safety, as well as its role in supporting organisations to be aware of their child safety obligations and protect children and young people from harm and/or abuse.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>Child-Safe Awareness Policy: Template for Local Government May 2023, Government of WA</i></li><li>• <i>Frequently asked questions – Child-Safe Awareness Policy template</i></li><li>• <i>National Principles for Child-Safe Organisations</i></li><li>• <i>Royal Commission into Institutional Responses to Child Sexual Abuse Final Report</i></li></ul>
<b>File Number</b>	:	CM.STD.7
<b>Previous Reference</b>	:	Nil

## CCS698: COMMUNICATIONS AND ENGAGEMENT STRATEGY PROGRESS REPORT

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: City of Albany Communications & Engagement Strategy Progress Report (Quarter 4, 2024) City of Albany Engagement Register (Quarter 4, 2024)
<b>Report Prepared By</b>	: Community Development Coordinator
<b>Authorising Officer:</b>	: Executive Director Community 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.

#### In Brief:

- Note the City of Albany Communications and Engagement Strategy Progress Report for Quarter 4 of 2024.

### RECOMMENDATION

#### CCS698: AUTHORISING OFFICER RECOMMENDATION

**THAT the City of Albany Communications & Engagement Strategy progress report for Quarter 4 of 2024 and its endorsement by the Communications & Engagement Advisory Group be NOTED.**

### BACKGROUND

2. Council adopted the revised the Communications & Engagement Strategy at the June 2024 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. The Strategy is underpinned by an Action Plan.
3. The Strategy implementation and annual action plan is overseen by a Communications and Engagement Advisory Group comprising community representatives, Elected Members and City officers. The Advisory Group meets quarterly to review and endorse the progress report.

### DISCUSSION

#### Progress Report

4. Membership of the new Communications and Engagement Advisory Group consists of six community representatives, two Elected Members and four City staff.
5. The new Communications and Engagement Advisory Group had its first meeting on Monday, 3 February 2025 and at this meeting it endorsed the first progress report under the revised strategy, being for Quarter 4 of 2024.
6. The Advisory Group also noted the Engagement Register Report, noting that staff are still working on the best way to collect the data from teams across the organisation.
7. This current action plan includes 31 actions, with 27 ongoing or underway and 4 on hold.



8. The group also provided feedback on four Communications & Engagement projects for staff to consider in their planning. Those projects were:
- **Community Scorecard Survey**  
Biennial bench-marking survey undertaken to inform the review of the City's Strategic Community Plan.
  - **Rural Roadshows**  
Engagement with rural communities about rural roads and other City services.
  - **Council Meet & Greet events**  
Informal engagement opportunities for Elected Members to meet with the community.
  - **Antenno**  
A digital communications platform designed to enhance engagement between the City and its community.

## GOVERNMENT & PUBLIC CONSULTATION

9. The revised Strategy was developed using existing data collected as part of the reviews for the Corporate Strategic Plan, Age Friendly Albany Plan, Youth Friendly Albany Plan and the Access and Inclusion Plan.
10. The revised Strategy was also developed in collaboration with the City's former Communications and Advisory Group, who worked closely with staff on the drafting of the Strategy and Action Plan.
11. The progress report has been reviewed and supported by the Advisory Group, which includes community representatives.

## STATUTORY IMPLICATIONS

12. Nil

## POLICY IMPLICATIONS

13. This item aligns with the City of Albany's Community Engagement Policy.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputational:</b> Community engagement expectations are not met due to budget, viability, funding conditions, safety, or legislative constraints.	Likely	Moderate	High	Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.
<b>Reputational:</b> Communications or engagement activity is ad-hoc, untimely, inaccurate, or untargeted.	Unlikely	Major	Low	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.
<b>Operational:</b> Some aspirations of the Strategy may not be fully realised due to budget or resource constraints.	Possible	Moderate	Medium	Prioritise budget allocation where necessary and explore all options to achieve objectives.

## FINANCIAL IMPLICATIONS

15. Nil.

**LEGAL IMPLICATIONS**

16. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

17. Nil.

**ALTERNATE OPTIONS**

18. Nil.

**CONCLUSION**

19. The Communications and Engagement Strategy is overseen by an Advisory Group comprising community representatives, Elected Members and City staff.
20. Community representation on the Advisory Group ensures that community needs and priorities remain central to the implementation of the Communications and Engagement Strategy.
21. Regular progress reports of achievements against the Strategy are endorsed by the Advisory Group and submitted to Council for information.
22. The City of Albany Communications and Engagement Strategy Progress Report for Quarter 4 of 2024 is submitted to Council for noting.

<b>Consulted References</b>	:	City of Albany Communication and Engagement Strategy 2024-2027 Council Policy – Community Engagement
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 25 June 2024 CCS633

## CCS699: ALBANY INTERNATIONAL FOLK N SHANTY FESTIVAL TRIENNIAL AGREEMENT

<b>Business Entity Name</b>	: ALBANY INTERNATIONAL FOLK N SHANTY FESTIVAL
<b>Attachments</b>	: Albany International Folk n Shanty Festival (AIFNSF) Triennial Funding Proposal AIFNSF Annual Report 2024 AIFNSF 2025 Budget Albany Maritime Festival Socio-Economic Impact Assessment
<b>Report Prepared By</b>	: Manager Community Relations
<b>Authorising Officer:</b>	: Executive Director Community 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:** People
  - **Outcome:** Grow participation in art, culture and community events.
  - **Pillar:** Place
  - **Outcome:** Local history, heritage and character is preserved.
  - **Pillar:** Prosperity
  - **Outcome:** A highly sought after tourist destination

#### In Brief:

- Approve a triennial funding agreement for the Albany International Folk n' Shanty Festival to partner with and grow the Albany Maritime Festival.

### RECOMMENDATION

#### CCS699: AUTHORISING OFFICER RECOMMENDATION

##### THAT Council:

1. **ENDORSE** an ongoing collaboration between the Albany International Folk n' Shanty Festival and Albany Maritime Festival;
2. **AUTHORISE** the CEO to enter a triennial funding agreement with the Albany International Folk n' Shanty Festival (2025 – 2027) for cash sponsorship of \$30,000 per year to support the collaboration;
3. **APPROVE** use of the Town Hall in-kind for the Folk n' Shanty Festival for the term of the agreement; and
4. **AMEND** the Budget to increase budget for GL 1161330 (ALAC Swim School Income) from \$660,000 to \$690,000 and increase budget for GL 1737070 (Major Events Attraction) from \$20,000 to \$50,000.

### BACKGROUND

2. Albany International Folk n' Shanty Festival began in 2018 as the first shanty singing festival in the southern hemisphere and has been supported annually by the City of Albany.

3. Attracting an audience of up to 4000 people each year, the Folk n' Shanty Festival utilizes multiple venues across Albany, collaborating with local businesses to strengthen the local economy and attract tourism.
4. It aims to deliver a high-quality cultural event that attracts international artists and supports local artists in bringing the community together with music to preserve Albany's rich maritime culture and history.
5. Showcasing and celebrating maritime culture and heritage aligns with the aims of the Albany Maritime Festival and in 2024 these two festivals collaborated to deliver a larger and richer program that delivered significant social and economic benefits.
6. This resulted in the Folk n' Shanty Festival repositioning from its traditional October timeslot to align with the Albany Maritime Festival in July.
7. The Albany Maritime Festival is entering its fifth year in 2025 and brings together a large and diverse group of community stakeholders showcasing and celebrating Albany's maritime history and heritage.
8. It has evolved into a key annual event and is strategically positioned during the traditionally "quieter" winter months to activate Albany and attract visitors in this non-peak period.
9. The Folk n' Shanty Festival are committed to continuing this collaboration and are seeking a multi-year funding partnership with the City to support this outcome.

## **DISCUSSION**

10. The collaboration between the Albany Maritime Festival and Albany Folk n' Shanty Festival in 2024 achieved strong engagement from the community, businesses and visitors.
11. As a result, the City and Folk n' Shanty Festival committee partnered in appointing Keston Economics to complete a social and economic impact assessment of the combined festivals to better understand its impact and leverage further funding towards the events.
12. The Keston report identified the following highlights from the 2024 partnership:
  - 173 events were held across 20 venues;
  - Participation grew from 18,000 in 2023 to 28,000 in 2024;
  - Overall economic impact increased from \$4.7 million in 2023 to \$7.9 million in 2024;
  - 67 jobs were created in 2024 compared to 49 in 2023;
  - For every dollar spent on the festival, \$24.33 is returned to the regional economy.
13. These economic outcomes underpinned a submission to Tourism Western Australia (TWA) for a triennial funding agreement to support the festival's partnership, which was successful.
14. The Folk n' Shanty Festival have been successful in receiving annual funding from the City of Albany through the Regional Events Sponsorship program, and in 2024 received the maximum funding amount of \$20,000.
15. To secure the Folk n' Shanty Festival's sustainability and continue to attract headline national and international performers to Albany, the festival committee is seeking to partner with the City through a triennial funding agreement and commitment to continue its collaboration with the Maritime Festival.
16. The festival program will include annual concert programming in the Albany Town Hall. The Folk n' Shanty Festival are eligible for community rates on the Town Hall, and these will be negotiated and applied annually.
17. The request is for an annual cash contribution in 2025, 2026 and 2027 of \$30,000 plus GST which is consistent with the value of the City's other multi-year funding agreements and aligns with the term of the City's funding agreement with TWA.
18. This request includes a commitment to continue a collaboration with the Albany Maritime Festival in those years.

19. The sponsorship will include the City's standard terms and conditions for event funding and include milestones.
20. Supporting the Folk n' Shanty Festival with a triennial agreement will allow the committee to plan for the festival program with certainty, which will benefit 2026 when the event will support Albany's bicentenary.
21. Given the importance of maritime heritage and history to the broader Albany story, the Albany Maritime Festival in collaboration with the Folk n' Shanty Festival is well placed to support and promote Albany 2026.

## GOVERNMENT & PUBLIC CONSULTATION

22. Nil

## STATUTORY IMPLICATIONS

23. Nil

## POLICY IMPLICATIONS

24. Nil

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputational:</b> Cost and funding pressures may compromise the sustainability of the Folk n' Shanty Festival.	Likely	Moderate	High	Provide certainty to the festival and its collaboration with the Maritime Festival through a multi-year funding agreement
<b>Reputational:</b> Cost and funding pressures impact affordability of venues to support headline programming for the Folk n' Shanty Festival.	Likely	Moderate	High	Provide the Town Hall in-kind as part of the triennial partnership agreement, noting the substantial economic benefits the festival delivers to the region.
<b>Financial:</b> Impacts to the viability of the Folk n' Shanty Festival may affect the City's ability to meet the conditions of its triennial funding agreement with TWA.	Possible	Moderate	Medium	Formalise the collaboration with Folk n' Shanty Festival through a triennial funding agreement.
<b>Opportunity:</b> To support a regional festival that celebrates Albany's rich maritime culture to grow and attract visitation to the region in a non-peak period, delivering ongoing economic benefits to the region.				

## FINANCIAL IMPLICATIONS

26. The Albany Folk n' Shanty Festival is requesting \$30,000 plus GST cash sponsorship per annum for its event in 2025, 2026 and 2027.
27. There is no allocation within the 2024-2025 Budget for this purpose and a budget amendment is required to support the request.
28. The income budget for swim school at ALAC is substantially exceeding budget due to strong enrolments, and officers are proposing to increase this income line to reflect actuals achieved and provide budget capacity for to support the Folk n' Shanty festival in 2025.
29. Subject to Council support, funding amounts for year two (2026) and year three (2027) will be included in future budgets.

30. The funding proposal also requests community rate hire charges on the Town Hall. The festival meets the criteria for community hire rates.
31. However, due to the substantial social and economic benefits of the festival collaboration (refer to Point 12), officers are recommending Council consider providing the Town Hall in-kind for Folk n' Shanty programming for the term of the agreement.
32. Providing the Town Hall in-kind is consistent with arrangements Council has previously approved for Cinefest Oz, and participation numbers for both these festivals is similar based on their 2024 event acquittals (Cinefest – 2,300 / Folk n' Shanty 3,000).
33. The exact value of the suggested in-kind support is dependent on annual programming needs but based on fees charged in 2023 and 2024 it would represent an income value of approximately \$4,000.

#### **LEGAL IMPLICATIONS**

34. Nil

#### **ENVIRONMENTAL CONSIDERATIONS**

35. Nil

#### **ALTERNATE OPTIONS**

36. Council can choose to not support the proposal for a triennial agreement for the Folk n' Shanty Festival and prefer the festival apply for funding annually through the Regional Events Sponsorship, however this may impact the viability of the festival which could in turn impact the City's triennial agreement with TWA for the Maritime Festival.
37. Council can choose to increase or decrease the amount of funding, however decreasing the amount of funding may impact the viability of the festival which could in turn impact the City's triennial agreement with TWA for the Maritime Festival.
38. Council can choose not to support providing the Town Hall in-kind, and the Folk n' Shanty Festival would continue to be charged the applicable rates.

#### **SUMMARY**

39. The adoption of a triennial agreement with the Folk n' Shanty Festival for 2025 – 2027 as outlined will support an ongoing partnership with the Albany Maritime Festival and ensure the sustainability of the Folk n' Shanty Festival and the relationship with TWA.
40. The value of the recommended cash sponsorship and value of the in-kind is consistent with other event partnerships Council has supported.
41. In 2024, the collaboration between the Maritime Festival and the Folk n' Shanty Festival delivered substantial economic benefits, attracting visitors and activating Albany in a traditional non-peak period. This demonstrates the value of continuing to support the collaboration.

<b>Consulted References</b>	:	Albany Maritime Festival Socio-Economic Impact Assessment
<b>File Number</b>	:	RC.EVM.79
<b>Previous Reference</b>	:	OCM 19 December 2023 - CCS589

## CCS700: COMMUNITY SPORTING AND RECREATION FACILITIES FUND & CLUB NIGHT LIGHTS 2025 GRANT ROUND APPLICATIONS

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Correspondence and Project Assessment Sheet; Community Sports & Recreation Facility Funding (CSRFF) Policy
<b>Report Prepared By</b>	: Manager Recreation Services
<b>Responsible Officers:</b>	: Executive Director Community 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:** People.
  - **Outcome:** A happy, healthy, and resilient community.

#### In Brief:

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) and Club Night Lights grant applications.
- To seek Council support for funding contributions towards the priority ranked projects in line with the City of Albany's Community Sports & Recreation Facility Funding Policy.

### RECOMMENDATION

#### CCS700: AUTHORISING OFFICER RECOMMENDATION 1

That Council RANK the one application for the CSRFF Small Grant Application 2025 funding round in the following order:

- a) Albany Athletics Club – new and improved jump facilities for Great Southern Athletes (ranked 1 of 1).

#### CCS700: AUTHORISING OFFICER RECOMMENDATION 2

That Council RANK the one application for the Club Night Lights 2025 funding round in the following order:

- a) Albany Leisure and Aquatics Centre – courts lighting upgrade (ranked 1 of 1).

#### CCS700: AUTHORISING OFFICER RECOMMENDATION 3

THAT Council:

1. APPROVE a total of \$102,471.00 (exc. GST) as the Council's commitment towards the CSRFF applications ranked in recommendation 1 and 2 as follows;
  - a) Albany Athletics Club (\$30,000) and City of Albany (\$72,471);
  - b) Funding allocated to the Albany Athletics Club will remain allocated under the Community Sports & Recreation Facility Funding Policy even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and
  - c) The funding amount does not exceed a total of \$102,471.00 (exc. GST)
2. NOTE the contribution to the Albany Athletics Club will be allocated to the Capital Seed Fund in the 2025-2026 Budget.

**3. NOTE the funding of \$72,471 towards the City of Albany's application is already included in the 2024/2025 Budget.**

## **BACKGROUND**

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of funding as follows:
  - Small Grant Funding Round (Summer)
  - Annual and Forward Planning Funding Round
  - Small Grant Funding Round (Winter)
3. The CSRFF program is now a \$20 million program. All three rounds are often oversubscribed, and clubs may need to reapply multiple times to be successful.
4. DLGSC also opens a Club Night Lights funding round concurrent to CSRFF for which applications are also eligible to receive funding through the City of Albany's Capital Seed Fund. There is one (1) Club Night Lights applications this round.
5. The Small Grants Round has increased its maximum eligible project cost criteria from \$300,000 to \$500,000. This streamlines the application process for projects under \$500,000 with two funding rounds available per year.
6. Traditionally the CSRFF Small Grant program has only funded one third of the total project costs. The revised guidelines now fund up to a half of the total project cost to a limit of \$200,000 for successful small grant recipients.
7. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
8. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
9. The land on which the facility is to be developed must be one of the following:
  - Crown reserve;
  - Land owned by a public authority;
  - Municipal property; or
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
10. Whilst there is no obligation for local government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
11. The City of Albany has a Community Sports & Recreation Facility Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
12. The DLGSC – Sport and Recreation application form requires applications to be initially submitted to the local government within which the project proposal is located.
13. The CSRFF funding application process requires local government to assess all relevant applications and to rank the applications in priority order for the municipality. The applications are then submitted to DLGSC on behalf of the applicants prior to March 30, 2025.
14. Once the assessment process from Local Government Authorities is complete, all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the DLGSC – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.



## **DISCUSSION**

15. The DLGSC grant guidelines require Council to provide a ranking for the projects.
16. The DLGSC – Sport and Recreation provides guidelines for local government authorities to assess each submission. This assessment uses the following criteria:
  - Project justification;
  - Planned approach;
  - Community input;
  - Management planning;
  - Access and opportunity;
  - Design;
  - Financial viability;
  - Coordination;
  - Potential to increase physical activity; and
  - Sustainability.

With overall project rating, being:

- Well planned and needed by municipality;
  - Well planned and needed by applicant;
  - Needed by municipality, more planning required;
  - Needed by applicant, more planning required;
  - Idea has merit, more planning work needed; or
  - Not recommended.
17. The type of projects which will be considered for funding through the CSRFF program are:
    - New playing surfaces – ovals, courts, synthetic surfaces etc;
    - Floodlighting projects (must be to Australian standards);
    - Change rooms and ablutions; and
    - Sports storage.
  18. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.
  19. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.
  20. The City of Albany has received one (1) Small Grant application and one (1) Club Night Lights Application this round. The following additional information is provided about the projects and funding applications.

### **Albany Athletics Club – New and improved jump facilities for Great Southern athletes**

21. The funding application is for the CSRFF Small Grant round for the upgrade and construction of the jump pits at the Albany Athletics Club.
22. The Albany Athletics Club has 123 junior members and 25 senior members, and members use the facility located on North Road, Albany all year round.
23. With the support of Albany Athletics Inc sporting club and the Albany Athletics Group (facility maintenance committee), Albany Little Athletics Club Inc is proposing to create two new jump facilities at Albany's Mike Biddulph Athletics Facility and to improve the safety of two of the existing jump pits and runways.
24. Specifically, the project will deliver:

- Two new jump pits, including 50m x 1.22m synthetic runways and concrete edging, built to meet minimum required specifications; and
  - Concrete edging added to create a flush edge around the two existing runways.
25. Currently, the facility does not provide any long and triple jump facilities that meet the minimum specifications required by Athletics West and as published on the Western Australian Department of Local Government, Sports and Cultural Industries website.
26. Club athletes currently start their run-up on grass before transitioning onto the inadequate existing 36m runways.
27. In addition, the width of the current runways (1m) is narrower than required and there is a risk to athletes of rolling off the side or tripping on the current runways as the edges are not flush with the ground surface.
28. The benefits to both clubs of installing two new jump pits and runways that meet minimum specifications are:
- 50m length synthetic runways will accommodate the full length of older athletes' triple jump run-ups;
  - Having two 50m length, 1.22m wide synthetic surfaces will provide an invaluable year-round training surface for Great Southern athletes, which is currently lacking from the existing facility. The proposed wider runways and the edging of existing runways will minimise the risk of injury to athletes by reducing the likelihood of them rolling off or tripping on uneven edges; and
  - By providing the only quality jumps facilities in the Great Southern to train and compete on, the club is assisting athletes to stay in the regions and to achieve their potential at State, National and International events.
29. The project is well planned and needed by the applicant. The application, installation and project will be managed by Albany Athletics Club.
30. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria.

#### **Albany Leisure and Aquatic Centre (ALAC) – Courts Lighting Upgrade**

31. The funding application is for the Club Night Lights grant round to upgrade the existing lights of Albany Leisure and Aquatic Centre's (ALAC) indoor courts.
32. The project aims to enhance the lighting across all seven indoor courts at ALAC to achieve the minimum indoor standard of 300 Lux in the most energy and cost-efficient manner possible.
33. Currently the indoor court lighting does not meet this minimum lux standard.
34. The project involves replacing outdated lighting systems with modern, energy-efficient LED bay lighting:
- Courts 1–4: Replacement of existing LED light fittings with upgraded LED bay lighting.
  - Courts 5–7: Replacement of existing T5 tube light fittings with new LED bay lighting.
35. It is expected that the project will achieve the following outcomes:
- Improved and consistent lighting levels across all courts, meeting the 300 Lux standard;
  - Enhanced energy efficiency, reducing power consumption and operational costs;
  - Lower maintenance requirements due to the extended lifespan of LED technology; and
  - A better playing environment for community sports and recreational activities.

36. ALAC is a vital community facility that supports a wide range of indoor sports and recreational activities, including Basketball, Netball, Badminton, Pickleball, Tennis, Volleyball, Table Tennis and Roller Derby. All key stakeholders have been consulted in the preparation of this grant application.
37. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria.

### Rankings

38. The below ranking recommendation has been provided for CSRFF Small Grant Round:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Albany Athletics Club	New and improved jump facilities for Great Southern athletes.	Well planned and needed by the applicant.  This project meets the criteria for the Community Sports and Recreation Facility Funding Policy and CSRFF Guidelines. The project is a high priority and based on hierarchy of facilities this project is ranked 1 of 1.

39. The below ranking recommendation has been provided for the Club Night Lights Round:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	City of Albany	Albany Leisure and Aquatic Centre (ALAC) – Courts Lighting Upgrade	Well planned and needed by the applicant.  This project meets the criteria for the Community Sports and Recreation Facility Funding Policy and CSRFF Guidelines. The project is a high priority and based on hierarchy of facilities this project is ranked 1 of 1.

### GOVERNMENT & PUBLIC CONSULTATION

40. The DLGSC – Sport and Recreation Regional Manager for the Great Southern has been consulted regarding both applications in February 2025.
41. Consultation has been completed with all key stakeholders as part of the City's court lighting upgrade project.
42. The City of Albany has conducted a site visit for both projects in February 2025 with the Sport and Recreation Regional Manager for the Great Southern.

### STATUTORY IMPLICATIONS

43. There is no statutory requirement.
44. Council officers assess each project and make a recommendation for the ranking of projects based on the DLGSC criteria and strategic overview.
45. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.

46. It should be noted that the DLGSC – Sport and Recreation will make the final decision on funding allocation.

### POLICY IMPLICATIONS

47. The Community Sports and Recreation Facility Funding Policy has been applied in the assessment and recommendations.

### RISK IDENTIFICATION & MITIGATION

48. 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> Failure to secure required funding may result in the deterioration of the amenities and affect participation.	Possible	Moderate	Medium	Council may choose to support the funding application, or work with City officers and the Club to source alternate funding streams.
<b>People Health &amp; Safety:</b> Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe standard.	Likely	Moderate	High	Council may choose to support the funding application, or work with City officers to source other funding streams.
<b>Reputation &amp; Financial:</b> Failure to distribute the Council's Financial Support in an equitable and sustainable manner may result in community dissatisfaction or projects not going ahead.	Possible	Moderate	Medium	Council may choose to support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding.

### FINANCIAL IMPLICATIONS

49. The City allocated a total of \$150,000 to its Capital Seed Fund for sporting clubs in the 2024/2025 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
50. The Capital Seed Fund was established to assist with leveraging State Government funds for sporting clubs and the allocation of funds is guided by the City's Community Sports and Recreation Facility Funding Policy.
51. The total projected cost of both projects for the current application is \$235,902.00
52. The applicants have requested a total of \$102,471 from the City of Albany.
53. The City has an existing budget allocation to support the Court Lighting Upgrade project. This allocation is separate from the Capital Seed Fund.
54. The Capital Seed Fund is currently oversubscribed and there is no capacity within the fund to provide the requested contribution to the Albany Athletics Club in 2024-2025.
55. However, it is unlikely that an announcement on the success of the application will be received until June/July 2025.
56. If the Albany Athletics Club application is successful, the City's contribution can be allocated to the Capital Seed Fund in 2025-2026, however this means there would be less funding available to allocate to funding rounds in that financial year.

57. The following table provides the project budget detail and requests for financial support from each of the applications received:

<b>Project</b>	<b>Total project cost (ex GST)</b>	<b>Applicant contribution (ex GST)</b>	<b>CSRFF Grant (ex GST)</b>	<b>Request for Council Financial Support (ex GST)</b>
Albany Athletics Club	\$ 90,960.00	\$15,480.00	\$45,480.00	\$30,000.00
City of Albany	\$144,942.00	\$72,471.00	\$72,471.00	-
<b>TOTAL</b>	<b>\$ 235,902.00</b>	<b>\$ 87,951.00</b>	<b>\$ 117,951.00</b>	<b>\$ 30,000.00</b>

58. The next CSRFF Small Grant and Club Night Lights round is 1<sup>st</sup> July 2025.
59. If the applications are unsuccessful for CSRFF, applicants can reapply in the next round or demonstrate other ways to secure the additional funding required to draw down on the Capital Seed Fund commitment.

### **LEGAL IMPLICATIONS**

60. Nil

### **ENVIRONMENTAL CONSIDERATIONS**

61. Nil.

### **ALTERNATE OPTIONS**

62. Council may choose not to support one or both of these applications.
63. Council may choose to defer the Club Night Lights application.
64. Council may choose not to provide funding assistance to the CSRFF applicant.
65. Council may choose to provide more or less funding assistance to the CSRFF applicant.
66. Council may choose to change the project rankings based on its strategic priorities.
67. Council may choose to amend the 2024/2025 Budget to increase the allocation in the Capital Seed Fund to ensure the fund has capacity to cover the City's contribution towards the CSRFF application.

### **CONCLUSION**

68. DLGSC – Sport and Recreation requires local government to assess received applications and to rank applications in priority order for the municipality.
69. All projects meet the criteria provided by the DLGSC – Sport and Recreation. Council is required to rank the projects.
70. All projects meet the criteria of the City of Albany Community Sports and Recreation Facility Funding Policy.
71. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
72. DLGSC – Sport and Recreation requires a response from the City of Albany on the priority ranking order and financial contributions by 31 March 2025.

<b>Consulted References</b>	:	<i>Community Sports &amp; Recreation Facilities Grant Funding Policy</i>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 27/08/2024 – Report item CCS517

## CCS701: RATES DEBT RECOVERY

<b>Land Description</b>	: Confidential
<b>Proponent / Owner</b>	: Confidential
<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:

- The City has rateable properties with outstanding rates exceeding three years, and the administration is undertaking recovery actions.
- Legal proceedings have commenced, including the issuance of General Procedure Claims and Property Seizure and Sale Orders (“PSSOs”) for Personal Property (movable assets).
- The administration now seeks Council approval to issue PSSOs for Real Property (land and buildings) as the next step in the recovery process.
- If PSSOs for Real Property are issued, the administration also seeks Council approval to take possession and proceed with the sale of the properties to recover outstanding rates.

### RECOMMENDATION

#### CCS701: AUTHORISING OFFICER RECOMMENDATION

**THAT Council APPROVES the administration’s intent to issue Property Seizure and Sale Orders for Real Property on properties with rates in arrears exceeding three years and, following their issuance, authorises the local government to take possession of the properties and proceed with their sale to recover outstanding rates and associated costs, in accordance with the Local Government Act 1995.**

### BACKGROUND

2. Under Section 6.64 of the Local Government Act 1995, if rates or service charges remain unpaid for at least three years, a local government may take possession of the land to recover the outstanding debt. The Department of Local Government, Sport, and Cultural Industries provides procedural guidance on this process, ensuring compliance with statutory obligations.
3. Currently, multiple properties within the City of Albany have outstanding rates exceeding three years. Despite numerous recovery efforts, including distribution of rates notices, demand letters, phone calls, emails, and the commencement of legal action, these debts remain unpaid.

4. The table below outlines a summary of the properties:

Assessment	Property Use	Total Outstanding as at 26 Feb 2025	Debt recovery legal action*
A119916	HOUSE	\$13,241.21	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. Awaiting outcome. There is a long history of promises to pay with no result
A200999	HOUSE	\$23,452.89	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. No funds recovered
A205016	VACANT LAND	\$10,387.87	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. No funds recovered
A212869	HOUSE	\$15,522.55	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. Awaiting outcome.
A212873	VACANT LAND	\$10,759.60	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. Awaiting outcome.
A213172	HOUSE	\$15,629.86	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. Awaiting outcome.
A45076	VACANT LAND	\$12,687.11	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. No funds recovered
A76209	HOUSE	\$35,805.62	General Procedure Claim issued. Judgement awarded in favour of the City. PSSO for movable assets issued. No funds recovered

\*The debt recovery process includes numerous attempts to contact the property owner including letters, emails & phone calls. The above only includes legal action taken.

## DISCUSSION

5. To ensure equity among ratepayers and maintain the financial sustainability of the City, all rates are expected to be paid in full by the end of each financial year (30 June).
6. When ratepayers fail to meet their obligations, the City actively engages with them through reminder notices, emails, phone calls, and formal correspondence, outlining outstanding amounts, due dates, available payment options, and potential consequences of non-payment.
7. If payment is not received, the City follows a structured debt recovery process, including:
  - a. Issuing Final Notices to affected ratepayers.
  - b. Lodging a General Procedure Claim (GPC) in court to recover outstanding debts.
  - c. Issuing a Property Seizure and Sale Order (PSSO) for Movable Assets, such as vehicles, machinery, and equipment.
8. Where these measures are unsuccessful, the City intends to proceed with PSSOs for Real Property (land and buildings) as a last resort after all reasonable recovery efforts have been exhausted.

9. The issuance of PSSOs for Real Property serves two key purposes:
  - a. Enforcing compliance with the City's financial obligations.
  - b. Preventing other ratepayers from unfairly bearing the burden of unpaid rates.
10. The process for issuing PSSOs for Real Property involves:
  - a. Issuing final notices and formal payment demands to property owners.
  - b. Engaging legal services to lodge PSSOs through the appropriate court.
  - c. Taking possession of properties where debts remain unresolved.
  - d. Preparing properties for sale to recover outstanding rates and associated costs.

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

11. No public consultation is required, as debt recovery is a statutory function of local government.

#### **STATUTORY IMPLICATIONS**

12. The proposed action would be undertaken in accordance with Section 6.64 of the Local Government Act 1995.
13. Section 6.64 of the Local Government Act 1995 states:
  - (1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and*
    - (a) *from time to time lease the land; or*
    - (b) *sell the land; or*
    - (c) *cause the land to be transferred to the Crown; or*
    - (d) *cause the land to be transferred to itself.*
  - (2) *On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*

#### **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
<b>Community:</b> Potential social impact on affected residents	Likely	Major	High	Collaborate with support services to provide assistance and explore alternative payment arrangements where feasible.
<b>Reputation:</b> Public concern regarding enforcement actions	Likely	Major	High	Maintain transparent communication, issue clear public notices, and highlight statutory obligations and available support options.
<b>Legal &amp; Compliance:</b> Potential legal challenges from property owners	Possible	Major	High	Ensure strict compliance with statutory requirements, seek legal advice, and document all enforcement actions.
<b>Financial:</b> Unfavourable market conditions impacting property value and saleability	Possible	Moderate	Medium	Conduct market assessments before sale, adjust timing where feasible, and engage professional valuers and real estate agents.
<b>Opportunities</b>				
<u>Increased Revenue &amp; Ratepayer Equity</u> <ul style="list-style-type: none"> <li>Recovering unpaid rates strengthens financial sustainability and ensures fairness among ratepayers.</li> <li>Recovered funds can support community projects and infrastructure improvements.</li> </ul> <u>Improved Governance &amp; Efficiency</u> <ul style="list-style-type: none"> <li>Strengthens internal procedures for fair and effective debt recovery.</li> <li>Enhances public awareness of financial responsibilities and support options.</li> </ul>				

## FINANCIAL IMPLICATIONS

16. Recovering outstanding rates will improve the local government's cash flow and reduce the financial burden on other ratepayers. It will also cease interest charges accruing against the overdue rateable properties. Additionally, any costs associated with the PSSOs, and subsequent sales will be recouped from the proceeds of the property sales.

## LEGAL IMPLICATIONS

17. The issuance of PSSOs involves legal processes requiring adherence to statutory requirements. Non-compliance with these legislative provisions could lead to legal challenges, potentially invalidating the process and delaying recovery efforts. To ensure compliance, the City will engage qualified legal professionals to oversee the process.

## ENVIRONMENTAL CONSIDERATIONS

18. The local government will consider any environmental or social impacts associated with taking possession of these properties. Efforts will be made to work with property owners to resolve outstanding debts prior to finalising sales.

## ALTERNATE OPTIONS

19. The administration has considered the following alternate options:
- Deferring action, allowing more time for property owners to settle outstanding debts. While this option provides additional time, it also results in accruing additional interest to the landowner, delays the recovery process, and could worsen the financial impact on both the landowner and the local government.
  - Writing off the debt. This option is not recommended as it contradicts the City's fiduciary responsibilities and could set a precedent that undermines the importance of timely rate payments.

20. By considering these alternate options, the administration aims to balance the need for effective debt recovery with the potential impacts on property owners.
21. However, the recommended approach remains to pursue the structured debt recovery process as outlined in the report.

### CONCLUSION

22. Considering the statutory obligations, the need for financial sustainability, and the importance of equity among ratepayers, it is recommended that the Authorising Officer's recommendation be adopted.
23. This approach ensures compliance with legal requirements, promotes financial health and maintains fairness within the community.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• Local Government Act 1995</li><li>• Department of Local Government Operational Guideline 22: <i>Possession of Land for Recovery of Rates and Service Charges</i></li></ul>
<b>File Number</b>	:	RV.RPY.20

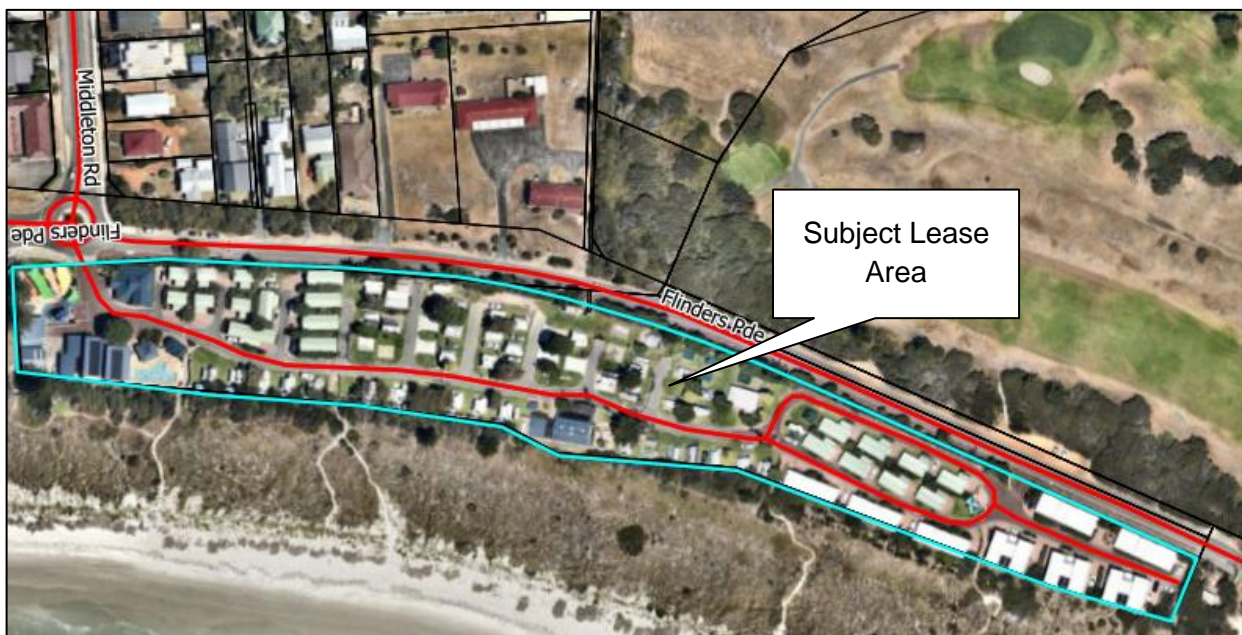
## CCS702: PROPOSED SURRENDER & NEW REPLACEMENT LEASE – SHUTTLEWORTH ALBANY PTY LTD – BIG4 MIDDLETON BEACH HOLIDAY PARK

<b>Land Description</b>	: Portion of Crown Reserve 36320, Lot 1340 on Deposited Plan 91309, the subject of Certificate of Title LR3123 Folio 714, Middleton Beach
<b>Proponent</b>	: Shuttleworth Albany Pty Ltd (ACN 073 589 287) as Trustee for the Shuttleworth Family Trust of Middleton Beach Holiday Park <ul style="list-style-type: none"><li>• Simon Shuttleworth (Director)</li><li>• Patricia Shuttleworth (Director)</li></ul>
<b>Business Entity Name</b>	BIG4 Middleton Beach Holiday Park
<b>Owner</b>	: Crown (City of Albany under Management Order)
<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:** 4. Prosperity. A thriving city with an abundance of opportunities.
  - **Outcome:** 4.2. A highly sought-after tourist destination.

### Maps and Diagrams:



### In Brief:

- Council is requested to approve the proposed surrender of the current lease and a replacement new lease for Shuttleworth Albany Pty Ltd, BIG4 Middleton Beach Holiday Park.
- The tenant has completed upgrades to the park and plans further financial investment in new developments.
- The current lease expires on 31 May 2032 and the tenant is seeking to secure longer lease tenure to support their future plans.

- The tenant acknowledges the coastal hazard risks and the new lease will include provisions addressing these risks.
- It is recommended that the proposed surrender of lease and replacement lease be approved.

## **RECOMMENDATION**

### **CCS702: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council APPROVE the surrender of the current lease and a replacement new lease over portion of Crown Reserve 36320 to Shuttleworth Albany Pty Ltd as Trustee for the Shuttleworth Family Trust of Middleton Beach Holiday Park, subject to the terms and conditions outlined in section 12 in this report.**

## **BACKGROUND**

2. Crown Reserve 36320 is under Management Order issued to the City for the purpose of 'Caravan Park and Camping' with power to lease for any term not exceeding 21 years, subject to Minister for Lands approval.
3. The current tenant, Shuttleworth Albany Pty Ltd have been leasing the site since 1996.
4. Simon Shuttleworth (Director of BIG4 Middleton Beach) has proposed new developments in the park and is seeking a longer lease tenure to align with their future plans.
5. DPLH was consulted for advice on the appropriate lease arrangements as Crown land.
6. DPLH supports continuing the direct lease with the City, provided the new lease includes provisions for coastal hazards and outlines the tenant's responsibilities at the end of the lease term ensuring compliance with Crown land management requirements.
7. The tenant has formally requested to surrender the current lease and replace it with a new 21-year lease.

## **DISCUSSION**

8. The tenant has been a long standing occupant of the site since 1996, demonstrating stability and commitment to the park.
9. The tenant has invested in recent upgrades including installing a new timber playground, replacing hard stands, demolishing the old reception area, adding new playground equipment and an amenities building. They have also improved camp sites, installed a back-up power supply and upgraded the transformer and power distribution boards.
10. The tenant plans further financial investment by adding a new accessible ablution block, an undercover BBQ area, a fast-charging EV station and realigning internal roads.
11. These improvements ensure the continued growth and development of the park, along with regular annual maintenance.

12. The table below summarises the key terms of the proposed lease:

Item	Details
Tenant	Shuttleworth Albany Pty Ltd (ACN 073 589 287) as Trustee for the Shuttleworth Family Trust of Middleton Beach Holiday Park
Land Description	Portion of Crown Reserve 36320, Lot 1340 on Deposited Plan 91309, the subject of Certificate of Title LR3123 Folio 714, Middleton Beach
Land Ownership	Crown (City of Albany under Management Order)
Lease Area	Approx 2.0564ha
Permitted Use	Caravan Park and Camping, in accordance with and limited by the Management Order over the land
Rent	To be determined by a current market valuation. Rent reviews every three years by market valuation with CPI applied for intervening years
Term	21 years from commencement date
Outgoings & Utilities	Tenant responsible for all outgoings & utilities, including insurance
Special Condition	Coastal hazard provisions

13. The tenant has agreed in-principle to the above terms, subject to Council and Minister for Lands approval.

### GOVERNMENT & PUBLIC CONSULTATION

14. Section 18 of the *Land Administration Act 1997* provides that a person shall not assign, sell, transfer or otherwise deal with interests in Crown land without the prior written approval of the Minister for Lands.
15. DPLH has been consulted and has provided support to the surrender and new lease with the tenant, pending final approval from the Minister for Lands.
16. Section 3.58 of the *Local Government Act 1995* governs property disposal, including leases.
17. The Act requires the following:
- A local government must give local public notice of the proposed lease inviting submissions for a period of two weeks.
  - Council must consider any submissions and record their decisions in the minutes.
  - A local government can then proceed with the lease.
18. The proposed 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 proposed lease in local newspaper and on the City's website inviting submissions from the public	A two-week period following Council endorsement of agenda item	Open to the public	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. Section 18 of the *Land Administration Act 1997* requires Ministerial approval for any dealings with interests in Crown land, including lease agreements.
22. The proposed surrender and new lease comply with the statutory requirements for property disposal and interests in Crown land.

## POLICY IMPLICATIONS

23. The Property Management (Leases and Licences) Policy ensures equitable access and efficient management of City owned and managed properties in line with statutory procedures.
24. The recommendation is consistent with this 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> Surrender and new lease not approved.	Unlikely	Moderate	Medium	Negotiate terms that satisfy both Council and tenant.
<b>Reputation and Financial:</b> Failure to approve the surrender and new lease may result in reduced tenant investment.	Possible	Moderate	Medium	Negotiate satisfactory terms to ensure term supports the investment.
<b>Opportunity:</b> To upgrade park facilities, improve the visitor experience and positively impacting local tourism.				
<b>Opportunity:</b> Aligns with City's Strategic Community Plan 2032 objective to create a competitive and sustainable tourism offer.				

## FINANCIAL IMPLICATIONS

26. All costs associated with preparing lease documentation will be covered by the tenant.
27. Initial lease rental as determined by current market valuation provided by a licensed Valuer. The current is \$60,500 per annum plus GST.

## LEGAL IMPLICATIONS

28. The lease documentation will be prepared by City's lawyers to ensure enforceable terms to minimise risks for both the City and Minister for Lands.

## ENVIRONMENTAL CONSIDERATIONS

29. The BIG4 Middleton Beach Holiday Park lease area is located within the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) area for Emu Point to Middleton Beach.
30. The new lease will include coastal hazard provisions to ensure that the tenant acknowledges and manages coastal hazard risks.
31. Further indemnification clauses will protect the City and Minister for Lands from liability arising from coastal processes.
32. Any future development must align with the recommendations of the Emu Point to Middleton Beach CHRMAP.

## ALTERNATE OPTIONS

33. Council may:
  - a. Approve the surrender and replacement lease; or
  - b. Approve the lease with modifications; or
  - c. Decline the lease requests.
34. Should Council decline the proposed surrender and replacement lease, the tenant will remain under the current lease until expiry, potentially limiting future park improvements.

## CONCLUSION

35. Shuttleworth Albany Pty Ltd has been a long-term, committed tenant consistently investing in the park and planning future developments.
36. The proposed lease offers the tenant the security needed for long-term planning and growth, while also addressing coastal hazard risks.
37. Considering the tenant's past and planned investments, as well as DPLH support, approving the proposed lease surrender and new lease will benefit the park, community and tourism.
38. The new lease aligns with the City's Strategic Community Plan 2032 objective to create a competitive and sustainable tourism offer.
39. It is recommended that Council approve the proposed surrender and new lease.

<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><li>• <i>Land Administration Act 1997</i></li></ul>
<b>File Number</b>	:	PRO090, A90148
<b>Previous Reference</b>	:	OCM 18/09/2001 Item 12.2.6 OCM 15/12/2009 Item 14.11.3

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