



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 11 October 2022

6.00pm

Council Chambers



Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

The Community and Corporate Services Committee is responsible for the following functions:

- **Community Services** – delivery of the outcomes defined in the Strategic Community Plan 2032 under the **People Pillar** and the **Leadership Pillar**:
 - Diverse and inclusive community;
 - Happy, healthy and resilient community; and
 - A well-informed and engaged community.
- **Corporate Services** – delivery of the outcomes defined in the Strategic Community Plan 2032 under the **Leadership Pillar** and **Prosperity Pillar**:
 - A safe community;
 - A resilient community that can withstand, adapt to and recover from natural disasters;
 - A strong diverse and resilient economy with work opportunities for everyone;
 - A highly sought after tourist destination;
 - Proactive, visionary leaders who are aligned with community needs and values; and
 - Strong workplace culture and performance.
- Monitoring and commenting on the financial health and strategies of the City.
- Service Complaint Internal Review.

It will achieve this by:

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

Membership:	Open to all elected members
Meeting Schedule:	Monthly
Meeting Location:	Council Chambers
Directorates:	Corporate & Community Services
Executive Officer(s):	Executive Director Corporate & Commercial Services, Executive Director Community Services
Delegated Authority:	None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 11/10/2022

TABLE OF CONTENTS

Details		Pg#
1.	DECLARATION OF OPENING	5
2.	PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS	5
3.	RECORD OF APOLOGIES AND LEAVE OF ABSENCE	5
4.	DISCLOSURES OF INTEREST	6
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
6.	PUBLIC QUESTION TIME	6
7.	PETITIONS AND DEPUTATIONS	6
8.	CONFIRMATION OF MINUTES	6
9.	PRESENTATIONS	6
10.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	6
REPORTS		
CCS479	FINANCIAL ACTIVITY STATEMENT – AUGUST 2022	7
CCS480	LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2022	10
CCS481	DELEGATED AUTHORITY REPORTS – 16 AUGUST 2022 to 15 SEPTEMBER 2022	12
CCS482	GREAT SOUTHERN ARTS, CULTURE & HERITAGE STRATEGY & CITY OF ALBANY ARTS, CULTURE & HERITAGE PLAN	13
CCS483	CORPORATE SCORECARD	18
CCS484	APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSHFIRE CONTROL OFFICERS AND BUSH FIRE BRIGADE FIRE CONTROL OFFICERS FOR THE 2022-23 FIRE SEASON	21
CCS485	QUARTERLY REPORT – TENDERS AWARDED – JULY TO SEPTEMBER 2022	24
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	25
12.	MEETING CLOSED TO PUBLIC	25
13.	CLOSURE	25

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 11/10/2022

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	D Wellington
Councillors:	
Breaksea Ward	P Terry (Chair)
Breaksea Ward	A Cruse
Frederickstown Ward	G Stocks
Frederickstown Ward	M Traill
Kalgan Ward	T Brough
Kalgan Ward	M Benson-Lidholm JP
Vancouver Ward	J Shanhun
Vancouver Ward	D Baesjou
West Ward	S Smith (Deputy Chair)
West Ward	Vacant
Yakamia Ward	C Thomson
Yakamia Ward	R Sutton
Staff:	
Chief Executive Officer	A Sharpe
A/Executive Director Corporate & Commercial Services	L Harding
Manager Finance	S Van Nierop
Manager Governance & Risk	S Jamieson
Meeting Secretary	C Crane
Apologies:	
Executive Director Community Services	N Watson

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 11/10/2022

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

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 13 September 2022, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS479: FINANCIAL ACTIVITY STATEMENT – AUGUST 2022

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement - August 2022
Report Prepared By	: Manager Finance (S Van Nierop)
Authorising Officer:	: Acting Executive Director Corporate & Commercial Services (L Harding)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare on a monthly basis a statement of financial activity that is presented to Council.
- The City of Albany's Statement of Financial Activity for the period ending 31 August 2022 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 financial activity statement for the period ended 31 August 2022 is preliminary and has not yet been audited.

RECOMMENDATION

CCS479: AUTHORISING OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 August 2022 be RECEIVED.

DISCUSSION

2. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
3. In order to fulfil statutory reporting obligations, the Financial Activity Statement prepared provides a snapshot of the City's year to date financial performance. The report provides:
 - (a) Statement of Financial Activity by Nature or Type;
 - (b) Explanation of material variances to year to date budget;
 - (c) Net Current Funding Position;
 - (d) Investment Portfolio Snapshot;
 - (e) Receivables; and
 - (f) Capital Acquisitions.
4. 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 CCS367, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2022/2023.

5. The Statement of Financial Activity may be subject to year-end adjustments and has not been audited by the appointed auditor.
6. 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

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
 - 34(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
 - 34(2) Each statement of financial activity is to be accompanied by documents containing:
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
 - 34(3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
 - 34(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
 - 34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances

POLICY IMPLICATIONS

8. The City's 2022/23 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 August 2022 has been incurred in accordance with the 2022/23 proposed budget parameters.
11. Details of any budget variation in excess of \$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 on specific payments are submitted to the Acting 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.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number (Name of Ward)	:	FM.FIR.7 - All Wards

CCS480: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2022

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (S Van Nierop)
Authorising Officer: : A/Executive Director Corporate & Commercial Services
(L Harding)

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

CCS480: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2022 totalling \$7,452,900.17 be RECEIVED.

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 15 September 2022. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$15,056.94
Payroll	\$1,873,511.14
Cheques	\$843.70
Electronic Funds Transfer	\$5,563,488.39
TOTAL	<u>\$7,452,900.17</u>

- The table below summaries the total outstanding creditors as at 15 September 2022.

Current	\$245.80
30 Days	\$1,272.22
60 Days	-\$1,186.49
90 Days	-\$3,334.48
TOTAL	<u>-\$3,002.95</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

4. Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

7. Expenditure for the period to 15 September 2022 has been incurred in accordance with the 2022/2023 budget parameters.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 September 2022 has been incurred in accordance with the 2022/2023 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 (Name of Ward)	:	FM.FIR.2 – All Wards

CCS481: DELEGATED AUTHORITY REPORTS – 16 AUGUST 2022 to 15 SEPTEMBER 2022

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

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

CCS481: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 August 2022 to 15 September 2022 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: 006** – Sign Documents on Behalf of the City of Albany (Authority to Executive Dees & Agreements and apply the Common Seal)
 - **Delegation: 009** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
 - **Delegation: 018** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS482: GREAT SOUTHERN ARTS, CULTURE & HERITAGE STRATEGY
& CITY OF ALBANY ARTS, CULTURE & HERITAGE PLAN**

- Attachments** : Great Southern Region: Arts, Culture and Heritage Strategy
Draft City of Albany Arts, Culture and Heritage Plan
GSACH Phase 1 Engagement Outcomes Report
GSACH Phase 2 Engagement Report
AACH Feedback Report
- Report Prepared By** : Manager Arts & Culture (P Nielsen)
- Responsible Officers:** : Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans for strategies:
 - **Pillar:** People.
 - **Outcome:** A diverse & inclusive community; and a happy, healthy & resilient community.
 - **Pillar:** Place.
 - **Outcome:** Local history, heritage and character is valued and preserved.

In Brief:

- The Great Southern Arts, Culture and Heritage Strategy is complete. It has been endorsed by the Project Advisory Group and is presented to Council for its acceptance as a regional stakeholder.
- The draft City of Albany Arts, Culture and Heritage Plan, which supports the outcomes of the regional strategy, is also complete and presented for Council's adoption.

RECOMMENDATION

CCS482: AUTHORISING OFFICER RECOMMENDATION

1. **THAT Council NOTE the Great Southern Arts, Culture and Heritage Strategy; and**
2. **THAT Council ADOPT the City of Albany Arts, Culture and Heritage Plan, which supports the outcomes of the regional Strategy.**

BACKGROUND

2. Following discussions with the Department of Local Government, Sport and Cultural Industries (DLGSCI), the Department invited the City of Albany to apply to its new Leveraged Cultural Planning Fund within the Regional Arts & Cultural Investment Program to develop an Arts, Culture & Heritage Strategy for the Great Southern region.
3. Arts and Culture was identified as a gap within the City of Albany's strategic planning framework, however a regional approach was recommended by DLGSCI in order to leverage funding support from government.
4. The development of a regional Arts, Culture and Heritage Strategy for the region is a first in Western Australia and received a \$50,000 grant from DLGSCI to commence the project in 2019.
5. Additional contributions from the City, GSDC and a number of the region's other local governments created a working budget of more than \$80,000.
6. A Working Group was established to oversee the governance of the project, chaired by GSDC with representatives from the City, DLGSCI, Shires of Katanning, Denmark and Plantagenet, WA Museum Albany, Albany Entertainment Centre, and an Indigenous Elder.

7. The project stalled through 2020 due to Covid restrictions having a significant impact on undertaking region-wide community engagement.
8. The Working Group re-convened in October 2020 and through an RFQ process, INK Strategy was appointed as consultants for the project in late 2020, with engagement work beginning in early 2021.
9. The key objective of the project was to develop a Regional Arts, Culture and Heritage Strategy that would provide an overarching structure to underpin individual LGA action plans with achievable and measurable outcomes with clear sets of priorities for the enhancement of facilities and initiatives across the region.
10. Concurrent to the regional project, the City engaged INK to progress the City of Albany Arts, Culture and Heritage Plan.
11. Both documents are intended to provide a framework for the City to work collaboratively with other stakeholders in achieving beneficial outcomes, and add weight to future funding applications for cultural activities.

DISCUSSION

Great Southern Arts, Culture & Heritage Strategy

12. The Great Southern Arts, Culture and Heritage Strategy was completed in March 2022 and has been endorsed by the Working Group.
13. Led by Ink Strategy, the project involved comprehensive community engagement to inform Strategy development
14. The Strategy sets an ambition for the region to become a networked, resilient, and enterprising cultural hub developed around three key pillars. The Strategy also identifies a range of regional priorities that align with each of these key pillars (refer Page 16 of Strategy):
 - *Cultural Identity* – defining the region’s qualities, characteristics and narratives and how these are expressed through arts, culture and heritage;
 - *Experience* – broadening and deepening cultural experiences within the region and ensuring they are delivered equitably; and
 - *Capacity & Investment* – the infrastructure, resources and skills needed to stimulate cultural and creative communities and economies and build capacity.
15. Led by Ink Strategy, the project involved region-wide community and stakeholder engagement to inform Strategy development. These engagement activities are further detailed under points 30 – 34 and within the attached engagement reports.
16. Additionally, the Strategy includes a Vision for 2026 for regional arts and culture that focusses on strong networks, diverse partnerships, sustainability and coordinated programming (refer Page 28 of Strategy).
17. The Strategy document sets out a table of strategies to deliver against the various regional priorities, assigning timing for achievement, and responsible partners and stakeholders in order of priority.
18. State Government is identified as the priority or ‘lead’ stakeholder for the majority of strategies, with Local Government in the region listed as the primary stakeholder for nine (9) of the strategies.

19. To support implementation, the Strategy recommends a governance framework that includes the ongoing formalisation of a Great Southern Arts, Culture and Heritage Strategy Steering Committee that would continue to involve key stakeholders and representatives involved in the development of the regional strategy.
20. It is expected that the Great Southern Development Commission will initially provide support in establishing this Steering Committee. However, it is considered that the Department of Local Government, Sport and Cultural Industries (DLGSCI) is best placed to lead the ongoing coordination of this committee and the implementation of the regional strategy, but it is not yet clear what role, if any, DLGSCI will take.

City of Albany Plan

21. Concurrent to the development of the Great Southern Arts, Culture and Heritage Strategy, INK has been engaging to develop a City of Albany Arts, Culture & Heritage Plan.
22. This document is the City of Albany's Plan to support the outcomes of the regional strategy.
23. It follows a similar format to the regional strategy, and focuses on delivering against these six key outcomes with a set of detailed actions and recommended timelines (refer Pages 22-36):
 - Albany is nationally recognised for its inspiring and diverse creative and cultural experiences and attractions;
 - Albany has a reputation as a location of choice for creative talent and enterprise;
 - ACH is central to Albany's identity, liveability and prosperity;
 - The City is a leader in building ACH capacity and capability, with ACH stakeholders;
 - People actively engage with Albany's diverse heritage, which is widely shared and boldly expressed; and
 - A strong, sustainable foundation for a renowned cultural capital.
24. The Plan is based on an assessment of where the community and sector is today, together with aspirations for the future. It is intended to be responsive to opportunities as they arise over the next five years.
25. The Plan has considered a range of existing Strategic Planning and Policy documents and has a strong focus on the opportunity arising with the 2026 Bicentenary.
26. It supports partnerships between government, industry, business, and community and provides a valuable framework that will support existing and new activities as well programming, management, and audience development.
27. Engagement for the Plan was incorporated into engagement activities for the regional strategy and has included internal consultation with City of Albany elected members and staff. It was the subject of a public comment period from 18 July to 7 August 2022.
28. Feedback from the internal consultation and public comment period has been included within the final draft presented to Council for adoption.
29. Officers intend to establish an internal working group to have oversight of the implementation of the Albany Plan and provide summary updates to EMT and Elected Members through existing business reporting frameworks.

GOVERNMENT & PUBLIC CONSULTATION

30. Region-wide engagement was undertaken for the Great Southern Arts, Culture and Heritage Strategy in 2021 by INK Strategy.
31. INK undertook consultation for the development of the Albany Arts, Culture and Heritage Strategy concurrently with the regional engagement.

32. Engagement activities were undertaken in two phases and included:
- An in-depth online survey that generated 178 responses;
 - 5 Think Tank Workshops in Denmark, Albany, Katanning, Mount Barker and Jerramungup that involved 88 participants;
 - Roundtables with numerous industry and interest groups, and Elected Members; and
 - Direct engagement with Traditional Custodians.
33. Both the draft Great Southern Arts, Culture & Heritage Strategy (22 November – 10 December 2021) and the City of Albany Arts, Culture & Heritage Plan (18 July – 7 August 2022) were advertised for public comment.
34. A detailed summary of INK’s engagement is included as attachments to this report, as well as summaries of the feedback received during the public comment periods and actions taken.

STATUTORY IMPLICATIONS

35. Nil

POLICY IMPLICATIONS

36. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial Risk: Without a strategic framework for Arts, Culture & Heritage there is reduced opportunity for investment in these sectors.	Possible	Moderate	Medium	Support a strategic framework through the acceptance of the Great Southern Arts, Culture & Heritage Strategy and adoption of the City of Albany Arts, Culture & Heritage Plan.
Reputational Risk: Arts, Culture & Heritage outcomes do not meet stakeholder and community expectations.	Possible	Moderate	Medium	Work with stakeholders and industry groups to support implementation of the strategic framework, which has been informed by stakeholders & community.
Operational Risk: Objectives of the Albany Arts, Culture & Heritage Plan are not met in the recommended timeframes.	Possible	Moderate	Medium	Establish an internal working group to have oversight of the implementation of the Albany plan, noting that progress will be influenced by factors such as funding and/or budget availability, Council priorities and capacity, and levels of stakeholder and/or community support.
Opportunity: Provide strategic and operational direction for Arts, Culture and Heritage activities undertaken by the City of Albany.				

FINANCIAL IMPLICATIONS

38. There are no direct financial implications arising from the development of the Great Southern Arts, Culture and Heritage Strategy and supporting City of Albany Arts, Culture and Heritage Plan.
39. The majority of actions within the City of Albany Arts, Culture and Heritage Plan can be achieved as part of day-to-day operations of responsible teams, however some specific actions may require funding in future, and this will be considered as part of the City’s usual budgeting and funding processes.
40. The Great Southern Arts, Culture and Heritage Strategy and City of Albany Arts, Culture & Heritage Plan will assist in unlocking future funding opportunities for arts and cultural activities within the region.

LEGAL IMPLICATIONS

41. There are no legal implications related to this item.

ENVIRONMENTAL CONSIDERATIONS

42. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

43. Council may choose not to adopt the City of Albany Arts, Culture & Heritage Plan and provide further feedback for inclusion and reconsidering at a future date.

CONCLUSION

44. The arts, culture and heritage sectors play an important role in creating vibrant, diverse and interesting communities for residents and visitors.

45. Development of the Great Southern Arts, Culture and Heritage Strategy for the region is a first in Western Australia, achieved with funding from DLGSCI and collaboration between the City, GSDC and regional shires.

46. The Strategy sets the ambition for the region to become a networked, resilient, and enterprising cultural hub, identifying region-wide opportunities and providing clear direction for achieving these.

47. Responsibility for its implementation is shared across stakeholders, with a key role for the State Government to play in advancing the Strategy’s region-wide outcomes.

48. The City of Albany Arts, Culture & Heritage Strategy is Albany’s plan to support the outcomes of the regional strategy.

49. It supports partnerships between government, industry, business, and community and provides a valuable framework that will support existing activities as well as leverage additional funding opportunities for local arts, culture and heritage.

50. Implementation of the Plan will be influenced by factors such as funding and/or budget availability, Council priorities and capacity, and levels of stakeholder and/or community support.

51. The Great Southern Arts, Culture and Heritage Strategy is recommended to Council for acceptance, and the City of Albany Arts, Culture and Heritage Plan is recommended for adoption.

Consulted References	:	Great Southern Arts, Culture and Heritage Strategy Draft City of Albany Arts, Culture and Heritage Plan
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 25/02/2020 Resolution CCS224

CCS483: CORPORATE SCORECARD

Attachments	: 'CS Dashboard Q1 2022-23'
Report Prepared By	: Business Planning & Performance Coordinator (A Olszewski)
Authorising Officer:	: A/Manager People & Culture (D Waugh)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany's Strategic Community Plan 2032 or Corporate Business Plan 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 Corporate Business Plan 2021-2025 (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of actions that effectively form Council's priority commitments to the community.
- The Corporate Scorecard (CS) Dashboard concept was developed to provide a quarterly update to Council on the status of these actions.

RECOMMENDATION

CCS483: AUTHORISING OFFICER RECOMMENDATION

THAT the Corporate Scorecard Dashboard 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. These actions are monitored through Business Unit Plans, which define (on a minimum quarterly basis) associated service levels and enable assignment of a simple 'traffic light' status to each action.
4. The first iteration of the CS Dashboard was presented to Council at the November 2021 CCS Committee meeting for feedback, and subsequently endorsed at the December OCM.

DISCUSSION

5. The 'CS Dashboard Q1 2022-23' (attached) provides an update on the status of CBP actions for the July – August 2022 Quarter, identifying those actions potentially 'at-risk.'
6. 'At-risk' actions include those assigned with a traffic light status of either:
 - Red (a service *not meeting* its service level, or a project *not on track*), or;
 - Orange (a service *under strain*, or a project that has *stalled*).
7. As part of the continuous improvement of the CS Dashboard, commentary has now been added to the list of 'At-risk' actions in the final section of the report.

GOVERNMENT & PUBLIC CONSULTATION

8. N/A.

STATUTORY IMPLICATIONS

9. There are no direct statutory implications, however the CS Dashboard 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

10. N/A.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

12. N/A.

LEGAL IMPLICATIONS

13. N/A.

ENVIRONMENTAL CONSIDERATIONS

14. N/A.

ALTERNATE OPTIONS

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

CONCLUSION

16. It is recommended the CS Dashboard be noted.

Consulted References	:	<ul style="list-style-type: none">• <i>Local Government Act 1995, s5.56</i>• <i>Local Government (Administration) Regulations 1996, Reg. 19D</i>• <i>IPR Framework and Guidelines 2019</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 24/08/2021 - Report Item CCS374 CCS 30/11/2021 – Report Item CCS398

CCS484: APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADE FIRE CONTROL OFFICERS FOR THE 2022-23 FIRE SEASON

Report Prepared By : Emergency Management Team Leader (G Turner)
Authorising Officer: : A/Executive Director Corporate and Commercial Services
(L Harding)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** A well-informed and engaged community.
 - **Pillar:** People.
 - **Outcome:** A safe community.
 - **Pillar:** Planet.
 - **Outcome:** A resilient community that can withstand, adapt to, and recover from natural disasters.

In Brief:

- Nominations for essential leadership positions have been received and accepted from Volunteer Bush Fire Brigade members.
- Council is now requested to endorse those appointments.

RECOMMENDATION

CCS484: AUTHORISING OFFICER RECOMMENDATION

THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:

- **Chief Bush Fire Control Officer: Mr Rob Lynn**
- **Deputy Chief Bush Fire Control Officer: Mr Graeme Poole**
- **Bush Fire Control Officer North East Sector: Mr John Howard**
- **Bush Fire Control Officer South West Sector: Mr Kevin Martin**
- **Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissan**
- **Elleker Brigade Fire Control Officer: Miss Maxine Jones**
- **Gnowellen Brigade Fire Control Officers: Mr Mark Plunkett and Mr Jeremy Walker**
- **Highway Brigade Fire Control Officers: Mr Ben Braun and Mr Chris Norton**
- **Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Brent Findlay and Permits Only Mr Don Tomlinson**
- **King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcom Pearce**
- **Kojaneerup Brigade Fire Control Officers: Mr Ashton Hood and Mr Scott Smith**
- **Manypeaks Brigade Fire Control Officers: Mr Kim Lester and Mr Tim Metcalfe**
- **Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts**
- **Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert**
- **South Coast Brigade Fire Control Officers: Mr Shane Duncan and Mr Rowan Hardy**
- **South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwin**
- **Torbay Brigade Fire Control Officer: Mr Brian Taylor**
- **Wellstead Brigade Fire Control Officer: Mr Mat Wood**
- **Young Siding Brigade Fire Control Officers: Mr Kevin Martin, Mr Thomas Warner and Mr Martin Peterson.**

BACKGROUND

2. The City of Albany has sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members who provide bush fire-fighting capacity throughout the municipality.
3. In accordance with the *Bush Fires Act 1954*, the City must appoint a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and Fire Control Officers prior to the commencement of each fire season.
4. Nominations for those positions are called for through the Bush Fire Advisory Group (BFAG), and appointments to those positions are made. If multiple nominations are received for any position a ballot is conducted.
5. Final appointment of those officers is authorised by the City of Albany Chief Executive Officer, exercising his delegated authority by Council.

DISCUSSION

6. Nominations for the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers were received by the Bush Fire Advisory Group.
7. The BFAG have recommended the appointments detailed in the Authorising Officer Recommendation of this report.
8. These appointments remain in force until the end of the 2022-23 fire season.

GOVERNMENT & PUBLIC CONSULTATION

9. N/A

STATUTORY IMPLICATIONS

10. Appointments are made in accordance with the *Bush Fires Act 1954*.
11. Local governments are empowered by Section 38 of the *Bush Fires Act 1954* to appoint such persons as are necessary to perform the duties associated with a Bush Fire Control Officer.

POLICY IMPLICATIONS

12. N/A

RISK IDENTIFICATION & MITIGATION

13. Not applicable to this report.

FINANCIAL IMPLICATIONS

14. Not applicable to this report.

LEGAL IMPLICATIONS

15. Not applicable to this report.

ALTERNATE OPTIONS

16. There are no alternate options applicable to this report.

CONCLUSION

17. That Council endorse the appointments of Bush Fire Control Officers for the 2022-23 fire season.

Consulted References	:	<i>Bush Fires Act 1954</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	BFAC011 02/09/2021

CCS485: QUARTERLY REPORT – TENDERS AWARDED – JULY TO SEPTEMBER 2022

Proponent	: City of Albany
Attachments	: Quarterly Report – Tenders Awarded – July to September 2022
Report Prepared by	: Senior Procurement Officer (H Hutchinson)
Authorising Officer	: Chief Executive Officer (A Sharpe)

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

CCS485: AUTHORISING OFFICER RECOMMENDATION

THAT the Quarterly Report – Tenders Awarded – July to September 2022 be RECEIVED.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE