



MINUTES

COMMUNITY AND CORPORATE
SERVICES COMMITTEE

Tuesday 12 May 2020

6.00pm

Council Chambers

**CITY OF ALBANY
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

The delivery of "*Community Health & Participation Objectives*" contained in the City of Albany Strategic Plan:

- To build resilient and cohesive communities with a strong sense of community spirit.
- To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
- To develop and support a healthy inclusive and accessible community.

Corporate Services:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of "*Leadership Objectives*" contained in the City of Albany Strategic Plan:

- To establish and maintain sound business and governance structures.
- To provide strong, accountable leadership supported by a skilled & professional workforce.
- To engage effectively with our community.

Economic Development:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of "*Smart, Prosperous and Growing Objectives*" contained in the City of Albany Strategic Plan:

- To strengthen and grow our region's economic base.
- To develop a smart city that supports economic growth.
- To develop and promote Albany as a unique and sought-after visitor location.

Governance:

- Review of Council's policies;
- Supporting Elected Members in their governance role;
- Developing amendments to existing, or new, local laws;
- Consideration of the Council's draft Strategic Plan;
- Consideration of the Council's draft Annual Report;
- Matters pertaining to the conduct of the Council's Annual General Meeting;
- Consideration of the proposed meeting schedule for Council and its Committees;
- Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
- Considering matters not falling within the terms of reference of any other Council committee.

Service Complaint Internal Review:

- Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

It will achieve this by:

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

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

Executive Officer(s): Executive Director Corporate & Commercial Services,
Executive Director Community Services

Delegated Authority: None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES – 12/05/2020

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		
CCS244	FINANCIAL ACTIVITY STATEMENT – MARCH 2020	7
CCS245	LIST OF ACCOUNTS FOR PAYMENT – APRIL 2020	9
CCS246	DELEGATED AUTHORITY REPORTS – MARCH TO APRIL 2020	11
CCS247	RATES FINANCIAL HARDSHIP POLICY	12
CCS248	NATIONAL REDRESS SCHEME (PARTICIPATION OF THE CITY OF ALBANY)	15
CCS249	COMMUNITY FACILITIES-SUPPORT TO RURAL COMMUNITY HALLS	24
CCS250	GREAT SOUTHERN REGIONAL TRAILS MASTERPLAN 2020-2029	28
CCS251	NATIONAL ANZAC CENTRE – Q3 2019-20 REPORT	33
CCS252	REX FINANCIAL SUPPORT REQUEST-Confidential	37
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	42
12.	MEETING CLOSED TO PUBLIC	42
CCS252	REX FINANCIAL SUPPORT REQUEST	37
13.	CLOSURE	42

1. DECLARATION OF OPENING

The Chair declared the meeting open at 6.00pm

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Councillors:

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

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	D Olde
Executive Director Development, Infrastructure and Environment	P Camins
Meeting Secretary	J Williamson

Apologies:

Member	T Sleeman (Apology)
--------	---------------------

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Councillor Doughty	CCS245	Impartiality. The nature of the interest being that Councillor Doughty is employed by St John's Ambulance who are listed on the list of accounts for payment. Councillor Doughty remained in the Chamber and participated in the discussion and vote for this item.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

6. PUBLIC QUESTION TIME Nil

7. PETITIONS AND DEPUTATIONS Nil

8. CONFIRMATION OF MINUTES

RESOLUTION

**MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR SMITH**

THAT the minutes of the Community and Corporate Services Committee held on 15 April 2020, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 12-0

9. PRESENTATIONS Nil

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS244: FINANCIAL ACTIVITY STATEMENT – MARCH 2020

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

RECOMMENDATION

CCS244: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR BENSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS244: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 March 2020 be RECEIVED.

COVID-19 IMPACT

- This report is for the period ending 31 March 2020, prior to any significant community impact of COVID-19.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 March has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

8. The City’s 2019/20 Annual Budget provides a set of parameters that guides the City’s financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 March 2020 has been incurred in accordance with the 2019/20 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
-----------------------------------	----------------------

CCS245: LIST OF ACCOUNTS FOR PAYMENT – APRIL 2020

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

Councillor Doughty declared an Impartiality Interest in this item. Councillor Doughty remained in the Chamber and participated in the discussion and vote for this item.

RECOMMENDATION

CCS245: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR STEPHENS

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS245: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 April 2020 totalling \$6,195,541.51.

BACKGROUND

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

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$19,485.35
Payroll	\$1,488,719.60
Cheques	\$29,774.14
Electronic Funds Transfer	\$4,657,562.42
TOTAL	\$6,195,541.51

As at 15 April 2020, the total outstanding creditors stands at \$270,778.40 and is made up as follows:

Current	\$250,308.49
30 Days	\$15,110.40
60 Days	\$2,693.32
90 Days	\$2,666.19
TOTAL	\$270,778.40
Cancelled Cheques	One

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
-----------------------------------	---	----------------------

CCS246: DELEGATED AUTHORITY REPORTS –MARCH TO APRIL 2020

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

BACKGROUND:

In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:

- Delegation: 006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY (Chief Executive Officer)
- Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
- Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

RECOMMENDATION

CCS246: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS246: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 March 2020 to 15 April 2020 be RECEIVED.

COVID-19 IMPACT

- COVID-19 has no impact on this report.

CCS247: RATES FINANCIAL HARDSHIP POLICY

Business Entity Name	: City of Albany
Attachments	: Rates Financial Hardship Policy
Report Prepared By	: Acting Manager Finance (S Van Nierop)
Responsible Officers:	: Executive Director Corporate Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To provide strong, accountable leadership supported by a skilled and professional workforce
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

In Brief:

- Council is requested to consider the proposed Rates Financial Hardship Policy in response to the COVID-19 pandemic.

RECOMMENDATION

CCS247: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SHANHUN
SECONDED: COUNCILLOR STEPHENS

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS247: RESPONSIBLE OFFICER RECOMMENDATION

THAT the DRAFT Rates Financial Hardship Policy be ADOPTED.

BACKGROUND

2. To give effect to our commitment to support the community to meet the unprecedented challenges arising from the COVID19 pandemic, the City recognises that these challenges may result in financial hardship for our ratepayers.
3. The City has a financial hardship procedure in place to assist ratepayers in financial hardship.
4. Council's endorsement of the procedure, which is now set out in a policy, is sought so that the policy can be seen and understood by staff, ratepayers and financial counselling services.

DISCUSSION

5. The COVID-19 pandemic will result in many ratepayers facing financial hardship. The City is considering a range of strategies to reduce that hardship wherever possible.
6. It is expected that many ratepayers will experience difficulty over the coming months and more ratepayers will fall into arrears.
7. The City can expect an increase in outstanding rates debts at 30 June 2020 due to the COVID-19 pandemic.
8. This will likely remain elevated well into the 2020/21 financial year as the community recovers from the economic consequences of the pandemic.

9. A financial hardship procedure which has been in place for some time has guided rates officers in facilitating arrangements with those ratepayers in financial difficulty.
10. The procedure only assisted ratepayers for outstanding rates on their principal place of residence, not commercial or investment property.
11. This proposed policy provides assistance to all ratepayers and property types in line with the WALGA COVID-19 Financial Hardship Policy.
12. It is the intention for this policy to be reviewed at 30 June 2021.

GOVERNMENT & PUBLIC CONSULTATION

13. Not required.

STATUTORY IMPLICATIONS

14. *Local Government Act 1995* (the Act), section 6.49:

Section 6.49 Agreement as to payment of rates and service charges.

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

POLICY IMPLICATIONS

15. The proposed policy outlines the process required for applying and processing financial hardship applications from ratepayers.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Business Operation, Reputation & Financial. Risk: By not establishing clear guidelines, eligible ratepayers may not be able to access the benefit of the rates hardship policy.</p>	Likely	Moderate	High	If the proposed policy is not endorsed, staff will continue to assess applications under the current hardship procedure.
<p>Opportunity: Consistency and understanding of rules for both ratepayers and staff for applications of rates financial hardship.</p>				

FINANCIAL IMPLICATIONS

17. When waiving late payment interest, the City will receive reduced income.
18. A reduction in the timely payment of rates as a result of ratepayers applying for hardship may result in a negative cash flow impact for the City.

LEGAL IMPLICATIONS

19. None.

ENVIRONMENTAL CONSIDERATIONS

20. Not applicable.

ALTERNATE OPTIONS

21. If the proposed financial hardship policy is not adopted, City staff will continue to negotiate payment arrangements with ratepayers under the existing procedure.

CONCLUSION

22. Adoption of a policy for rates hardship will give clear direction to ratepayers in how the City can assist in cases of financial hardship.

Consulted References	:	<ul style="list-style-type: none">• WALGA Template COVID-19 Financial Hardship Policy• <i>Local Government Act 1995</i>• Delegations Register 2020
File Number (Name of Ward)	:	RV.RPY.20
Previous Reference	:	OCM 24 March 2020 Resolution CCS237.

CCS248: NATIONAL REDRESS SCHEME (PARTICIPATION OF THE CITY OF ALBANY)

Proponent / Owner	: City of Albany
Attachments	: Department of Local Government, Sport and Cultural Industries – Information Paper: 3 February 2020
Report Prepared By	: Manager Governance & Risk (S Jamieson)
Responsible Officers:	: Chief Executive Officer (A Sharpe)

STRATEGIC IMPLICATIONS

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

- **Theme:** *We will ... enhance the lifestyle of our residents.*
- **Objective:** *To develop and support a healthy inclusive and accessible community.*
- **Community Priority:** *Advocate for specialist services that improve public health and wellbeing in line with the Public Health Act 2016 and growing community expectations.*
- **Public Health Plan:**

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act, how we handle stress, relate to others, and make choices. Mental health is important to overall health and wellbeing at every stage of life, from childhood and adolescence through adulthood, and is shaped by various social, economic and physical environments and experiences.

Mental health issues may be temporary and present in response to a particular life event, such as a death, a relationship breakup or job loss. For people with a diagnosed mental health condition, they may experience symptoms that appear for a period of time, go away and then reappear at another point in time. Some people experience enduring and ongoing mental health issues that affect their everyday lives.

In Brief:

This report is for the Council to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the City of Albany to participate in the National Redress Scheme;
- Formally endorse the City of Albany's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

RECOMMENDATION

CCS248: COMMITTEE RECOMMENDATION (AMENDED RESPONSIBLE OFFICER RECOMMENDATION)

**MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR STOCKS**

THAT Council:

- (1) NOTES the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- (2) NOTES that the City of Albany will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the City of Albany makes a specific and formal decision to the be included;**
- (3) ENDORSES the participation of the City of Albany in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- (4) APPOINTS the Chief Executive Officer as the point of contact for the City of Albany;**
- (5) GRANTS authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and**
- (6) NOTES that a confidential report will be provided if a Redress application is received by the City of Albany.**

CARRIED 12-0

Officer Reason (Manager Governance and Risk)

The amendment to include the appointment of the CEO as the point of contact for the City of Albany is a requirement in order to apply the delegation at point 5.

CCS248: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

- (1) NOTES the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- (2) NOTES that the City of Albany will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the City of Albany makes a specific and formal decision to the be included;**
- (3) ENDORSES the participation of the City of Albany in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- (4) GRANTS authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and**
- (5) NOTES that a confidential report will be provided if a Redress application is received by the City of Albany.**

BACKGROUND

2. The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:
 - a. Working with Children Checks (August 2015);
 - b. Redress and Civil Litigation (September 2015); and
 - c. Criminal Justice (August 2017).
3. The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.
4. The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.
5. The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.
6. All levels of Australian society (including the WA local government sector and the City of Albany) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

7. The Royal Commission's Redress and Civil Litigation (September 2015) Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.
8. The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.
9. The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:
 - a. A direct personal response (apology) from the responsible institution, if requested;
 - b. Funds to access counselling and psychological care; and
 - c. A monetary payment of up to \$150,000.
10. All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.
11. The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.
12. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.
13. Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.
14. A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

DISCUSSION

15. Following extensive consultation, the State Government (December 2019):
 - a. Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
 - b. Noted the options for WA local government participation in the Scheme;
 - c. Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
 - d. Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.
16. The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:
 - a. Redress monetary payment provided to the survivor;
 - b. Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
 - c. Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).
17. State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.
 - a. Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:
 - b. Providing the State with the necessary (facilities and services) information to participate in the Scheme;
 - c. Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
 - d. Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.
18. The WALGA State Council meeting of 4 March 2020:
 - a. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
 - b. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
 - c. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.
19. The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

20. State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).
21. The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of City of Albany's participation in the Scheme.
22. As an independent entity and for absolute clarity, it is essential that the City of Albany formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.
23. The City of Albany will not be included in the State's amended declaration, unless it formally decides to be included.
24. The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.
25. The option also exists for the City of Albany to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).
26. Should the City of Albany formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the City of Albany include:
 - a. Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
 - b. Potential reputational damage at a State, sector and community level.
 - c. Complete removal of the State's coverage of costs and administrative support, with the City of Albany having full responsibility and liability for any potential claim.
 - d. Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the City of Albany.
27. **Considerations for the City of Albany:**

Detailed below is a list of considerations for the City of Albany to participate in the Scheme:

 - a. **Executing a Service Agreement:**

All Royal Commission information is confidential, and it is not known if the City of Albany will receive a Redress application.

A Service Agreement will only be executed if the City of Albany receives a Redress application.

The City of Albany needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications.

A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.
28. **Reporting to Council if / when an application is received:**

Council will receive a confidential report, notifying when a Redress application has been received.

All information in the report will be de-identified but will make Council aware that an application has been received.

29. **Application Processing / Staffing and Confidentiality:**

Administratively the City of Albany will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

30. **Record Keeping:**

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.

The City of Albany's record keeping practices have been modified to ensure the secure protection and retention of relevant records.

These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses.

Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act.

31. **Redress Decisions:**

The City of Albany should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses.

The State Government and the City of Albany do not have any influence on the decision made and there is no right of appeal.

GOVERNMENT & PUBLIC CONSULTATION

Consultation

32. The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).
33. The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:
- a. raising awareness about the Scheme;
 - b. identifying whether WA local governments are considering participating in the Scheme;
 - c. identifying how participation may be facilitated; and
 - d. enabling advice to be provided to Government on the longer-term participation of WA local governments.
34. Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:
35. Webinars to local governments, predominately in regional and remote areas;
36. Presentations at 12 WALGA Zone and Local Government Professional WA meetings;

37. Responses to email and telephone enquiries from individual local governments.
38. It was apparent from the consultations local governments were most commonly concerned about the:
 - a. potential cost of Redress payments;
 - b. availability of historical information;
 - c. capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
 - d. process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
 - e. lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.
39. LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.
40. The WALGA State Council meeting on 3 July 2019 recommended that:
 - a. WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.
 - b. WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.
41. DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.
42. The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.
43. The City of Albany distributed the above information to all elected members.
44. [City's Insurer \(LGIS\): LGIS has reviewed the report and advised that it is very supportive of the City taking this approach. In fact, LGIS advised that it wished more local governments would take this proactive approach.](#)

STATUTORY IMPLICATIONS

45. The City of Albany in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).
46. Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of *the Local Government Act 1995*.
47. **Voting requirement:** Simple Majority.

POLICY IMPLICATIONS

48. Not applicable to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Risks:</p> <p>Financial: Potential cost of redress payments.</p> <p>Operational: Availability of historical information.</p> <p>Legal: Obligations relating to maintaining confidentiality if Redress applications are received.</p>	Possible	Moderate	Medium	<p>Financial. The state will cover costs / payment to the survivor.</p> <p>Service fee to facilitate potential Direct Personal Response (DPR) of \$3,000 dollars, plus travel and accommodation.</p> <p>Operational: Accept that information is limited, in particular Shire & Town Records, prior to 2000.</p> <p>Legal: The State's decision mitigates a significant financial risk to the local government in terms of waiving rights to future claims.</p> <p>As detailed in the report Administratively the Executive will determine:</p> <ul style="list-style-type: none"> - Which position(s) will be responsible for receiving applications and responding to Requests for Information; - Support mechanisms for staff members processing Requests for Information. <p>The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.</p>
<p>Opportunity: Raise awareness about the Scheme. Noting the Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.</p>				

FINANCIAL IMPLICATIONS

50. The State's decision will cover the following financial costs for local governments:
- a. Redress monetary payment provided to the survivor;
 - b. Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
 - c. Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

51. The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.
52. The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims.
53. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.
54. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

LEGAL IMPLICATIONS

55. Discussed in the discussion section of the report.

ENVIRONMENTAL CONSIDERATIONS

56. Not applicable to this report.

ALTERNATE OPTIONS

57. As detailed previously in the report, the option also exists for the City of Albany to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).
58. Should the City of Albany formally decide not to participate with the State or in the Scheme altogether, considerations detailed in the report should be considered.

CONCLUSION

59. That the proposed Responsible Officer Recommendation be adopted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>National Redress Scheme for Institutional Child Sexual Abuse Act 2018</i> • <i>State Records Act 2000</i> • <i>City of Albany Public Health Plan</i>
File Number (Name of Ward)	:	(All Wards) - GO.CLS.36
Previous Reference	:	WALGA State Council Agenda

CCS249: COMMUNITY FACILITIES - SUPPORT TO RURAL COMMUNITY HALLS

Attachments	:	OCM 25 June 2019 Item 15.1 Motion 1 and Amended Motion 2.
Supplementary Information & Councillor Workstation	:	<ul style="list-style-type: none">• City Support to Rural & Community Halls table (Confidential under separate cover)• City Contacts Flyer• Infographic
Report Prepared By	:	A/Manager Community Development & Engagement (R Param) Team Leader Property and Leases (T Catherall)
Responsible Officers:	:	Executive Director Corporate & Commercial Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Themes:** Leadership, Community Health & Participation.
 - **Objectives:**
 - To provide strong, accountable leadership supported by a skilled and professional workforce.
 - To develop and support a healthy inclusive and accessible community.
 - **Community Priorities:**
 - Provide positive leadership that delivers community outcomes.
 - Encourage and support volunteers and community groups.

In Brief:

- Councillor Smith submitted a Notice of Motion to the June 2019 Ordinary Council Meeting requesting that the City consult with community associations by facilitating a workshop to determine levels of support required for future asset maintenance and operation of community and rural halls.
- Officers have prepared a response to this motion, and presented this to an Elected Member Strategic Briefing on 21 April 2020.
- This item is for Council to note the actions and formally advise that the actions requested by Councillor Smith in the Notice of Motion have been completed by City staff.

RECOMMENDATION

CCS249: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR STEPHENS**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-2

Record of Vote

Against the Motion: Councillors Doughty and Terry

CCS249: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the following actions have been completed as requested in Councillor Smith's Notice of Motion at the Ordinary Council Meeting held on 26 June 2019:

1. The City routinely provides support on a range of matters (including asset management and operations) to community rural halls on a one to one, ongoing basis.
2. A Council workshop was held on 21 April 2020, with information distributed regarding City support currently provided to community rural halls.
3. Funding opportunities are sought as and when appropriate funding programs are released and opened for application.

BACKGROUND

2. In May 2019, City staff identified that community managed facilities (community rural halls) leased by the City and/or on Crown land within the municipality were at risk of becoming run down or unsafe due to lack of maintenance, as State and Federal bodies were no longer providing funding to community groups for maintenance.
3. In an attempt to address this risk and assist community groups maintain their facilities, the City is trialling the Community Facilities Assistance Fund (CFAF), providing up to \$30,000 per financial year for three years to eligible applicants.
4. At the Ordinary Council Meeting held on 25 June 2019, Councillor Smith submitted a Notice of Motion:

**15.1: RESOLUTION (AMENDMENT BY COUNCILLOR SMITH)
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

THAT:

1. ***The City consult with community associations by facilitating a workshop/s to determine levels of support required for future asset maintenance and operations within their communities.***
2. ***A subsequent presentation to be delivered by staff through a workshop with Councillors that examines existing leasing/funding/in kind assistance offered, and to explore potential opportunities and models of support in line with the facilitated engagement.***
3. ***Council commence and maintain a commitment to seek State Government support for a State-Based funding stream for assistance with ongoing maintenance programs for historic places.***

CARRIED 10-0

5. Community Development staff currently work with community organisations to determine asset management needs for community rural halls, in response to requests from hall managers.
6. There is a wide spectrum of asset management capacity across various community organisations responsible for facility management; some require very little to no assistance, while others struggle to maintain their venues.
7. There may be a risk to the City in facilitating workshops, as community expectations may be increased with regard to ongoing involvement or assistance with the maintenance and management of rural and community halls, which in some cases is contrary to existing lease agreements.

8. At a further follow up meeting with Councillor Smith in March 2020 to clarify the way forward, the following actions to resolve the motion were agreed:
 - a. City Officers to present on the current level of City support provided to 14 rural venues to an Elected Member Strategic Briefing in April 2020;
 - b. Guidelines for Community Facilities Assistance Funding will be amended for Round 1, 2020-21 financial year applications, to include provision for building inspection reports and maintenance plans to be funded; and
 - c. Officers to prepare a contact sheet to distribute to rural halls identifying relevant teams, their functions and contact information.

DISCUSSION

9. The Elected Member Strategic Briefing was held on 21 April 2020.
10. Officers provided an overview of direct financial, routine and ad hoc staff support provided to all 14 rural halls over the past 4-5 years. Officers also presented a draft copy of the contact list of relevant City teams. Both these documents were provided to Elected Members with the minutes of the workshop.
11. Elected Members noted the support provided to rural venues, and endorsed the proposed amendments to Community Facilities Assistance Funding and the City contacts list.
12. With regard to the workshop requested in the resolution of 25 June 2019, City staff have advised that work is routinely undertaken with halls at the request of hall committees. This enables a customised service to each facility. Further, routine maintenance and some renewal works are the responsibility of the halls in accordance with lease conditions, where a lease arrangement is in place with the City.
13. Elected Members suggested that a showcase of rural halls to coincide with the completion of the Town Hall, promotion of Heritage Commission funding to those halls which are heritage-listed (all lessees in heritage listed venues receive assistance and information about funding), and inclusion of the rural halls on the City's website would be desirable in promoting community awareness of the importance of rural halls.
14. Promotion of rural and community halls is supported by the City in the current community directory available on the City's website: <https://www.mycommunitydirectory.com.au/>.
15. Staff committed to providing a report to the Ordinary Council Meeting to be held on 25 May 2020 providing an update on the actioning of Councillor Smith's Notice of Motion.

GOVERNMENT & PUBLIC CONSULTATION

16. Internal consultation with City Community Services, Leasing, Asset and Reserves teams has occurred to date.
17. The City continues to provide ongoing consultation and support to community rural halls by regular site visits, community funding, governance matters, grant workshops, building advice, activation of halls and strategic planning.

STATUTORY IMPLICATIONS

18. Not applicable.

POLICY IMPLICATIONS

19. Not applicable.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation. <i>Council not satisfied with response to motion</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Seek to address the motion to Council satisfaction</i>
Opportunity: <i>To continue ongoing funding and staff support to community use rural halls.</i>				

FINANCIAL IMPLICATIONS

21. The City has committed to the Community Financial Assistance Funding allocation of \$30,000 for three years to assist community groups maintain facilities.

LEGAL IMPLICATIONS

22. Not applicable.

ENVIRONMENTAL CONSIDERATIONS

23. Not applicable.

ALTERNATE OPTIONS

24. No alternate options are proposed.

CONCLUSION

25. The City provides ongoing support to community facilities, in particular rural community halls. This support is both in kind and in direct financial contributions.
26. It is recommended that the Responsible Officer's Recommendation be adopted.

Consulted References	:	<ul style="list-style-type: none"> • Lease Agreements • Community Financial Assistance Funding Guidelines
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 25/06/2019 Resolution 15.1 – Notice of Motion by Councillor Smith

**CCS250: GREAT SOUTHERN REGIONAL TRAILS MASTER PLAN
2020-2029**

Proponent / Owner	: City of Albany
Attachments	: Great Southern Regional Trails Masterplan 2020-2029 (DRAFT);
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: Chief Executive Officer (A Sharpe) Executive Director Infrastructure Development & Environment (P Camins)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Community Health & Participation.
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory

In Brief:

- The Regional Trails Masterplan is identified as a priority project in both the Great Southern Outdoor Recreation Strategy 2019-2021 and the Great Southern Regional Sport and Recreation Plan 2018.
- Department of Local Government, Sport and Cultural Industries (DLGSC) encourages all regions to develop regional trail masterplans that will support the state-level Western Australia Strategic Trails Blueprint.
- In the Great Southern, the Great Southern Centre for Outdoor Recreation Excellence (GSCORE) undertook to produce the Great Southern Regional Trails Masterplan 2020-2029 (RTMP).
- The eleven local governments that constitute the Great Southern region have been requested to receive and endorse the RTMP.
- To seek Council's receipt of the Great Southern Regional Trails Master Plan 2020-2029.

COVID-19 IMPACT

- No identified implications.

RECOMMENDATION

CCS250: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SMITH**

THAT Council:

1. **RECEIVE** the Great Southern Regional Trails Master Plan 2020-2029
2. **ENDORSE** the strategic intent of the Great Southern Regional Trails Master Plan 2020-2029.
3. **NOTE** that by doing so, the plan does not hold Council or the City of Albany to a financial commitment to the GSCORE operational functions.

CARRIED 12-0

Councillor Smith proposed a minor amendment to the Responsible Officer Recommendation to ensure clarity around Council's support for the Great Southern Regional Trails Masterplan 2020-2029.

Councillor Smith's proposed amendment was supported by Council.

CCS250: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. RECEIVE and ENDORSE the Great Southern Regional Trails Master Plan 2020-2029 strategic Intent.
2. NOTE that by doing so, the plan does not hold Council or the City of Albany to a financial commitment to the GSCORE operational functions.

BACKGROUND

2. GSCORE works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.
3. The purpose of the Great Southern RTMP is to provide a clear outlined program of trail infrastructure development across the Great Southern region over a ten-year period to position the Great Southern as a World Class Trails Destination. The plan has been developed to guide decisions about the management of, and investment in, trails and provides a vision of the trail network for the Great Southern.
4. The four agreed strategic objectives of the Strategy:
 - I. **Integrated Planning and Management** – Adopt a strategic and coordinated approach to trail planning, management and maintenance through key stakeholder collaboration and priorities and targeted investment.
 - II. **Sustainable and Accessible Trail Network** – develop, upgrade and maintain a network of high-quality trails and facilities that deliver outstanding experiences to a wide range of trail users and activity types.
 - III. **Promote the Visitor Experience** – Encourage strong local community and visitor participation in recreational trail activities through effective promotion and marketing of the regions trails.
 - IV. **Community and Economic Development Opportunities** – Capitalise on the opportunities presented by a well-designed trails network for health, environmental, cultural, economic and liveability benefits.
5. Support of the objectives and the development of the priority trails contained within the plan is central to the successful implementation of the Great Southern Regional Trails Master Plan.

DISCUSSION

6. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity of future trails development.
7. GSCORE is liaising with each individual local government to secure service agreements to implement the RTMP post 30 June 2020. The plan notes the future roles and functions for GSCORE as project governance, grant writing, project management, marketing coordination, trail monitoring, training and capacity building. Endorsing the plan does not commit or hold the City of Albany responsible for the financial operations of the GSCORE. Any financial commitments to the GSCORE will be assessed separately on its merits and as a stand-alone matter.

8. The plan provides vision for diversity of trail type including hiking, mountain biking, cycle touring, rail trail, paddling, snorkelling, trail bike riding and equestrian trails. The approach includes creating new trail experiences, developing trail linkages and enhancing existing trails.
9. Albany Heritage Park Link Trail (City of Albany) is identified in the plan as an important short term priority trail. The Albany Heritage Park trails are integral to achieving the regions vision of becoming a world-class trails destination. The supporting Poikeclerup Park Trails Network allows for progression and potential for more advanced mountain bike trails complementing the regional offering.
10. Whilst not under City of Albany management the realignment of the Munda Bididi through the City of Albany LGA (Sandpatch) and the possible relocation of the terminus to the Alison Hartmann Garden will enhance safety and improve the user experience of a nationally recognised trail.
11. The City of Albany is the only local government with an adopted and current local trails plan. The Albany Trails Hub Strategy is the foundation stone of the RTMP. The Albany Trails Hub Strategy is the result of extensive community consultation in Albany and addresses the needs of a diversity of trail user groups. When implemented, it has the potential to position Albany as a regional Trail Town. To position the region as a trail destination requires a network of trail towns and trail centres across the entire region.

GOVERNMENT & PUBLIC CONSULTATION

12. Consultation was undertaken by GSCORE as evidenced in the documentation provided (summary of community consultation 2020).
13. Over 200 comments were received (including City of Albany feedback) and the majority were favourable. Significant number opposed to mountain biking in the Porongurup National Park. A number of submissions noted the importance and sought assurance that land managers are taking an environmentally sensitive approach to planning.
14. A five-week community and stakeholder review and comment period was conducted December 16, 2019 to January 19, 2020.
15. GSCORE staff presented and provided briefings to:
 - o City of Albany CEO, Mayor and Elected Members - 17/7/2018; 18/2/2020.
 - o South Coast Alliance – 20/6/2019; 18/9/2019; 4/11/2019.
 - o City of Albany Staff – 17/10/2019 plus attendance at Trails Project Control Groups meetings.
16. Minor modifications made as a result of the engagement include:
 - o Planning Principles - a greater emphasis on Aboriginal engagement and involvement; two of the planning principles combined; and a new principle focused on community benefit included.
 - o Priority Trail (S) – higher priority of the Albany Heritage Park Mounts Trail Corridor Link from medium to short term; and inclusion of the iconic Bald Head Walk Trail to address urgent maintenance and upgrades.
 - o Priority Trail (M) – Inclusion of the Poikeclerup Mountain Bike Trail Network to complement the regional experience catering for all riders; and the Munda Bididi Trail Realignment to improve a nationally significant trail for cycle touring.

STATUTORY IMPLICATIONS

17. There is no statutory requirement.
18. As part of the community review process the Council and City staff took the opportunity to provide feedback and further recommendations to assist with developing the plan.

POLICY IMPLICATIONS

19. The Great Southern Regional Trails Master Plan will complement the City of Albany Trails Hub Strategy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health & Safety <i>Failure to plan and secure required funding may result in the condition of the trail amenities deteriorating to an unsafe condition</i>	Possible	Moderate	Medium	Council can choose to support the plan, or work with City officers to review and amend.
Reputation & Financial <i>Failure to participate may result in community dissatisfaction or projects not going ahead resulting in community missed economic and social opportunities.</i>	Possible	Moderate	Medium	Council can choose to support the plan, or work with City officers to review and amend.

FINANCIAL IMPLICATIONS

21. No additional budget is requested for this project.

22. There are significant economic benefits associated with Trail Tourism. GSCORE recently submitted an Expression of Interest for funding support under the Federal Government's Tourism Economic Stimulus Package to develop four Mountain Bike (MTB) trail networks along the South Coast including two in Albany being; Heritage Park Stage 1 and Poikeclerup Park.

23. Under the funding guidelines the combined projects would need to be delivered within the next 18 months and will deliver a regional MTB experience that disperses visitors through the Amazing South Coast region. The focus of the funding of the projects is on jobs creation and tourism.

LEGAL IMPLICATIONS

24. Nil

ENVIRONMENTAL CONSIDERATIONS

25. There are no environmental impacts associated with the endorsement of the RTMP. Each trail project and site will have its own unique environmental requirements including approvals for flora, fauna, dieback and Aboriginal Heritage Approvals.

26. The Albany Heritage Park Link Trail has gone through significant approval processes with regards to environmental approvals. Given the presence of significant species and community feedback there have been a number of environmental studies undertaken including:

- Dieback surveys;
- Targeted Flora Surveys; and
- Western Ring-tailed Possum surveys

27. Poikeclerup Park has had initial site suitability assessments undertaken including:

- Completed Phytophthora Dieback Occurrence Survey and Threatened Ecological Communities (TEC) Assessment.
- Which identified a patch of Threatened Ecological Communities – Proteaceae Dominated Kwongan Shrubland identified. To be avoided in future trail planning.

- Phytophthora Dieback has been identified in the site. The survey determined that there were no protectable areas occurring across the site.
- Threatened Flora (*Drakaea micrantha* – Dwarf Hammer Orchid) on the adjacent Private Property.
- Spotlight Survey - Western Ringtail Possum identified and protected accordingly.

ALTERNATE OPTIONS

28. Council can choose not to receive the plan.

CONCLUSION

29. Throughout the extensive collaboration in the development of the RTMP, the region has demonstrated its recognition that trails are an integral part of creating a liveable region with thriving communities.
30. The RTMP is an agreement to collaborate and prioritise regional trail development. It aims to minimise the duplication of initiatives and maximise efforts to reach common goals by establishing shared priorities across the active recreation and tourism sectors.
31. This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive and endorse the RTMP.

Consulted References	:	Trails Hub Strategy 2015 – 2025, Mounts Master Plan Analysis of Community + Stakeholder Engagement
File Number (Name of Ward)	:	CR.COC.9 (Frederickstown, Kalgan)
Previous Reference	:	OCM 28/07/2015 - CS021 - City of Albany Trails Hub Strategy, GSCORE Presentations to Council - 17/7/2018; 18/2/2020

CCS251: NATIONAL ANZAC CENTRE – Q3 2019-20 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 3 (Q3) 2019/20 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Corporate & Commercial Services (D Olde)

STRATEGIC IMPLICATIONS

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

In Brief:

- To provide Council with update on Q3 2019-20 performance of the NAC.

RECOMMENDATION

CCS251: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR HAMMOND**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS251: RESPONSIBLE OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q3 2019-20 be RECEIVED.

BACKGROUND

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this national museum and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Group during the 2016/17 financial year to assist in the further development of both the NAC and AHP, to ensure the assets continue to evolve, aligned with contemporary museum standards. The NAC Advisory Group has been meeting quarterly since convening.
6. It was agreed in November 2018 that the NAC Advisory Group would now meet twice a year. The next meeting was planned for Friday 24 April 2020.

7. Council has budgeted a subsidy of \$250,000 annually for the operations of the NAC and the AHP and has established a reserve on the understanding that any surplus funds be reinvested and used to leverage additional grant funding to improve the asset.
8. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information to assess its performance.

DISCUSSION

9. Q3 2019/20 achieved overall total visitation numbers of 354,998 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 65,532 visitors per year.
10. Total visitation for Q3 2019/20 decreased by 6,958 visitors compared to the same period in 2018/19.
11. The visitation in Q3 2019/20 from the Great Southern Region totalled 288 people, consisting of 60% of visitors from Albany, 15% Denmark, 7% Mt Barker, 6% Katanning, and a range of 1% - 5% from Lake Grace, Gnowangerup, Frankland, Narrikup, and Wellstead.
12. The total visitation in Q3 2019/20 originated from Western Australia (71%) and interstate (29%).
13. Visitors from other States and Territories consisted of 33% from NSW, 25% from VIC, 25% from QLD, 11% from SA, followed by TAS, ACT and NT all with similar figures between 1-3%.
14. Of the total 12% of international visitors, 44% of these visitors originated from New Zealand, 25% from United Kingdom, 11% from USA, and 4% from Singapore.
15. Revenue generated in Q3 2019/20 by the NAC was \$130,054 less compared to the same period in 2018/19. The Forts Store revenue of \$100,961 saw a decrease of \$48,050 compared to the same period in 2018/19.
16. Average retail spend per head for 2019/20 Q3 reached \$7.86, a decrease from same period last year of \$10.20.
17. As at the end of Q3 2019/20, 5,125 local residents were members of the NAC League of Local Legends program, with 345 joining during Q3.
18. The NAC had 200 non-local paying visitors in Q3 2019/20 as a result of the NAC League of Local Legends program.
19. In Q3 2019/20, progression of 2 major projects being, phase one of the NAC Refresh and Hidden Stories of the Fortress grant works for Princess Royal Fortress continued.
20. NAC Refresh phase 1 works have continued with Convoy Table and offsite, commissioning of table has been placed on hold due to COVID19 restrictions.
21. Retail consultant, Terrific Trading Incorporated, completed a review process on the Fort Store and Albany Visitor Centre retail outlets to identify any opportunities for improvement. Terrific Trading has had an initial visit to both sites. They provided preliminary recommendations, short term improvement plan and training workshops during November 2019, with a follow up longer term action plan by 2020. Terrific trading will provide this by presentation to executive team.

GOVERNMENT & PUBLIC CONSULTATION

22. Not Applicable.

STATUTORY IMPLICATIONS

23. Not Applicable.

POLICY IMPLICATIONS

24. Not Applicable.

RISK IDENTIFICATION & MITIGATION

25. Nil.

FINANCIAL IMPLICATIONS

26. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at March 31, 2020.

a. Full year operating expenditure budget includes:

- i. \$221,000 of costs from accounts that are “shared” across the AHP. A total of \$869,000 of budgeted costs reported under the AHP have been deemed to be a shared cost, across the four reporting areas under the AHP (NAC, Retail, Forts, and AHP Precinct). For the purpose of presenting a standalone view of the NAC, managers have used their best judgement to notionally allocate the \$869,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$90,000 of the \$221,000), marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY19/20 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$915,000	\$706,798	\$745,820	\$39,022
Operating Expenditure	\$(582,589)	\$(417,668)	\$(389,599)	\$28,069
Net Operating Income/(Expense) before Indirect Costs	\$332,411	\$289,130	\$356,221	\$67,091
Indirect Expenses	\$(221,454)	\$(166,384)	\$(143,510)	\$22,874
Net Operating Income/(Expense)	\$110,957	\$(122,746)	\$212,711	\$89,965
Capital Expense	\$(730,000)	\$(400,000)	\$(151,314)	\$248,686
Total	\$(619,043)	\$(277,254)	\$61,397	\$338,651

LEGAL IMPLICATIONS

27. Nil.

ENVIRONMENTAL CONSIDERATIONS

28. Nil.

ALTERNATE OPTIONS

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

SUMMARY CONCLUSION

- 30. Overall Q3 2019/20 has shown a steady hold in numbers visiting the NAC, this is pleasing after having the popular Field of Light installation. Q3 has shown lower numbers for Feb and March compared to 18/19 same period, yet January very similar to previous years. March 23rd Closure has played a part in the decreased numbers and financials.
- 31. A decrease in the retail spend per head in the Fort Store has seen the Q3 average drop to \$7.86 this compares very similar to 2015/16 as the first full year of trading with \$6.09. This is still a contribution to revenue for the AHP precinct as a whole but the March closure of the site has made an impact on quarterly revenue.
- 32. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q3 2019/20 saw 1100 people take part in Princess Royal Fortress Tour. The release of free educational activity sheets for families to use while visiting, along with the information hub has also enhanced the experience. An increase of tour times on offer has also been implemented to support visitor experience.
- 33. Overall Q3 saw steady figures of attendance in the NAC, Princess Royal Fortress and Fort Store sales for the first 2 months of Q3. Visitation and figures were remaining relatively in-line with previous years. With Federal Government closure of all Museums March 23rd due to COVID19, figures show the impact this has made on what is primarily peak season for the AHP.

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

CCS252: REX FINANCIAL SUPPORT REQUEST

- Attachments** : • Rex Letter dated 23 April 2020
• Rex Media Release dated 29 April 2020
- Report Prepared By** : Manager Governance/Risk/Airport Operations (S Jamieson)
Acting Manager Finance (S Van Nierop)
- Responsible Officers:** : Executive Director Corporate & Commercial Services
(D Olde)

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

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme: 1:** Leadership
 - **Objective: 1.2** To provide strong, accountable leadership supported by a skilled and professional workforce.
 - **Community Priorities: 1.2.1** Provide positive leadership that delivers community outcomes.

In Brief:

- Acknowledge and consider request from Regional Express.

7.11PM

RESOLUTION

**MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR STEPHENS**

THAT the meeting move behind closed doors to discussion Confidential Item CCS252: REX Financial Support Request.

CARRIED 12-0

7.30PM

RESOLUTION

**MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR STEPHENS**

THAT the meeting be re-opened.

CARRIED 12-0

RECOMMENDATION

CCS252: COMMITTEE RECOMMENDATION

**MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR STEPHENS**

THAT the request from Regional Express (REX), as attached, be NOTED and the recommendation contained in the Confidential version of this report be ADOPTED.

CARRIED 9-3

Record of Vote

Against the Motion: Councillors Thomson, Hammond and Sutton

CCS252: RESPONSIBLE OFFICER RECOMMENDATION

THAT the request from Regional Express (REX), as attached, be NOTED and the recommendation contained in the Confidential version of this report be ADOPTED.

Consulted References	:	<ul style="list-style-type: none">• Annual Budget• City of Albany – Regional Express Agreement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 24/03/2020 Resolution CCS236

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil

12. MEETING CLOSED TO THE PUBLIC

CCS252: REX FINANCIAL SUPPORT REQUEST

13. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 7.32PM.

(Unconfirmed Minutes)

Councillor Paul Terry
CHAIR