



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

12 November 2019

6.00pm

City of Albany Council Chambers

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

VISION

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

VALUES

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

Focused: on community outcomes

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

United: by working and learning together

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

Accountable: for our actions

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

Proud: of our people and our community

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

Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

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

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

Corporate Services:

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

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

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

Economic Development:

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

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

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

Governance:

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

Service Complaint Internal Review:

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

It will achieve this by:

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

Membership: Open to all elected members

Meeting Schedule: Monthly

Meeting Location: Council Chambers

Directorates: Corporate & Community Services

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

Delegated Authority: None

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1. DECLARATION OF OPENING 6.02PM

The Chief Executive Officer will call for nominations for the position of Chair and Deputy Chair of the Community and Corporate Services Committee.

Chair

Cr Terry nominates self, duly elected, carried unanimously

Deputy Chair

Cr Smith nominates self, duly elected, carried unanimously

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Councillors:

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

Staff:

Chief Executive Officer	A Sharpe
Executive Director Community Services	S Kay
Manager Facilities	L Stone
Meeting Secretary	H Bell

Apologies:

Acting Executive Director Corporate Services	D Olde
Acting Manager Finance	S Van Nierop

Members of Public
Michael Traill Media

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Cr Sleeman	CCS187	Financial

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE –

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

**DRAFT MOTION
MOVED COUNCILLOR SLEEMAN
SECONDED COUNCILLOR SUTTON**

THAT the minutes of the Community and Corporate Services Committee held on 8 October 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 13 - 0

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS186: FINANCIAL ACTIVITY STATEMENT – SEPTEMBER 2019

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

RECOMMENDATION

CCS186: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH

SECONDED: COUNCILLOR STEPHENS

THAT the Financial Activity Statement for the period ending 30 September 2019 be RECEIVED.

CARRIED 13 - 0

CCS186: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 September 2019 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 September 2019 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

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

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

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 September 2019 has been incurred in accordance with the 2019/20 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS187: LIST OF ACCOUNTS FOR PAYMENT – OCTOBER 2019

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

RECOMMENDATION

Cr Sleeman left the room at 6.21pm due to declaring financial interest.

CCS187: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON
SECONDED: MAYOR WELLINGTON

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 October 2019 totalling \$5,509,709.98.

Carried 12 - 0

CCS187: 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 October 2019 totalling \$5,509,709.98.

Cr Sleeman reentered the room at 6.24pm

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 October 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$31,080.66
Payroll	\$1,578,037.31
Cheques	\$60,617.49
Electronic Funds Transfer	\$3,839,974.52
TOTAL	\$5,509,709.98

As at 15 October 2019, the total outstanding creditors stands at \$369,429.21 and is made up as follows:-

Current	\$222,705.57
30 Days	\$165,085.90
60 Days	-\$65.00
90 Days	\$531.00
TOTAL	\$388,257.47
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CCS188: DELEGATED AUTHORITY REPORTS – SEPTEMBER TO OCTOBER 2019

Proponent	: City of Albany
Attachments	: Executed Document and Common Seal Report
Report Prepared by	: Personal Assistant to the ED Corporate 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

CCS188: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOUGHTY

SECONDED: COUNCILLOR GOODE

THAT the Delegated Authority Reports 16 September 2019 to 15 October 2019 be RECEIVED.

CARRIED 13- 0

CCS188: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 September 2019 to 15 October 2019 be RECEIVED.

CCS189: PROPOSED NEW LICENCE AGREEMENTS – ARC INFRASTRUCTURE AS LICENSOR – RAIL CORRIDOR LAND IN ELLEKER AND GRASMERE

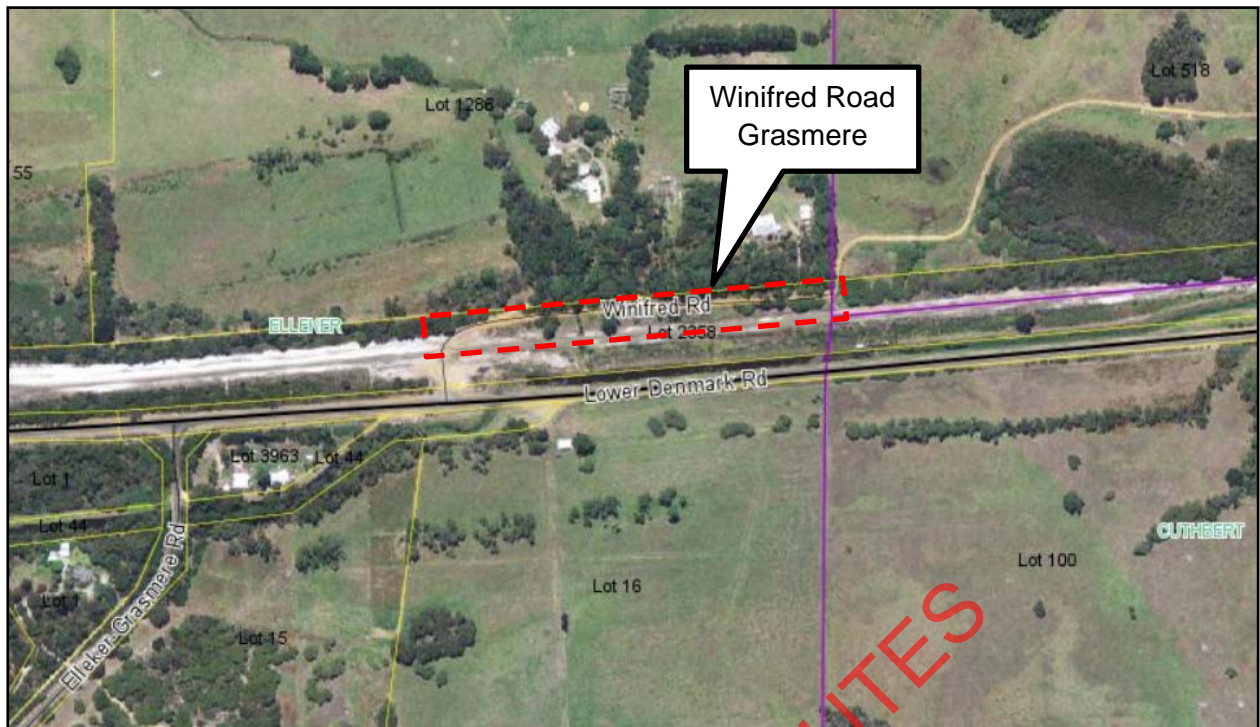
Land Description	: Portion of Crown Reserve 7051 Lot 20 on Deposited Plan 405582, as detailed in Crown Certificate of Title Volume LR3025 Folio 864, Elleker AND Portion of Crown Reserve 16969 Portion Lot 2358, Grasmere; being rail corridor land
Proponent	: City of Albany
Owner	: Crown, under Management Order held by the Minister for Infrastructure, Transport and Regional Development / Public Transport Authority of WA as the responsible agency (managed by Arc Infrastructure Pty Ltd ABN 42 094 721 301 under Lease agreement)
Report Prepared By	: Team Leader Property and Leasing (T Catherall)
Responsible Officers:	: Acting 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.

Maps and Diagrams:





In Brief:

- Council is requested to consider two licence renewals with Arc Infrastructure Pty Ltd as Licensor over rail corridor land in the Elleker and Grasmere areas, to provide continued road access to residential properties.
- Arc Infrastructure manage the rail network in WA for the Public Transport Authority WA (PTA) under a Network Lease agreement.
- In the early 1990's the City of Albany entered into two lease agreements with the PTA over the subject land. These leases expired early 2002 and have remained on holding over pending determination of future management arrangements.
- The new licences will formalise the City's current land access arrangements for affected residents and allow time for the City to further investigate alternate access options to provide permanent access.
- It is recommended the licences are approved.

RECOMMENDATION

CCS189: COMMITTEE RECOMMENDATION (AMENDMENT BY COUNCILLOR GOODE)

THAT Council APPROVE two new licence agreements with Arc Infrastructure Pty Ltd (as Licensor) over rail corridor land being portion of Reserve 7051 Elleker and portion of Reserve 16969 Grasmere subject to:

- a) Licence purpose being 'Civic Purposes / Roadway Access'.**
- b) Licence area for the Elleker road access being approximately 3040m².**
- c) Licence area for the Grasmere road access being approximately 5584m².**
- d) Licence rent for each licence being \$550.00 plus GST per annum with Consumer Price Index applied annually.**

- e) Licence term being for a term of five years, with two further five year options. Licences to run concurrent with the commencement date being as soon as is practicable.
- f) Licence special condition to document an early termination clause should the City no longer require either licence area.
- g) All costs associated with the preparation, execution and completion of the licence documents being payable by the City of Albany (as Licensee).
- h) Further, the CEO investigate alternative land access options, including Shirley Court, Elleker, in order to provide secured unimpeded access to affected properties into the future, and report back to Council by June 2020.

CCS189: AMENDMENT BY COUNCILLOR GOODE

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR SMITH

THAT the Responsible Officer Recommendation be AMENDED to include h):

Further, the CEO investigate alternative land access options, including Shirley Court, Elleker, in order to provide secured unimpeded access to affected properties into the future and report back to council by June 2020

CARRIED 13-0

CCS189: RESPONSIBLE OFFICER RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR THOMSON

THAT the Responsible Officer Recommendation be ADOPTED.

CCS189: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE two new licence agreements with Arc Infrastructure Pty Ltd (as Licensor) over rail corridor land being portion of Reserve 7051 Elleker and portion of Reserve 16969 Grasmere subject to:

- a) Licence purpose being 'Civic Purposes / Roadway Access'.
- b) Licence area for the Elleker road access being approximately 3040m2.
- c) Licence area for the Grasmere road access being approximately 5584m2.
- d) Licence rent for each licence being \$550.00 plus GST per annum with Consumer Price Index applied annually.
- e) Licence term being for a term of five years, with two further five year options. Licences to run concurrent with the commencement date being as soon as is practicable.
- f) Licence special condition to document an early termination clause should the City no longer require either licence area.
- g) All costs associated with the preparation, execution and completion of the licence documents being payable by the City of Albany (as Licensee).

BACKGROUND

2. In early 1990's the former Shire of Albany entered into two lease agreements with the PTA, formerly Western Australian Government Railways Commission, to provide residents road access to their properties over rail corridor land.
3. The leases expired early 2002, and have remained on holding over arrangements, at the request of PTA, pending determination of future management arrangements. Current rental being \$1 payable on demand.
4. The subject land being portion of Reserve 7051, Millar Road, Elleker and portion of Reserve 16969, Winifred Road, Grasmere.
5. In April 2018, Arc Infrastructure Pty Ltd, previously Brookfield Rail Pty Ltd, advised they manage the rail network in WA for PTA under a long term Network Lease from the State Government. This includes managing rail corridor land adjoining the rail freight tracks.
6. The terms of the Network Lease, which expires in 2049, allow for Arc Infrastructure to grant certain rights of use and occupation in respect of the rail corridor land including to Local Governments for Civic Purposes.
7. As such Arc Infrastructure sought to review the two historic leases with the City. In discussions the City requested to excise the rail corridor land to secure ongoing use, however PTA and Arc Infrastructure declined the request.
8. PTA have now requested Arc Infrastructure to enter into new licence agreements to formalise use and in addition allow the City time to investigate alternate land access options, in order to provide unimpeded access.

DISCUSSION

9. It has been determined there is a requirement for ongoing resident access in both the Elleker and Grasmere areas. As such City officers have been investigating potential alternate road access options to secure permanent access.
10. The option of realigning the Millar Road access in Elleker to be within the adjacent road reserve area was considered, however concerns were raised by nearby residents and this option has not progressed at this time.
11. It has been acknowledged that alternate access options may prove difficult and take some time to achieve given the potential land matters to be worked through. Formalising the licences to provide access is considered the best option at this time.
12. Arc Infrastructure have agreed in principle to allow for the early termination of either licence upon the City establishing alternate land options for the roadway access. This will be documented as a special condition in the agreements.
13. The table below summarises the essential terms of the proposed licences:

ITEM	DETAILS
Tenant	City of Albany
Land Description	<u>Elleker area</u> Portion Crown Reserve 7051 being Lot 20, Elleker

	<u>Grasmere area</u> Portion Crown Reserve 16969 being Lot 2358, Grasmere
Licence Areas	Elleker: approx. 3040 m ² Grasmere: approx. 5584m ²
Land Ownership	Arc Infrastructure under Network Lease from the Public Transport Authority (State Government of WA)
Permitted Use	Civic Purposes / Roadway Access
Term	5 years with two further 5 year options
Initial Rent	\$550.00 plus GST each licence area totalling \$1,100.00 plus GST per annum
Rent Review	Perth All Groups CPI applied annually
Outgoings	City responsible for all outgoings (if any) in respect to the licence areas
Utilities	City responsible for all utilities (if any) in respect to the licence areas
Maintenance	City responsible for maintenance and repair of licence areas as a result of use the licence Areas
Special Condition	Early termination in favour of the City should the City no longer require either licence area

14. Arc Infrastructure have agreed in principle with the above position, subject to Council approval.

GOVERNMENT & PUBLIC CONSULTATION

15. The Minister for Infrastructure, Transport and Regional Development through the Western Australia State Government agency of the Public Transport Authority has been consulted and provided Arc Infrastructure under a Network Lease the approval to enter into licence agreement with the City of Albany for use of the subject corridor land.

16. Community Engagement

The City is formalising the existing use by entering into new licence agreements with Arc Infrastructure over rail corridor land. No community engagement is required for this action.

Should alternate access options be identified then the City will refer to the Communications and Engagement Strategy 2019–2022 (as updated and amended from time to time) to determine the appropriate level of community engagement required.

STATUTORY IMPLICATIONS

17. The licences on Crown land will comply with the Management Order held by the Minister for Infrastructure, Transport and Regional Development and the Network Lease to Arc Infrastructure.

POLICY IMPLICATIONS

18. There are no policy implications relevant to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation & Reputation <i>Licences not approved</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Seek to negotiate terms to Council satisfaction</i>
Reputation <i>Arc Infrastructure Network lease terminated</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Seek to negotiate access terms with PTA</i>
Opportunity: <i>To formalise the existing access arrangements and continue to meet City obligations to ratepayers ensuring safe access to residential properties</i>				

FINANCIAL IMPLICATIONS

20. The City will be responsible for the agreement development costs, being approximately \$2,650 plus GST.

21. Regulatory Cost Implications:

Annual licence rental of \$550.00 plus GST per licence will be accommodated on the current budget.

LEGAL IMPLICATIONS

22. The proposed Licence to Use and Occupy Corridor Land between Arc Infrastructure and the City will update the holding over arrangements currently in place with PTA.

23. The Licence documents will be developed and provided by Arc Infrastructure and reviewed by City’s lawyer.

24. The legal agreements will protect the City and formalise City current and future use of the subject corridor land used for road access to residential properties.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

26. Given the proposed licences will secure the continued access over the rail corridor land for residents until an alternate approach can be found, it is not considered there is an alternate option.

27. The City has an obligation to provide unimpeded access for residents to their property.

CONCLUSION

28. The new licence agreements with Arc Infrastructure will formalise the existing use by affected residents to access their properties in the Elleker and Grasmere areas.

29. The City will continue to investigate alternate land access options to secure permanent access.
30. The report requests Council to give consideration to approve the two licences with Arc Infrastructure for a term of five years with two further five year options.

Consulted References	:	Council Policy – Property Management (Leases and Licences)
File Number (Name of Ward)	:	PRO295 & PRO317, A234772 & A237403(West Ward)
Previous Reference	:	Nil

UNCONFIRMED MINUTES

CCS190: NATIONAL ANZAC CENTRE – Q1 2019-20 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 1 (Q1) 2019/20 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies
 - **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 visitor 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 Q1 2019-20 performance of the NAC.

RECOMMENDATION

CCS190: COMMITTEE RECOMMENDATION 1

**MOVED COUNCILLOR SLEEMAN
SECONDED SOUNCILLOR SMITH**

THAT the NAC Operational Report for Q1 2019-20 be RECEIVED.

CARRIED 13 - 0

CCS190: COMMITTEE RECOMMENDATION 2

**MOVED COUNCILLOR SUTTON
SECONDED COUNCILLOR DOUGHTY**

THAT the Chief Executive Officer commence discussions with the Australian War Memorial and Federal Government to explore the possibility of the National Anzac Centre becoming an annex of AWM, and/or the possibility of the City of Albany forming a partnership or Memorandum of Understanding with the Federal Government to assist with the ongoing management and funding of the National Anzac Centre and Heritage Precinct.

CARRIED 13 – 0

CCS190: RESPONSIBLE OFFICER RECOMMENDATION 1

THAT the NAC Operational Report for Q1 2019-20 be RECEIVED.

CCS190: RESPONSIBLE OFFICER RECOMMENDATION 2

THAT the Chief Executive Officer commence discussions with the Australian War Memorial and Federal Government to explore the possibility of the National Anzac Centre becoming an annex of AWM, and/or the possibility of the City of Albany forming a partnership or Memorandum of Understanding with the Federal Government to assist with the ongoing management and funding of the National Anzac Centre and Heritage Precinct.

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 is planned for November 2019.
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. Q1 2019/20 achieved overall total visitation numbers of 325,906 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 66,285 visitors per year.
10. Total visitation for Q1 2019/20 increased by 188 visitors compared to the same period in 2018/19.
11. The visitation in Q1 2019/20 from the Great Southern Region totalled 328 people, consisting of 69% of visitors from Albany, 13% from Denmark, 8% Mt Barker and a range of 1% - 6% from Lake Grace, Gnowangerup, Katanning, Narrikup, and Wellstead.
12. The total visitation in Q1 2019/20 originated from Western Australia (47%) and interstate (53%).
13. Visitors from other States and Territories consisted of 32% from NSW, 29% from VIC, 21% from QLD, 12% from SA, followed by TAS, ACT and NT all with similar figures between 1-4%.
14. Of the total 6% of international visitors, 44% of these visitors originated from New Zealand, 24% from United Kingdom, 10% from USA, and 4% from Singapore.

15. Revenue generated in Q1 2019/20 by the NAC was \$2,428 more compared to the same period in 2018/19. The Forts Store revenue also increased by \$8,231 compared to the same period in 2018/19.
16. Average retail spend per head for 2019/20 Q1 reached \$10.58, an increase from same period last year of \$9.92.
17. As at the end of Q1 2019/20, 4,129 local residents were members of the NAC League of Local Legends program, with 318 joining during Q1.
18. The NAC had 128 non-local paying visitors in Q1 2019/20 as a result of the NAC League of Local Legends program.
19. In Q1 2019/20, commencement of 2 major projects being, phase one of the NAC Refresh and Hidden Stories of the Fortress grant works for Princess Royal Fortress.
20. As a result of a visit to the NAC on 13 September 2019, Dr Nelson, Director of the Australian War Memorial (AWM), it is recommended that the CEO Mr Andrew Sharpe be authorised to commence discussions on behalf of Council with the AWM Board and Executive.
21. Those discussions would also explore the opportunity for NAC to become an annex of AWM, and/or the possibility of the City of Albany forming a partnership or Memorandum of Understanding with the Federal Government to assist with the ongoing management and funding of the Heritage Precinct including the NAC.
22. A retail consultant, Terrific Trading Incorporated, has been appointed to complete a review process on the Fort Store and Albany Visitor Centre retail outlets to identify any opportunities for improvement. Terrific Trading has been in contact and had an initial visit to both sites. Due to their prior commitments, they will provide preliminary recommendations, short term improvement plan and training workshops during November 2019, with a follow up longer term action plan by January 2020.

GOVERNMENT & PUBLIC CONSULTATION

23. Not Applicable.

STATUTORY IMPLICATIONS

24. Not Applicable.

POLICY IMPLICATIONS

25. Not Applicable.

RISK IDENTIFICATION & MITIGATION

26. Nil.

FINANCIAL IMPLICATIONS

27. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at 30 September 2019.
 - a. Full year operating expenditure budget includes:

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

National ANZAC Centre	FY19/20 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$915,000	\$190,994	\$193,365	\$2,371
Operating Expenditure	\$(582,589)	\$(137,053)	\$(115,172)	\$21,881
Net Operating Income/(Expense) before Indirect Costs	\$332,411	\$53,941	\$78,193	\$24,252
Indirect Expenses	\$(221,454)	\$(54,051)	\$(41,787)	\$12,264
Net Operating Income/(Expense)	\$110,957	\$(110)	\$36,406	\$36,516
Capital Expense	\$(730,000)	\$0	\$(427)	\$(427)
Total	\$(619,043)	\$(110)	\$35,979	\$36,089

LEGAL IMPLICATIONS

28. Nil.

ENVIRONMENTAL CONSIDERATIONS

29. Nil.

ALTERNATE OPTIONS

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

SUMMARY CONCLUSION

31. Overall Q1 2019/20 has shown a steady hold in numbers visiting the NAC, this is pleasing after having the popular Field of Light installation. Q1 has shown slightly higher numbers for July Aug Sep compared to 18/19 same period. Positive outcomes from marketing along with the community response to the League of Local Legends program also assisted with continued growth.
32. An increase in the retail spend per head in the Fort Store has seen the Q1 average \$10.05 up by \$3.81 since 2015/16 as the first full year of trading. This is a positive contribution to revenue for the AHP precinct as a whole and demonstrates that the Store merchandise is attracting visitors and staff are marketing merchandise of interest.
33. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q1 2019/20 saw 1013 people take part in Princess Royal Fortress Tours, 925 more people than the same time last year. The release of free educational activity sheets for families to use while visiting, along with the information hub has also enhanced the experience.
34. Overall Q1 saw steady figures of attendance in the NAC, Princess Royal Fortress and Fort Store sales. These were all higher than the same time in the previous year, during what is known as the ‘quiet season’ due to winter weather.

Consulted References	:	Nil.
File Number (Name of Ward)	:	All Wards
Previous Reference	:	CCS174: Q4 2018-19 REPORT

UNCONFIRMED MINUTES

CCS191: UPDATED CORPORATE BUSINESS PLAN

Attachments	:	Corporate Business Plan
Report Prepared By	:	Facilitator Strategy and Improvement (S Grimmer)
Responsible Officers	:	Acting 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:

- The *Local Government Act 1995*, requires local governments to update and adopt their Corporate Business Plan annually based on their Integrated Planning Framework, Community Strategic Plan and Annual Budget.
- The updated version reflects the City's 2019/20 budget and long term financial plan

RECOMMENDATION

CCS191: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR SLEEMAN**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS191: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the revised Corporate Business Plan as attached.

BACKGROUND

2. The Corporate Business Plan is reviewed and updated annually to ensure it aligns with the annual budget and allocates the resources required to deliver community priorities as outlined in the City's Community Strategic Plan.
3. This plan supersedes the previously adopted Corporate Business Plan from last year.

DISCUSSION

4. The key changes from last year are the update of the CEO's Key Performance Indicators and financial information to reflect the adopted budget.
5. The City's performance against this plan is reported via the quarterly City Update and monthly Financial Reports

GOVERNMENT & PUBLIC CONSULTATION

6. The City is part of the LG Professionals Integrated Planning Network (IPN), has researched the approach taken across the Local Government sector, visited a number of WA Local Governments and consulted widely with State Government stakeholders.

7. The Corporate Business Plan reflects feedback from the community through a variety of engagement methods and platforms including a community perception survey which is independently conducted every 2 years and was last conducted in early 2019. Each Manager has been provided with the survey results including community responses to what they would most like the City to focus on and this information feeds into their annual update of their Business Unit Plans which are reported against in the quarterly City Update.
8. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Community MARKYT Survey	Postal and On-line	March-April 2019	663	Nil

STATUTORY IMPLICATIONS

9. The *Local Government Act 1995*: Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Compliance. Updated version not adopted by Council</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Address Council concerns and return for adoption</i>

FINANCIAL IMPLICATIONS

12. The revised Corporate Business Plan aligns with the 10 Year Financial Plan and provides the basis for long term financial management of City assets and resources. A summary of the cost of services delivered and a 4 year Financial Summary are included in the Plan.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

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

CONCLUSION

16. The adoption of the revised Corporate Business Plan, reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the City.

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

UNCONFIRMED MINUTES

CCS192: CITY UPDATE SEPTEMBER QUARTER 2019 - 2020

Attachments	:	City Update September Quarter 2019 -2020
Report Prepared By	:	Facilitator Strategy and Improvement (S Grimmer)
Responsible Officers:	:	Acting 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:

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

RECOMMENDATION

CCS192: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SHANHUN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 13 - 0

CCS192: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the City Update Report for the September quarter.

BACKGROUND

2. The City Update provides a quarterly snapshot on how the City is performing against the priorities set in the Corporate Business Plan.
3. A simple traffic light and comments system is used to report on the progress made against agreed performance targets
4. This the first report for the 2019/20 financial year with the only change to the format from the previous year being the removal of the capital works summary page as this information is provided in more detail in the monthly financial report.

DISCUSSION

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

GOVERNMENT & PUBLIC CONSULTATION

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

8. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
N/A				

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

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

CONCLUSION

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

Consulted References	:	Local Government Act 1995 Western Australia - Integrated Planning & Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	CCS173: City Update Quarter 4 – 2018/19

CCS193: SUNDRY DEBTOR WRITE OFF

Business Entity Name : City of Albany
Report Prepared By : Acting Manager Finance (S Van Nierop)
Assistant Accountant (E McGill)
Responsible Officers: : Acting Executive Director Corporate Services (D Olde)

CONFIDENTIAL REPORT

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

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:

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

In Brief:

- Periodically, City officers review the aged debtors list and recommend writing off debts with little or no chance of recovery.
- City officers have reviewed overdue debts and taken action to recover amounts owing.
- The debt listed below is unable to be recovered.

RECOMMENDATION

CCS193: COMMITTEE RECOMMENDATION (AMENDMENT BY COUNCILLOR DOUGHTY)

MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR THOMSON

THAT:

1. Council **APPROVE** the write off of the detailed sundry debt under section 6.12(1) of the Local Government Act 1995 as recommended in this report CCS193; and
2. **THAT** this matter be raised by the Audit and Risk Committee as part of the internal audit of the Procurement/Project Tender and Contract Management module which will be audited prior to the end of 2020.

CARRIED 8-5

Record of Vote

Against the Motion: Mayor Wellington, Councillors Hammond, Stephens, Goode and Shanhun

CCS193: AMENDMENT BY COUNCILLOR DOUGHTY

MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR THOMSON

THAT the Responsible Officer Recommendation be **AMENDED** to include the following:

THAT this matter be raised by the Audit and Risk Committee as part of the internal audit of the Procurement/Project Tender and Contract Management module which will be audited prior to the end of 2020.

CARRIED 7-6

Record of Vote

Against the Motion: Mayor Wellington, Councillors Terry, Hammond, Stephens, Goode and Shanhun.

CCS193: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR SUTTON

THAT the Responsible Officer Recommendation be ADOPTED.

This motion was not put to the vote as an amendment was proposed to the Responsible Officer Recommendation.

CCS193: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the write off of the detailed sundry debt under section 6.12(1) of the Local Government Act 1995 as recommended in this report CCS193.

7.14PM

CCS193: RESOLUTION

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR GOODE

THAT the meeting go behind closed doors to discuss CCS193: Sundry Debtor Write-Off and CCS194: Sundry Debtor Write-Off.

CARRIED 13-0

7.30PM

CCS193: RESOLUTION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SUTTON

THAT the meeting come out from behind closed doors and be RE-OPENED to the public.

CARRIED 13-0

BACKGROUND

2. This report provides details of a non-rates debt which is recommended for write off. Regular reporting of bad debts is intended to encourage sound governance over collection of monies.

CCS194: SUNDRY DEBTOR WRITE OFF

Business Entity Name : City of Albany
Report Prepared By : Acting Manager Finance (S Van Nierop)
Assistant Accountant (E McGill)
Responsible Officers: : Acting Executive Director Corporate Services (D Olde)

CONFIDENTIAL REPORT

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

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.

In Brief:

- Periodically, City officers review the aged debtors list and recommend writing off debts with little or no chance of recovery.
- City officers have reviewed overdue debts and taken action to recover amounts owing.
- The debt listed below is unable to be recovered.

RECOMMENDATION

CCS194: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SUTTON

THAT Council APPROVE the write off of the detailed sundry debt under section 6.12(1) of the Local Government Act 1995 as recommended in this report.

CARRIED 13 - 0

CCS194: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the write off of the detailed sundry debt under section 6.12(1) of the Local Government Act 1995 as recommended in this report.

7.14PM

CCS193: RESOLUTION

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR GOODE

THAT the meeting go behind closed doors to discuss CCS193: Sundry Debtor Write-Off and CCS194: Sundry Debtor Write-Off.

CARRIED 13-0

7.30PM

CCS193: RESOLUTION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SUTTON

THAT the meeting come out from behind closed doors and be RE-OPENED to the public.

CARRIED 13-0

BACKGROUND

2. This report provides details of a non-rates debt which is recommended for write off. Regular reporting of bad debts is intended to encourage sound governance over collection of monies.

UNCONFIRMED MINUTES

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.

CCS193 – SUNDRY DEBTOR REPORT – **CONFIDENTIAL**

CCS194 – SUNDRY DEBTOR REPORT – **CONFIDENTIAL**

13. CLOSURE There being no further business the Presiding Member declared the meeting closed at **7.40pm**

(Unconfirmed Minutes)

Councillor Paul Terry
CHAIR

UNCONFIRMED MINUTES