



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

13 August 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 The chair declared the meeting open at 6pm

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	G Stocks
Member	E Doughty (Deputy Chair)
Member	A Goode JP
Member	S Smith
Member	A Moir
Member	B Hollingworth
Member	P Terry (Chair)
Member	R Stephens
Member	J Shanhun

Staff:

Chief Executive Officer	A Sharpe
Acting Executive Director Corporate Services	D Olde
Executive Director Community Services	S Kay
Acting Manager Finance	S Van Nierop
Manager Facilities	L Stone
Meeting Secretary	C Crane

Apologies:

Member	T Sleeman
Member	R Sutton

Members of Public

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4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Nil.		

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

6. PUBLIC QUESTION TIME

Ian Skalco – 146 Hare Street. Kerbside Collection & Green passes

7. PETITIONS AND DEPUTATIONS – Nil.

8. CONFIRMATION OF MINUTES

MOTION

**MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR MOIR**

THAT the minutes of the Community and Corporate Services Committee held on 9 July 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 11-0

9. PRESENTATIONS – Nil.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS168: FINANCIAL ACTIVITY STATEMENT – JUNE 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

CCS168: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS

SECONDED: COUNCILLOR SMITH

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

CARRIED 11-0

CCS168: RESPONSIBLE OFFICER RECOMMENDATION

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

CARRIED 11-0

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 June 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 2018/19 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 June 2019 has been incurred in accordance with the 2018/19 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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CCS169: LIST OF ACCOUNTS FOR PAYMENT – JULY 2019

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)

RECOMMENDATION

CCS169: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR HAMMOND

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2019 totalling \$7,500,071.28.

CARRIED 11-0

CCS169: 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 July 2019 totalling \$7,500,071.28.

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

Municipal Fund	
Trust	\$19,308.22
Credit Cards	\$15,954.18
Payroll	\$1,549,192.24
Cheques	\$93,646.60
Electronic Funds Transfer	\$5,821,970.04
TOTAL	\$7,500,071.28

As at 15 July 2019, the total outstanding creditors stands at \$423,170.46 and is made up as follows:-

Current	\$50,654.92
30 Days	\$372,515.54
60 Days	\$0.00
90 Days	\$0.00
TOTAL	\$423,170.46
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 July 2019 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 July 2019 has been incurred in accordance with the 2018/2019 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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CCS170: DELEGATED AUTHORITY REPORTS – JUNE TO JULY 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)

RECOMMENDATION

CCS170: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT the Delegated Authority Reports 16 June 2019 to 15 July 2019 be RECEIVED.

CARRIED 11-0

CCS170: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 June 2019 to 15 July 2019 be RECEIVED.

CCS171: WRITE OFF GENERAL DEBT REPORT AS AT 30 JUNE 2019

Proponent : City of Albany
Attachments : Delegated Authority Write Off Debtors General Debt
Report Prepared by : Acting Manager Finance (S Van Nierop)
Responsible Officer : Acting Executive Director Corporate Services (D Olde)

RECOMMENDATION

CCS171: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR HOLLINGWORTH

THAT Council RECEIVE the General Debtors Write Off Report as at 30 June 2019.

CARRIED 11-0

CCS171: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the General Debtors Write Off Report as at 30 June 2019.

CCS172: QUARTERLY REPORT – TENDERS AWARDED – APRIL TO JUNE 2019

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – April to June 2019
Report Prepared by : Procurement Officer (H Hutchinson)
Responsible Officer : Acting Executive Director Corporate Services (D Olde)

RECOMMENDATION

CCS172: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SHANHUN
SECONDED: COUNCILLOR STEPHENS

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – April to June 2019.
CARRIED 11-0

CCS172: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – April to June 2019.

CCS173: CITY UPDATE (CITY SCORECARD) – QUARTER 4 - 2018/19

Proponent	: City of Albany
Attachments	: City Update-June Quarter 2019
Report Prepared by	: Facilitator-Strategy and Improvement (S Grimmer)
Responsible Officer(s)	: Acting Executive Director Corporate Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan and Corporate Business Plan:
 - **Key Theme:** 1 Leadership
 - **Objective:** 1.1 To establish and maintain sound business and governance structures
 - **Community Priority:** 1.1.1 Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

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

CCS173: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR SMITH

THAT Council NOTE the Corporate Scorecard Report for the June 2019 quarter.

CARRIED 11-0

CCS173: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the Corporate Scorecard Report for the June 2019 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 system is used to report on the progress made against agreed performance targets.

SUMMARY OF FINDINGS

4. The format aligns with the Our City brand.
5. The June 2019 report confirms that the City continues to meet its Integrated Planning & Reporting commitments and has delivered the vast majority of the actions outlined in Business Unit Plans, the Capital Works Program and the 2018/19 Key Performance Indicators (KPI's) as established by Council.

GOVERNMENT CONSULTATION

6. The City of Albany quarterly update is modelled on similar approaches from across the Local Government sector.

STATUTORY IMPLICATIONS

7. **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.

RISK IDENTIFICATION & MITIGATION

8. The risk identification and categorisation references the City’s Risk & Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. Council fails to deliver against it’s commitments.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Monitor & report performance quarterly and take appropriate action</i>
<i>Opportunity: To improve communication with the community on how the City is performing against it’s commitments. Communication will be complimented by quarterly reporting to Council which will be uploaded onto our web-site.</i>				

FINANCIAL IMPLICATIONS

9. 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.

CONCLUSION

10. The City Update provides a snapshot on how the City of Albany is performing against it’s integrated planning and reporting framework.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Western Australian - Integrated Planning and Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	<ul style="list-style-type: none"> Previous quarterly updates and OCM items which commenced in 2017/18

CCS174: NATIONAL ANZAC CENTRE – Q4 2018-19 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 4 (Q4) 2018-19 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Community Services (S Kay)

Councillor Smith left the meeting at 6.48pm after the vote of item CCS174 NATIONAL ANZAC CENTRE – Q4 2018-19 Report.

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 Q4 2018-19 performance of the NAC.

RECOMMENDATION

CCS174: AMENDED MOTION BY MAYOR WELLINGTON

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR HAMMOND

THAT the Responsible Officer Recommendation be AMENDED to read as follows:

THAT the interim report be deferred and presented directly to the August 2019 Ordinary Council Meeting and further clarification regarding the stock on hand in the Forts Store and an explanation of retail operations of the Store be provided in a report to the Audit and Risk Committee.

CARRIED 11-0

CCS174: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the NAC Operational Report for Q4 2018/19.

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 September 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 as to its performance.

DISCUSSION

9. Q4 2018/19 achieved overall total visitation numbers of 314, 445 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 67,382 visitors per year.
10. Total visitation for Q4 2018/19 increased by 2,851 visitors compared to the same period in 2017/18.
11. The visitation in Q4 2018/19 from the Great Southern Region totalled 312 people, consisting of 63% of visitors from Albany, 10% from Denmark, 12% Mt Barker and a range of 2% - 9% from Lake Grace, Gnowangerup, Katanning, Narrikup and Wellstead.
12. The total visitation in Q4 2018/19 originated from Western Australia (69%) and interstate (31%).
13. Visitors from other States and Territories consisted of 32% from NSW, 29% from VIC, 20% from QLD, 13% from SA, followed by TAS, ACT and NT all with similar figures between 1-3%.
14. Of the total 5% of international visitors, 51% of these visitors originated from United Kingdom, 10% from New Zealand, 7% from Singapore, 6% from USA and 2-3% from China, Canada.
15. Revenue generated in Q4 2018/19 by the NAC was \$74,405 more compared to the same period in 2017/18. The Forts Store revenue also increased by \$34,226 compared to the same period in 2017/18.
16. Average retail spend per head for 2018/19 Q4 reached \$10.05, an increase from same period last year of \$8.59.
17. As at the end of Q4 2018/19, 3,807 local residents were members of the NAC League of Local Legends program, with 230 joining during Q4.
18. The NAC received 156 non-local paying visitors in Q4 2018/19 as a result of the NAC League of Local Legends program.

19. In Q4 2018/19, activities included the final month of NAC packages and visitation connected to Field of Light, Honouring Albany's Own Exhibition and connections to Avenue of Honour, cruise ship visitation, gun salutes and Easter school holiday commencement. Release of the Amazing South Coast 3 attractions pass and Signature experience to market also occurred.
20. The City of Albany is liaising with the Australian War Memorial regarding building an enduring partnership.

GOVERNMENT & PUBLIC CONSULTATION

21. Not Applicable.

STATUTORY IMPLICATIONS

22. Not Applicable.

POLICY IMPLICATIONS

23. Not Applicable.

RISK IDENTIFICATION & MITIGATION

24. Nil.

FINANCIAL IMPLICATIONS

25. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at 30 June 2019, noting that it includes internal delivery cost allocations of \$17,174 (full year allocation \$22,857).

- a. Full year operating expenditure budget includes:
- i. \$217,000 of costs from accounts that are "shared" across the AHP. A total of \$798,000 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 \$798,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$89,000 of the \$217,000), marketing, education program, ground maintenance, internal service delivery, security, and insurance.

National ANZAC Centre	FY18/19 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$1,000,000	\$1,000,000	\$1,185,681	\$185,681
Operating Expenditure	\$(779,601)	\$(779,601)	\$(666,399)	\$113,202
Net Operating Surplus/ (Loss)	\$220,399	\$220,399	\$519,282	\$298,883
Capital Expenditure	\$0	\$0	\$0	\$0
Stock on Hand	\$0	\$0	\$0	\$0
Grand Total	\$220,399	\$220,399	\$519,282	\$298,883

LEGAL IMPLICATIONS

26. Nil.

ENVIRONMENTAL CONSIDERATIONS

27. Nil.

ALTERNATE OPTIONS

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

SUMMARY CONCLUSION

29. Overall Q4 2018/19 has seen a significant increase in numbers visiting the NAC. This has been assisted by the installation of the extremely popular Field of Light installation. Q4 has shown the second highest numbers for April since 2015 and the 2nd highest total visitation numbers for the full financial year since opening in November 2014. Positive outcomes from marketing along with the community response to the League of Local Legends program also assisted with continued growth.

30. An increase in the retail spend per head in the Fort Store has seen the Q4 average \$10.05 up by \$3.28 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.

31. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q4 2018/19 saw 1093 people take part in Princess Royal Fortress Tours.

32. Overall Q4 saw some record breaking days of attendance in the NAC and Fort Store sales. This is reflective of the high recorded numbers visiting the Field of Light during the summer period Easter, Anzac Day and school holidays. Over the Easter long weekend the NAC saw 1927 visitors in four days.

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

**CCS175: COMMUNITY SPORTING AND RECREATION FACILITIES FUND
2019/2020 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: Albany Equestrian Centre Association Inc.
Attachments	: Albany Equestrian Centre Association - Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: 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:** A Sense of Community.
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

In Brief:

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round.
- To seek Council support to provide funding assistance in line with the Council Policy of the Community Sports & Recreation Facilities for the Albany Equestrian Centre project upon return of successful CSRFF Annual Grant application.

RECOMMENDATION

CCS175: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR STEPHENS**

That Council RANK the one CSRFF applications in the following order for the CSRFF August 2019 Funding Round:

1. **Albany Equestrian Centre – Outdoor Sand Arena Extension - Small Grant (ranked one of one)**

CARRIED 10-0

CCS175: RESPONSIBLE OFFICER RECOMMENDATION 1

That Council RANK the one CSRFF applications in the following order for the CSRFF August 2019 Funding Round:

2. **Albany Equestrian Centre – Outdoor Sand Arena Extension - Small Grant (ranked one of one)**

CCS175: COMMITTEE RECOMMENDATION 2

**MOVED: COUNCILLOR HAMMOND
SECONDED: MAYOR WELLINGTON**

That Council APPROVE a total of \$5,358 (exc. GST) from the 2019/2020 budget to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

- 1. Albany Equestrian Centre - \$5,358**

CARRIED 10-0

CCS175: RESPONSIBLE OFFICER RECOMMENDATION 2

That Council APPROVE a total of \$5,358 (exc. GST) from the 2019/2020 budget to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

- 1. Albany Equestrian Centre - \$5,358**

BACKGROUND

- 2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries has three rounds of available funds including:**
 - Small Grant Funding Round (Winter)
 - Annual And Forward Planning Funding Round
 - Small Grant Funding Round (Summer)
- 3. The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.**
- 4. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12 month period.**
- 5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.**
- 6. Clubs and local government authority must demonstrate equitable access to the public on a short term and casual basis.**
- 7. The land on which the facility is to be developed must be one of the following:**
 - Crown reserve
 - Land owned by a public authority
 - Municipal property
 - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.

8. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
9. Whilst there is no obligation for Local Government to contribute to the community sporting projects local government is viewed as a key funding partner in supporting improved community sporting amenities.
10. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
11. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Local Government, Sport and Cultural Industries – Sport and Recreation on behalf of the applicants prior to 30 March 2020.
12. Once the assessment process from Local Government Authorities are complete all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the Department of Local Government, Sport and Cultural Industries – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

DISCUSSION

13. The grant guidelines require Council to provide a ranking for the projects.
14. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides guidance for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community input
 - Management planning
 - Access and opportunity
 - Design
 - Financial viability
 - Coordination
 - Potential to increase physical activity
 - Sustainability

With overall project rating, being:

 - Well planned and needed by municipality
 - Well planned and needed by applicant
 - Needed by municipality, more planning required
 - Needed by applicant, more planning required
 - Idea has merit, more planning work needed
 - Not recommended
15. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.
16. The City of Albany has received only one (1) Small Grant Application this round. The following additional information is provided about the project and funding application:

Albany Equestrian Centre – Outdoor Sand Arena Extension.

- The funding application is a Small Grant Application to extend the Albany Equestrian Centre’s outdoor sand arena from 1200sqm to 3000sqm.
- Albany Equestrian Centre is located on Roberts Road in Robinson.
- Albany Equestrian Centre facilities are used by 5 affiliated equestrian clubs: Albany Horseman’s Association, Albany Adult Riders Club, Southern Districts Dressage Club, Albany Pony Club and Albany Natural Trail Riders.
- The centre hosts both regional and state events. The redevelopment will directly impact on the club’s and the region’s ability to deliver show jumping events, show jumping training, equestrian clinics and general equestrian use.
- The Centre has a rapidly growing membership of 373. A 20% increase from 3 years ago (296 members).
- Current Financial Statements indicate the association holds a total of \$24,531.46 and can cover the redevelopment’s associated costs.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager assessed the project as having a high priority.

17. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Albany Equestrian Centre	Albany Equestrian Centre Outdoor Sand Arena Extension.	Well planned and needed by the applicant.

18. Correspondence requesting financial assistance and a completed Officers Project Assessment Sheet for the project application is attached.

GOVERNMENT & PUBLIC CONSULTATION

19. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has been consulted with by the City of Albany (August 2019).

20. The City of Albany has conducted a site visit (July 2019) and follow up consultation sessions to assist the club benefiting from this Community Sporting project.

STATUTORY IMPLICATIONS

21. There is no statutory requirement.

22. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.

23. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.

24. It should be noted that the Department of Local Government, Sport and Cultural Industries – Sport and Recreation will make the final decision on funding allocation.

POLICY IMPLICATIONS

25. The Recreation Planning Strategy adopted in 2008 has been applied in ranking this submission.
26. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Community Property <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Council can choose to support the funding application, or work with City officers and the Club to source alternate funding streams.</i>
Reputation & Financial <i>Failure to upgrade facilities may result in community missed economic and social opportunities.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Support the funding application, or work with City officers and club to source other funding streams.</i>
Reputation & Financial <i>Failure to distribute the Councils Financial Support in an equitable and sustainable manner may result in community dissatisfaction or projects not going ahead.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Support the officer’s recommendation, or work with City officers to deliver an equitable allocation of funding.</i>

FINANCIAL IMPLICATIONS

28. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 2019/2020 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
29. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.
30. The total projected costs for the Albany Equestrian Centre project is \$16,075.
31. The club is requesting one third from Department of Local Government, Sport and Cultural Industries – Sport and Recreation (\$5,358) and one third from the City of Albany (\$5,358). The remaining one third costs will be contributed by the club (\$5,359).
32. The next Small Grant round is February 2020.
33. The Albany Equestrian Centre application draws down on the current capital seed fund. If the application is successful there will be \$69,642 remaining.
34. If the application is unsuccessful, the club can reapply in the next round.

LEGAL IMPLICATIONS

35. Nil

ENVIRONMENTAL CONSIDERATIONS

36. There are no environmental impacts associated with the project.

ALTERNATE OPTIONS

37. Council can choose not to provide funding assistance for this project.

38. Council can choose to provide more or less funding assistance to this project.

CONCLUSION

39. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.

40. This project meets the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. It is considered well planned and needed by the applicant. Council is required to endorse the officers ranking. City officers have ranked the application as the number one (1) priority.

41. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.

42. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order by 30 August 2019.

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

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** – Nil.
12. **MEETING CLOSED TO THE PUBLIC** – Nil.
13. **CLOSURE** The Chair declared the meeting closed at 7.04pm