



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 13 June 2023

6.00pm

Council Chambers



Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

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

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

It will achieve this by:

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

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

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES – 13/06/2023

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COMMUNITY AND CORPORATE SERVICES COMMITTEE
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1. **DECLARATION OF OPENING** The Chair declared the meeting open at 6.00PM.

2. **PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

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

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

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

3. **RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Mayor

D Wellington

Councillors:

Breaksea Ward

A Cruse

Breaksea Ward

P Terry (Chair)

Frederickstown Ward

G Stocks

Frederickstown Ward

M Traill

Kalgan Ward

T Brough

Kalgan Ward

M Benson-Lidholm JP

Vancouver Ward

J Shanhun

Vancouver Ward

D Baesjou

West Ward

S Smith (Deputy Chair)

West Ward

S Grimmer

Yakamia Ward

R Sutton

Yakamia Ward

C Thomson

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Community Services

N Watson

Senior Community Development Officer

T Flett

Meeting Secretary

C Crane

Apologies:

There were no members of the public in attendance.

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES – 13/06/2023

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

In accordance with *City of Albany Standing Orders Local Law 2014* (as amended) the following points apply to Public Question Time:

- Clause 5) The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
 - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

7. PETITIONS AND DEPUTATIONS Nil.

8. CONFIRMATION OF MINUTES

MOTION

MOVED: COUNCILLOR BROUGH

SECONDED: COUNCILLOR THOMSON

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 9 May 2023, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 13-0

9. PRESENTATIONS Nil

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.

CCS530: FINANCIAL ACTIVITY STATEMENT – APRIL 2023

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement – April 2023
Report Prepared By	: Manager Finance (S van Nierop)
Authorising Officer:	: Executive Director Corporate & Commercial Services (M Gilfellon)

STRATEGIC IMPLICATIONS

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

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare on a monthly basis a statement of financial activity that is presented to Council.
- The City of Albany's Statement of Financial Activity for the period ending 30 April 2023 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the financial activity statement for the period ended 30 April 2023 is preliminary and has not yet been audited.

RECOMMENDATION

CCS530: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS530: AUTHORISING OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 April 2023 be RECEIVED.

DISCUSSION

2. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
3. In order to fulfil statutory reporting obligations, the Financial Activity Statement prepared provides a snapshot of the City's year to date financial performance. The report provides:
 - (a) Statement of Financial Activity by Nature or Type;
 - (b) Explanation of material variances to year to date budget;
 - (c) Net Current Funding Position;
 - (d) Investment Portfolio Snapshot;
 - (e) Receivables; and
 - (f) Capital Acquisitions.

4. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS457, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2022/2023.
5. The Statement of Financial Activity may be subject to year-end adjustments and has not been audited by the appointed auditor.
6. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

8. The City's 2022/23 Annual Budget provides a set of parameters that guides the City's financial practices.

9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 April 2023 has been incurred in accordance with the 2022/23 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

LEGAL IMPLICATIONS

12. Nil.

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

ALTERNATE OPTIONS

14. Nil.

CONCLUSION

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

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

CCS531: LIST OF ACCOUNTS FOR PAYMENT – MAY 2023-VERSION 2

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (S Van Nierop)
Authorising Officer: : Executive Director Corporate and Commercial Services (M Gilfellon)

STRATEGIC IMPLICATIONS

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

IN BRIEF

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

RECOMMENDATION

CCS531: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CRUSE
SECONDED: COUNCILLOR GRIMMER

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS531: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 May 2023 totalling \$7,237,921.10 be RECEIVED.

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 15 May 2023. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$12,309.13
Payroll	\$1,764,121.03
Cheques	\$287.95
Electronic Funds Transfer	\$5,461,202.99
TOTAL	<u>\$7,237,921.10</u>

- The table below summarises the total outstanding creditors as at 15 May 2023.

Current	\$87,638.04
30 Days	\$61,552.30
60 Days	\$3,530.03
90 Days	\$19,575.27
TOTAL	<u>\$172,295.64</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

10. Nil

ENVIRONMENTAL CONSIDERATIONS

11. Nil

ALTERNATE OPTIONS

12. Nil

CONCLUSION

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

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number (Name of Ward)	:	FM.FIR.2 – All Wards

CCS532: DELEGATED AUTHORITY REPORTS – 16 APRIL 2023 TO 15 MAY 2023

Proponent / Owner : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared By : PA to Mayor and Councillors (D Clark)
Authorising Officer: : Chief Executive Officer (A Sharpe)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** A well informed and engaged community.

RECOMMENDATION

CCS532: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SHANHUN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS532: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 April 2023 to 15 May 2023 be RECEIVED.

BACKGROUND

2. In compliance with Section 9.49A of the *Local Government Act 1995* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
 - **Delegation: 006** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
 - **Delegation: 009** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
 - **Delegation: 018** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS533: RATES SUBSIDY: SPORTING & COMMUNITY ORGANISATION
RECIPIENT LIST FOR 2022/23**

Business Entity Name	: City of Albany
Attachments	: Rating Subsidy: Sporting & Community Organisations Recipient List for 2022/23 financial year.
Report Prepared By	: Manager Finance (S van Nierop)
Authorising Officers:	: Executive Director Corporate & Commercial Services (M Gilfellow)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** A well informed and engaged community.

RECOMMENDATION

CCS533: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS533: AUTHORISING OFFICER RECOMMENDATION

THAT Council RECEIVE the Rating Subsidy: Sporting and Community Organisations Recipient List for 2022/23.

CCS534: NAMING OF CITY FACILITIES, ROADS, PARKS, RESERVES, BUILDINGS, OTHER ASSETS, AND AWARDS POLICY

Proponent / Owner	: City of Albany
Attachments	: Naming of City Facilities, Roads, Parks, Reserves, Buildings, and other Assets Policy Confidential Briefing Note
Report Prepared By	: Executive Director Community Services (N Watson)
Authorising Officer:	: Chief Executive Officer (A Sharpe)

CONFIDENTIAL ATTACHMENT

If discussion is required with regard to the Confidential Briefing Note attached to this report, the meeting may be closed to members of the public in accordance with 5.23(2)(b) the personal affairs of any 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:
 - **Pillar:** Place – A responsibly planned city that is attractive, vibrant and well connected
 - **Outcome:** Local history, heritage and character is valued and preserved

In Brief:

- To establish a policy and criteria for Council to recognise and celebrate significant individual contributions to the Albany community in a consistent and equitable way.

RECOMMENDATION

CCS534: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR BROUGH
SECONDED: COUNCILLOR THOMSON

THAT Council ADOPT the Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy.

CARRIED 13-0

CCS534: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR BAESJOU
SECONDED: COUNCILLOR SMITH

THAT Council APPROVE the naming of the proposed awards in recognition of the persons detailed within the confidential attachment to this report, in line with the adopted policy.

CARRIED 11-2

Record of Vote

Against the Motion: Councillors Thomson and Brough

CCS534: RESOLUTION (MOTION BY COUNCILLOR THOMSON)

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR TRAILL

THAT the two Authorising Officer Recommendations be considered separately.

CARRIED 11-2

Record of Vote

Against the Motion: Councillors Baesjou and Shanhun

CCS534: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. ADOPT the Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy; and
2. APPROVES the naming of the proposed awards in recognition of the persons detailed within the confidential attachment to this report, in line with the adopted policy.

BACKGROUND

2. There are a number of assets across the City that have been named in honour of current and late community members who have made a significant contribution to Albany.
3. Examples are:
 - Alison Hartman Garden (York Street)
 - Carol Pettersen Hall (within Albany Town Hall)
 - Harry Riggs Albany Regional Airport
4. There are also a number of meeting rooms within the City's administration building on North Road that have been named:
 - Margaret Coates Boardroom
 - Annette Knight Room
 - Lange/McKail Room
 - Harry Riggs Room
 - June Hodgson Room
 - Enid Home Room
 - Albert Young Hassell Room
 - William Finlay Room
5. There have been recent requests to consider bestowing further honorary naming recognition within the City of Albany with several people suggested for formal naming honours.
6. In considering ways to respond to these requests, officers identified that the City needed a policy position similar to other Local Governments to guide considerations and decisions on bestowing formal naming honours on community members to avoid having an ad-hoc and inconsistent approach.

DISCUSSION

7. The "Naming of City Facilities, Roads, Parks, Reserves, Buildings, and other Assets Policy" will apply to City facilities and other assets or activities that fall under the care and control of the City.
8. The policy statement defines:
 - The form of recognition that can be bestowed;
 - Naming request and proposals will be considered on merit;
 - Naming recognition other than on building and facilities will be preferred;
 - The process for considering naming recognition.
9. Detailed criteria for assessment of recognition is included in the draft policy.
10. The policy also requires that any naming initiatives must be in accordance with Landgate's "Policies and Standards for Geographical Naming in Western Australia". These policies and standards would apply to the majority of public spaces, facilities and assets.
11. Aboriginal and Dual-Naming must also follow Landgate's Aboriginal and Dual Naming Guidelines. The recent Restoring Menang-Noongar Place Names project is a good example of this.

12. Naming or re-naming proposals that require approval through Landgate under the Geographic Names policies and standards generally require community consultation.
13. The policy includes the option for Council to consider naming awards and medals in memoriam of a person, and also defines who will be recognised on plaques commemorating the establishment of City facilities, streets and buildings.
14. The policy requires a decision of Council to approve any application for naming.
15. Memorial plaques and street furniture is administered under the Memorial Plaque & Seat Policy and Guideline as a different set of criteria applies to this process.

GOVERNMENT & PUBLIC CONSULTATION

16. Nil

STATUTORY IMPLICATIONS

17. Landgate has the legislated delegated authority of the Minister for Lands to administer all official naming actions for town sites, districts, localities, roads, parks, reserves and other geographic features in Western Australia.
18. The Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy defines what naming actions must be in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia.

POLICY IMPLICATIONS

19. Nil.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: <i>An ad-hoc and inconsistent approach to bestowing naming honours on worthy citizens causes embarrassment to the City and families.</i>	Possible	Minor	Medium	<i>Implement a policy that provides a consistent framework and clear criteria for the Council to consider requests for naming honours.</i>
Opportunity: <i>To recognise and celebrate significant individual contributions to the community of Albany.</i>				

FINANCIAL IMPLICATIONS

21. Nil

LEGAL IMPLICATIONS

22. Nil

ENVIRONMENTAL CONSIDERATIONS

23. Nil

ALTERNATE OPTIONS

24. Council may choose not to adopt the Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy, or request amendments to the Policy before adopting.

CONCLUSION

25. This policy provides a consistent and equitable framework for Council to consider bestowing naming honours on community members.
26. It supports the outcomes and objectives of the Place pillar within the City of Albany Strategic Community Plan 2032 in ensuring the contributions of our community that form part of Albany's history are celebrated, valued and preserved.

Consulted References	:	City of Albany Strategic Community Plan 2032 Landgate Policies and standards for Geographical Naming in Western Australia Landgate Aboriginal and Dual Naming Guidelines
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	Nil

CCS535: AGE FRIENDLY ALBANY PLAN

Attachments	: Age-Friendly Albany Plan 2023-2027 Age-Friendly Albany Engagement Report
Report Prepared By	: Community Development Coordinator (T Flett), Community Development Officer (C Jameson)
Authorising Officer:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** People.
 - **Outcomes:** A diverse and inclusive community.
A happy, healthy and resilient community.

In Brief:

- To adopt the City of Albany Age-Friendly Albany Plan 2023-2027 with an updated framework for the City to become a more inclusive and welcoming environment for older people.

RECOMMENDATION

CCS535: AUTHORISING OFFICER RECOMMENDATION

MOVED: COUNCILLOR GRIMMER
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS535: AUTHORISING OFFICER RECOMMENDATION

THAT Council ADOPT the Age-Friendly Albany Plan 2023-2027.

BACKGROUND

2. An age-friendly environment enables people of all ages to actively participate in community activities, and be treated with respect, regardless of their age.
3. The World Health Organization (WHO) has developed a framework to guide age-friendly planning and is leading the global movement towards age-friendly environments.
4. The City adopted this framework in 2016 as a strategy for responding to its ageing population.
5. Age-friendly cities are places where older people can stay connected to those who are important to them, and stay healthy and active, even at the oldest ages. Age-friendly cities provide appropriate support to those who can no longer look after themselves.
6. Across Western Australia local governments started developing their own age-friendly cities strategies and plans. Presently there are over 80 local governments that have committed to adopt age-friendly approaches.
7. The City of Albany adopted its first Age-Friendly Albany Plan in February 2016.
8. A number of initiatives were delivered under the plan including the very successful Long Live You program at the Albany Leisure & Aquatic Centre, and very popular digital literacy sessions for seniors at the Albany Public Library.

DISCUSSION

9. The revised Plan gives consideration to the following elements.

The Importance of Planning for an Ageing Community

10. The challenges and opportunities faced by ageing communities are recognised internationally. They include:
- a. Significant growth in the population aged over 65 years and declining younger age demographics;
 - b. Rapid growth in the proportion of the population aged over 80 years, placing further demand on aged and community services;
 - c. Ageing populations living in rural areas, increasing demand on neighbouring regional towns; and
 - d. An increase in the number of older people supporting adult children, grandchildren and/or elderly parents.
11. It is important to acknowledge that, as older people are not a homogenous group, these challenges and opportunities will vary greatly, even within communities. The emerging group of seniors are very different to previous generations; they are living longer, have greater material wealth and their expectations and aspirations have changed.
12. Planning for an ageing community needs to recognise and be responsive to this diversity. Building physical and social environments that meet these aspirations has significant policy and planning implications for all levels of government.
13. The City of Albany has an ageing population with a higher proportion of its residents aged over 60 years compared with WA, and a lower proportion of people aged 25-49 years. Albany's 65-and-over population has grown significantly from 14.6% in 2001 to 23.4% in 2021. This growth is expected to continue.
14. Undertaking age-friendly planning provides guidance to help local governments implement strategies that meet the challenges associated with an ageing population, and ultimately meet the changing needs of older residents.

The World Health Organization Framework

15. The WHO framework to guide age-friendly planning is based on participatory research with 35 cities from all continents across the globe. Focus groups of people aged over 60 years were conducted throughout 2006 and 2007 in which 1,485 people contributed. Further input was sought from 250 carers and 515 service providers. Australian cities which participated in this research were the Cities of Melville and Melbourne.
16. The framework identifies eight key domain areas which influence health and quality of life for older people. These are:
- a. Transportation;
 - b. Housing;
 - c. Social Participation;
 - d. Respect and Social Inclusion;
 - e. Civic Participation and Employment;
 - f. Communication and Information;
 - g. Community Support and Health Services; and
 - h. Outdoor Spaces and Buildings.

17. These eight domain areas cover the whole of the City of Albany and as such indicate age-friendly planning must be a whole-of-City response.

Benefits in Implementing Age-Friendly Planning

18. Planning for an ageing population will deliver many benefits across the community. The whole community benefits because the characteristics of age-friendly communities are also characteristics of communities that benefit people with disability, children and youth, and parents of young children.
19. Age-friendly communities are places where older people feel welcomed, included and respected by the population at large. They are communities where older people feel they have a contribution to make and can participate in and stay connected to their community.
20. Age-friendly planning also benefits Council by creating partnerships across multiple sectors. Additionally, making public facilities more accessible leads to increased use and help the wider community get more value from their public resources.

Age-Friendly Albany Plan 2023-2027

21. Development of the Plan was led by the Community Development team. Staff sought community and stakeholder input. Community members were asked their experiences with particular issues across the eight domain areas above.
22. The Community Development Officer analysed the survey data and reviewed the stakeholder submissions.
23. The Age-Friendly Albany Plan is a whole-of-City document with the achievement of objectives and actions linked to the annual budget and work plan review cycles. This process of annual review of achievements will ensure the Plan remains a 'living document', enabling regular performance monitoring.

GOVERNMENT & PUBLIC CONSULTATION

24. Community participation in engagement activities for this Plan exceeded the participation levels of the 2016-2020 Plan.
25. The following community engagement was undertaken as part of the review of the Plan. Refer to the full engagement report attached to this report for more information.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Workshop	21 April 2022	25	Nil
		3 May 2022	39	
		10 May 2022	13	
		19 May 2022	6	
		25 May 2022	8	
		13 June 2022	18	
Consult	Community Survey	25 April 2022 - 30 June 2022	300	Nil
Consult	Stakeholder Survey	16 May 2022 – 30 June 2022	17	Nil

STATUTORY IMPLICATIONS

26. Nil.

POLICY IMPLICATIONS

27. This Plan contributes to the achievement of the following key Australian and Western Australian government policies, plans, and legislative requirements:
- Age-Friendly WA State Seniors Strategy 2023-2033
 - Healthy Spaces and Places;
 - Building Code of Australia;
 - Australian Standards;
 - Disability Services Act (1993);
 - Liveable Neighbourhoods;
28. Age-Friendly Albany also builds on and informs a number of local City plans, strategies and policies, namely:
- Access and Inclusion Plan;
 - Albany Local Planning Strategy;
 - Community Development Strategy;
 - Public Health Plan;
 - Trails Hub Strategy (2015-2025);
 - Communications & Engagement Strategy; and
 - Asset Management Plan.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Community & Reputational: <i>Actions identified within the Age-Friendly Albany Plan raise community expectations.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>The Age-Friendly Albany Plan acknowledges that implementation is subject to external funding, resourcing, and annual budget allocations. Officer will provide Council with an annual progress report.</i>
Operational & Financial <i>Implementation of the Age Friendly Albany places capacity strain on the City's general operations and budget.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Drafting of the plan included substantial internal consultation to ensure adequate resources would be available for delivery within existing budget allocations, or through external grant programs.</i>
Reputational: <i>Council does not adopt the Age-Friendly Albany Plan leading to community dissatisfaction and damage to relationships with relevant stakeholders.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Officers recommend the Plan for adoption. Should Council choose not to adopt the Plan, a communications plan will be implemented to inform the public and stakeholders of the reasons for Council's decision.</i>
Opportunity: <i>Adoption and delivery of the Age Friendly Albany Plan demonstrates the City's future planning for an aging community.</i>				

FINANCIAL IMPLICATIONS

30. The Plan will require linking to the City's Asset Management and Financial Plans for some of the proposed actions to be achieved. Allocation(s) for achieving specific actions will be considered as part of the annual budget allocation and review processes.
31. The Plan will also allow the City to apply for funding to undertake the proposed activities should suitable funding opportunities arise.

LEGAL IMPLICATIONS

32. Nil

ENVIRONMENTAL CONSIDERATIONS

33. Nil

ALTERNATE OPTIONS

34. Council can choose not to adopt this Plan. This is not recommended as the international, national, and Western Australian trend is towards building communities that are more accessible, inclusive, and liveable for people of all ages. Further, as a municipality with a higher than state average proportion of its demographic aged over 60 years, there is an expectation that the City would continue its commitment to becoming an age-friendly city.
35. Council can choose to make modifications to the Plan.

CONCLUSION

36. An age-friendly environment enables people of all ages to actively participate in community activities, and be treated with respect, regardless of their age.
37. The WHO Framework for age-friendly cities provides a good model on which the City can base its response to becoming a more welcoming and inclusive community for older adults.
38. The Age-Friendly Albany Plan 2023-2027 provides strategic guidance to Council about improving the inclusiveness and accessibility of the municipality over the next four years.

Consulted References	:	World Health Organisation 'Global age-friendly cities: a Guide' Western Australian Government: 'An Age-Friendly WA State Seniors Strategy 2023-2033' LG Professionals: 'Age-friendly Communities Priorities Report' Western Australian Government: 'Creating Age-friendly Communities in Western Australia. 2021'
File Number (Name of Ward)	:	CS.PLA.25 Age Friendly (All Wards)
Previous Reference	:	OCM Item CS026 (23 February 2016)

CCS536: SUNDRY DEBTOR WRITE OFF

Business Entity Name : City of Albany
Report Prepared By : Manager Finance (S van Nierop)
Authorising Officer: : Executive Director Corporate & Commercial Services (M Gilfellon)

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:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

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

CCS536: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS536: AUTHORISING 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.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN - Nil.

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE

There being no further business the Chair declared the meeting closed at 7.00pm

(Unconfirmed Minutes)

Councillor Paul Terry
CHAIR