



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 14 February 2023

6.00pm

Council Chambers



STRATEGIC COMMUNITY PLAN 2032



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– 14/02/2023

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

Manager Facilities

L Stone

Community Development Coordinator

T Flett

Community Development Officer

C Jameson (arrived at 6.18pm)

Meeting Secretary

C Crane

Apologies:

7 members of the public were in attendance.

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES– 14/02/2023

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

RESOLUTION

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

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 29 November 2022, 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.

CCS501: FINANCIAL ACTIVITY STATEMENT – DECEMBER 2022

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement - December 2022
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 31 December 2022 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the financial activity statement for the period ended 31 December 2022 is preliminary and has not yet been audited.

RECOMMENDATION

CCS501: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR BROUGH
SECONDED: COUNCILLOR TRAILL**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS501: AUTHORISING OFFICER RECOMMENDATION

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

DISCUSSION

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

4. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item 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 31 December 2022 has been incurred in accordance with the 2022/23 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

LEGAL IMPLICATIONS

12. Nil.

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

ALTERNATE OPTIONS

14. Nil.

CONCLUSION

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions 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

CCS502: LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2022

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

CCS502: AUTHORISING OFFICER RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS502: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 December 2022 totalling \$10,921,869.40 be RECEIVED.

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$18,426.41
Payroll	\$2,771,392.94
Cheques	\$0.00
Electronic Funds Transfer	\$8,132,050.05
TOTAL	\$10,921,869.40

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

Current	\$229,072.35
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30 Days	\$86,980.30
60 Days	\$7,502.00
90 Days	-\$1,331.18
TOTAL	<u>\$322,223.47</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 December 2022 has been incurred in accordance with the 2022/2023 budget parameters.

FINANCIAL IMPLICATIONS

9. Expenditure for the period to 15 December 2022 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

CCS503: LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2023

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

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/Priority:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

IN BRIEF

2. 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

CCS503: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BENSON
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS503: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 January 2023 totalling \$5,607,680.44 be RECEIVED.

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$12,190.31
Payroll	\$1,810,785.02
Cheques	\$11,043.70
Electronic Funds Transfer	\$3,773,661.41
TOTAL	<u>\$5,607,680.44</u>

4. The table below summaries the total outstanding creditors as at 15 January 2023.

Current	\$96,622.35
30 Days	\$44,106.28
60 Days	\$27,472.50
90 Days	\$3,972.10
TOTAL	<u>\$172,173.23</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 January 2023 has been incurred in accordance with the 2022/2023 budget parameters.

FINANCIAL IMPLICATIONS

9. Expenditure for the period to 15 January 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

CCS504: DELEGATED AUTHORITY REPORTS – 16 NOVEMBER 2022 to 15 JANUARY 2023

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATION

CCS504: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR BROUGH**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS504: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 November 2022 to 15 January 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)

CCS505: QUARTERLY REPORT – TENDERS AWARDED – OCTOBER TO DECEMBER 2022

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – October to December 2022
Report Prepared by : Senior Procurement Officer (H Hutchinson)
Authorising Officer : 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

CCS505: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: CR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS505: AUTHORISING OFFICER RECOMMENDATION

THAT the Quarterly Report – Tenders Awarded – October to December 2022 be RECEIVED.

**CCS506: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD
ENDING 31 DECEMBER 2022**

Proponent	:	City of Albany
Attachments	:	Budget Review for the period ending 31 December 2022
Report Prepared by	:	Business Analyst/Management Accountant (D Harrison)
Authorising Officer	:	Executive Director Corporate & Commercial Services (M Giffellon)

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:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996.
- This review is for the period ending 31 December 2022, and achieves a Balanced Budget inclusive of the proposed Budget Review allocations

RECOMMENDATION

CCS506: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR BROUGH**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS506: AUTHORISING OFFICER RECOMMENDATION

THAT the Budget Review for the period ending 31 December 2022 be ADOPTED.

BACKGROUND

2. Local Governments are required to conduct a budget review between 1 January and 31 March each financial in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

DISCUSSION

3. Council adopted the 2022/2023 Budget on 26 July 2022. The total adopted budget of \$134.9M comprised of:
 - a. \$56.2M capital works;
 - b. \$ 2.2M debt reduction; and
 - c. \$76.5M in operating expenditure (includes \$18.5m of non-cash items).
4. The Current Budget (inclusive of budget amendments already endorsed by Council throughout FY2022/23) has a budget of \$133.0M.
5. Under this Revised Budget, the proposed budget of \$125.4M is comprised of:
 - a. \$38.6m capital works;

- b. \$ 2.2M debt reduction; and
 - c. \$84.6M in operating expenditure (includes \$19.0m of non-cash items).
6. The net reduction in funding required (relative to the current budget) of \$7.5M (inclusive of reduction in expenditures, adjustment of grant funding, additional revenue and reserve funding) has been identified in this review to maintain a balanced position for the 2022/2023 financial year.
 7. This Budget Review identifies an additional \$2.7m in new expenditure for general works, variations and new projects.
 8. A copy of the Budget Review for the period ending 31 December 2022 is attached.
 9. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

10. Department of Local Government guidelines were followed in the preparation of this report.
11. City of Albany Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

12. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the mayor in an emergency.
13. If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of 7 days and (a) its intention to do so; and (b) the date from which it is proposed the fees or charges will be imposed.
14. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

15. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Organisation's Operations. Non approval of the budget review may result in significant delays to achieving deliverables.	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>In the short term the existing Annual Budget would apply, and proposed amendments would not apply. Adopt the Budget Review with amendments (as specified by Council).</i>
Opportunity: Provides Council with an additional opportunity to review the City's current budget position				

FINANCIAL IMPLICATIONS

17. Please refer to the attachment: Budget Review for the period ending 31 December 2022.

LEGAL IMPLICATIONS

18. Nil.

ENVIRONMENTAL CONSIDERATIONS

19. Nil.

ALTERNATE OPTIONS

20. For the period ending 31 December 2022, Council may consider to:
- a. Adopt the Budget Review as recommended; or
 - b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

21. That the Authorising Officer's Recommendation to adopt the Budget Review for the period ending 31 December 2022 be supported.

Consulted References		<ul style="list-style-type: none">• Adopted Budget 2022/2023• Local Government Act 1995
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Adopted Budget 2022/2023 – OCM 26/7/2022 Resolution CCS457

CCS507: CALL FOR NOMINATION TO FILL AUDIT AND RISK COMMITTEE VACANCY

Report Prepared By : Senior Team Leader (J Williamson)
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.
 - **Outcomes:** Provide strong, accountable leadership.

In Brief:

- The Audit and Risk Committee has a membership of 7 elected members (in accordance with the Terms of Reference for this committee).
- One vacancy now exists for this committee following the passing of committee member Councillor Goode.
- A call for nominations will be conducted to fill that vacancy, the term of which ends at the next Ordinary Local Government election to be held on 21 October 2023.

RECOMMENDATION

CCS507: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR THOMSON

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS507: AUTHORISING OFFICER RECOMMENDATION

THAT:

1. Nominations be called for to fill one vacancy on the Audit and Risk Committee.
2. The successful nominee Councillor Brough be APPOINTED to the Audit and Risk Committee.

BACKGROUND

2. The Audit and Risk Committee has a membership of seven elected members, in accordance with the Terms of Reference for this committee.
3. A vacancy now exists on the Audit and Risk Committee following the passing of Councillor Goode, who was a member of this committee.

DISCUSSION

4. Nominations are called for from elected members who may wish to sit on the Audit and Risk Committee to fill one vacancy.
5. Should no nominations be received, the Audit and Risk Committee is able to function appropriately with the current membership of six (quorum for this committee is 4).
6. Elected Members may reserve the right to nominate, if there still exists a vacancy, at a later date.

7. Membership for all Council committees expire at the next Ordinary local government election to be held 21 October 2023.

STATUTORY IMPLICATIONS

8. In accordance with s5.11(1)(d) of the *Local Government Act 1995*, a person's membership of a committee continues until the next ordinary local government election.
9. Division 2, Part 5 of the *Local Government Act 1995* deals with Council meetings and committees and their meetings.
10. Appointment to committees is by **Absolute Majority**.

POLICY IMPLICATIONS

11. There are no policy implications related to this report unless the Terms of Reference for the Audit and Risk Committee are to be amended to either:
- a. Increase; or
 - b. Decrease
- the membership.

CONCLUSION

12. Call for nominations to fill one vacancy on the Audit and Risk Committee. The term of that membership will expire on 21 October 2023.

Consulted References	:	<i>Local Government Act 1995</i> <i>Terms of Reference for the Audit and Risk Committee</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Report Item CCS388 OCM 26 October 2021 Report Item CCS404 OCM 14 December 2021

CCS508: NATIONAL ANZAC CENTRE – Q2 2022-23 REPORT

Proponent / Owner	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 2 (Q2) 2022/23 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
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 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Prosperity.
 - **Outcomes:** A highly sought-after tourist destination.
 - **Objectives:** Create a competitive and sustainable tourism offer.

In Brief:

- To provide Council with an update on Q2 2022/23 performance of the NAC.

RECOMMENDATION

CCS508: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR BENSON-LIDHOLM**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS508: AUTHORISING OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q2 2022/23 be RECEIVED.

BACKGROUND

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this national museum and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Group during the 2016/17 financial year to meet quarterly and assist in the further development of both the NAC and AHP, to ensure the assets continue to evolve, aligned with contemporary museum standards.
6. The NAC Advisory Group agreed in November 2018 that the group would meet twice a year. The next meeting is scheduled for May 2023.
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. Q2 2022/23 achieved overall total visitation numbers of 492,309 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 60,283 visitors per year.
10. NAC Visitation of 14,916 for Q2 is an increase of 1,196 compared with the same period in 2021/22 which recorded 13,720.
11. October NAC visitation numbers of 6,213 were the highest performing October figures for the past 3 years.
12. November NAC visitation numbers of 4,617 were the highest performing November figures for the past 3 years.
13. The visitation in Q2 2022/23 from the Great Southern Region totalled 571 people, equating to 7.1% of Western Australia's overall visitation of 6,323 (slight decrease from previous quarter being 8.4%).
14. The total visitation in Q2 2022/23 originated from Western Australia (59%), interstate (41%) and international (6.9%).
15. Visitors from other States and Territories consisted of 32% from NSW, 25% from VIC, 27% from QLD, 9% from SA, followed by TAS 3%, ACT and NT all on 1-3%.
16. Interstate visitation of 5,591 (37.5% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
17. Revenue generated in Q2 2022/23 by the NAC was \$2,970 more compared to the same period in 2021/22.
18. The Forts Store revenue of \$131,105 was \$4,673 higher than same period in 2021/22 and \$18,386 higher compared to the same period in 2020/21.
19. As at the end of Q2 2022/23, 7,912 households hold memberships to the NAC League of Local Legends program, an increase of 365 from the previous quarter.
20. This continuing increase in memberships is attributed to the ongoing free-entry membership benefit for residents from the Great Southern region.
21. NAC has become a Children's University learning destination. Children aged seven to 14 from partnering primary schools can now participate in unique learning activities while exploring the award-winning site, as part of the UWA program.
22. NAC has embraced the opportunity to support John Calvin School with the development of an App that provides information on The Avenue of Honour.

GOVERNMENT & PUBLIC CONSULTATION

23. Not Applicable.

STATUTORY IMPLICATIONS

24. Not Applicable.

POLICY IMPLICATIONS

25. Not Applicable.

RISK IDENTIFICATION & MITIGATION

26. Nil.

RISK IDENTIFICATION & MITIGATION

27. Nil.

FINANCIAL IMPLICATIONS

28. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as of December 31, 2022.

29. Full year operating expenditure budget includes:

- a. \$199,000 of costs from accounts that are “shared” across the AHP. A total of \$774,000 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 \$774,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$77,000 of the \$199,000), marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY2022/23 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$850,000	\$410,934	\$451,360	\$40,426
Operating Expenditure	\$(556,691)	\$(235,308)	\$(240,802)	(\$5,949)
Net Operating Income/(Expense) before Indirect Costs	\$293,309	\$175,626	\$210,558	\$34,932
Indirect Expenses	\$(225,076)	\$(101,559)	\$(102,907)	(\$1,348)
Net Operating Income/(Expense)	\$68,233	\$74,068	\$107,651	\$33,584
Capital Expense	\$(373,835)	\$(186,840)	59,236	\$127,604
Total	\$(305,602)	\$(112,773)	\$48,415	\$161,188

30. The \$373,835 capital expense budget above is the balance of an initial reserve drawdown in 2020-2021 for the NAC refresh. Further works did not progress in 2021-2022 and the amount has been carried-forward to the 2022-2023 Budget to progress.

LEGAL IMPLICATIONS

31. Nil.

ENVIRONMENTAL CONSIDERATIONS

32. Nil.

ALTERNATE OPTIONS

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

CONCLUSION

34. Overall, Q2 2022/23 has shown steady visitation to the NAC, and is showing some patterns in line with pre covid years. Q2 has demonstrated an increase and steady interstate visitation.

35. The NAC has continued to welcome a slow return of international visitors in Q2. Although only 1,033 visitors, this represents 6.9% of visitation and an improvement from the 3% the previous quarter.

36. International visitation continues to recover post pandemic and the latest annual tourism forecast has predicted that international tourism to Australia will not bounce back to pre-pandemic levels until 2025.
37. Great Southern visitation to the NAC was 7.1% of overall WA visitation during the Oct – Dec period in Q2 2022/23.
38. This is 1.3% lower than the previous quarter (Q1 of 2022/23) and remains significantly higher than the average 1% of overall WA visitation prior to the League of Local Legends introducing a free-entry membership benefit.
39. Interest in the Princess Royal Fortress and exhibitions continues with 1,225 people taking part in 119 Princess Royal Fortress Tours.
40. Overall Q2 generated higher figures compared to Q2 in 2021/22 in the NAC and in the Fort Store sales, which could be attributed to increase of interstate and international visitation and is hoped this can continue.
41. NAC revenue of \$240,490 for Q2 2022/23 was an increase of \$2,970 compared to 2021/22.
42. Fort Store revenue of \$131,105 for Q2 2022/23 was an increase of \$13,438 compared to 2021/22.

Consulted References	:	Nil.
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	OCM Nov 2022 Resolution CCS490

CCS509: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2022-2023 Progress Report (November 2022)
Report Prepared By	: Community Development Coordinator (T Flett) Communications Coordinator (L Condon)
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/Priority:** Leadership
 - **Outcome:** A well informed and engaged community.

In Brief:

- Note the City of Albany Communications & Engagement Strategy November progress report.

RECOMMENDATION

CCS509: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GRIMMER
SECONDED: COUNCILLOR CRUSE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS509: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report for the period September 2022 to November 2022 (Q1) and its endorsement by the Communications & Engagement Advisory Group be NOTED.

BACKGROUND

2. Council adopted the Communications & Engagement Strategy at the May 2019 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. The Strategy is underpinned by an Action Plan.
3. The Strategy implementation and annual action plan is overseen by a Communications and Engagement Advisory Group comprising community representatives, Elected Members and City officers. The Advisory Group is scheduled to meet quarterly to review and endorse the progress report.

DISCUSSION

Progress Report

4. The Advisory Group previously met and endorsed the 2021-2022 progress report ending August 2022 on 24 August 2022 (Q4), and this was tabled and noted at the OCM of 27 September 2022.
5. The Advisory Group endorsed the 2022-2023 progress report for the period September-November 2022 (Q1) at its meeting on 30 November 2022.

6. The Advisory Group noted new updates to the progress report and City engagement projects, including the Ward review.
7. Youth Advisory Council member K. Ford and the City's Community Development Coordinator provided a briefing on the engagement to develop the recently adopted inclusivity logo.
8. The City's Communications Coordinator provided an update on the Christmas Light promotional campaign which was aimed at reducing damage to the light sculptures.
9. Manager City Reserves provided an update regarding the City of Albany Horse Exercise Area review, and engagement in relation to:
 - a. Campground enhancement – Bettys Beach, Normans Beach and East Beach;
 - b. Cheyne Beach masterplan; and
 - c. Lawley Park redevelopment
10. This report includes 65 actions, 44 which have been completed, 17 remain ongoing or underway, and 4 are on hold.

Strategy Review

11. The Communications and Engagement Strategy is now due for review.
12. The Advisory Group has supported reviewing the Strategy utilising feedback collected in recent engagements to inform the review and achieve stronger alignment with the Community Strategic Plan and Corporate Business Plan.
13. The Advisory Group will participate in a workshop to review the current Strategy and Advisory Group Terms of Reference with the aim to make the group more effective and proactive in providing feedback on proposed engagement activities.
14. Part of the review will be focused on how to increase engagement with groups who currently have low engagement with the City including residents with English as a second language, younger generations of indigenous residents, and people living with a disability.
15. Feedback from these low engagement groups will be shared with the Advisory Group and used to finalise a new draft Terms of Reference.
16. The current membership scope of the Advisory Group will also be reviewed in line with the Strategy review and Terms of Reference review. The City aims to bolster the community representation within the group to include a larger cross-section of community in tandem with less staff representation to allow the voice of community to be better heard.
17. Undertaking a review of the Communications & Engagement Strategy, the supporting Action Plan, the Advisory Group Terms of Reference, and Advisory Group Membership aims to make better use of the opportunities this Advisory Group offers for engagement.
18. The Community Development Team and Communications Team aim to have a draft revised Strategy and terms of reference finalised by mid-2023.

GOVERNMENT & PUBLIC CONSULTATION

19. Extensive community consultation was undertaken during the development of the Communications & Engagement Strategy and at the time achieved the highest reach of any engagement project undertaken by the City.
20. The progress report has been reviewed and supported by the Advisory Group, which includes members representing community.

STATUTORY IMPLICATIONS

21. Nil

POLICY IMPLICATIONS

22. This item aligns with the Council's adopted policy position: Community Engagement Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: Community engagement expectations are not met due to budget, viability, funding agreements, safety, or legislative constraints.	Likely	Moderate	High	Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.
Reputational: Communications or engagement activity is ad-hoc, untimely, inaccurate, or untargeted.	Unlikely	Major	Low	Follow best practice engagement framework and provide timely, informative, and accurate communications to the community through effective channels as outlined in the Communications & Engagement Strategy.
Operational: Some aspirations of the Strategy may not be fully realised due to budget funding, or resource constraints.	Possible	Moderate	Medium	Prioritise budget allocation where necessary and explore all options to achieve objectives.
Operational: Government re-introduces COVID-19 restrictions within communities, and this impacts City operations and priorities.	Possible	Major	High	Follow Federal and State public health directions as informed and re-prioritise actions as necessary to align with City's operational priorities and capacity.

FINANCIAL IMPLICATIONS

24. Nil.

LEGAL IMPLICATIONS

25. Nil.

ENVIRONMENTAL CONSIDERATIONS

26. Nil.

ALTERNATE OPTIONS

27. Council may request a more comprehensive review of the Communications and Engagement Strategy using an external consultant. Additional budget would be required to support this option.

CONCLUSION

28. The Communications & Engagement Strategy is overseen by an Advisory Group comprising the community, Elected Members and City staff representatives.
29. Community representation on the Advisory Group ensures that community needs, and priorities remain central to the implementation of the Communications and Engagement Strategy.
30. Regular progress reports of achievements against the Strategy is endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for the period September 2022 to November 2022 (Q1) is submitted to Council for noting.

Consulted References	:	City of Albany Communication and Engagement Strategy 2019 Council Policy – Community Engagement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 27 September 2022, Resolution CCS475

CCS510: ACCESS AND INCLUSION PLAN

Proponent / Owner	: City of Albany
Attachments	: <ul style="list-style-type: none">• Access & Inclusion Engagement Report• Access & Inclusion Plan 2023-2027• Access & Inclusion Action Plan 2023-2027
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; and
A happy, healthy and resilient community.
 - **Pillar:** Place
 - **Outcomes:** Interesting, vibrant and welcoming places; and
A safe, sustainable and efficient transport network.
 - **Pillar:** Prosperity
 - **Outcome:** A strong, diverse, and resilient economy with work opportunities for everyone.
 - **Pillar:** Leadership
 - **Outcomes:** Proactive, visionary leaders who are aligned with community needs and values; and
A well informed and engaged community.

In Brief:

- The City is required to implement a Disability Access and Inclusion Plan in accordance with the Disability Services Act (1993), to demonstrate how it intends to become more accessible to and inclusive of people with disability.
- Access and inclusion planning is the most appropriate way for public authorities, including local governments, to address barriers people with disabilities face in accessing public services, information, and facilities. This is consistent with the approach taken by other local governments.
- Planning for access does not just benefit people with disability, but the wider community, including seniors, parents with young children, and people from culturally diverse backgrounds.

RECOMMENDATION

CCS510: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR BAESJOU

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS510: AUTHORISING OFFICER RECOMMENDATION

THAT the Access and Inclusion Plan, which will be implemented over the period 2023-2027, be RECEIVED.

BACKGROUND

2. In order to meet its statutory obligations, the City is required to implement a Disability Access and Inclusion Plan and to review this plan at least once every five years.
3. The City's existing Disability Access and Inclusion Strategy fell due for review in 2022.
4. The City's Community Development Team has now undertaken this review and developed an updated Access and Inclusion Plan 2023-2027 for Council's adoption.

DISCUSSION

Access and Inclusion Planning

5. Access and Inclusion Plans assist public authorities to identify access and inclusion issues that preclude people with disability from participating in the community.
6. In addition, Access and Inclusion Plans outline how a public authority will make its information, services, and facilities accessible to people with disability. As such, Plans are an important mechanism for public authorities to be more accessible and inclusive of people with disabilities.
7. The Australian Bureau of Statistics 2018 Survey of Disability, Ageing and Carers states that 17.7 percent of Australia's population live with a disability, and around 10.8 percent of its population are carers.
8. In Western Australia, 16.4 percent of the population live with a disability and an estimated 12 percent of people provide unpaid care and support to a family member or friend who requires help due to illness, disability, or frail age.
9. When families of people with disability are included, this is a significant proportion of the population directly or indirectly affected by barriers to access and inclusion within the community.
10. There is a direct, linear relationship between disability and age; The prevalence of disability generally increases with age, which leads to a larger population of people with disability who are aged 65 and over.
11. As a regional centre with a growing proportion of aged residents, it is in the City's interests to be more accessible to and inclusive of people with disability, including seniors living with a disability.

Legislative Requirements

12. Since State Parliament passed the Disability Services Act (1993), public authorities in Western Australia have been required to implement Disability Service Plans. The City of Albany has had a Disability Service Plan in place since 1 September 1998 (since 1 January 1996 for the former Shire and Town of Albany).
13. In 2004 the Act was amended to require public authorities to implement Disability Access and Inclusion Plans which must be reviewed at least once every five years. The City of Albany implemented a Disability Access and Inclusion Strategy in 2007. The Act was further amended in 2014.
14. In accordance with the 2014 amendments, Plans are required to address seven outcome areas, outlining how people with disability will have access to a public authority's:
 - i. Services and events;
 - ii. Buildings and other facilities;
 - iii. Accessible Information;
 - iv. Same level and quality of service;
 - v. Complaints ;
 - vi. Consultations, and;
 - vii. Employment.

15. The Act stipulates that public authorities are required to consult widely in the development and/or review of Plans.
16. The City is required to lodge its Access and Inclusion Plan with the Department of Communities (formerly Disability Services Commission) for final approval once adopted by Council, and to report annually to the Department on implementation progress. Plans and progress reports are tabled in State Parliament by the Minister for Disability Services.
17. The City's Access and Inclusion Plan was due for review in 2022. As stipulated by the Act, public consultation underpinned the review process, led by the City's Community Development Officers. Consultation occurred with the following groups and is further outlined at Point 30 of this report:
 - People with disability;
 - Families and carers of people with disability;
 - Agencies and organisations which provide services to people with disability;
 - The City's Access and Inclusion Working Group; and
 - City of Albany staff.
18. The review process also included identifying achievements under the Plan, and what barriers or issues remained outstanding.
19. While the Disability Services Act does not prescribe any punishment to public authorities who do not implement Access and Inclusion Plans, the City would be in breach of the Act should Council not adopt the Plan. The Act states that public authorities must develop and implement a Disability Access and Inclusion Plan.
20. The Act requires the Disability Services Commission (DSC) to provide the Minister for Disability Services with a report on the effectiveness of Plans, which is tabled in Parliament each year. The information contained in annual progress reports submitted by public authorities is used to inform the Minister's report.
21. The State Government has a legal obligation to provide information on Plans, and those public authorities without a Plan in place can be identified to the Minister.
22. Importantly, adopting an Access and Inclusion Plan tells the community, in particular people with disability, that the City is committed to reducing access and inclusion barriers to its services and facilities.

Draft Access and Inclusion Plan 2023-2027

23. Using the feedback and information collected through the review process, a draft Access and Inclusion Plan for the next four-year reporting period has been prepared. The Plan is in two sections: introductory material (about the City, people living with disability in Albany, strategic and legislative implications), and the strategies proposed to become more accessible and inclusive.
24. Based on feedback from those with lived experience, the Plan includes an eighth outcome which is over and above what is required in the legislation.
25. This additional outcome enables the City to address within the scope of local government, concerns raised that fall outside of the seven outcome areas listed in the legislation.
26. Other local governments including the City of Rockingham and City of Stirling have also added an eighth outcome with similar objectives based on feedback from their community.
27. An operational Action Plan has been developed to assist Directorates and Business Units implement the Plan.
28. In accordance with the Act, agents and contractors who have dealings with the public are required to implement the City's Plan in order to ensure that services provided to the public on behalf of the City are provided in an accessible manner.

29. The City is required by the Act to report on strategies used to inform agents and contractors about its Plan and to report annually on progress of the Plan's implementation by contractors and agents.

GOVERNMENT & PUBLIC CONSULTATION

30. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)
Inform	Mail out Social media posts City of Albany newsletter Newspaper Radio advert	8/8/2022 – 12/9/2022	
Consult	Lived experience Survey (online, hard copy or verbal)	22/8/22 – 30/9/2022	26
Consult	Stakeholder/agency survey (online)	22/8/22 – 30/9/2022	11
Consult	Engagement workshop	2/9/22	7 lived experience 1 carer
		23/8/22	6 lived experience 7 carers, 2 advocates
		25/8/22	4 lived experience, 4 carers
		14/9/22	5 lived experience, 1 carer/advocate
		19/9/22	5 lived experience, 7 carers
		21/9/22	11 lived experience
		11/10/22	10 advocates
Consult	A & I Summit	15/9/2022	22 lived experienced 9 carers/advocators 4 staff
Collaborate	Workshops with Internal staff to address data	26/9/2022 – 22/12/22	22

STATUTORY IMPLICATIONS

41. The City is required to implement a Disability Access and Inclusion Plan in accordance with the Disability Services Act (1993). In addition, the following State and Commonwealth legislation also underpin the City's Access and Inclusion Plan:
- Western Australian Equal Opportunity Act 1984;
 - Commonwealth Human Rights and Equal Opportunity Act 1992;
 - Commonwealth Disability Discrimination Act 1992;
 - Commonwealth Disability Access to Premises Standards 2010;
 - National Disability Insurance Scheme Act 2013;
 - A Western Australia for Everyone State Disability Strategy 2020-2030; &
 - Australia's Disability Strategy 2021-2031.

POLICY IMPLICATIONS

42. The Access and Inclusion Plan 2023-2027 is a City-wide Plan, and as such applies across the whole organisation. The policy implications in relation to this item are set out in the Plan, particularly the strategies designed to address the seven outcome areas.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational and Financial: <i>Implementation of the Access and Inclusion Plan 2023-2027 places capacity strain on the City's general operations and budget.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Substantial internal consultation has occurred in developing the Action Plan and will continue, with the Action Plan to be reviewed annually to align with operational and budget priorities.</i>
Reputational: <i>The City is unable to address all the strategies outlined in the Access and Inclusion Plan 2023-2027</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Directorates and business units will report regularly on their progress implementing the Access and Inclusion Plan.</i>
Opportunity: <i>Implementing an Access and Inclusion Plan signals to the community that the City is committed to addressing barriers to participation in community, social and civic life for people of all abilities. The actions within the plan also will improve the community for seniors, residents who speak English as a second language, and parents of young children.</i>				

FINANCIAL IMPLICATIONS

44. There are no direct financial implications in relation to this item.

LEGAL IMPLICATIONS

45. Not applicable

ENVIRONMENTAL CONSIDERATIONS

46. Not applicable.

ALTERNATE OPTIONS

47. As a public authority, the City has a statutory obligation to implement an Access and Inclusion Plan. There is no alternative option.

CONCLUSION

48. The City is required to implement a Disability Access and Inclusion Plan in accordance with the Disability Services Act.
49. The City's current Access and Inclusion Plan has been reviewed and updated following consultation with the target community, agencies, and service providers, internally, and having sought wider public comment.
50. It is recommended that Council ADOPT the Access and Inclusion Plan 2023-2027.

Consulted References	:	City of Albany Access and Inclusion Plan 2018-2022
File Number (Name of Ward)	:	CS.PLA.21 (All Wards)
Previous Reference	:	Not applicable

CCS511: CORPORATE SCORECARD – Q2 2022-23

- Attachments** : Attachment – ‘CS Dashboard Q2 2022-23’
Report Prepared By : Business Planning and Performance Coordinator
(A Olszewski)
Authorising Officer: : A/Manager People & Culture (D Waugh)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany’s Strategic Community Plan 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.

In Brief:

- The Strategic Community Plan 2032 (SCP) and Corporate Business Plan 2021-2025 (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of actions that effectively form Council’s priority commitments to the community.
- The Corporate Scorecard (CS) Dashboard concept was developed to provide a quarterly update to Council on the status of these actions.

RECOMMENDATION

CCS511: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS511: AUTHORISING OFFICER RECOMMENDATION

THAT the Corporate Scorecard Dashboard be NOTED.

BACKGROUND

2. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
3. These actions are monitored through Business Unit Plans, which define (on a minimum quarterly basis) associated service levels and enable assignment of a simple ‘traffic light’ status to each action.
4. The first iteration of the CS Dashboard was presented to Council at the November 2021 CCS Committee meeting for feedback, and subsequently endorsed at the December OCM.

DISCUSSION

5. The 'CS Dashboard Q2 2022-23' (attached) provides an update on the status of CBP actions for the October to December 2022 Quarter, identifying those actions potentially 'at-risk.'
6. 'At-risk' actions include those assigned with a traffic light status of either:
 - Red (a service *not meeting* its service level, or a project *not on track*), or;
 - Orange (a service *under strain*, or a project that has *stalled*).
7. Commentary on any 'at-risk' actions is provided at the conclusion of the CS Dashboard.

GOVERNMENT & PUBLIC CONSULTATION

8. N/A.

STATUTORY IMPLICATIONS

9. There are no direct statutory implications, however the CS Dashboard supports the City's obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business Plan:

Corporate Business Plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in *accordance with section 5.56*, which states:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. **Absolute majority required.***
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

POLICY IMPLICATIONS

10. N/A.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

12. N/A.

LEGAL IMPLICATIONS

13. N/A.

ENVIRONMENTAL CONSIDERATIONS

14. N/A.

ALTERNATE OPTIONS

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

CONCLUSION

16. It is recommended the CS Dashboard be noted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995, s5.56</i> • <i>Local Government (Administration) Regulations 1996, Reg. 19D</i> • <i>IPR Framework and Guidelines 2019</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	<ul style="list-style-type: none"> • OCM 25/10/2022 - Report Item CCS483 • CCS 11/10/2022 – Report Item CCS483

CCS512: ANNUAL REPORT 2021 - 2022

Proponent / Owner	: City of Albany
Attachments	: City of Albany Annual Report 2021-2022 (which includes the City of Albany Annual Financial Report & Independent Auditors Report conducted by KPMG on behalf of the Office of the Auditor General for the year ended 30 June 2022)
Report Prepared By	: Communications Coordinator (L Condon)
Responsible Officers:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan:
 - **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.
 - **Outcome:** A well informed and engaged community.

In Brief:

- Consider the acceptance of the City of Albany Annual Report 2021/22.
- Approve the proposed date for the conduct of the Annual Electors Meeting.

RECOMMENDATION

CCS512: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 13-0

CCS512: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. In accordance with the requirements of section 5.54 of the *Local Government Act 1995* ACCEPT the City of Albany Annual Report 2021-2022 (which includes the Auditors Report for the year ended 30 June 2022).
2. In accordance with section 5.27 of the Act, the Annual Electors Meeting for the purpose of receiving the City of Albany Annual Report 2021-2022 and other General Business will be held on Monday 27 March 2023, commencing at 6.30pm in the City of Albany Council Chambers, 102 North Road, Albany. 0

BACKGROUND

2. The City of Albany is required to prepare annual financial reports in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.
3. There are also statutory annual reporting requirements under the Local Government (Administration) Regulations, such as the disclosure of the number of employees within certain salary bands.

4. In meeting these legal requirements, the City of Albany also takes the opportunity to provide the community with a broad report profiling its activities and achievements for the financial year.

DISCUSSION

Annual Financial Report for year ended 30 June 2022

5. The complete Financial Annual Report was presented to Council at the Ordinary Council Meeting on Wednesday, 13 December 2022 (AR123) with a signature from the Auditor General on the Memorandum confirming that the City's audit was complete and satisfactory.
6. In accordance with Section 5.27 of the Act, an Annual Electors Meeting must be held no later than 56 days after the local government has accepted the annual report for the previous financial year, and 14 days public notice of the meeting must be given.
7. An Annual Financial Report is required to be compiled and subsequently audited, under the *Local Government Act 1995* (the Act) and various Local Government regulations.
8. The Annual Electors Meeting will be held on Monday 27 March 2023, commencing at 6.30pm in the City of Albany Council Chambers, 102 North Road, Albany.
9. Local public notice will be given 14 days in advance of the Annual Electors Meeting in accordance with Section 5.27 of the Act.

Annual Report

10. In accordance with the Act, in addition to the Annual Financial Report, the annual report must contain:
 - a. A report from the Mayor and CEO;
 - b. An overview of the plan for the future of the district made in accordance with section 5.56 of the Act, including major initiatives that are proposed to commence or to continue in the next financial year; and
11. The following prescribed matters must be included in the Annual Report:
 - a. Payments made to employees;
 - b. Disabilities Services Act 1993 – Report made under sections 29(2);
 - c. Number of Complaints recorded in the Register of Complaints.
12. The 2021-22 Annual Report follows the structure and design of recent years with a style, look and feel that is consistent with a number of City Strategies and Plans that celebrate achievements and set a framework for the future of the City.
13. Highlights and achievements of the 2021-22 Annual Report include the Strategic Community Plan 2032, Christmas Lights Trail, Binalup/Middleton Beach Foreshore Enhancement, Youth Challenge Park, Bicentenary 2026 planning, and the successful roll out of the FOGO (Food Organics Garden Organics) waste service.
14. The 2021-22 Annual Report links into the Strategic Community Plan by reporting against outcomes under the key themes of People, Planet, Place, Prosperity and Leadership.

GOVERNMENT & PUBLIC CONSULTATION

15. Post acceptance of the Annual Report, Council is required to convene an Annual Electors Meeting as soon as practicable after the Local Government has accepted the report.
16. The CEO is to ensure the Annual Report is published on the local government's official website within 14 days after the report has been accepted by the local government.
17. **Electors' general meetings:** Section 5.27 of the Act requires that a Meeting of the electors of a district be held once every financial year, not more than 56 days after the local government accepts the annual report for the previous financial year.

18. The CEO is required to give at least 14 days local public notice of an electors meeting.
19. As a result of previous feedback from the community, Elector’s Meetings commence no earlier than 6.30pm to allow members of the public the opportunity to attend.

STATUTORY IMPLICATIONS

20. In accordance with section 7.9 of the Act, an audit is required to examine the accounts and Annual Financial Report prepared for the Mayor, the CEO, and the Minister.
21. In accordance with the Audit and Risk Committee Terms of Reference, the committee is to review the audit report and make appropriate recommendations to Council.
22. Section 5.54 of the Act, states in part: The Annual Report (which includes auditor’s report) is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.
23. Section 5.27 of the Act requires that a Meeting of the Electors of a district be held once every financial year, not more than 56 days after the local government accepts the annual report for the previous financial year, and any other nominated general business.
24. The CEO is required to give at least 14 days local public notice of an electors meeting.
25. The voting requirement for this item is **Absolute Majority**.

POLICY IMPLICATIONS

26. There are no policy implications related to this item

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
Operational. Management Audit Report not accepted by the Audit & Risk Committee.	Unlikely	Minor	Low	Audit & Risk Committee and Officers work with the auditors to address areas of concern to come to position of acceptance.
Statutory Non-Compliance. Council does not accept the Annual Report.	Unlikely	Minor	Low	City Officer will work with Council to come to a position of acceptance. Council set an alternate date to ensure compliance with the prescribed time period in accordance with the Act.
Reputation. Lack of community engagement.	Possible	Insignificant	Low	Notice of Annual Electors Meeting published, but not limited to, newspapers circulating throughout the district, on the City’s website and notices placed on community notice boards.

FINANCIAL IMPLICATIONS

28. There are no budget financial implications related to this report.

LEGAL IMPLICATIONS

29. The City has received an unqualified auditor’s report (OCM 13/12/2022 AR123), therefore there are no legal implications related to this report.
30. In accordance with section 29(2) of the *Disability Services Act 1993*, a local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Act, a report about the implementation of the plan.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

32. The Council may accept as presented, or accept with modification, or reject the Annual Report.

SUMMARY CONCLUSION

33. As no matters of concern have been noted in the auditor's report, it is recommended that the Authorising Officer's Recommendation be adopted.

Consulted References	:	<ul style="list-style-type: none">• <i>Local Government Act 1995</i> (the Act);• <i>Local Government (Administration) Regulations 1996</i>
File Number (Name of Ward)	:	<ul style="list-style-type: none">• IM.PUB.24 (All Wards) – Publication - Annual Budget – City of Albany• FM.MEE.3 (All Wards) – Meetings – Audit & Risk Committee
Previous Reference	:	<ul style="list-style-type: none">• OCM: AR123 13/12/2022

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

12. MEETING CLOSED TO THE PUBLIC: Nil

13. CLOSURE

There being no further business the Chair declared the meeting closed at 7.05pm.

(Unconfirmed Minutes)

Councillor Paul Terry
CHAIR