



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Monday 14 October 2024

6.00pm

Council Chambers

The Five Strategic Pillars



Community & Corporate Services Committee
Terms of Reference

Function:

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Open to all elected members

Meeting Schedule: Monthly Meeting Location: Council Chambers

Directorates: Corporate & Commercial Services and Community Services

Executive Officer(s):

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

Delegated Authority: None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA –14/10/2024

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COMMUNITY AND CORPORATE SERVICES COMMITTEE
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1. DECLARATION OF OPENING

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	G Stocks
Councillor	T Brough (Chair)
Councillor	M Traill
Councillor	D Baesjou
Councillor	S Grimmer (Deputy Chair)
Councillor	R Sutton
Councillor	L MacLaren
Councillor	P Terry
Councillor	M Lionetti
Councillor	C McKinley

Staff:

Chief Executive Officer	A Sharpe
Executive Director Community Services	N Watson
Executive Director Corporate & Commercial Services	M Gilfellow

Meeting Secretary	C Crane
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Apologies:

Councillor	A Cruse (Leave of Absence)
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COMMUNITY AND CORPORATE SERVICES COMMITTEE
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4. **DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest

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**

DRAFT MOTION

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 10 September 2024, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. **PRESENTATIONS** Nil.

10. **UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS** Nil.

CCS662: MONTHLY FINANCIAL REPORT – AUGUST 2024

Proponent / Owner	: City of Albany
Attachments	: Monthly Financial Report – August 2024
Report Prepared By	: Manager Finance
Authorising Officer:	: Executive Director Corporate & Commercial Services

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 monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 August 2024 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 Monthly Financial Report for the period ended 31 August 2024 is preliminary and has not yet been audited.

RECOMMENDATION

CCS662: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 August 2024 be RECEIVED.

DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
 - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
 - (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
 - (c) Basis of Preparation;
 - (d) Explanation of material variances to year-to-date budget;
 - (e) Net Current Asset & Funding Position;
 - (f) Investment Portfolio Snapshot;
 - (g) Receivables; and
 - (h) Capital Acquisitions.
3. 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 CCS647, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/2025.

4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. 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

6. The *Local Government (Financial Management) Regulations 1996* stipulate that each month Local Governments are required to prepare and report a Financial Activity Statement (reg 34) and a Financial Position Statement (reg 35).
7. Each of these statements are to be presented at an ordinary meeting of the council within 2 months after the end of the relevant month, as well as recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2024/25 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 August 2024 has been incurred in accordance with the 2024/25 budget parameters.
11. Details of any budget variation more than \$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	:	FM.FIR.7

CCS663: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2024

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance
Authorising Officer: : Executive Director Corporate and Commercial Services

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

- 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

CCS663: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2024 totalling \$6,357,162.76 be RECEIVED.

DISCUSSION

2. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 15 September 2024. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$4,308,576.72	67.78%
Municipal	Payroll	\$2,033,743.07	31.99%
Municipal	Credit Cards	\$14,842.97	0.23%
Municipal	Cheques	\$0.00	0.00%
Trust	N/A	\$0.00	0.00%
TOTAL		<u>\$8,219,607.48</u>	<u>100.00%</u>

3. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$78,486.98.

4. The table below summaries the total outstanding creditors as at 15 September 2024.

Aged Creditors	Amount (\$)
Current	\$45,869.30
30 Days	\$570,226.13
60 Days	\$130.38
90 Days	-\$160.87
TOTAL	\$616,064.94

STATUTORY IMPLICATIONS

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment September 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.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

POLICY IMPLICATIONS

9. Expenditure for the period to 15 September 2024 has been incurred in accordance with the 2024/2025 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 15 September 2024 has been incurred in accordance with the 2024/2025 budget parameters.

LEGAL IMPLICATIONS

11. Nil

ENVIRONMENTAL CONSIDERATIONS

12. Nil

ALTERNATE OPTIONS

13. Nil

CONCLUSION

14. That the list of accounts have been authorised for payment under delegated authority.
15. 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	:	FM.FIR.2

CCS664: DELEGATED AUTHORITY REPORTS – 16 AUGUST 2024 to 15 SEPTEMBER 2024

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

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

CCS664: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 August 2024 to 15 September 2024 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: LG1.18 (D006)** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
 - **Delegation: LG4.06 (D009)** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
 - **Delegation: LG5.05 (D018)** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

CCS665: CORPORATE SCORECARD – JULY TO SEPTEMBER 2024 QUARTER

Attachments	: Corporate Scorecard: Q1 2024-25: CBP Actions Corporate Scorecard: Q1 2024-25: CEO KPIs - Confidential Attachment
Report Prepared By	: Business Planning and Performance Coordinator
Authorising Officer:	: Manager Finance

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany's Strategic Community Plan 2032 or Corporate Business Plan 2024-2028 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 the first Corporate Business Plan (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of strategic actions that effectively form Council's priority commitments to the community.
- The 'Corporate Scorecard' provides a summary overview of these actions, while adding commentary on those that are not 'on track'.
- A separate 'CEO Key Performance Indicators (KPIs)' update report is now provided in the same format.

RECOMMENDATION

CCS665: AUTHORISING OFFICER RECOMMENDATION

THAT the 'Corporate Scorecard: Q1 2024-25: CBP Actions' and 'Corporate Scorecard: Q1 2024-25: CEO KPI's for the July to September 2024 quarter 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. Delivery of these actions are monitored through the City's strategy management software 'CAMMS', which defines the associated project milestones for the current financial year and enable reporting against them.

DISCUSSION

4. The attached 'Corporate Scorecard' reports provide an update on the status of CBP actions and CEO KPI's for the July to September 2024 quarter.
5. These reports retain the general traffic-light model, with the following threshold specifications:
 - 'Off Track' (red) actions are less than 70% complete relative to the established project milestone.
 - 'Monitor' (amber) actions are more than 70% but less than 90% complete relative to the established project milestone.
 - 'On Track' (green) actions are 90% or more complete relative to the established project milestone.

- 'No Target Set' actions are yet to commence or are ongoing services with no milestone.
 - Completed actions are subsumed within the 'On Track' actions.
6. A significant amount of work has now been done to re-establish service-type actions within new, operationally focussed 'Service Plans'.
 7. The Executive Management Team have determined that approximately half of the current actions in the CBP currently assigned to City staff are more appropriately monitored through service level KPI's (most of which are now established in the aforementioned Service Plans) than through the CBP's 'milestone' framework.
 8. These service-type actions will be further developed and monitored through the Service Plans, while being indicated as 'No Target Set' per point 5 above.
 9. Further information will be provided on this process within the Major Strategic Review presentation to Elected Members at the 15 October 2024 Strategic Workshop.
 10. The first CEO KPI update for 2024-25 has also been annexed to this item for consideration. It has long been intended to integrate this process into the existing quarterly corporate reporting framework to improve efficiency and consistency.

GOVERNMENT & PUBLIC CONSULTATION

11. N/A.

STATUTORY IMPLICATIONS

12. There are no direct statutory implications, however the Report 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

13. N/A.

RISK IDENTIFICATION & MITIGATION

14. Risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

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

FINANCIAL IMPLICATIONS

15. N/A.

LEGAL IMPLICATIONS

16. N/A.

ENVIRONMENTAL CONSIDERATIONS

17. N/A.

ALTERNATE OPTIONS

18. Council may choose not to review progress of commitments made in the CBP through the Report, and delegate this oversight to the City's Executive.

CONCLUSION

19. It is recommended the 'Corporate Scorecard: Q1 2024-25: CBP Actions' and the 'Corporate Scorecard: Q1 2024-25: CEO KPI's be noted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995, s5.56 Local Government (Administration) Regulations 1996, Reg. 19D IPR Framework and Guidelines 2019
File Number (Name of Ward)	:	All Wards
Previous Reference	:	<ul style="list-style-type: none"> OCM 09/04/2024 - Report Item CCS618 OCM 23/07/2024 - Report Item CCS643

CCS666: TENDERS AWARDED REPORT – JULY TO SEPTEMBER 2024

Proponent	: City of Albany
Attachments	: Tenders Awarded Report – July to September 2024
Report Prepared by	: Manager Finance
Authorising Officer	: Executive Director Corporate & Commercial Services

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

CCS666: AUTHORISING OFFICER RECOMMENDATION

THAT the Tenders Awarded Report – July to September 2024 be RECEIVED.

CCS667: POLICY REVIEW – PURCHASING POLICY

Proponent	: City of Albany
Attachments	: DRAFT: Purchasing Policy 2024
Report Prepared by	: Manager Finance
Authorising Officer	: Executive Director Corporate & Commercial Services

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.
 - **Outcome:** Strong workplace culture and performance.
 - **Pillar:** Planet.
 - **Outcome:** Shared responsibility for climate action.
 - **Pillar:** Prosperity
 - **Outcome:** A strong, diverse, and resilient economy with work opportunities for everyone.

In Brief:

- Council is requested to consider the amendments to the Purchasing Policy.

RECOMMENDATION

CCS667: AUTHORISING OFFICER RECOMMENDATION

THAT the reviewed Purchasing Policy be ADOPTED.

BACKGROUND

2. The Purchasing Policy for local governments in Western Australia serves as a critical regulatory framework, ensuring that procurement processes are conducted fairly, transparently, and in a manner that delivers value for public funds.
3. This policy framework is mandated by the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996, which set the legal requirements for procurement activities within local governments.
4. The Purchasing Policy not only ensures compliance with state regulations but also establishes clear guidelines for the acquisition of goods and services. Its primary objectives include securing the best value for public resources, managing procurement-related risks, and enhancing accountability in purchasing decisions.
5. Under the Local Government (Functions and General) Regulations 1996, a public tender process is required for any procurement that exceeds the prescribed threshold, currently set at \$250,000. For purchases below this amount, local governments are required to implement procedures that foster competition, typically by seeking multiple quotations. The policy also provides clear guidance on exemptions to the tendering process, such as in cases of emergency procurement or when a sole supplier is required due to the unique nature of the goods or services.

6. The policy is designed to promote fairness and value for money at all levels of procurement, regardless of the financial threshold. It ensures that, while lower-value purchases may not trigger the same stringent tender requirements, they are still subject to a competitive process that maximises efficiency and cost-effectiveness for the City.
7. In keeping with legislative requirements, the Purchasing Policy is regularly reviewed to align with changes in regulations and to reflect the City's evolving strategic goals. The current review was undertaken with careful consideration of the City's Strategic Community Plan 2032 and the Corporate Business Plan 2023-2027.
8. The City's Strategic Community Plan 2032 outlines several key objectives that the revised Purchasing Policy is intended to support, including:
 - a. Objective 2.2.3: Developing a sustainable, low waste, circular economy.
 - b. Objective 5.2.2: Providing cost-effective financial management and achieving value for money in procurement activities.
 - c. Objective 5.3.1: Enhancing awareness, understanding, and engagement with City projects, activities, and decision-making processes.
9. The City's Corporate Business Plan 2023-2027 further reinforces the importance of aligning procurement practices with the City's broader social, economic, and environmental goals. This is reflected in action item 5.2.2.2: *Provide a sustainable procurement and investment framework to ensure financial processes and service contracts are aligned with the City's social, economic and environmental outcomes.*

DISCUSSION

10. Attached to this agenda item are two documents: the revised draft of the Purchasing Policy and a marked-up version that highlights the changes from the current policy. These revisions have been made to ensure that the policy remains up to date with best practices and continues to serve the City's strategic objectives.
11. One of the most significant updates to the policy is the formal introduction of sustainable procurement practices, with an emphasis on Environmental, Social, and Governance (ESG) factors. This shift from Corporate Social Responsibility (CSR) to ESG reflects a broader commitment to sustainable procurement that aligns with the City's long-term goals. Although CSR elements are still included under the ESG umbrella, the focus on ESG allows for a more holistic approach to sustainability in purchasing decisions.
12. Currently, a minimum 5% weighting for CSR is applied to Major Quotations and Tenders when evaluating potential suppliers, though this has been a procedural requirement rather than a formal part of the policy. The revised policy now proposes to formalise this requirement and shift the focus to ESG, demonstrating the City's commitment to embedding sustainability into its procurement processes. It is important to note that the weighting for ESG may exceed 5% in certain procurement activities, depending on the nature of the goods or services being acquired.
13. If the revised policy is adopted, the City will provide suppliers with guidance on how to address ESG criteria in their submissions for Major Quotations and Tenders. This will ensure that suppliers are well-prepared to meet the City's sustainability expectations and contribute to its broader environmental, social, and governance outcomes.

14. Another key change proposed in the revised policy relates to the Procurement Value Practices and Thresholds table, which outlines the minimum requirements for obtaining quotations and tenders based on purchase value. The proposed changes are as follows:

Current Policy		Proposed New	
Purchase Value Threshold (ex GST)	Minimum Requirement	Purchase Value Threshold (ex GST)	Minimum Requirement
Up to \$2,000	1 Verbal Quote	Up to \$2,000	No requirement
\$2,001 - \$5,000	2 Verbal Quotes	\$2,001 - \$5,000	1 Written Quote
\$5,001 - \$30,000	2 Written Quotes	\$5,001 - \$50,000	2 Written Quotes
\$30,001 - \$250,000	3 Written Quotes	\$50,001 - \$250,000	3 Written Quotes
Over \$250,000	Public Tender	Over \$250,000	Public Tender

15. Key points of note include:
- Removing the requirement for any quotes up to \$2,000, which will reduce administrative burden and streamline low-value transactions, particularly with local businesses.
 - Removing verbal quotations entirely to improve record-keeping, ensuring that all procurement decisions are documented in writing, thereby enhancing transparency, accountability, and auditability.
 - Raising the threshold for requiring three written quotes from \$30,000 to \$50,000, which reduces the administrative load on smaller procurements while still promoting competitive practices.
16. Another important amendment is the removal of the Delegated Authority clause from the Purchasing Policy, which previously outlined the maximum purchase value that the CEO could authorise. It is now proposed that these delegation limits be governed by the City's Register of Delegations. Under the revised framework, the CEO would have the authority to approve tenders up to \$1.0 million, an increase from the current limit of \$500,000.
17. Additional amendments to the policy have been made to provide clearer guidance to staff, suppliers, and the community. These changes include the introduction or revision of the following sections:
- Procurement from Existing Contracts: Providing clarity on when existing contracts can be utilised.
 - Exemptions: Expanding the list of permissible exemptions under both legislative requirements and for purchases under \$250,000.
 - Non-Adherence to Purchasing Policy: Detailing the process for managing instances of non-compliance and the requirement for non-conforming file notes.
 - Anti-Avoidance: Reinforcing measures to prevent the splitting of contracts to avoid tender thresholds.
 - Separation of Duties: Ensuring proper checks and balances in the procurement process to avoid conflicts of interest.
 - Panels of Pre-Qualified Suppliers: Offering guidance on the use of pre-qualified supplier panels in line with legislative standards.
 - Personal Rewards or Loyalty Programs: Prohibiting the use of personal rewards or loyalty programs in relation to City procurement.
 - Contract Variations: Clarifying the process for managing contract variations, ensuring compliance with relevant legislation.

18. In addition to the above, updates have been made to the following sections of the policy:
- Objectives: Aligning the policy objectives with the City's strategic goals and commitments.
 - Scope: Ensuring that the policy is consistent with the City's Code of Conduct.
 - Strategic Context: Clarifying how the policy supports the City's Strategic Community Plan and Corporate Business Plan.
 - Legislative Context: Ensuring the policy reflects the current legal framework.

GOVERNMENT & PUBLIC CONSULTATION

19. No government or public consultation was required in preparing this report.

STATUTORY IMPLICATIONS

20. Nil

POLICY IMPLICATIONS

21. Yes, as per the content of the proposed policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal & Compliance. Policy positions are inconsistent with legislation.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Policy positions are reviewed against applicable legislation.</i>

FINANCIAL IMPLICATIONS

23. Nil.

LEGAL IMPLICATIONS

24. Nil.

ENVIRONMENTAL CONSIDERATIONS

25. Nil.

ALTERNATE OPTIONS

26. Council may support the review and re-adoption of this policy or not. If not, the current policy will still stand and continue to be applied and adhered to by the administration.
27. Council may decide to make changes to particular clauses within the policy.

CONCLUSION

28. It is recommended that the Authorising Officer's Recommendation is adopted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Functions and General) Regulations 1996
File Number	:	CM.STD.7
Previous Reference	:	OCM 25/08/2020 Resolution CCS284.

CCS668: POLICY REVIEW – BUY LOCAL POLICY

Proponent	: City of Albany
Attachments	: DRAFT: Buy Local Policy 2024
Report Prepared by	: Manager Finance
Authorising Officer	: Executive Director Corporate & Commercial Services

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.
 - **Outcome:** Strong workplace culture and performance.
 - **Pillar:** Prosperity
 - **Outcome:** A strong, diverse, and resilient economy with work opportunities for everyone.

In Brief:

- Council is requested to consider the amendments to the Buy Local Policy.

RECOMMENDATION

CCS668: AUTHORISING OFFICER RECOMMENDATION

THAT the reviewed Buy Local Policy be ADOPTED.

BACKGROUND

2. Local governments in regional Western Australia can implement a Buy Local Policy under Part 4A – Regional Price Preference – of the Local Government (Functions and General) Regulations 1996.
3. Buy Local Policies are a strategic tool to promote regional economic development, encouraging local governments to give preference to suppliers within their municipality or surrounding regions in procurement processes. These policies aim to stimulate local economies, create jobs, and support local enterprises, particularly in rural and regional areas.
4. In Western Australia, Buy Local Policies are often incorporated into broader procurement frameworks and may include specific measures such as:
 - a. Offering price preferences for local suppliers (e.g., applying a percentage discount to bids from local businesses).
 - b. Encouraging local subcontracting and participation in larger projects.
 - c. Providing enhanced access to local businesses for contracts and tenders.
5. The City's Buy Local Policy has been reviewed in alignment with the City's Strategic Community Plan 2032 and Corporate Business Plan 2023–2027.
6. A key objective identified in the City's Strategic Community Plan 2032, which this policy supports, is to: *Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs.*

DISCUSSION

7. Attached are two documents for consideration: a revised draft of the Buy Local Policy and a marked-up version highlighting the changes from the current policy.
8. One of the primary changes to the proposed policy is the addition of the following clause:
“In alignment with our commitment to supporting the local economy, staff are encouraged to prioritise purchases from small, local, independent businesses, rather than large corporate entities, wherever practical and feasible. Purchases are to be made in accordance with this Policy as well as aiming to achieve the objectives in the City’s Purchasing Policy.”
9. Prioritising purchases from small, local, independent businesses supports the local economy by keeping funds within the community, fostering job creation, and promoting business growth. It helps diversify the local supply chain and encourages competition, which can lead to better service and innovation. Additionally, this clause aligns with broader sustainability and social responsibility goals, ensuring that procurement practices benefit the community as a whole, in line with the City’s strategic objectives.
10. However, prioritising small businesses may limit the range of suppliers and potentially lead to higher costs or less competitive pricing, particularly if larger corporate entities can offer better economies of scale. There may also be limitations on the availability or capacity of small businesses to meet the City’s needs for certain goods and services, which could affect procurement efficiency. Balancing this approach with compliance to broader purchasing policies is critical to avoid conflicts and ensure value for money.
11. Aside from the proposed addition of the new clause, other changes to the policy are non-strategic and include:
 - a. Reviewing and refining the objectives,
 - b. Rewording the Scope,
 - c. Adding a Strategic Context section to clarify how the policy aligns with the City’s Strategic Community Plan and Corporate Business Plan,
 - d. Rewording the Policy Statement,
 - e. Reviewing and refining the Legislative Context section,
 - f. Expanding the Associated Documents section.
12. The current threshold for Major Quotations at the City is \$30,000; however, the City’s Purchasing Policy review (reference: CCS667) proposes increasing this to \$50,000. The proposed threshold has been reflected in the draft Buy Local Policy, pending the outcome of agenda item CCS667.

GOVERNMENT & PUBLIC CONSULTATION

13. No government or public consultation was required in preparing this report.

STATUTORY IMPLICATIONS

14. Nil

POLICY IMPLICATIONS

15. Yes, as per the content of the proposed policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal & Compliance. Policy positions are inconsistent with legislation.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Policy positions are reviewed against applicable legislation.</i>

FINANCIAL IMPLICATIONS

17. Nil.

LEGAL IMPLICATIONS

18. Nil.

ENVIRONMENTAL CONSIDERATIONS

19. Nil.

ALTERNATE OPTIONS

20. Council may support the review and re-adoption of this policy or not. If not, the current policy will still stand and continue to be applied and adhered to by the administration.
21. Council may decide to make changes to particular clauses within the policy.

CONCLUSION

22. It is recommended that the Authorising Officer's Recommendation is adopted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Functions and General) Regulations 1996
File Number	:	CM.STD.7
Previous Reference	:	OCM 27/09/2022 Resolution CCS469.

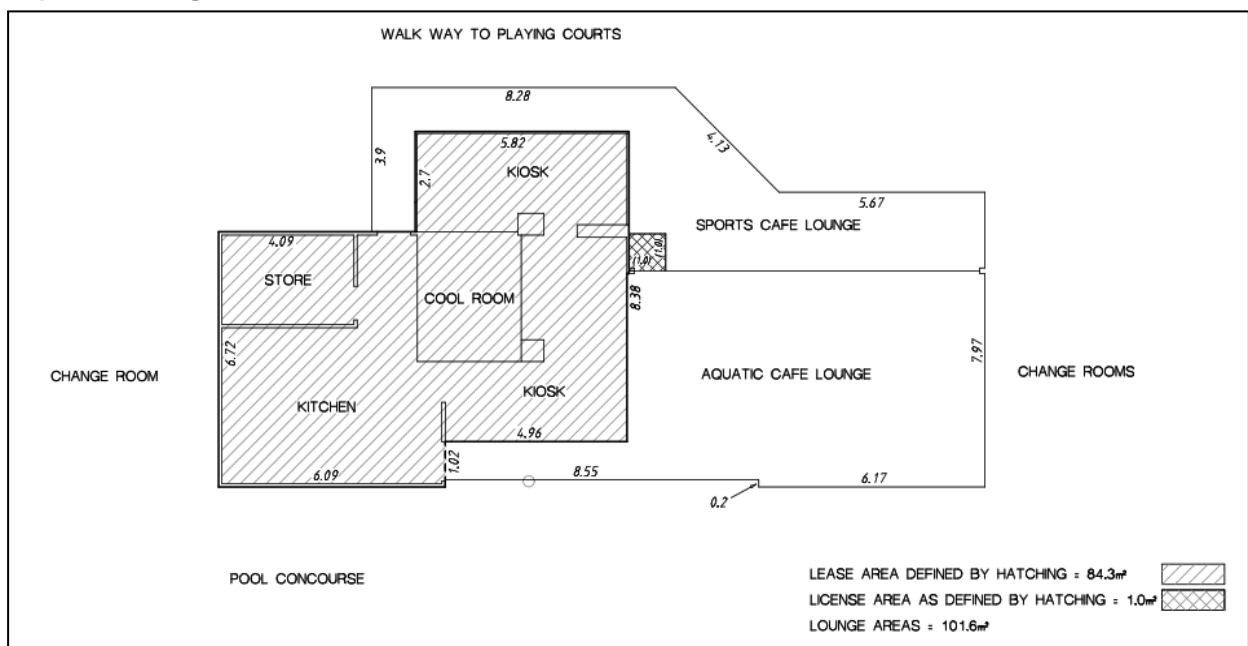
CCS669: PROPOSED NEW LEASE & LICENCE – MADELEINE BURGER – CAFE AND VENDING MACHINE – ALBANY LEISURE AND AQUATIC CENTRE

Land Description	: Part of Lot 742 on Deposited Plan 224159 being the subject of Volume 1179 Folio 118 and Part of Lot 1270 on Deposited Plan 91031 Volume LR3121 Folio 733, being portion of Crown Reserve 32469.
Proponent	: Madeleine Burger
Owner	: City of Albany (Freehold) and Crown (City of Albany under Management Order)
Business Entity Name	: @ The Poolside
Report Prepared By	: Team Leader Property and Leasing
Authorising Officer:	: Executive Director Corporate & Commercial Services

STRATEGIC IMPLICATIONS

- This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
 - Pillar:** Prosperity.
 - Outcome:** A strong, diverse and resilient economy with work opportunities for everyone.

Maps and Diagrams:



In Brief:

- Council is requested to consider a new five-year commercial lease and licence with Madeleine Burger to continue operating the cafe and vending machine at Albany Leisure and Aquatic Centre (ALAC).
- The current lease and licence expire on 31 January 2025.
- The lease will be governed by the provisions of the *Commercial Tenancy (Retail Shops) Agreements Act 1985 (WA)*.
- It is recommended that the proposed new lease and licence be approved.

RECOMMENDATION

CCS669: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVES a new lease and licence to Madeleine Burger for the cafe and vending machine, located at the Albany Leisure and Aquatic Centre subject to the terms and conditions outlined in section 11 of this report.

BACKGROUND

2. In 2014, an Expression of Interest (EOI) process to operate a cafe at ALAC resulted in a lease and licence being granted to Neil and Sarah Simmonds for a term of five years with an option for an additional five years.
3. In September 2022 the lease and licence were transferred to Madeleine Burger.
4. The current lease and licence generate an annual rental of \$22,800 plus GST and are due to expire on 31 January 2025.
5. The cafe, known as @ The Poolside, is primarily over freehold land, with a small portion over Crown Reserve 32469, designated for recreation under the management order.
6. The lease area covers approximately 84.3m² with an additional licence area of approximately 2m² for a snack vending machine.
7. The current tenant Madeleine Burger has requested a new five year lease for the cafe and a new licence for the vending machine to continue providing these services to ALAC users.

DISCUSSION

8. The cafe and vending machine services enhance the daily use of the facility by the community, including those using the pool, gym and attending sporting events.
9. ALAC Management has been consulted and supports the new five year term for the lease and licence. The ongoing Feasibility Study for ALAC is not expected to bring significant changes before 2030, so it will not impact the proposed new lease and licence.
10. The Department of Planning, Lands and Heritage (DPLH) supports the new lease which involves a small area of approximately 6m² on Crown Reserve 32469.
11. The table below summarises the key terms of the proposed lease area.

Item	Details
Tenant	Madeleine Burger
Business Name	@ The Poolside
Land Description	<ul style="list-style-type: none"> Part of Lot 742 on Deposited Plan 224159 being the subject of Volume 1179 Folio 118 Part of Lot 1270 on Deposited Plan 91031 Volume LR3121 Folio 733 being portion of Crown Reserve 32469
Leased Area	Approx. 84.3m ²
Licensed Area	Approx. 2m ²
Land Ownership	Both City of Albany and Crown (City of Albany under Management Order)
Permitted Use	Retail takeaway food and beverage sales and commercial catering kitchen for offsite preparation
Term	5 years
Rental	To be determined by a market valuation provided by a licenced Valuer
Outgoings	Tenant responsible for all outgoings & utilities, including insurance
Special Conditions	<ul style="list-style-type: none"> Insurance and Excess – The landlord will insure the building. The tenant will be responsible for reimbursing the portion of the leased area insurance and any excess. Equipment – The tenant to maintain their own supplied equipment. Feasibility Study – The tenant acknowledges the recent Feasibility Study for ALAC. The City will work with the tenant on any actions resulting from the study during the lease and licence term.

12. The tenant has agreed in principle to the above terms, subject to Council and Minister for Lands approval.

GOVERNMENT & PUBLIC CONSULTATION

13. Section 18 of the *Land Administration Act 1997* provides that interests in Crown Land cannot be assigned, sold, transferred or otherwise dealt with without prior written approval of the Minister for Lands.
14. DPLH has given in-principle consent for the lease, pending final approval from the Minister for Lands.
15. Section 3.58 of the *Local Government Act 1995* (Act) governs property disposal, including leases and licences.
16. The Act requires the following:
 - a. A local government must give local public notice of the proposed lease inviting submissions for a period of two weeks.
 - b. Council must consider any submissions and record their decisions in the minutes.
 - c. A local government can then proceed with the lease/licence.
17. The proposed lease and licence will be advertised to comply with the requirements of the Act.
18. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Advertise the proposed lease in the local newspapers and the City's website inviting submissions from the public.	Two weeks following Council's endorsement of the agenda item.	Open	Section 3.58 of the <i>Local Government Act 1995</i> .

STATUTORY IMPLICATIONS

19. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including both leased and licensed land and buildings.
20. Section 18 of the *Land Administration Act 1997* requires Ministerial approval for any dealings with interests in Crown land, including lease agreements.
21. The lease agreement will be governed by the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.
22. The proposed lease and licence complies with the statutory requirements for property disposal and interests in Crown land.

POLICY IMPLICATIONS

23. The Property Management (Leases and Licences) Policy supports equitable access and efficient management of City owned and managed properties in line with statutory procedures.
24. The recommendation is consistent with the policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation – New lease & licence not approved.	Unlikely	Moderate	Medium	Negotiate terms that satisfy both Council and Tenant.
Reputation – New lease & licence not approved – impact on cafe services.	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction to secure continued services.
Reputation – New lease & licence not approved – negative effect on City reputation	Possible	Moderate	Medium	Seek to negotiate terms to Council Satisfaction to maintain a positive reputation.
Financial – New lease & licence not approved – loss of rental income.	Possible	Moderate	Medium	Seek to negotiate terms to Council satisfaction to ensure ongoing rental.
Opportunity: The lease and licence enable the ongoing availability of cafe and vending machine services to the community at ALAC, enhancing the overall user experience.				
Opportunity: The lease aligns with the City's Strategic Community Plan 2032 by contributing to a strong, diverse and resilient economy with work opportunities for everyone and enriching community life.				

FINANCIAL IMPLICATIONS

26. All costs for the new licence documentation will be covered by the tenant.
27. All costs associated with the development, execution and completion of the new lease documentation will be met by the City as required by the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

LEGAL IMPLICATIONS

28. The lease and licence documentation will be prepared by City lawyers to ensure enforceable terms that minimise risk to the City and Minister for Lands.

ENVIRONMENTAL CONSIDERATIONS

29. There are no environmental considerations related to this report.

ALTERNATE OPTIONS

30. Council may:
- Approve the new lease and licence; or
 - Approve selected elements of the new lease and licence; or
 - Decline the lease and licence request.
31. Should Council decline the new lease and licence, cafe and vending machine services at ALAC will be disrupted.
32. The current tenant will be required to remove the equipment and vacate the premises. The City may then opt to initiate an Expression of Interest process to find a new operator.

CONCLUSION

33. The current tenant has requested a new five-year lease and licence to continue providing cafe and vending machine services at ALAC past lease expiry on 31 January 2025.
34. The tenant has demonstrated satisfactory performance and met all of the obligations under the current lease and licence.
35. The cafe and vending machine services have supported the activities and overall experience at ALAC.
36. The new lease will require approval from the Minister for Land and will be governed by the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.
37. It is recommended the proposed new lease and licence be approved to ensure continuation of services to ALAC users.

Consulted References	:	<ul style="list-style-type: none">• Property Management (Leases and Licences) Policy• <i>Local Government Act 1995</i>• <i>Land Administration Act 1997</i>• <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i>
File Number (Name of Ward)	:	PRO398, A136289, A137227
Previous Reference	:	CSF125 14/10/2014

CCS670: REGIONAL EVENTS AND FILM SPONSORSHIP

Proponent : City of Albany
Report Prepared By: : Manager Community Relations
Authorising Officer: : Executive Director Community Services

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:** Prosperity.
- **Outcome:** A highly sought-after tourist destination.

In Brief:

- To endorse the proposed Regional Event Sponsorship Assessment Panel recommendations for events being held between 1 January and 30 June 2025.

RECOMMENDATION

CCS670: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE the Regional Events and Film Sponsorship Assessment Panel recommendations as outlined in Paragraph 47 – Table 1 of this report.

BACKGROUND

2. The City of Albany recognises the important role events and film play in celebrating the community's diversity and talents, increasing cultural understanding, driving visitation, generating economic benefits and activating our parklands, beaches and public spaces.
3. The City of Albany's Regional Events and Film Sponsorship (RES) program is designed to attract and support the staging of major regional events and film productions that contribute to the delivery of economic benefits for Albany and the region.
4. To be considered a regional major event, applicants must demonstrate that their event has the capability to draw a significant number of visitors from outside the region.
5. Film projects must demonstrate the project's capacity to promote Albany and the Great Southern and make a positive impact on both the local economy and the community's exposure to diverse artistic experiences.
6. Events and film productions must take place within the City of Albany municipality and applications are assessed against the guidelines and criteria by a panel of Elected Members with guidance from City officers.

DISCUSSION

Program Overview

7. Applications for the Regional Events and Film Sponsorship for projects being held between 1 January 2025 to 30 June 2025 opened for applications on 8 July 2024 and closed on 2 August 2024.
8. The City received 5 applications requesting a total of \$87,500 in funding.
9. The funding criteria for events included:
 - a. Generate additional tourism income by increasing visitor expenditure in the Albany region (economic impact);
 - b. Involve and inspire the local community (social benefits);

- c. Attract media coverage that will help to raise the profile of Albany as a visitor destination (media impact); and
 - d. Demonstrate continuity and potential to engage the community in the future (sustainability).
- 10. The funding criteria for film projects included:
 - a. Engaging local creative businesses and artists, and / or encourages the growth of the film support industries in Albany and the Great Southern;
 - b. Injects a positive economic impact as a result of production crews residing in Albany over an extended period of time;
 - c. Raises the profile of Albany and the Great Southern through positive media exposure; and
 - d. Is likely to be viewed by people outside of Western Australia.
- 11. The program is a competitive funding application process and the maximum grant that an event can receive is \$20,000.
- 12. Events or film projects that are supported for funding by Council are required to enter into a contractual agreement with the City inclusive of conditions for grant acknowledgement, project milestones, and project acquittals.

Assessment

- 13. An assessment panel comprising Deputy Mayor Terry, Councillor Sutton, Councillor MacLaren and Councillor Traill received an overview of applications and guidance from City officers.
- 14. The application assessment process included a pitch from the applicants. Applicants presented to the assessment panel on August 20, 2024.
- 15. Applications were evaluated by City officers using an event assessment matrix tool developed to measure the economic value, visitor numbers and financial sustainability of each application.
- 16. The panel felt that one (1) of the applications did not adequately meet the funding criteria for events as outlined in the application guidelines.
- 17. The assessment panel supported the remaining four (4) applications and made its funding recommendations based on the information supplied and the strength of the applications in addressing the funding criteria.
- 18. The four (4) applications deemed eligible for funding have sponsorship requests totalling \$75,000 which exceeded the 2024-2025 Budget allocation for Regional Events and Film Sponsorship.
- 19. Noting the above, the panel recommended supporting the four (4) eligible applications and recommended the funding amounts detailed at point 47 of this report based on the assessment of the information in their applications.

Applications

Film – Kinjarling Films, Low Lie the Fields

- 20. Low Lie the Fields will be the fourth (4th) feature film made in the Great Southern by Adam Morris of Kinjarling Films.
- 21. The film will feature a stellar cast of renowned actors including international and local stars and feature local musicians.
- 22. Low Lie the Fields follows a middle-aged Irish folk singer-songwriter who goes on a farewell tour after losing his brother to suicide.

23. The film script has been written by local author and film producer Adam Morris who will also produce and direct the film, with editing by Kinjarling Films First Nations co-owner Talarah Pedrocchi Roeloffs.
24. The film will be filmed in Albany to showcase the region's attractions and character.
25. The project will have a cast and crew of 25, including 2 interstate and 2 international, who will engage local accommodation and hospitality across 28 days of filming.
26. Over 90% of the film production will be based in Albany and will engage at least 10 local businesses in the supply of goods or services, and it will also create at least 4 local jobs for the duration of the project.
27. The film is expected to screen nationally.

Event – Albany Pride, Albany Pride Festival

28. An annual 12-day festival to be held from 20 February to 3 March 2025.
29. One of Australia's biggest regional Pride festivals that is anticipated to attract more than 500 visitors from intrastate and interstate, generating direct additional spend in the local economy across the almost two-week period.
30. The festival is designed to be family-friendly and community-focussed.
31. With a draft festival theme of CommUNITY, it aims to provide a welcoming and inclusive environment for the LGBTQIA+ community and their allies and a safe space for celebration and support.
32. Albany Pride Festival's program for 2025 features performances by nationally and internationally acclaimed artists and performers (including acts from the Perth Fringe Festival), workshops and speakers, art exhibitions, sport events, and collaborations with local businesses.
33. The Festival has previously received support from Bendigo Bank Albany, Great Southern Development Commission, and the Albany Entertainment Centre, and Pride is currently in discussions to confirm their support again for 2025.
34. The Festival supports the City of Albany's vision by promoting inclusivity, diversity, cultural richness, and community engagement and aligns with strategic goals of the City's Community Development Strategy.

Event – Albany Speedway Club, Limited Sprintcar WA State Title

35. The Limited Sprintcar WA State Title involves 50 sprintcar teams travelling from across WA to compete across several races to be crowned the state champion.
36. Limited Sprintcars have a large following across the state.
37. Albany Speedway is a very popular racetrack for competitors and spectators and this division has drawn record crowds in the past and is expected to attract as many as 1000 intrastate visitors.
38. The teams will arrive in Albany several days before the event, with many booking local accommodation and hospitality and visiting local retail outlets during an estimated average 4-day stay, delivering a direct spend into local businesses.
39. Albany Speedway Club has a strong track record of delivering regional speedway events that attract visitation from motorsport enthusiasts to Albany.
40. The club has made a number of significant improvements to its venue to continue to attract regional-level events, including a major lighting upgrade, expanded its pit parking area, improved parking for spectators, and increased its ablutions facilities in the pit area.

Event – Tarmac Events WA, Tarmac Albany Sprints

41. The Tarmac Albany Sprints is on the March long weekend in 2025 and will feature three events.
42. The Sunday event includes a rally sprint covering about 4km for drivers and co-drivers, and a 2km speed event exclusively for drivers, on Quaranup Road.
43. On Monday, 60-plus cars will participate in a rally sprint from Binalup/Middleton Beach to the National Anzac Centre, leaving at 20-second intervals, and when the cars are not competing, the beach carpark will serve as a pits area open to the public.
44. There will also be local market on the beach foreshore offering a variety of local crafts, gourmet foods, and merchandise.
45. About 430 participants will take part in the events, which are estimated will attract about 350 intrastate visitors and a large local crowd.
46. The event receives robust support from local businesses and groups, and the participants and visitors generate direct local spend across the weekend of the events.

Panel Recommendations

47. A summary of applications recommended for funding is outlined in Table 1. The table of panel recommendations is for cash support only.

Table 1 - Regional Events and Film Sponsorship – Assessment Panel Recommendations

	Applicant / Event	Event Type	Panel Comments	Amount Requested	Panel Recommendation
1.	Adam Morris <i>Film – Low Lie the Fields</i>	Film Event Fourth of 10 films being produced in Albany.	Contributes to the growth of Albany as both a tourism and a film hub destination. The fourth of 10 feature films planned to be produced in Albany in 10 years. Will be filmed in Albany to showcase the region's attractions and characters. Has a cast a crew of 25 including 2 interstate and 2 international, which will engage local accommodation and hospitality across 28 days. Over 90% of the film production is Albany-based and will engage at least 10 local businesses in the supply of goods and services and create at least 4 local jobs for the project's duration.	\$20,000	\$20,000
2.	Albany Pride <i>Event – Pride Festival</i>	Cultural Event An established regional festival celebrating LGBTQIA+ community.	Albany Pride Festival is the biggest regional Pride festival in the State. A diverse and unique range of events invite the regional community and visitors to participate and invest in the Albany community. Attracting significant participation from outside the region. Strong economic impact across an almost 2-week period.	\$20,000	\$20,000
3.	Albany Speedway Club <i>Event – Limited Sprintcar WA State Title</i>	Sporting Event Motorsport	Showcases Albany as a premier motorsport destination. State Titles attract participation and attention from across WA. Peak period event on March long weekend that attract about 1000 intrastate visitors across a 4-day period.	\$20,000	\$10,000
4.	Tarmac Events WA Pty Ltd <i>Event – Tarmac Albany Sprints.</i>	Sporting Event Motorsport	Includes three events with more than 60 cars participating in the main Middleton Beach rally sprint. Expected to attract 350 intrastate visitors with an average stay of 2 days.	\$15,000	\$10,000

GOVERNMENT & PUBLIC CONSULTATION

48. Not applicable.

STATUTORY IMPLICATIONS

49. Nil.

POLICY IMPLICATIONS

50. The Regional Events and Film Sponsorship program aligns with the City of Albany Sponsorship Policy & Guidelines.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<u>Reputation:</u> Risk: Events that receive City of Albany funding do not proceed and this reflects negatively on the City.	Unlikely	Minor	Low	Recommendations are based on the information supplied and the funding criteria. All reasonable support will be provided to enable funded events to proceed.
<u>Reputation:</u> Risk: Sections of the community oppose Council's support for events recommended for funding.	Likely	Moderate	High	A rigorous assessment process has been undertaken and recommendations made on merit. The events recommended for funding align with the City of Albany Strategic Community Plan, Community Development Strategy, and the Sponsorship Policy & Guidelines.
<u>Community:</u> Risk: Event or health and safety guidelines are not followed and increase the risk to public health and safety.	Possible	Major	High	Applicants will be conditioned to complete an event approval application in line with the City's event approval guidelines and be required to follow all other necessary approvals and processes relevant to their event or activity.

FINANCIAL IMPLICATIONS

52. Management and oversight of funding and event sponsorship is undertaken using existing staff resources within the Community Relations business unit, within existing allocated budgets.
53. The recommended funding allocations total \$60,000 and this is within the capacity of the allocation for Regional Events and Film Sponsorship in the current 2024-2025 Budget.
54. There is also an annual allocation in the Long-Term Financial Plan for Regional Events and Film Sponsorship.
55. Council is required to approve the recommended sponsorships.
56. Successful applicants will be issued funding contracts and conditions that include payment milestones and acquittal requirements.

LEGAL IMPLICATIONS

57. Nil.

ENVIRONMENTAL CONSIDERATIONS

58. Any relevant environmental considerations relating to the motorsports events recommended for funding will be assessed and conditioned as required by the environmental health team as part of the event approval process.

ALTERNATE OPTIONS

59. Council could make alternative recommendations for funding, including substitute dollar amounts, for recommended applicants. This is not recommended given the rigorous assessment process. The applicants recommended for funding are eligible for Regional Event and Film Sponsorship and funding amounts have been recommended on merit against the funding criteria and information supplied.

SUMMARY CONCLUSION

60. Supporting events with sponsorship contributes to the economic, social, sporting, environmental and cultural development of Albany.
61. Providing sponsorship for these events supports the City's vision and Strategic Community Plan and is consistent with the City's Sponsorship Policy & Guideline.
62. The process for assessment of the applications for Regional Event and Film Sponsorship is robust and equitable, and the funding recommendations are within the capacity of the 2024-2025 Budget.
63. It is recommended that the Responsible Officer's recommendation be endorsed.

Consulted References	:	<ul style="list-style-type: none">City of Albany Sponsorship Policy & GuidelinesCity of Albany Regional Event and Film Sponsorship guidelines
File Number (Name of Ward)	:	CR.SPO.44 (All Wards)
Previous Reference	:	<ul style="list-style-type: none">Regional Event Sponsorship 2024 – CCS589 (OCM: 19/12/2023)

**CCS671: SURRENDER & NEW REPLACEMENT LEASE – PORTION
OF RESERVE 22698**

Land Description	: Portion of Crown Reserve 22698, Lot 1461 on Deposited Plan 219777, the subject of Certificate of Title LR3110 Folio 171, Emu Point
Owner	: Crown (City of Albany under Management Order)
Report Prepared By	: Team Leader Property & Leasing
Authorising Officer:	: Executive Director Corporate & Commercial Services

CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2)(e) of the Local Government Act 1995, being a matter that if disclosed, would reveal information that has a commercial value to a person.

RECOMMENDATION

CCS671: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE the surrender of existing lease and a replacement new lease over portion of Crown Reserve 22698, subject to the terms and conditions outlined in section 16 of the confidential report.

CCS672: LOCAL GOVERNMENT ELECTIONS-REVIEW OF WALGA ADVOCACY POSITION

Attachments : WALGA Info Page
Report Prepared By : Senior Team Leader
Authorising Officer: : Chief Executive Officer

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:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - **Outcomes:** 5.3 A well-informed and engaged community.

In Brief:

- To advise WALGA of the City of Albany's views on their proposed advocacy positions in relation to local government elections.

RECOMMENDATION

CCS672: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany supports the following Advocacy Positions proposed by WALGA:

1. **Participation-continue to support voluntary voting in Local Government elections.**
2. **Terms of Office-continue to support four year terms with a two year spill.**
3. **Voting Methods-support First Past the Post as the preferred voting method, and if that position is not supported then optional preferential voting method.**
4. **Internal Elections – support First Past the Post as the preferred voting method for internal elections.**
5. **Voting Accessibility-support postal voting, electronic voting and in-person voting as options to ensure accessibility for all electors.**
6. **Method of Election of Mayor-continue to support the direct election of the Mayor.**

AND

THAT the City of Albany communicates to WALGA its disappointment in the declining service levels and cost increases associated with local government elections conducted by the WA Electoral Commission, in particular the time taken to declare the October 2023 Election results.

BACKGROUND

2. WALGA has surveyed the sector regarding local government elections five times since 2008. Each of those surveys has shown that local governments have supported the following:
 - First past the post method of counting votes;
 - Voluntary voting at local government elections; and
 - Four year terms with a two year spill.
3. WALGA has conducted a further review in 2024 of the performance of the WA Electoral Commission in conducting local government elections.
4. The City of Albany provided feedback to WALGA on the performance of the WA Electoral Commission over the last five ordinary local government elections the actual costs of each election compared to estimates provided by the WAEC.
5. WA local governments have been requested to provide a Council decision on WALGAs advocacy positions as they relate to local government elections. Those decisions will be considered at WALGAs State Council meeting to be held in December 2024.

DISCUSSION

Participation-Voluntary or Compulsory Voting in Local Government Elections

6. WALGA has provided the following positions on voting in local government elections for consideration:
 - a. The sector continues to support voluntary voting at Local Government elections; or
 - b. The sector supports compulsory voting at Local Government elections.
7. Council may choose to support either voluntary or compulsory voting in local government elections.

Terms of Office-Continue to Support Four-Year Terms with Two-Year Spill

8. WALGA has provided the following positions on terms for elected members:
 - a. The sector continues to support four year terms with a two year spill; or
 - b. The sector supports four year terms on an all in/all out basis.
9. Four-year terms with a two-year spill provide stability, with retention of experience and knowledge within the elected member group.
10. Council may choose to support four-year terms with a complete spill every four years or maintain the status quo with four year terms with a spill every two years.

Voting Methods-Support for First Past the Post

11. WALGA has provided the following positions on voting methods:
 - a. The sector supports First Past the Post (FPTP) as the preferred voting method for local government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections; or
 - b. The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.
12. The introduction of compulsory preferential voting in the 2023 Ordinary Local Government election met with varied support. Feedback received from electors was that they felt the results did not necessarily reflect the will of the voters.
13. Preferential voting has several disadvantages in the context of WA local government elections:
 - The preferential voting system can be confusing for voters.
 - True preferences from electors may be diluted.
14. An elector's first choice of candidate may be eliminated early in the counting process leading to a final result which does not reflect their primary preference.
15. Where an elector's preferred candidate is eliminated, their vote may become 'exhausted' if they have not ranked remaining candidates. This can lead to a situation where a significant number of votes do not contribute to the final outcome of an election.
16. The counting process for preferential voting is time consuming and has resulted in delays in announcing the results of the election. There is also an increased cost associated with the extended counting process.
17. The complexity of preferential voting may deter electors from participating in local government elections.
18. Council may choose to support optional preferential voting, which allows those electors wishing to do so to number candidates in order of their preference.

Internal Elections (Election of Deputy Mayor)

19. WALGA has provided the following positions on internal elections:
 - a. The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections: or
 - b. The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.
20. The current method of electing the Deputy Mayor is through preferential voting in line with local government reform.

Voting Accessibility-Support

21. WALGA has provided the following positions on voting accessibility, and supports the option of holding elections through:
 - a. Electronic voting;
 - b. Postal voting: and/or
 - c. In person voting.
22. Council may choose to support the current method of postal voting, in-person voting and/or electronic voting.
23. It should be noted that the WA Electoral Commission are not currently considering implementing electronic voting.
24. Local Government elections at the City of Albany are currently conducted by postal vote.
25. Postal voting may be easier for electors who have difficulty accessing polling places.
26. Electors can complete their ballot papers at the own pace and convenience.
27. Reliable delivery of voting packages has been problematic, with some electors not receiving packages and having to attend at the City of Albany to be issued replacement packages.
28. Electors frustrated with what they perceive to be inefficiencies of postal voting have also expressed concern that they feel disconnected from the electoral process and would prefer to vote in person.
29. Postal voting may lead to higher elector participation as it allows more time and flexibility to participate in the voting process.
30. The City of Albany promotes awareness of the importance of participating in the election and advises of key dates during the election process, utilising social media platforms, newspaper advertising and the City's website.
31. Council may choose to support any of the positions proposed by WALGA.

Method of Election of Mayor-Support for Direct Election

32. WALGA has provided the following positions on the method of election for Mayor, and supports the option of the Mayor being directly elected for Band 1 and 2 local governments:
 - a. As per the current legislation with no change-Band 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.
 - b. Return to previous legislated provisions-all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
 - c. Apply current provisions to all Bands of Local Governments-apply the election by electors method to all classes of local governments.
33. The direct election of the Mayor by electors is a democratic process. This method of election allows electors to have a direct impact on who will lead the Council for the next four years.
34. The current legislation supports Band 1 and 2 local governments electing the Mayor or President directly.
35. Council may choose to support any, or all of the WALGA positions concerning the method of election for Mayor.

GOVERNMENT & PUBLIC CONSULTATION

36. There is no requirement to conduct consultation at this time.

STATUTORY IMPLICATIONS

37. N/A.

POLICY IMPLICATIONS

38. No policy implications have been identified in the preparation of this report.

RISK IDENTIFICATION & MITIGATION

39. No risks have been identified in the preparation of this report.

FINANCIAL IMPLICATIONS

40. No financial implications have been identified in the preparation of this report.

LEGAL IMPLICATIONS

41. There are no legal implications related to this report.

ENVIRONMENTAL CONSIDERATIONS

42. N/A

ALTERNATE OPTIONS

43. Council may choose not to provide a response to the WALGA survey.

44. Council may decide which WALGA positions they wish to support or propose alternative positions.

Consulted References	:	WALGA Position Paper <i>Local Government Act 1995</i>
File Number	:	GR.STL.118/GO.ELE.3
Previous Reference	:	Nil.

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

12. MEETING CLOSED TO THE PUBLIC

CCS671: SURRENDER & NEW REPLACEMENT LEASE – PORTION OF
RESERVE 22698

13. CLOSURE