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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 8 November 2022**

6.00pm

Council Chambers



**Community & Corporate Services Committee**  
**Terms of Reference**

**Functions:** The Committee is responsible for the following functions:

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

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

**It will achieve this by:**

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

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly

**Meeting Location:** Council Chambers

**Directorates:** Corporate & Community Services

**Executive Officer(s):** Executive Director Corporate & Commercial Services,  
Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES – 8/11/2022

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**1. DECLARATION OF OPENING**

The Chair declared the meeting open at 6.00pm.

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

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

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

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

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

Mayor

D Wellington

**Councillors:**

Breaksea Ward

P Terry (Chair)

Frederickstown Ward

G Stocks

Frederickstown Ward

M Traill

Kalgan Ward

T Brough

Kalgan Ward

M Benson-Lidholm JP

Vancouver Ward

D Baesjou

West Ward

S Smith (Deputy Chair)

West Ward

Vacant

Yakamia Ward

C Thomson

Yakamia Ward

R Sutton

**Staff:**

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Community Services

N Watson

Executive Director Infrastructure, Development &  
Environment

P Camins

Manager Finance

S van Nierop

Manager People & Culture

L Harding

Manager Facilities

L Stone (Left Chamber at 6.44pm)

Meeting Secretary

H Bell

**Apologies:**

Breaksea Ward

A Cruse (Apology)

Vancouver Ward

J Shanhun (Apology)

**Members of Public**

One member of the public, eight members of Youth Advisory Council and one staff member

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES – 8/11/2022

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.*

**6.02pm Kore Ford, Youth Advisory Council**

**Summary of key points:**

Kore addressed Council in support of the Committee Recommendation for Report Item CCS489: Inclusivity Logo

**6.04pm Joy Alaouze, Youth Advisory Council**

**Summary of key points:**

Joy addressed Council in support of the Committee Recommendation for Report Item CCS489: Inclusivity Logo

**6.06pm Charlie Hill, Youth Advisory Council**

**Summary of key points:**

Charlie addressed Council in support of the Committee Recommendation for Report Item CCS489: Inclusivity Logo

7. **PETITIONS AND DEPUTATIONS** Nil

8. **CONFIRMATION OF MINUTES**

**RESOLUTION**

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

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 11 October 2022, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 10-0**

9. **PRESENTATIONS** Nil

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

## CCS486: FINANCIAL ACTIVITY STATEMENT – SEPTEMBER 2022

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Financial Activity Statement - September 2022
<b>Report Prepared By</b>	: Manager Finance (S van Nierop)
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services (M Gilfellon)

### STRATEGIC IMPLICATIONS

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

### IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare on a monthly basis a statement of financial activity that is presented to Council.
- The City of Albany's Statement of Financial Activity for the period ending 30 September 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 30 September 2022 is preliminary and has not yet been audited.

### RECOMMENDATION

#### CCS486: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR STOCKS**  
**SECONDED: COUNCILLOR SUTTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

#### CCS486: AUTHORISING OFFICER RECOMMENDATION

**THAT the Financial Activity Statement for the period ending 30 September 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 30 September 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 on specific payments 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.

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

**CCS487: LIST OF ACCOUNTS FOR PAYMENT – OCTOBER 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**

**CCS487: COMMITTEE RECOMMENDATION**

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

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS487: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 October 2022 totalling \$5,275,990.02 be RECEIVED.**

**DISCUSSION**

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

<b>Municipal Fund</b>	
Trust	\$0.00
Credit Cards	\$20,774.97
Payroll	\$1,676,920.69
Cheques	\$1,548.69
Electronic Funds Transfer	\$3,576,745.67
<b>TOTAL</b>	<b>\$5,275,990.02</b>

3. The table below summaries the total outstanding creditors as at 15 October 2022.

Current	\$148,841.13
30 Days	\$61,959.61
60 Days	\$6,018.08
90 Days	-\$1,258.84
<b>TOTAL</b>	<b><u>\$215,559.98</u></b>
Cancelled Cheques	Nil

#### STATUTORY IMPLICATIONS

4. 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.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. 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

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

#### FINANCIAL IMPLICATIONS

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

#### LEGAL IMPLICATIONS

9. Nil

#### ENVIRONMENTAL CONSIDERATIONS

10. Nil

#### ALTERNATE OPTIONS

11. Nil

#### CONCLUSION

12. That the list of accounts have been authorised for payment under delegated authority.
13. 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.

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

**CCS488: DELEGATED AUTHORITY REPORTS – 16 SEPTEMBER 2022  
to 15 OCTOBER 2022**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to the ED Corporate & Commercial Services (H Bell)
<b>Authorising Officer:</b>	: 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**

**CCS488: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR SUTTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS488: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 September 2022 to 15 October 2022 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 Dees & 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)

## CCS489: INCLUSIVITY LOGO

**Report Prepared By** : Community Development Coordinator (T Flett)  
**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:** People
  - **Outcome:** A diverse and inclusive community

#### In Brief:

- Consultation with young people from high-risk and marginalised groups is that they often do not feel welcome or included. This has a negative impact on their sense of worth and their mental health.
- The Youth Advisory Council (YAC) partnered with the City of Albany's Community Development team to design an 'inclusivity logo' that the City could use as a symbol to show diverse young people they are welcome and valued at its events and community venues.
- The logo was co-designed with young people from diverse groups to ensure that the logo is identifiable and inclusive of the groups it represents.
- If adopted, and following staff information sessions, the logo will be placed on City of Albany buildings and selected publications (event posters) to ensure everyone feels welcome at City venues and events.

### RECOMMENDATION

#### CCS489: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR THOMSON**  
**SECONDED: COUNCILLOR BAESJOU**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 9-1**

#### Record of Vote:

Against the Motion: Councillor Brough

#### CCS489: AUTHORISING OFFICER RECOMMENDATION

**THAT Council ENDORSE the use of the inclusivity logo on City of Albany buildings and selected publications.**

### BACKGROUND

2. Consultation with young people between 2016 and 2018 explored barriers to them feeling included and safe when engaging in or attending activities, programs, services or facilities provided by the City of Albany.
3. Feedback from young people in high-risk and marginalised groups expressed that they often did not feel welcome or included at City events or venues.
4. The introduction of simple signage representing diverse groups was identified as one way the City could demonstrate to all young people that they are welcome and valued.
5. The City's Executive Management Team endorsed the proposed creation of a logo that could be used on City of Albany buildings and selected publications (event flyers etc.) in October 2019.

6. The YAC presented the logo design to Elected Members at a workshop on Friday, September 30 with support from City officers.

## DISCUSSION

7. Young people from high-risk and/or marginalised groups have much higher incidents of psychological stress compared to their peers.
8. Aboriginal and/or Torres Strait Islander young people, young people living with a disability (including mental health), and those who identify as LGBTQIA+ have higher rates of suicide ideation.
9. Research has proven that feeling connected to others and a sense of belonging can improve mental health and wellbeing.
10. Visible symbols can provide a strong welcome message for at-risk and marginalised groups and demonstrate an organisation's commitment to inclusion.
11. The co-designed logo is based on puzzle pieces that demonstrate how we are all interlinked within the community.



12. The pieces include:
  - a. Blue puzzle piece with the universal symbol of access demonstrates the City's commitment to creating an accessible community for all.
  - b. The skin tone puzzle piece represents the many diverse cultures that exist in our community.
  - c. The Indigenous Art piece acknowledges our indigenous community members and their role as custodians of the lands. Cultural guidance on the design was provided by Noongar Art Consultant Shandell Cummings.

- d. The trans-inclusive flag piece was identified by the Spectrum group as the most appropriate symbol for sexual and gender-diverse community members.
13. Printing the logo onto stickers that can be displayed at the entrance of City venues will provide a silent message of welcome, ensuring that diverse young people know they are valued and belong in our community.
14. Staff at these venues will be provided with information on the logo, and the importance of providing a safe and inclusive environment for young people.
15. While other Local Governments have adopted LGBTQIA+ Plans and/or policies, and it is a legislative requirement to have an Access & Inclusion Plan, it is unknown if any other Council has formally adopted a logo supporting inclusion.
16. The YAC will explore an application process so youth service agencies, schools and businesses that embrace inclusion can also use the logo.

## GOVERNMENT & PUBLIC CONSULTATION

17. The logo was co-designed with five key stakeholder groups, including the Youth Advisory Council, Follow the Dream students, Albany Secondary Education Students, Albany Youth Spectrum group, and young people engaged with the Albany Migrant Resource Centre.
18. The groups that provided feedback were given the opportunity to review the changes and provide additional feedback on the draft logo.
19. The following table details the Community Engagement undertaken for this project:

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Collaborate	Co-Design Workshop with YAC	24 July 2020 21 August 2020 12 March 2021 26 March 2021 30 April 2021 14 May 2021 28 May 2021 23 July 2021 9 September 2021	6 8 5 8 7 7 10 7 9	No
Consultation	Co-Design Workshop with Migrant Resource Centre Young people	11 June 2021	6	No
Consultation	Co-Design Workshop with Albany Secondary Education Students	14 June 2021	15	No
Consultation	Co-Design Workshop with Albany Spectrum	8 July 2021 28 August 2021	4 16	No
Consultation	Co-design Workshop with Follow the Dream Students	14 June 2021 2 August 2021	17 24	No

## STATUTORY IMPLICATIONS

20. Nil

## POLICY IMPLICATIONS

21. Using the logo will also demonstrate to staff who may identify as diverse that the City is a supportive and inclusive employer, aligning with the City's Equal Employment Opportunity Policy.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation Risk:</b> A loss of trust with Youth Advisory Council members and diverse young people if the logo is not endorsed.	Possible	Moderate	High	Staff will need to work with the young people to address any feedback.
<b>Reputation Risk:</b> Some staff and community members may not be supportive of the inclusivity logo and the diverse groups it represents.	Likely	Moderate	High	The City will hold information sessions for staff before launching the logo and will pro-actively issue a media release about the logo that explains its development and representation.
<b>Opportunity:</b> To promote inclusion and diversity within the wider community.				

## FINANCIAL IMPLICATIONS

23. Anticipated costs of \$3600 for printing and promotion of the logo is covered within existing budget allocation.

## LEGAL IMPLICATIONS

24. Nil

## ENVIRONMENTAL CONSIDERATIONS

25. Nil

## ALTERNATE OPTIONS

26. Council may choose not to endorse the logo in its current form and provide feedback for further consideration.

## CONCLUSION

27. Endorsement of the inclusivity logo will ensure diverse young people feel welcomed and valued at City of Albany venues and events, which will aid in supporting positive mental health.

28. The logo has been developed from a thorough consultation process with the Youth Advisory Council and diverse groups that it represents.

29. The inclusivity logo will also address a number of objectives under the Albany Youth Friendly Albany and Albany Public Health Plan.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• WA Youth Health Policy 2023</li> <li>• Youth Friendly Albany Plan 2022-2025</li> <li>• Public Health Plan Albany 2022</li> <li>• Western Australian Aboriginal Youth Health Strategy 2018 – 2023</li> <li>• Mission Australia Youth Survey 2020</li> <li>• Injury Matters Albany LGA report and Tables 2015 – 2019</li> <li>• Action Plan to improve WA Public Sector Employment Outcomes 2020 – 2025</li> </ul>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	Nil.



**CCS490: NATIONAL ANZAC CENTRE – Q1 2022-23 REPORT**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: National Anzac Centre (NAC) – Quarter 1 (Q1) 2022/23 Operational Report
<b>Report Prepared By</b>	: Manager Facilities (L Stone)
<b>Authorising Officer:</b>	: 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.
  - **Outcome:** A highly sought-after tourist destination.
  - **Objective:** Create a competitive and sustainable tourism offer.

**In Brief:**

- To provide Council with update on Q1 2022/23 performance of the NAC.

**RECOMMENDATION**

**CCS490: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR TRAILL**

**SECONDED: COUNCILLOR BENSON-LIDHOLM**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS490: AUTHORISING OFFICER RECOMMENDATION**

**THAT the NAC Operational Report for Q1 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 November 2022.
7. Council has budgeted a subsidy of \$250,000 annually for the operations of the NAC and the AHP and has established a reserve on the understanding that any surplus funds be reinvested and used to leverage additional grant funding to improve the asset.

8. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information to assess its performance.

**DISCUSSION**

9. Q1 2022/23 achieved overall total visitation numbers of 477,393 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 61,068 visitors per year.
10. NAC Visitation of 12,613 for Q1 is an increase of 1865 compared with the same period in 2020/21, which recorded 10,748.
11. August NAC visitation numbers of 3,364 were the highest performing August figures since 2015/16.
12. September NAC visitation numbers of 5,521 were the highest performing September figures since 2017/18.
13. The visitation in Q1 2022/23 from the Great Southern Region totalled 530 people, equating to 8.4% of Western Australia's overall visitation of 6,323 (slight increase from previous quarter being 7.98%).
14. The total visitation in Q1 2022/23 originated from Western Australia (50%), interstate (47%) and international (3%).
15. Visitors from other States and Territories consisted of 33% from NSW, 28% from VIC, 22% from QLD, 11% from SA, followed by TAS 3%, ACT and NT all on 1-3%.
16. Interstate visitation of 5,600 (44% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
17. Revenue generated in Q1 2022/23 by the NAC was \$34,444 more compared to the previous Q1 quarter in 2021/22.
18. The Forts Store revenue of \$117,667 was \$22,994 higher than same period in 2021/22 and \$20,262 higher compared to the same Q1 period in 2020/21.
19. As at the end of Q1 2022/23, 7,547 households hold memberships to the NAC League of Local Legends program, an increase of 392 from the previous quarter.
20. The free-entry membership promotion for residents from the Great Southern region concluded on the 30 June 2022 and with its proven success has now become a permanent offer.
21. NAC has become a Children's University learning destination. Children aged seven to 14 years 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 have a registered 'Play Trail' with Nature Play WA for Children's week 2022

**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 at September 30, 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	\$174,387	\$198,232	\$23,845
Operating Expenditure	\$(556,691)	\$(124,905)	\$(94,768)	\$30,137
<b>Net Operating Income/(Expense) before Indirect Costs</b>	<b>\$293,309</b>	<b>\$49,482</b>	<b>\$103,464</b>	<b>\$53,982</b>
Indirect Expenses	\$(225,076)	\$(47,403)	\$(43,000)	\$4,402
<b>Net Operating Income/(Expense)</b>	<b>\$68,233</b>	<b>\$2,080</b>	<b>\$60,464</b>	<b>\$58,384</b>
Capital Expense	\$(373,835)	\$(93,420)	0	\$93,420
<b>Total</b>	<b>\$(305,602)</b>	<b>\$(91,341)</b>	<b>\$60,464</b>	<b>\$151,804</b>

30. The \$373,835 capital expense amount 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.

31. Plans to progress phase two refresh works will be the subject of a report to be tabled at the November 2022 NACAG report before further discussion with Elected Members.

## LEGAL IMPLICATIONS

32. Nil.

## ENVIRONMENTAL CONSIDERATIONS

33. Nil.

## ALTERNATE OPTIONS

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

## CONCLUSION

35. Overall, Q1 2022/23 has shown higher visitation to the NAC, and is showing some patterns in line with pre-covid years. Q1 has demonstrated an increase and steady interstate visitation.

36. Q1 has had a slow return of international visitors, and although only at 3% this is an improvement from 0-1% for the past 2 years. With Covid travel restrictions easing, borders open again, and the return of a cruise ship schedule, we expect to see interstate and international visitation continue to return to pre-Covid levels.

37. Great Southern visitation to the NAC was 8.4% of overall WA visitation during the July – Sept period in Q1 2022/23.

38. This is 0.5% higher than the previous quarter (Q4 of 2021/22) and continues to reflect the increased visitation from the Great Southern region as a result of the League of Local Legends program.
39. Interest in the Princess Royal Fortress and exhibitions continues with 996 people taking part in 91 Princess Royal Fortress Tours.
40. Overall Q1 generated higher figures compared to Q1 in 2021/22 in the NAC and in the Fort Store sales, which could be attributed to an increase of interstate and international visitation and is hoped this will continue with the return of Cruise ship visitation.

<b>Consulted References</b>	:	Nil.
<b>File Number (Name of Ward)</b>	:	RC.SPV.8 (All Wards)
<b>Previous Reference</b>	:	Resolution CCS463 OCM 23/08/2022

UNCONFIRMED MINUTES

## CCS491: BUDGET AMENDMENT REQUEST – ELLEN COVE BOARDWALK

**Proponent / Owner** : City of Albany  
**Report Prepared By** : Manager Engineering and Sustainability (R March)  
**Authorising Officer:** : Executive Director Infrastructure, Development & Environment (P Camins)

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Place.
  - **Outcomes:**
    - Responsible growth, development and urban renewal.
    - Interesting, vibrant and welcoming places.
    - Local history, heritage and character is valued and preserved

#### In Brief:

- Approval is sought to allocate an additional \$50,000 for the Ellen Cove Boardwalk (Project Number 3075) to enable a change in scope for the project this financial year (2022/2023).

### RECOMMENDATION

#### CCS491: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR SUTTON**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

#### CCS491: AUTHORISING OFFICER RECOMMENDATION

1. INCREASE budget for Ellen Cove Boardwalk Project Job Number 3075 from \$120,000 to \$170,000.
2. THAT the shortfall in budget be funded by transferring \$50,000 from the 'Roadworks and Drainage Reserve' leaving a forecast balance of \$3,829,780 as at 30 June 2023.

### BACKGROUND

2. The Ellen Cove Boardwalk path is a Principal Distributor path and provides an important connectivity link between Middleton Beach, the Forts Heritage Area and Albany central business district.
3. The Boardwalk is a mixture of asphalt path and timber boardwalk, and just over 6 kilometres in length, and is popular with residents and visitors. The asphalt portion of the Boardwalk has deteriorated, which may pose a trip hazard to walkers and cyclists using the path.
4. The Ellen Cove Boardwalk Renewal Project funding of \$120,000 is included in the 2022-23 Budget.
5. The original scope of the Renewal Project included repairs to correct major cracking of the asphalt surface, and then applying a proprietary product and carrying out line marking.

## DISCUSSION

6. The Ellen Cove Boardwalk has been deteriorating over time, and repairs and maintenance have been ongoing.
7. The scope of the original Renewal Project proposed the use of one of two proprietary products; GuardTop or CoolSeal by GuardTop as an alternative cheaper repair option to a full asphalt overlay.
8. A recent trial using this type of product has been conducted, and the results do not support the application as being skid resistant or able to provide sufficient coverage of existing cracks in this environment.
9. It is proposed to apply a full asphalt overlay to the Boardwalk to ensure a safe surface with longevity, at an additional cost of \$50,000, increasing the original budget line of \$120,000 to \$170,000.

## GOVERNMENT & PUBLIC CONSULTATION

10. Not applicable to this report.

## STATUTORY IMPLICATIONS

11. Under the *Local Government Act 1995* (the Act), 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.

## POLICY IMPLICATIONS

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

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Business Operation, Reputation &amp; Financial Risk:</b> Asset not appropriately maintained leading to risks to community safety.	Possible	Moderate	High	Approve additional funding to carry out works required.

## FINANCIAL IMPLICATIONS

14. At the October 2022 OCM (DIS322), the "Roadworks and Drainage Reserve" was used to transfer \$248,500 of funds allocated for paths, due to a decrease in path-related works (Middleton Road Link Shared Path). It is therefore considered appropriate that \$50,000 for the Ellen Cove Boardwalk path works be re-allocated from the "Roadworks and Drainage Reserve".

## LEGAL IMPLICATIONS

15. Nil.

## ENVIRONMENTAL CONSIDERATIONS

16. Nil

**ALTERNATE OPTIONS**

17. Council may:

- a. Approve the budget reallocation of \$50,000 from the Roadworks and Drainage Reserve to the Ellen Cove Boardwalk Renewal Project; or
- b. Approve a budget reallocation of Council's choosing; or
- c. Not approve any additional budget reallocation to the Ellen Cove Boardwalk Renewal Project.

**CONCLUSION**

18. It is recommended that the Authorising Officer's Recommendation to approve the Budget Amendment be supported.

<b>Consulted References</b>	:	Adopted Budget 2022/2023 <a href="#">Local Government Act 1995</a>
<b>File Number (Name of Ward)</b>	:	Frederickstown Ward
<b>Previous Reference</b>	:	DIS322 – OCM 25 October 2022

UNCONFIRMED MINUTES

## CCS492: CORPORATE BUSINESS PLAN – ANNUAL REVISION

- Attachments** : Attachment I – ‘Summary of Major Amendments’  
Attachment II – ‘Financial Plan’
- Report Prepared By** : Business Planning and Performance Coordinator  
(A Olszewski)
- Authorising Officer:** : Manger People & Culture (L Harding)

### 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:

- It is a legislated requirement that Council review its [Corporate Business Plan](#) (CBP) on an annual basis.
- Council are requested to adopt the updated Corporate Business Plan.
- The updated plan includes the current CEO KPI’s.

### RECOMMENDATION

#### CCS492: COMMITTEE RECOMMENDATION

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

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

#### CCS492: AUTHORISING OFFICER RECOMMENDATION

**THAT the UPDATED Corporate Business Plan 2021-25 be ADOPTED.**

### BACKGROUND

2. Under s5.56 of the *Local Government Act 1995*, local governments are required to review their Corporate Business Plan on an annual basis.
3. The Corporate Business Plan describes the future vision for the City of Albany, how the City will achieve and resource its objectives under that plan, and how success will be measured and reported.
4. The Corporate Business Plan follows the Integrated Planning and Reporting Framework guidelines and satisfies the legislative requirement for local governments to have a plan to shape the future.
5. The Integrated Planning and Reporting four-year cycle is:
  - a. *Year 1 – Major strategic review (2021; requires community engagement)*
  - b. *Year 2 – Non-strategic review (2022)*
  - c. *Year 3 – Minor strategic review (2023; no community engagement required)*
  - d. *Year 4 – Non-strategic review (2024)*



6. This year's non-strategic review has reviewed the actions and resourcing requirements contained in the Corporate Business Plan.

## DISCUSSION

7. The Corporate Business plan has been reviewed in accordance with the requirements of Act, and the current CEO KPI's have been included as part of that review.
8. Five sections of the Plan were reviewed:
  - a. 'Our Plan for the Future' actions listed throughout the CBP and aligned to the five Pillars have been updated.
  - b. 'Resourcing the Plan' has been expanded to explain how the City's activities are funded.
  - c. 'An Effective Workforce' has been updated to reflect current workforce statistics.
  - d. 'Managing Risk' has been simplified to ensure that risk reporting is aligned with the Corporate Business Plan.
  - e. 'Financial Plan' is a new addition to the CBP, providing an overview of the City's financial position as it relates to its Capital Works and Operating Expenditure over the next four years, and highlighting its alignment with our strategic pillars and outcomes.
9. The updates to the Corporate Business Plan will also be reflected in the [Strategic Community Plan 2032](#).

## GOVERNMENT & PUBLIC CONSULTATION

10. N/A.

## STATUTORY IMPLICATIONS

11. The annual review delivers on the City's obligations under the *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

12. N/A.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal and Compliance:</b> Legal implications arising out of non-compliance with s5.56 of the Local Government Act 1995.	Rare	Moderate	Low	Council may choose to retain the existing Corporate Business Plan with no changes and note that the review has been completed to ensure compliance with the Act.
<b>Opportunity:</b> Integration of CEO KPIs into the CBP will enhance Council oversight of their progression.				

## FINANCIAL IMPLICATIONS

14. N/A.

## LEGAL IMPLICATIONS

15. Failure of Council to review its CBP would contravene s5.56 of the Local Government Act 1995.

## ENVIRONMENTAL CONSIDERATIONS

16. N/A.

## ALTERNATE OPTIONS

17. Council may choose to retain the existing Corporate Business Plan without changes, and note that the review has been conducted

## CONCLUSION

18. It is recommended the amendments be approved for inclusion into the first annual revision of the Corporate Business Plan.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>Local Government Act 1995, s5.56</li> <li>Local Government (Administration) Regulations 1996, Reg. 19D</li> <li>IPR Framework and Guidelines 2019</li> </ul>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>OCM 24/08/2021 - Report Item CCS374</li> <li>CCS 30/11/2021 – Report Item CCS398</li> </ul>

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. MEETING CLOSED TO THE PUBLIC**

**13. CLOSURE 6.55pm**

There being no further business the Chair declared the meeting closed at 6.55pm.

*(Unconfirmed Minutes)*

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Councillor Paul Terry  
**CHAIR**

UNCONFIRMED MINUTES