



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

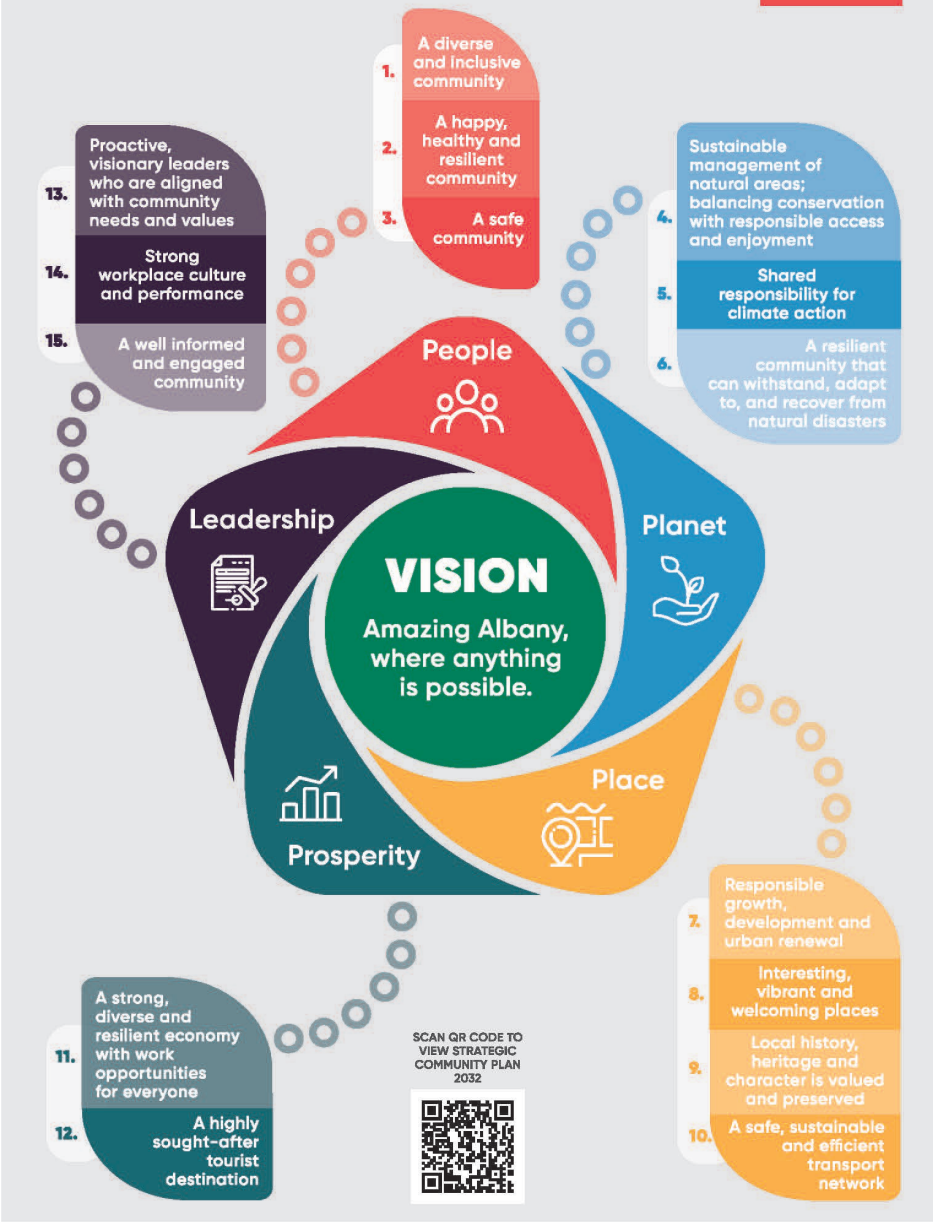
Tuesday 09 August 2022

6.00pm

Council Chambers



STRATEGIC COMMUNITY PLAN 2032



Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

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

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

It will achieve this by:

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

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

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 09/08/2022

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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

D Wellington

Councillors:

Member

P Terry (Chair)

Member

G Stocks

Member

M Traill

Member

T Brough

Member

M Benson-Lidholm JP

Member

J Shanhun

Member

S Smith (Deputy Chair)

Member

C Thomson

Member

R Sutton

Member

D Baesjou

Member

A Cruse

Staff:

Chief Executive Officer

A Sharpe

Executive Director Community Services

N Watson

A/Executive Director Corporate & Commercial Services

L Harding

Manager Finance

S Van Nierop

Meeting Secretary

C Crane

Apologies:

Member

A Goode (Leave of Absence)

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 09/08/2022

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

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 12 July 2022, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS459: FINANCIAL ACTIVITY STATEMENT – JUNE 2022

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement - June 2022
Report Prepared By	: Manager Finance (S Van Nierop)
Authorising Officer:	: Acting Executive Director Corporate & Commercial Services (L Harding)

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 June 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 June 2022 is preliminary and has not yet been audited.

RECOMMENDATION

CCS459: AUTHORISING OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 June 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 CCS367, 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 2021/2022.

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 2021/22 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 June 2022 has been incurred in accordance with the 2021/22 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 Acting Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

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

CCS460: LIST OF ACCOUNTS FOR PAYMENT – JULY 2022

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

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:** 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

CCS460: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2022 totalling \$10,814,225.45 be RECEIVED.

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$19,398.45
Payroll	\$2,400,020.42
Cheques	\$167,548.03
Electronic Funds Transfer	\$8,227,258.55
TOTAL	<u>\$10,814,225.45</u>

- The table below summarises the total outstanding creditors as at 15 July 2022.

Current	\$228,959.38
30 Days	\$9.45
60 Days	-\$330.82
90 Days	-\$3,039.78
TOTAL	<u>\$225,598.23</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.
8. Section 6.8(1)(a) of the Local Government Act 1995 states that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is incurred in a financial year before the adoption of the annual budget by the local government. Additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

POLICY IMPLICATIONS

9. Expenditure for the period to 15 July 2022 has been incurred in accordance with the 2021/2022 budget parameters, draft 2022/23 budget parameters, and s6.8 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 15 July 2022 has been incurred in accordance with the 2021/2022 budget parameters, draft 2022/23 budget parameters, and s6.8 of the Local Government Act 1995.

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 and 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 Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
File Number (Name of Ward)	:	FM.FIR.2 – All Wards

CCS461: DELEGATED AUTHORITY REPORTS – 16 JUNE 2022 to 15 JULY 2022

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATION

CCS461: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 June 2022 to 15 July 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 (Chief Executive Officer)
 - Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
 - Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

CCS462: WRITE OFF RATES DEBT REPORT AS AT 30 JUNE 2022

Proponent	: City of Albany
Attachments	: Write Off Rate Debt Report as at 30 June 2022
Report Prepared by	: Manager Finance (S Van Nierop)
Authorising Officer	: Acting Executive Director Corporate & Commercial Services (L Harding)

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

CCS462: AUTHORISING OFFICER RECOMMENDATION

THAT the Write off Rates Debt Report as at 30 June 2022 be RECEIVED.

CCS463: NATIONAL ANZAC CENTRE – Q4 2021-22 REPORT

Proponent / Owner	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 4 (Q4) 2021/22 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Authorising Officer:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Prosperity.
 - **Outcomes:** A highly sought-after tourist destination.
 - **Objectives:** Create a competitive and sustainable tourism offer.

In Brief:

- To provide Council with update on Q4 2021/22 performance of the NAC.

RECOMMENDATION

CCS463: AUTHORISING OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q4 2021/22 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. Q4 2021/22 achieved overall total visitation numbers of 464,780 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 60,623 visitors per year.
10. NAC Visitation of 11,829 for Q4 is a decrease of 3,223 compared with same period in 2020/21 recording 15,052.
11. April NAC visitation numbers of 5,720 were the lowest performing figures since opening.
12. June NAC visitation numbers of 2,905 were the 4th highest June figures since opening, with the lowest being 1,651 in 2019/20. The highest being 3,420 in the opening year 2014/15 followed with 3,400 during 2020/21.
13. The visitation in Q4 2021/22 from the Great Southern Region totalled 608 people, equating to 7.98% of Western Australia's overall visitation of 7,615 (3.88% increase from previous quarter).
14. The total visitation in Q4 2021/22 originated from Western Australia (67%) and interstate (33%).
15. Visitors from other States and Territories consisted of 31% from VIC, 30% from NSW, 23% from QLD, 9% from SA, followed by TAS 3%, NT and ACT all on 1-3%.
16. Interstate visitation of 3,732 (31.5% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
17. Revenue generated in Q4 2021/22 by the NAC was \$8,076 less compared to the previous Q4 quarter in 2020/21.
18. The Forts Store revenue of \$120,847 was only \$1,396 lower than same period 2020/21 and \$102,412 higher compared to the same Q4 period in 2019/20.
19. As at the end of Q4 2021/22, 7,150 households hold memberships to the NAC League of Local Legends program, an increase of 366 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 offering.
21. NAC has become a Children's University learning destination. Children aged seven to 14 from partnering primary schools can now participate in unique learning activities while exploring the award-winning site, as part of the UWA program.

GOVERNMENT & PUBLIC CONSULTATION

22. Not Applicable.

STATUTORY IMPLICATIONS

23. Not Applicable.

POLICY IMPLICATIONS

24. Not Applicable.

RISK IDENTIFICATION & MITIGATION

25. Nil.

RISK IDENTIFICATION & MITIGATION

26. Nil.

FINANCIAL IMPLICATIONS

27. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at June 30 2022.

28. 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	FY2021/22 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$875,000	\$853,491	\$853,491	\$(21,509)
Operating Expenditure	\$(558,163)	\$(468,783)	\$(468,783)	\$89,380
Net Operating Income/(Expense) before Indirect Costs	\$316,837	\$384,708	\$384,708	\$67,871
Indirect Expenses	\$(231,492)	\$(199,216)	\$(199,216)	\$32,276
Net Operating Income/(Expense)	\$85,345	\$185,492	\$185,492	\$100,147
Capital Expense	\$(373,835)	0	0	373,835
Total	\$(288,490)	\$185,492	\$185,492	\$473,982

29. 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.

LEGAL IMPLICATIONS

30. Nil.

ENVIRONMENTAL CONSIDERATIONS

31. Nil.

ALTERNATE OPTIONS

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

CONCLUSION

33. Overall, Q4 2021/22 has shown lower visitation to the NAC, but this is in line with previous years and remains consistent with the trend for Q4 for the previous 2 years. Q4 has demonstrated an increase in interstate visitation but visitation remains primarily from West Australian visitors.

34. The assumption remains that visitation from within our State has been higher due to ongoing State border closures/restrictions, and the success of the League of Local Legends program membership promotion to all Great Southern residents. However, with Covid restrictions easing and borders open we expect to see interstate and international visitation continue to increase next year.

35. Great Southern visitation to the NAC was 7.98% of overall WA visitation during the April - June period in Q4 2021/22.
36. This is 3.88% higher than the previous quarter (Q3 of 2021/22) and reflects the increased visitation from the Great Southern region, and remains significantly higher than the average 1% of overall WA visitation prior to the League of Local Legends free-entry membership promotion.
37. Interest in the Princess Royal Fortress and exhibitions was highest of all 4 quarters of 2021/22, with 1,176 people taking part in 114 Princess Royal Fortress Tours.
38. Overall Q4 generated slightly lower figures compared to Q3 in the NAC and in the Fort Store sales, which could be attributed to the effects of the pandemic on interstate and international visitation, but it is hoped this will begin to change.
39. NAC 2021/22 ticket sales were down by \$163,541 compared to 2020/21 but an increase of \$98,866 in tickets sales compared to 2019/20.
40. Fort Store revenue of \$446,958 for 2021/22 was an increase of \$10,437 compared to 2020/21 and an increase of \$102,321 compared to 2019/20.

Consulted References	:	Nil.
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	OCM May 2022 Resolution CCS437

**CCS464: COMMUNITY SPORTING AND RECREATION FACILITIES
FUND 2022 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: City of Albany Cricket Great Southern; Albany Kart Club
Attachments	: Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Executive Director Community Services (N Watson)
Responsible Officers:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

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

In Brief:

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round.
- To seek Council support to provide funding assistance through the City of Albany's Capital Seed Fund in line with the Council's Community Sports & Recreation Facilities Small Grant Funding Policy for the Green Range Country Club and Albany Kart Club upon return of successful CSRFF Small Grant round applications.

RECOMMENDATION

CCS464: AUTHORISING OFFICER RECOMMENDATION 1

THAT Council RANK the two CSRFF applications in the following order for the CSRFF Small Grant Application 2022 Funding Round:

1. **Cricket Great Southern – Multi-Use Indoor Sports Facility (Ranked 1 of 2).**
2. **Albany Kart Club – Track Lighting (Ranked 2 of 2).**

CCS464: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council:

1. **APPROVE a total of \$112,285.00 (exc. GST) from the 2022/2023 Capital Seed Fund budget as the Council's commitment towards the CSRFF small grant applications as follows;**
 - a) **Cricket Great Southern (\$99,967.00), and Albany Kart Club (\$12,318.00);**
 - b) **This funding will still be allocated under the Community Sport and Recreation Facilities Fund Small Grant Policy even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and**
 - c) **The funding amount does not exceed a total of \$(112,285.00) (exc. GST)**
2. **NOTE that should both applicants, or only Cricket Great Southern, be successful in drawing down their Capital Seed Fund allocation, the Capital Seed Fund will be oversubscribed and a further report will be prepared for Council to consider a budget amendment, or other options.**

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
 - Small Grant Funding Round (Summer)
 - Annual and Forward Planning Funding Round
 - Small Grant Funding Round (Winter)
3. The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.
4. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12-month period.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
6. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
7. The land on which the facility is to be developed must be one of the following:
 - Crown reserve
 - Land owned by a public authority
 - Municipal property
 - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. Whilst there is no obligation for Local Government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
9. The City of Albany has a Community Sports & Recreation Facilities Small Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
10. The DLGSCI – Sport and Recreation application form requires applications to be initially submitted to the Local Government within which the project proposal is located.
11. The CSRFF funding application process requires Local Government to assess all relevant applications and to rank the applications in priority order for the municipality. The applications are then submitted to DLGSCI on behalf of the applicants prior to August 26, 2022.
12. Once the assessment process from Local Government Authorities is complete, all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the DLGSCI – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

DISCUSSION

13. The DLGSCI grant guidelines require Council to provide a ranking for the projects.
14. The DLGSCI – Sport and Recreation provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community input
 - Management planning

- Access and opportunity
- Design
- Financial viability
- Coordination
- Potential to increase physical activity
- Sustainability

With overall project rating, being:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more planning work needed
- Not recommended

15. The type of projects which will be considered for funding through the CSRFF program include:

- New playing surfaces - ovals, courts, synthetic surfaces etc.;
- Floodlighting projects (must be to Australian Standards);
- Change rooms and ablutions;
- Sports storage.

16. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.

17. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.

18. The City of Albany have engaged two external and one internal officer/s to provide an independent peer review of the City's assessment process and subsequent ranking of projects. The independent assessment panel comprised the following representatives;

- *Anthony Middleton – CEO - Shire of Broomehill-Tambellup*
- *Tracy Blaszkow – Manager Play Service – Kidsafe WA*
- *Letitia Stone - Manager Facilities, Day Care - City of Albany*

19. This independent assessment review provides a higher level of transparency and gives Council a higher level of confidence to consider officer recommendations to endorse the rankings.

20. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, and were supportive of the proposed project rankings. The independent review comments are attached.

21. The City of Albany has received two (2) Small Grant Applications this round. The following additional information is provided about the projects and funding applications:

Cricket Great Southern Inc. – Multi-Use Indoor Sports Facility

22. This funding application is a Small Grant Application to develop a Multi-Use Indoor Sports Facility utilising available space in the extensive Albany Agricultural Society Sheds (60 x 30m Exhibition Pavilion), located within the Centennial Park Sporting Precinct, to develop partitioned indoor training facilities to be shared by multiple sporting and recreational stakeholders.

23. The project includes the installation of synthetic turf and a 58 x 25m sports cage with spring-loaded netting divided into three courts. One court will have pull out netting to provide up to five lanes (e.g. for cricket). The facility will provide the following opportunities;

- 5 x Indoor Cricket Nets (Including 1 x full size Indoor Cricket Net)

- 2 x Indoor Futsal/Soccer Pitches
- 1 x Indoor Hockey Pitch

24. The flexibility of the proposed system will facilitate different sporting and recreational activities as and when required, including the ability to cater for multiple activities at one time. Retracting dividers can also leave a complete open area for other uses. Each court will have sports line markings for cricket and soccer/futsal to enhance activities for these sports
25. The Facility will provide an alternative indoor sports facility that will provide some overflow capacity for ALAC programs. It also assists to cater for a number of other sports which require a synthetic surface i.e. Cricket, Soccer, and Indoor Hockey etc.
26. The indoor facility, where participants remain sheltered from the outside elements, will be an attractive alternative for sporting competitions and trainings, and will ideally increase the uptake of sport and associated performance in the Great Southern Region.
27. Wet/cold/windy conditions may be a deterrent of people wanting to engage in physical activity, whereas a drier indoor facility may be more appealing.
28. The Albany Agricultural Society have been included in the planning and scoping of the project and have an agreed management model in place with Cricket Great Southern. The terms of this agreement are included with the Memorandum of Understanding as an attachment to this item.
29. The City will utilise its existing booking system expertise and internal resourcing capacity to provide booking and administration support towards this facility. This will be covered under a separate fee for service agreement between the Albany Agricultural Society and City of Albany.
30. Member numbers for potential users of the facility;

	2018/19	2019/20	2020/21
Cricket	335	335	345
Hockey	654	638	645
Australian Rules	1100	1090	1106
Soccer	1697	1704	1716

31. Cricket Great Southern is contributing both cash and volunteer labour to the project.
32. The application is well planned and is supported regionally.
33. The application, installation and project will be managed by Cricket Great Southern.
34. Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level as a high priority.

Albany Kart Club – Albany City Kart Club Safety Lights Upgrade

35. The funding application is a Small Grant Application for Provision to upgrade the race track safety light system at Albany Kart Club. The project includes the installation of a blind spot camera to enable race control vision of current blind spots.
36. The current track lights can be difficult to see at certain times of the day due to sun glare. There is also a blind spot within the track which race control cannot see. The implementation of the blind spot camera will enable race control total track vision and hence improve safety.

37. The proposed system will also reduce the reliance on volunteers to help run events as the system provides start/chequered flags and pit exit lights. Availability of volunteers is an ongoing issue in being able to deliver safe, efficient events.
38. The Albany Kart Club is located on Albany Highway, Albany.
39. Albany Kart Club has 84 full members. Members use the facility all year round.
40. The club hosts two State level events, the South Eastern Zone Round One and the Southern Sprint. These events generate over 80 and 120 attendees respectively.
41. The Club is contributing cash to the project.
42. The project is well planned and needed by the applicant. The application, installation and project will be managed by Albany Kart Club.
43. Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level as a medium priority.

Project Ranking

44. The below ranking recommendation has been provided by the independent assessment panel based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Cricket Great Southern Inc.	Multi-Use Indoor Centre	Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority and based on hierarchy of facilities this project is ranked 1 of 2
2	Albany Kart Club	Albany City Kart Club Safety Lights Upgrade	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a medium priority and based on hierarchy of facilities this project is ranked 2 of 2

45. Correspondence requesting financial assistance and Independent project assessments for the project applications is attached.

GOVERNMENT & PUBLIC CONSULTATION

46. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation Regional Manager for the Great Southern has been consulted with by the City of Albany (January and February 2022).
47. The City of Albany has conducted a site visit for each of the projects listed above (February 2022) with the Sport and Recreation Regional Manager for the Great Southern.

STATUTORY IMPLICATIONS

48. There is no statutory requirement.

49. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.
50. The Council Officers' ranking recommendations have been independently peer reviewed.
51. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
52. It should be noted that the Department of Local Government, Sport and Cultural Industries – Sport and Recreation will make the final decision on funding allocation.

POLICY IMPLICATIONS

53. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

55. The City allocated a total of \$85,000.00 Capital Seed Funding for Sporting Clubs in the 2022/2023 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
 - a. \$149,233 has been carried forward from the 2021/22 Budget
 - b. \$171,230 has been committed as part of the CSRFF February Small Grant Round. These commitments are:
 - i. \$70,000 Albany Speedway Club (successful Club Night Lights application);
 - ii. \$84,000 North Albany Football Club (successful CSRFF application);
 - iii. \$17,000 Middleton Beach Bowling Club (unsuccessful CSRFF application).
 - c. Total of \$63,003 is currently available in the Capital Seed Fund
56. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.

57. The total projected costs of both projects is \$336,854
58. The clubs have requested a total of \$112,285 from the Capital Seed Fund. These applications exceed the balance of funds in the 2022/23 Capital Seed Fund by \$49,282.
59. Should both applications, or only the Cricket Great Southern application secure the funding required to draw down on the Capital Seed Fund and this oversubscribes the fund, officers will prepare a report for council to consider a budget amendment, or other options.
60. The following table provides the project budget detail and requests for financial support from each of the applications received:

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)
Cricket Great Southern Multi-Use Indoor Sports Facility	\$ 299,901.00	\$ 99,967.00	\$ 99,967.00	\$ 99,967.00
Albany City Kart Club Safety Lights Upgrade	\$ 36,954.00	\$ 12,318.00	\$ 12,318.00	\$ 12,318.00
TOTAL	\$ 336,854.00	\$ 112,285.00	\$ 112,285.00	\$ 112,285.00

61. The next Small Grant round is February 2023.
62. Subject to the success of the current applications, it is possible that there will be no capacity within the Capital Seed Fund to support any applications in the next CSRFF Small Grant Round in February 2023.
63. If the applications are unsuccessful, the clubs can reapply in the next round.

LEGAL IMPLICATIONS

64. Nil

ENVIRONMENTAL CONSIDERATIONS

65. Nil.

ALTERNATE OPTIONS

66. Council may choose not to provide funding assistance for these projects.
67. Council may choose to provide more or less funding assistance to the submitted projects.
68. Council may choose to change the project ranking based on its strategic priorities.
69. Council may choose to amend the 2022/23 Budget to increase the allocation within the Capital Seed Fund to ensure the fund has capacity to cover the City's contribution towards each application.

CONCLUSION

70. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires local government to assess received applications and to rank applications in priority order for the municipality.
71. Both projects meet the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. Council is required to endorse the officers ranking.
72. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.

73. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order and financial contributions by 31st August 2022.

Consulted References	:	Community Sports & Recreation Facilities Small Grant Funding Policy
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	OCM March 2022 Resolution CCS423

CCS465: NATIONAL ANZAC CENTRE ADVISORY GROUP CHAIR

Attachments	: Terms of Reference for the National Anzac Centre Advisory Group Confidential: Nominee Professional Summary
Report Prepared By	: Executive Director Community Services (N Watson)
Authorising Officer:	: Chief Executive Officer (A Sharpe)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Prosperity.
 - **Outcomes:** A highly sought-after tourist destination.
 - **Objectives:** Create a competitive and sustainable tourism offer.

In Brief:

- In accordance with the National Anzac Centre Advisory Group (NACAG) Terms of Reference, the Chief Executive Officer is to present to Council for endorsement nominations for members of the NACAG.
- Due to the recent resignation of the Chairperson of the National Anzac Centre Advisory Group (NACAG), a nomination for a new Chairperson is presented to Council for consideration.

RECOMMENDATION

CCS465: AUTHORISING OFFICER RECOMMENDATION

THAT the nomination for the National Anzac Centre Advisory Group Chairperson received by the City (as detailed in the confidential attachment) be APPROVED for a four-year term commencing on Wednesday, August 24, 2022.

BACKGROUND

2. The National Anzac Centre Advisory Group (NACAG) is a working group which provides the City of Albany with strategic and operational guidance of the National Anzac Centre and where appropriate, other elements of the Albany Heritage Park.
3. The Terms of Reference designates membership representation, including an independent Chairperson.
4. The Chairperson role is currently vacant due to the recent resignation of the incumbent chair after 8 years in the role.

DISCUSSION

5. The NAC Advisory Group requires a skills-based membership to ensure it achieves its key objectives and the Advisory Group fulfils its key role in providing high-level and direct advocacy to government and government-run organisations on behalf of the City of Albany and the NAC.
6. The Chairperson is the presiding officer of the NACAG (as defined in the NACAG Terms of Reference) and is also responsible for playing a primary advocacy role for the National Anzac Centre (NAC) and meeting with government and /or other stakeholders on matters relating to the purpose(s) of NACAG with support from, or as required by, the City.
7. Given the position's strategic responsibility, it is essential the chairperson brings a high-level of experience and skills to the NACAG and has strong connections with government and stakeholders.

8. A proposed candidate for the position of Chairperson has been identified by the Mayor, Chief Executive Officer and incumbent chair for consideration by Council (*Note: The name and associated biography will be presented to Council under confidential cover*).
9. The nominee has the required experience and skills for the position.
10. The City is seeking to confirm the appointment of the new Chairperson ahead of the next NACAG meeting in November 2022.

GOVERNMENT & PUBLIC CONSULTATION

11. No public consultation is required.

STATUTORY IMPLICATIONS

12. The NACAG Terms of Reference govern the functions of the advisory group and defines its role in providing the City of Albany with strategic and operational guidance of the National Anzac Centre and where appropriate, other elements of the Albany Heritage Park.
13. As members of the group are not being appointed to a Committee of Council the voting requirement is **Simple Majority**.

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation <i>Risk: The NACAG Chairperson nomination is not supported.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Seek guidance from Council on a preferred candidate to fill the vacancy.</i>
Opportunity: <i>The expertise of the nominee for the Chairperson role has the potential to elevate advocacy of the NAC and Albany Heritage Park to government and other stakeholders.</i>				

FINANCIAL IMPLICATIONS

16. The City of Albany is responsible for the cost of travel and accommodation for NACAG members, with an annual budget allocation for NACAG of \$15,000.
17. The City may also remunerate the Chairperson an agreed and reasonable annual allowance, with a contract to be negotiated and agreed within the existing Budget allocation.

ENVIRONMENTAL CONSIDERATIONS

18. There are no environmental implications related to this report.

ALTERNATE OPTIONS

19. Council may choose not to support the recommendation and seek further candidate nominations to fill the Chairperson vacancy.

CONCLUSION

20. It is recommended that the nominations be approved.

Consulted References	:	Terms of Reference – National Anzac Centre Advisory Group
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	OCM 21 st June 2022, Resolution CCS445

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE