



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 9 March 2021

6.00pm

Council Chambers

**CITY OF ALBANY
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**



Community & Corporate Services Committee Terms of Reference

Functions: The Committee is responsible for the following functions:

Community Services:

The delivery of “*Community Health & Participation Objectives*” contained in the City of Albany Strategic Plan:

- To build resilient and cohesive communities with a strong sense of community spirit.
- To create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
- To develop and support a healthy inclusive and accessible community.

Corporate Services:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of “*Leadership Objectives*” contained in the City of Albany Strategic Plan:

- To establish and maintain sound business and governance structures.
- To provide strong, accountable leadership supported by a skilled & professional workforce.
- To engage effectively with our community.

Economic Development:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of “*Smart, Prosperous and Growing Objectives*” contained in the City of Albany Strategic Plan:

- To strengthen and grow our region’s economic base.
- To develop a smart city that supports economic growth.
- To develop and promote Albany as a unique and sought-after visitor location.

Governance:

- Review of Council's policies;
- Supporting Elected Members in their governance role;
- Developing amendments to existing, or new, local laws;
- Consideration of the Council's draft Strategic Plan;
- Consideration of the Council's draft Annual Report;
- Matters pertaining to the conduct of the Council's Annual General Meeting;
- Consideration of the proposed meeting schedule for Council and its Committees;
- Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
- Considering matters not falling within the terms of reference of any other Council committee.

Service Complaint Internal Review:

- Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

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

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UNCONFIRMED MINUTES

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:

Member

R Hammond

Member

P Terry (Chair)

Member

M Benson-Lidholm JP

Member

J Shanhun

Member

T Sleeman (Arrived 6.08pm)

Member

S Smith (Deputy Chair)

Member

A Goode JP

Member

C Thomson

Member

R Sutton

Staff:

Chief Executive Officer

A Sharpe

Executive Director Community Services

N Watson

Business Analyst/Management Accountant

D Harrison

Acting Manager Recreation Services

M Green

Meeting Secretary

H Bell

Apologies:

Member

G Stocks (Deputy Mayor)

Member

R Stephens

Member

E Doughty

Executive Director Corporate & Commercial Services

D Olde

Manager Finance

S Van Nierop

4. DISCLOSURES OF INTEREST

NIL

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL.

6. PUBLIC QUESTION TIME

6.02pm - Karen Mayfield – Albany Equestrian Centre – Spoke for Item CCS330

Main comments in relation to CCS330

Summary of key points – For

The project aims to harvest the rainwater from the roof of the indoor arena (2100 sq metres)

Collect it into a 50,000L rainwater tank

Re-use primarily as a usable water source for humans and horses, wash down and other Centre requirements.

Benefits

Reduction in the amount of water run-off on the grounds and therefore erosion caused by this run-off

Reduce the Centre's reliance on the valuable groundwater resource,

7. PETITIONS AND DEPUTATIONS –

Nil.

8. CONFIRMATION OF MINUTES

MOTION

MOVED: COUNCILLOR THOMSON

SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the unconfirmed minutes of the Community and Corporate Services Committee held on 9 February 2021, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 9 - 0

9. PRESENTATIONS

NIL.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

NIL

CCS326: FINANCIAL ACTIVITY STATEMENT – JANUARY 2021

Proponent	: City of Albany
Attachments	: Financial Activity Statement – January 2021
Report Prepared by	: Manager Finance (S Van Nierop)
Responsible Officer	: Executive Director Corporate & Commercial Services (D Olde)

COUNCILLOR SLEEMAN ENTERED THE CHAMBER AT 6.08PM

RECOMMENDATION

CCS326: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR SLEEMAN**

THAT the Financial Activity Statement for the period ending 31 January 2021 be RECEIVED.

CARRIED 10 - 0

CCS326: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 January 2021 be RECEIVED.

COVID-19 IMPACT

1. Impacts to the financial performance of the City are detailed in the 'Explanation of Material Variances to the YTD Budget in Excess of \$100,000' (Note 1) of the Attachment to this report (Statement of Financial Activity).

BACKGROUND

2. The Statement of Financial Activity for the period ending 31 January 2021 has been prepared and is attached.
3. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

4. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
5. 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.
6. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
7. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note 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

8. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. 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.
 - II. 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.
 - III. 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.
 - IV. 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.
 - V. 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

9. The City's 2020/21 Annual Budget provides a set of parameters that guides the City's financial practices.
10. 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

11. Expenditure for the period ending 31 January 2021 has been incurred in accordance with the 2020/21 proposed budget parameters.
12. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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UNCONFIRMED MINUTES

CCS327: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 2021

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (S Van Nierop)
Responsible Officers: : Executive Director Corporate and Commercial Services
(D Olde)

RECOMMENDATION

CCS327: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SLEEMAN

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2021 totalling \$4,820,413.00.

CARRIED 10 - 0

CCS327: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2021 totalling \$4,820,413.00.

BACKGROUND

1. 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.

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 February 2021. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$8,190.97
Payroll	\$1,576,010.38
Cheques	\$44,340.57
Electronic Funds Transfer	\$3,191,871.08
TOTAL	\$4,820,413.00

As at 31 January 2021, the total outstanding creditors stands at \$296,857.56 and is made up as follows;

Current	\$331,965.69
30 Days	-\$35,441.56
60 Days	\$29.65
90 Days	\$303.78

TOTAL	\$296,857,56
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

3. 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.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. 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

6. Expenditure for the period to 15 February 2021 has been incurred in accordance with the 2020/2021 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 February 2021 has been incurred in accordance with the 2020/2021 budget parameters.

CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. 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.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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**CCS328: DELEGATED AUTHORITY REPORTS – JANUARY 2021 to
FEBRUARY 2021**

Proponent	: City of Albany
Attachments	: Executed Document and Common Seal Report
Report Prepared by	: Personal Assistant to the ED Corporate & Commercial Services (H Bell)
Responsible Officer	: Chief Executive Officer (A Sharpe)

BACKGROUND:

In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* 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

RECOMMENDATION

CCS328: COMMITTEE RECOMMENDATION

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

THAT the Delegated Authority Reports 16 January 2021 to 15 February 2021 be RECEIVED.

CARRIED 10 - 0

CCS328: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 January 2021 to 15 February 2021 be RECEIVED.

COVID-19 IMPACT

- COVID-19 has no impact on this report.

CCS329: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2020

Proponent	: City of Albany
Attachments	: Budget Review for the period ending 31 December 2020
Report Prepared by	: Business Analyst/Management Accountant (D Harrison)
Responsible Officer	: Executive Director Corporate & Commercial Services (D Olde)

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:
 - **Theme 1:** Leadership.
 - **Objective 1.1:** To establish and maintain sound business and governance structures.
 - **Community Priority 1.1.1:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year under regulation 33A of the *Local Government (Financial Management) Regulations 1996*.
- This review is for the period ending 31 December 2020 and achieves a **Balanced Budget** inclusive of the proposed Budget Review allocations.

RECOMMENDATION

CCS329: COMMITTEE RECOMMENDATION

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

THAT the Budget Review for the period ending 31 December 2020 be ADOPTED.

CARRIED 10 - 0

CCS329: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Budget Review for the period ending 31 December 2020 be ADOPTED.

BACKGROUND

2. Local Governments are required to conduct a budget review between 1 January and 31 March each financial year which is a requirement covered by regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

DISCUSSION

3. Council adopted the 2020/2021 Budget on 28 July 2020. The total adopted budget of \$108.7M comprised:
 - a. \$37.3M capital works;
 - b. \$ 2.7M debt reduction; and

- c. \$68.7M in operating expenditure.
4. This Budget Review identifies expenditure of \$4,242,881 for general works, variations and new projects.
 5. The funding of \$4,242,881 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue and reserve funding has been identified in this review to maintain a Balanced Budget.
 6. This budget review shows the 2020/2021 budget is in a balanced position.
 7. A copy of the Budget Review for the period ending 31 December 2020 is attached.
 8. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

11. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the mayor in an emergency.
12. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2020		
This Review Maintains Council's Budget in a Balanced Position		
		\$
GENERAL WORKS/VARIATIONS. (Additional Funds Required)		- 4,242,881.20
FUNDED BY		
- Reduction in Expenditure	3,178,173	
- Adjustment in Grant/Contributions Funding	2,617,266	
- Adjustment in Revenue	453,583	
- Restricted Cash Adjustments (Transfer To)/Transfer From	(2,088,141)	<u>4,160,881</u>
Adjustment in the Carrying Value Investment Land Sold (Non Cash Transactions)		82,000
Balance		<u><u>-</u></u>
- Current 20/21 Budgeted Closing funds		-
- Revised 20/21 Budgeted closing funds		<u><u>-</u></u>

LEGAL IMPLICATIONS

15. Nil.

ENVIRONMENTAL CONSIDERATIONS

16. Nil.

ALTERNATE OPTIONS

17. For the period ending 31 December 2020, Council may consider to:

- a. Adopt the Budget Review as recommended; or
- b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

18. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 December 2020 be supported.

Consulted References	:	Adopted Budget 2020/2021 <u>Local Government Act 1995</u>
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Budget Review – OCM 15/12/2020 Resolution CCS316

**CCS330: COMMUNITY SPORTING AND RECREATION FACILITIES
FUND 2021/2022 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: Albany Equestrian Centre Association Inc
Attachments	: Albany Equestrian Centre Association - Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Acting Manager Recreation Services (M Green)
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:
 - **Theme:** A Sense of Community.
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

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 in line with the Council Policy of the Community Sports & Recreation Facilities for the Albany Equestrian Centre project upon return of successful CSRFF Annual Grant application.

RECOMMENDATION

CCS330: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SLEEMAN**

THAT the following CSRFF Small Grant application for the CSRFF February 2021 Funding Round be RANKED in the following order:

1. **Albany Equestrian Centre – Rainwater Harvesting & Erosion Reduction project - Small Grant (ranked one of one)**

CARRIED 10 - 0

CCS330: COMMITTEE RECOMMENDATION 2

**MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR HAMMOND**

THAT a total of \$3,979.65 (exc. GST) from the 2021/2022 Capital Seed Fund be ALLOCATED to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

1. **Albany Equestrian Centre - \$3,979.65**

CARRIED 10 - 0

CCS330: RESPONSIBLE OFFICER RECOMMENDATION 1

THAT the following CSRFF Small Grant application for the CSRFF February 2021 Funding Round be RANKED in the following order:

1. Albany Equestrian Centre – Rainwater Harvesting & Erosion Reduction project - Small Grant (ranked one of one)

CCS330: RESPONSIBLE OFFICER RECOMMENDATION 2

THAT a total of \$3,979.65 (exc. GST) from the 2021/2022 Capital Seed Fund be ALLOCATED to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

1. Albany Equestrian Centre - \$3,979.65

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries 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 authority 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. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
9. 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.

10. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
11. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Local Government, Sport and Cultural Industries – Sport and Recreation on behalf of the applicants prior to March 31, 2021.
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 Department of Local Government, Sport and Cultural Industries – 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 grant guidelines require Council to provide a ranking for the projects.
14. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides guidance 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. 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.
 16. The City of Albany has received only one (1) Small Grant Application this round. The following additional information is provided about the project and funding application:

Albany Equestrian Centre – Rainwater Harvesting & Erosion Reduction.

- The funding application is a Small Grant Application to harvest the rainwater from the roof of the indoor arena.
- This will be primarily for a usable water source for humans and horses, wash down and other centre requirements.
- This project will reduce the amount of water run-off on the grounds and therefore erosion caused by this run-off, and also reduce the Centre's reliance on the valuable groundwater

resource, with the Centre situated on top of Albany’s groundwater resource, not connected to a water authority main, and relying heavily on bore water to meet its needs.

- Albany Equestrian Centre is located on Roberts Road in Robinson.
- Albany Equestrian Centre facilities are used by 5 affiliated equestrian clubs: Albany Horseman’s Association, Albany Adult Riders Club, Southern Districts Dressage Club, Albany Pony Club and Albany Natural Trail Riders.
- The centre hosts both regional and state events.
- The Centre has a rapidly growing membership of 382. A 27.5% increase from 3 years ago (319 members).
- Current Financial Statements indicate the association holds a total of \$14,100.00 and can cover the Rainwater Harvesting.
- Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager assessed the project as having a high priority.

17. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Albany Equestrian Centre	Rainwater Harvesting & Erosion Reduction	Well planned and needed by the applicant.

18. Correspondence requesting financial assistance and a completed Officers Project Assessment Sheet for the project application is attached.

GOVERNMENT & PUBLIC CONSULTATION

19. 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 (February 2021).

20. The City of Albany has conducted a site visit (February 2021) and follow up consultation sessions to assist the club benefiting from this Community Sporting project.

STATUTORY IMPLICATIONS

21. There is no statutory requirement.

22. 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.

23. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.

24. 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

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

RISK IDENTIFICATION & MITIGATION

26. 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>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Council may choose to support the funding application, or work with City officers and the Club to source alternate 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>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<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

27. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 2021/2022 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
 - a. \$52,073.70 has been carried forward from the 2019/20 Budget
 - b. A Total of \$71,184 is currently available in the Capital Seed Fund
28. 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.
29. The total projected costs for the Albany Equestrian Centre project is \$11,939.00.
30. The club is requesting one third from Department of Local Government, Sport and Cultural Industries – Sport and Recreation (\$3979.65) and one third from the City of Albany (\$3979.65). The remaining one third costs will be contributed by the club (\$3979.70).

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Request for Council Financial Support (ex GST)
Albany Equestrian Centre	\$11,939.00	\$3,979.70	\$3,979.70	\$3,979.70
TOTAL	100%	33%	33%	33%

31. The next Small Grant round is July 2021.
32. The Albany Equestrian Centre application draws down on the current capital seed fund. If the application is successful there will be \$67,204.30 remaining.
33. If the application is unsuccessful, the club can reapply in the next round.

LEGAL IMPLICATIONS

34. Nil

ENVIRONMENTAL CONSIDERATIONS

35. The need for a rainwater harvesting scheme has been raised by the Albany Equestrian Centre members through their clubs, particularly as the current run-off situation results in significant erosion to the precinct and water wastage issues.

ALTERNATE OPTIONS

- 36. Council may choose not to provide funding assistance for this project.
- 37. Council may choose to provide more or less funding assistance to this project.

CONCLUSION

- 38. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.
- 39. This project meets the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. It is considered well planned and needed by the applicant. Council is required to endorse the officers ranking. City officers have ranked the application as the number one (1) priority.
- 40. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
- 41. 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 by 31st March 2021.

Consulted References	:	<ul style="list-style-type: none">• <u>Community Sports & Recreation Facilities Small Grant Funding Policy</u>
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	<ul style="list-style-type: none">• OCM September 2020 Resolution CCS292

UNCONFIRMED MINUTES

CCS331: COMMUNICATIONS & ENGAGEMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy
Report Prepared By	: Acting Manager Community Development & Engagement (R Param)
Responsible Officers:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan:
 - **Theme:** Leadership
 - **Objective:** To engage effectively with our community.
 - **Community Priority:** Improve community engagement processes and platforms to provide our community with a variety of opportunities to be involved and contribute to decisions;
2. This item relates to the following elements of the Corporate Business Plan:
 - **Key Organisational Criteria:** Develop a Council strategy to improve communication with residents and businesses.

In Brief:

Note the City of Albany Communications & Engagement Strategy Q2 progress report.

COVID-19 IMPACT

- The easing of restrictions on public gatherings has enabled the City's face to face community engagement to resume, with measures in place to ensure appropriate physical distancing, good hygiene and limits on the numbers of people allowed in indoor spaces.

RECOMMENDATION

CCS331: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH

SECONDED: COUNCILLOR SLEEMAN

THAT Council NOTE the City of Albany Communications & Engagement Strategy progress report ending December 2020 (Q2) and its endorsement by the Communications & Engagement Advisory Group.

CARRIED 10 - 0

CCS331: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the City of Albany Communications & Engagement Strategy progress report ending December 2020 (Q2) and its endorsement by the Communications & Engagement Advisory Group.

BACKGROUND

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

DISCUSSION

5. The Advisory Group previously met and endorsed the 2020-2021 Q1 progress report on 14 October 2020, and this was tabled and noted at the OCM of 24 November 2020.
6. Community engagement activity has increased since the easing of Covid-19 restrictions, and the Advisory Group noted new updates to the action plan accordingly.
7. These include progress on the Rural Town Enhancement Project participatory budgeting exercise in Youngs Siding, completion of engagement with the Noongar community regarding Noongar place names and extending this consultation to the wider community, vehicles on beaches engagement, and early planning for the review of the City's Community Strategic Plan.
8. Communications has continued to support the media, marketing and engagement functions as engagement activity has increased. Planning for local government elections in 2021 began, with a marketing campaign currently being developed, similar to that undertaken in 2019.
9. A new website for the Town Hall and Vancouver Arts Centre was also developed and launched during this reporting period.
10. The Communications and Engagement Strategy is at the halfway point of implementation, and a review of its terms of reference is currently underway. The updated terms of reference will be tabled at the next Advisory Group meeting for endorsement.
11. This report includes 64 actions, seven of which are new actions, 22 which have been completed, 31 remain ongoing or underway, and four are on hold.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

14. Nil

POLICY IMPLICATIONS

15. This item aligns with the Council's adopted policy position: [Community Engagement Policy](#).

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

17. Nil.

LEGAL IMPLICATIONS

18. Nil.

ENVIRONMENTAL CONSIDERATIONS

19. Nil.

ALTERNATE OPTIONS

20. Nil.

CONCLUSION

21. The Communications & Engagement Strategy is overseen by an Advisory Group comprising community, Elected Member and City staff representatives.
22. Community representation on the Advisory Group ensures community needs and priorities remain central to the implementation of the Communications and Engagement Strategy.
23. A quarterly progress report of achievements against the Strategy is endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for Q2 of 2020-2021 is submitted to Council for noting.

Consulted References	:	City of Albany Communication and Engagement Strategy 2019 Council Policy – Community Engagement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM November 2020, Resolution CCS306

UNCONFIRMED MINUTES

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
NIL
12. **MEETING CLOSED TO THE PUBLIC**
NIL
13. **CLOSURE:** THE CHAIR DECLARED THE MEETING CLOSED AT 6.47PM

UNCONFIRMED MINUTES