



AGENDA

Ordinary Meeting of Council

Tuesday 22 March 2022

6.00pm

Council Chambers



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 22 March 2022 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

ORDINARY COUNCIL MEETING
AGENDA – 22/03/2022

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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:

Breaksea Ward

P Terry

Breaksea Ward

A Cruse

Frederickstown Ward

G Stocks

Frederickstown Ward

M Traill

Kalgan Ward

M Benson-Lidholm JP

Kalgan Ward

T Brough

Vancouver Ward

J Shanhun

Vancouver Ward

D Baesjou

West Ward

S Smith

Yakamia Ward

C Thomson

Yakamia Ward

R Sutton

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

D Olde

Executive Director Infrastructure, Development
& Environment

P Camins

Executive Director Community Services

N Watson

Manager Planning and Building Services

J van der Mescht

Meeting Secretary

J Williamson

Apologies:

West Ward

A Goode JP (Leave of Absence)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Councillor Thomson	CCS423	Financial. The nature of the interest being that due to Councillor Thomson's employment he has been involved in the process related to at least one of the CSRFF applications.

5. REPORTS OF MEMBERS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

7. PUBLIC QUESTION TIME

In accordance with City of Albany Standing Orders Local Law 2014 (as amended):

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.*

8. APPLICATIONS FOR LEAVE OF ABSENCE Nil

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

DRAFT MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on 22 February 2022, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

DRAFT MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Special Council Meeting held on 08 March 2022, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS417: FINANCIAL ACTIVITY STATEMENT – JANUARY 2022

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement - January 2022
Report Prepared By	: Manager Finance (S Van Nierop)
Authorising 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:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare on a monthly basis a statement of financial activity that is presented to Council.
- The City of Albany's Statement of Financial Activity for the period ending 31 January 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.

RECOMMENDATION

**CCS417: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS417: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer recommendation be ADOPTED.

CARRIED 12-0

CCS417: AUTHORISING OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 January 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 31 January 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 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

CCS418: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 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 & Commercial Services (D Olde)

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

CCS418: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2022 totalling \$5,407,362.09 be RECEIVED.

CCS418: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BROUGH
 SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS418: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2022 totalling \$5,407,362.09 be RECEIVED.

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$8,986.29
Payroll	\$1,516,428.98
Cheques	\$56,599.78
Electronic Funds Transfer	\$3,825,347.04
TOTAL	<u>\$5,407,362.09</u>

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

Current	\$1,087,378.50
30 Days	\$360,149.48
60 Days	\$6,995.96
90 Days	\$76.94
TOTAL	<u>\$1,454,600.88</u>
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 February 2022 has been incurred in accordance with the 2021/2022 budget parameters.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 February 2022 has been incurred in accordance with the 2021/2022 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.

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

CCS419: DELEGATED AUTHORITY REPORTS – 16 JANUARY 2022 to 15 FEBRUARY 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

**CCS419: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Delegated Authority Reports 16 January 2022 to 15 February 2022 be RECEIVED.

CCS419: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS419: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 January 2022 to 15 February 2022 be RECEIVED.

BACKGROUND

2. 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

**CCS420: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD
ENDING 31 DECEMBER 2021**

Proponent	:	City of Albany
Attachments	:	Budget Review for the period ending 31 December 2021
Report Prepared by	:	Business Analyst/Management Accountant (D Harrison)
Authorising 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:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996.
- This review is for the period ending 31 December 2021, and achieves a Balanced Budget inclusive of the proposed Budget Review allocations

RECOMMENDATION

**CCS420: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT the Budget Review for the period ending 31 December 2021 be ADOPTED.

CCS420: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS420: AUTHORISING OFFICER RECOMMENDATION

THAT the Budget Review for the period ending 31 December 2021 be ADOPTED.

BACKGROUND

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

DISCUSSION

3. Council adopted the 2021/2022 Budget on 27 July 2021. The total adopted budget of \$125.5M comprised of:
 - a. \$47.4M capital works;
 - b. \$ 2.6M debt reduction; and
 - c. \$75.5M in operating expenditure.
4. This Budget Review identifies additional expenditure of \$1,706,326 for general works, variations and new projects.
5. The funding of \$1,706,326 (inclusive of reduction in expenditures, adjustment of grant funding, additional revenue and reserve funding) has been identified in this review to maintain a balanced position for the 2021/2022 financial year.
6. A copy of the Budget Review for the period ending 31 December 2021 is attached.
7. 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

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

STATUTORY IMPLICATIONS

10. 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.
11. If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of 7 days and (a) its intention to do so; and (b) the date from which it is proposed the fees or charges will be imposed.
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. 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

15. Please refer to the attachment: Budget Review for the period ending 31 December 2021.

LEGAL IMPLICATIONS

16. Nil.

ENVIRONMENTAL CONSIDERATIONS

17. Nil.

ALTERNATE OPTIONS

18. For the period ending 31 December 2021, 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

19. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 December 2021 be supported.

Consulted References		<ul style="list-style-type: none">• Adopted Budget 2021/2022• Local Government Act 1995
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Adopted Budget 2021/2022 – OCM 27/7/2021 Resolution CCS367

CCS421: ALBANY CAR CLASSIC - SUPPORT

Proponent : City of Albany
Report Prepared By : Manager Community Relations (L Paterson)
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:** Prosperity.
 - **Outcomes:** A highly sought-after tourism destination

In Brief:

- Confirm financial and in-kind support for the annual Albany Car Classic event.

RECOMMENDATION

CCS421: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

- (1) **APPROVE** a fixed annual cash sponsorship amount of \$25,000 to the Albany Classic Motorsport Club Inc (ACMC) and the Vintage Sports Car Club of WA (VSCCWA) for the purposes of the Albany Car Classic Event.
- (2) **APPROVE** annual in-kind support to a maximum value of \$15,000 to assist with the mobilisation and demobilisation of the Albany Car Classic Event.
- (3) **AUTHORISE** the Chief Executive Officer to enter into a sponsorship agreement with the Vintage Sports Car Club of WA Inc. (VSCCWA) for a period of no more than 5 years, for the above contributions, being:
 - Annual Sponsorship Contribution of \$25,000;
 - Annual In-Kind Support to the value of \$15,000.

CCS421: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR THOMSON

THAT the Authorising Officer recommendation be ADOPTED.

CARRIED 12-0

CCS421: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

- (1) **APPROVE** a fixed annual cash sponsorship amount of \$25,000 to the Albany Classic Motorsport Club Inc (ACMC) and the Vintage Sports Car Club of WA (VSCCWA) for the purposes of the Albany Car Classic Event.
- (2) **APPROVE** annual in-kind support to a maximum value of \$15,000 to assist with the mobilisation and demobilisation of the Albany Car Classic Event.
- (3) **AUTHORISE** the Chief Executive Officer to enter into a sponsorship agreement with the Vintage Sports Car Club of WA Inc. (VSCCWA) for a period of no more than 5 years, for the above contributions, being:
 - Annual Sponsorship Contribution of \$25,000;
 - Annual In-Kind Support to the value of \$15,000.

BACKGROUND

2. The Albany Car Classic is one of Albany's biggest and most iconic annual events and celebrates the rich motor-sport history of Western Australia.
3. The City of Albany has a long track record of providing support for the Albany Car Classic.
4. Traditionally held annually on the WA Day long weekend in June, the Albany Car Classic has a history dating back 86 years to 1936 when the first motor street race was held on the streets of Albany's town centre.
5. The overall event comprises two race days:
 - a. A Hill-Climb Race on Mt Clarence on the Saturday, re-enacting the Australian Hill-Climb Championship held at this location in 1957; and
 - b. The main Albany Car Classic Around the Houses on the Sunday.
6. According to the funding acquittal provided to the City by the VSCCWA, the 2021 Albany Car Classic involved more than 200 staff, contractors and volunteers, over 150 competitors and approximately 10,000 spectators, despite the COVID-19 border closure resulting in no interstate competitors or spectators.
7. The Burson Auto Parts Albany Classic 'Around the Houses' event was recently awarded the West Australian 2021 State Event of the Year by Motorsport Australia – a significant achievement.

Governance:

8. Governance of the Albany Car Classic is shared between the Albany Classic Motorsport Club Inc (ACMC) and the Vintage Sports Car Club of WA Inc (VSCCWA) :
 - a. The Albany Classic Motorsport Club (ACMC) is an incorporated body of dedicated volunteers from Albany who are responsible for track layout, mobilisation and demobilisation, liaising closely with the VSCCWA to ensure compliance with CAMS street racing regulations and delivery of event festival components.
 - b. The Vintage Sports Car Club of WA (VSCCWA) is an incorporated body of motoring enthusiasts who operate under the strict licencing and regulations of CAMS (Confederation of Australian Motor Sport). The VSCCWA manage the car racing component of the Classic event.

Financial Assistance & Agreements:

9. The City has traditionally provided financial and in-kind support for the Albany Car Classic, in recent years consisting of \$25,000 cash sponsorship and in-kind to the value of about \$15,000.
10. In November 2017, Council endorsed officers preparing a five-year Financial Assistance Agreement for the Albany Car Classic event, which was signed by the VSCCWA and expires in June 2022 (CCS006).
11. This agreement was prepared to provide transparency and accountability around the City's sponsorship consistent with other City-sponsored events.
12. The five-year agreement also provided financial surety for event organisers and enabled them to proceed with implementing event improvements.

DISCUSSION

13. The ACMC and VSCCWA are seeking to renew the City of Albany’s sponsorship for the Albany Car Classic for a further five years.

Sponsorship & In-Kind Support:

14. Tourism WA sponsored the 2021 event and provided \$15,000 cash sponsorship. The Department of Primary Industry and Regional Development provided \$26,000 in funding for a second pedestrian bridge.
15. The ACMC and VSCCWA are requesting the City’s support to continue to provide sponsorship security and avoid the need for entering annual agreements.
16. The ACMC and VSCCWA have not requested an increase in the cash or in-kind sponsorship support that the City currently provides.
17. A new five-year agreement would provide sponsorship of the event from 2023 to 2027.

Event Administration:

18. The ACMC and VSCCWA employ an event coordinator to manage the ongoing administrative workload of the event.
19. City staff have been involved in assessing and approving the Albany Car Classic event applications and facilitating in-kind support. City staff will also provide support with marketing the event through promotion on social media as part of the City’s in-kind contribution.

GOVERNMENT & PUBLIC CONSULTATION

20. Nil.

STATUTORY IMPLICATIONS

21. Nil.

POLICY IMPLICATIONS

22. Sponsorship of the Albany Car Classic has traditionally fallen outside of the City’s grants and funding streams in recognition of its long tradition and iconic status within Albany’s annual events.
23. In 2021 the event celebrated the 30th anniversary of the current event and 85th anniversary of the original event, a significant milestone.
24. The sponsorship agreement aligns with the Council’s Sponsorship Policy position.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Business Operation, Reputation & Financial.</p> <p><i>Risk: The event has a national profile and is reliant on grant funding to maintain this standard. Without sufficient funding the future of the event being held to this standard could be jeopardised.</i></p>	Possible	Moderate	Medium	<p><i>If the proposal for City support is not endorsed, staff will review and address areas of concern.</i></p>
<p>Opportunity: Build on this historic and unique event as an annual visitor attraction.</p>				

FINANCIAL IMPLICATIONS

- 26. Authorising the responsible officer’s recommendation will require Council to set aside \$25,000 cash and an allocation of \$15,000 for in-kind costs annually for the Albany Car Classic through the Budget process for the term of the Financial Assistance Agreement.
- 27. This represents a nil increase on the sponsorship of \$25,000 currently budgeted and is consistent with the level of cash sponsorship the City provides to other similar sized events.
- 28. Resource and contract costs associated with delivering in-kind support.

LEGAL IMPLICATIONS

- 29. There are no legal implications related to this report.

ENVIRONMENTAL CONSIDERATIONS

- 30. The Albany Car Classic generates a high-level of noise however, based on historical feedback, the majority of residents, businesses and the public fully support the event.

ALTERNATE OPTIONS

- 31. Council may choose not to support the Albany Car Classic or reduce the level of support provided by Council in recent years. This is not recommended as it would put the event at risk of not being able to continue, particularly when considering the current added COVID related compliance requirements the event must meet.

CONCLUSION

- 32. The Albany Car Classic is a popular annual event that has a national profile and attracts visitors to the region.
- 33. The proposal allows the City and event owners, being the ACMC and VSCCWA, to move forward with clarity and certainty, if Council wishes to continue to provide support to the event.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations 1996</i> • <i>Council Sponsorship Policy & Guideline</i>
File Number (Name of Ward)	:	Frederickstown Ward
Previous Reference	:	CCS006 (28/11/2017)

CCS422: COMMUNICATIONS & ENGAGEMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2021-2022 Quarter 2 Progress Report
Report Prepared By	: Manager Community Relations (L Paterson)
Authorising Officer:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

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

In Brief:

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

RECOMMENDATION

**CCS422: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council NOTE the City of Albany Communications & Engagement Strategy progress report ending December 2021 (Q2) and its endorsement by the Communications & Engagement Advisory Group.

CCS422: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS422: AUTHORISING OFFICER RECOMMENDATION

THAT Council NOTE the City of Albany Communications & Engagement Strategy progress report ending December 2021 (Q2) and its endorsement by the Communications & Engagement Advisory Group.

BACKGROUND

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

DISCUSSION

4. The Advisory Group previously met and endorsed the 2021-2022 Q1 progress report on 3 November 2021, and this was tabled and noted by Council at the OCM of 14 December 2021.
5. The Advisory Group reviewed and endorsed the 2021-2022 Q2 progress report at its meeting on 23 February 2022.
6. The Advisory Group noted new updates to the progress report, including:
 - a. Undertaking a Request for Quotation process for an engagement consultant for the Albany Bicentenary;
 - b. Focus on revitalisation of the Young Sidings and Bornholm-Kronkup townsite using a participatory budgeting process;
 - c. Completion of the City's Community Events Series (Summer Events);
 - d. Implementation of post Ordinary Council Meeting video summaries with Mayor Dennis Wellington;
 - e. Conclusion of the public comment period for the Regional Arts, Culture & Heritage Strategy.
7. The Manager Planning and Building Services presented an update on the progress of Local Planning Scheme 2.
8. The Community Development Coordinator presented an update on the Community Development Summer Youth Engagement Activities.
9. Manager Community Relations provided a summary of the marketing success of the Christmas Lights Trail.
10. Manager Community Relations provided a summary of the successful delivery of the Christmas Pageant, New Year's Eve and Binalup / Middleton Beach Festival.
11. Manager Community Relations introduced and explained the City's creation of the Covid Ready Plans which has been widely distributed, including through WALGA for other Local Governments to use.
12. This report includes 65 actions, 39 which have been completed, 21 remain ongoing or underway, and 5 are on hold.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

15. Nil

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: If 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

18. Nil.

LEGAL IMPLICATIONS

19. Nil.

ENVIRONMENTAL CONSIDERATIONS

20. Nil.

ALTERNATE OPTIONS

21. Nil.

CONCLUSION

22. The Communications & Engagement Strategy is overseen by an Advisory Group comprising community, Elected Member and City staff representatives.
23. Community representation on the Advisory Group ensures community needs and priorities remain central to the implementation of the Communications and Engagement Strategy.
24. 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 2021-2022 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 December 2021, Resolution CCS403

**CCS423: COMMUNITY SPORTING AND RECREATION FACILITIES
FUND 2022 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: City of Albany North Albany Football & Sporting Club; Green Range Country Club; Middleton Beach Bowling Club
Attachments	: Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy; Independent Application Assessments
Report Prepared By	: 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:
 - **Pillar/Priority:** People
 - **Outcome:** A happy, healthy and resilient community

In Brief:

- To seek Council endorsement of the priority ranking for the submitted applications for the 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 North Albany Football Club, Green Range Country Club and Middleton Beach Bowling Club upon return of successful CSRFF Small Grant round applications.

RECOMMENDATION

**CCS423: COMMITTEE RECOMMENDATION 1
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

1. **North Albany Football & Sporting Club – Upgrade and Redevelopment of change rooms & ablutions (Ranked 1 of 3)**
2. **Green Range Country Club – Bowling Green Revitalisation Project (Ranked 2 of 3)**
3. **Middleton Beach Bowling Club – Enhancement to Club Facility (Ranked 3 of 3)**

**CCS423: COMMITTEE RECOMMENDATION 2
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council APPROVE a total of \$126,230.00 (exc. GST) from the 2021/2022 Capital Seed Fund budget as the Council's commitment towards the CSRFF small grant applications as follows;

- a) **North Albany Football & Sporting Club (\$83,794.00), Green Range Country Club (\$25,000.00), and Middleton Beach Bowling Club (\$17,436.00);**
- b) **This funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources;**
- c) **The funding amount does not exceed a total of \$126,230.00 (exc. GST).**

**CCS423: COMMITTEE RECOMMENDATION 3
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council NOTE that if multiple applications are successful in drawing down their Capital Seed Fund allocation, the Capital Seed Fund may be oversubscribed and a further report will be prepared for Council to consider a budget amendment.

**CCS423: COMMITTEE RECOMMENDATION 4 (AMENDMENT BY COUNCILLOR STOCKS)
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council APPROVE the following amendment to the Community Sports and Recreation Facilities Small Grant Funding Policy;

C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. *Funds allocated under this policy are able to be accessed up to 16 months from the date of allocation.*

CCS423: COMMITTEE RECOMMENDATION 1

**MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR STOCKS**

THAT the Authorising Officer Recommendation 1 be ADOPTED.

CARRIED 11-0

CCS423: AUTHORISING OFFICER RECOMMENDATION 1

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

- 1. North Albany Football & Sporting Club – Upgrade and Redevelopment of change rooms & ablutions (Ranked 1 of 3)**
- 2. Green Range Country Club – Bowling Green Revitalisation Project (Ranked 2 of 3)**
- 3. Middleton Beach Bowling Club – Enhancement to Club Facility (Ranked 3 of 3)**

CCS423: COMMITTEE RECOMMENDATION 2

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

THAT the Authorising Officer Recommendation 2 be ADOPTED.

CARRIED 11-0

CCS423: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council APPROVE a total of \$126,230.00 (exc. GST) from the 2021/2022 Capital Seed Fund budget as the Council's commitment towards the CSRFF small grant applications as follows;

- a) North Albany Football & Sporting Club (\$83,794.00), Green Range Country Club (\$25,000.00), and Middleton Beach Bowling Club (\$17,436.00);**
- b) This funding will still be allocated even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources;**
- c) The funding amount does not exceed a total of \$126,230.00 (exc. GST).**

CCS423: COMMITTEE RECOMMENDATION 3

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation 3 be ADOPTED.

CARRIED 11-0

CCS423: AUTHORISING OFFICER RECOMMENDATION 3

THAT Council NOTE that if multiple applications are successful in drawing down their Capital Seed Fund allocation, the Capital Seed Fund may be oversubscribed and a further report will be prepared for Council to consider a budget amendment.

CCS423: COMMITTEE RECOMMENDATION 4 (AMENDMENT BY COUNCILLOR STOCKS)

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR BROUGH

THAT the proposed amendment to the Community Sports and Recreation Facilities Small Grant Funding Policy be AMENDED to read as follows:

C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. *Funds allocated under this policy are able to be accessed up to 16 months from the date of allocation.*

CARRIED 11-0

CCS423: AMENDMENT BY COUNCILLOR STOCKS (AUTHORISING OFFICER RECOMMENDATION 4)

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR BROUGH

THAT the proposed amendment to the Community Sports and Recreation Facilities Small Grant Funding Policy be AMENDED to read as follows:

C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. *Funds allocated under this policy are able to be accessed up to 16 months from the date of allocation.*

CARRIED 11-0

Councillor Stocks proposed an amendment to the substantive motion.

CCS423: COMMITTEE RECOMMENDATION 4

MOVED: COUNCILLOR BROUGH
SECONDED: COUNCILLOR STOCKS

THAT the Authorising Officer Recommendation 4 be ADOPTED.

CCS423: AUTHORISING OFFICER RECOMMENDATION 4

That Council APPROVE the following amendment to the Community Sports and Recreation Facilities Small Grant Funding Policy;

C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. Funds allocated under this policy are able to be accessed until the following June from the date of allocation in line with CSRFF Guidelines, unless otherwise approved by Council.

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. DLGSCI also opens a Club Night Lights funding round concurrent to CSRFF for which applications are also eligible to receive funding through the City of Albany's Capital Seed Fund. There are no Club Night Lights applications this round.
4. 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.
5. 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.
6. 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.
7. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
8. 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.
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 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.
11. The DLGSCI – Sport and Recreation application form requires applications to be initially submitted to the Local Government within which the project proposal is located.
12. 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 March 31, 2022.

13. 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

14. The DLGSCI grant guidelines require Council to provide a ranking for the projects.
15. 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
16. 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
17. 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.
18. 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.
19. 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.
20. The City of Albany has engaged a peer review independent of the City's administering officers to review the City's assessment process and subsequent ranking of projects. The independent assessment panel involved the following representatives;
- *John Overton – Assistant Manager Recreation Services, Shire of Denmark*
 - *Terry Eaton – Centre Manager Great Southern, PCYC*
 - *Revenue Development Officer, City of Albany*
21. This independent assessment review provides a higher level of transparency and provides a higher level of confidence for Council to consider the officer recommendations and proposed rankings.

23. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, with two of the reviews supporting the proposed project rankings, and one recommending a change in ranking for the projects proposed to be ranked 1 and 2. The independent review comments are attached.
24. The City of Albany has received three (3) Small Grant Applications this round. The following additional information is provided about the projects and funding applications:

North Albany Football & Sporting Club – Upgrade and Redevelopment of Change Rooms & Ablutions

25. The funding application is a Small Grant Application to upgrade and redevelop the change rooms and ablutions to be gender inclusive at the North Albany Football and Sporting Club (NAFSC), located on Troode Street, Collingwood Park.
26. The project is proposed to redevelop the existing change room, warm up space and toilet/shower ablutions to create areas that are multi-purpose, accessible, and suitable for both men's and women's sporting participants.
27. The current toilet and shower areas were designed and built "in a time when there was no thought that women would ever share the space, and as such, are not at all appropriate for mixed gender use".
28. The current facilities present a barrier to participation in sport for women and girls at the club. NAFSC promotes inclusivity and diversity in its sporting teams. In order to encourage more women and girls as players, umpires and support staff, the club is wanting to provide an environment that is comfortable, private and appropriate for mixed gender use.
29. In addition, the current change rooms and washroom facilities are extremely dilapidated and in need of major repair. The interior layout sizes and ergonomics are not to current Australian standards, and there is no disabled toilet or shower access.
30. The proposed upgrades will provide disabled access to NAFSC ablutions, which is crucial in the pursuit of inclusion and ensuring sport is accessible to all.
31. The current change rooms are 46 years old. The club has 174 members and the facility is utilised all year round.
32. The Club is contributing both cash and volunteer labour to the project.
33. The project is well planned and needed by the applicant.
34. The application, installation and project will be managed by NAFSC.
35. 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.

Green Range Country Club – Bowling Green Revitalisation Project

36. The funding application is a Small Grant Application to replace the grass bowling green with a synthetic surface and installing a new fence.
37. The overarching purpose of the project is to upgrade the Country Club's bowling green to a synthetic surface with new fencing. This will allow home games to be played (currently unavailable due to the type and quality of the existing green) and will reduce the burden on members due to constant need to travel to the nearest bowling green 70km away.
38. Club members include skilled tradesmen and builders who will donate their skilled trades and equipment to reduce costs for the project. Local product will be sourced wherever possible.
39. The current grass surface is 35 years old and does not meet pennants standard. The grass surface has degraded over time given limited water and the high maintenance required.
40. The community is serviced by the Green Range Country Club, a vital social and recreational facility with an 18-hole golf course, an aged bowling green and cricket ovals.

41. Bowls has not been regularly played at the club for 15 years due to the current quality and type of green. Preparing the current green for use would be a regular and extensive job for volunteers.
42. However, every year in February, Green Range Country Club hosts corporate bowls on a Friday night, regularly attracting upwards of 30 keen bowlers and children, with significant volunteer effort to prepare the surface.
43. This event is hugely popular and very profitable for the Country Club, and in tough farming years has also provided a great opportunity for families to get together and talk to each other about how they are coping.
44. The Green Range Country Club has 91 members and ambitions to enable more regular bowls participation and community events. Members use the facility all year round.
45. The Club is contributing both cash and volunteer labour to the project.
46. The application, installation and project will be managed by Greenrange Country Club.
47. 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.

Middleton Beach Bowling Club – Enhancement to Club Facility

48. The funding application is a Small Grant Application for Provision of new carpet and skillion shade to south side of clubhouse (C green).
49. The current carpet in the clubhouse has been down for 20 years. It is cleaned annually, but it is heavily stained and the stains are becoming more difficult to lift. The carpet is at end of life.
50. The majority of the club's three bowling greens have shade covers at each end, however, on the southern side of the clubhouse, there is little protection from the elements. On many bowls days, players are without shelter for several hours of the day.
51. In winter there is no protection from the rain and in summer, when most bowls is played, the players are in the open, without shade.
52. The membership of the club is quite aged and it wishes to provide adequate shade for members during games. Several members have requested the club look into providing shade for the southern side
53. The Middleton Beach Bowling Club is located on Middleton Beach Road, Middleton Beach.
54. Middleton Beach Bowling Club has 118 full members and 70 social members. Members use the facility all year round.
55. The Club is contributing cash to the project.
56. The project is well planned and needed by the applicant. The application, installation and project will be managed by Middleton Beach Bowling Club.
57. 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.

Rankings

58. The below ranking recommendation is proposed and endorsed by the independent assessment panel. The rankings are based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1.	North Albany Football & Sporting Club	Upgrade and Redevelopment of change rooms & ablutions to an inclusive, unisex & multi-use facility	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 ranked as a high priority and based on hierarchy of facilities this project is ranked 1 of 3. The project addresses ageing infrastructure and will assist to address access and inclusivity within the club.
2	Green Range Country Club	Replacing the surface on the bowling rink	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 2 of 3. The transition to the synthetic surface will reduce significant volunteer burden on the club and provide an accessible facility for all in the Green Range Country Club.
3	Middleton Beach Bowling Club	Enhancement to club facility	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 3 of 3.

59. Correspondence requesting financial assistance and independent panel assessment for the project applications are attached.

GOVERNMENT & PUBLIC CONSULTATION

60. 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).

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

STATUTORY IMPLICATIONS

62. There is no statutory requirement.

63. City 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.

64. The City officers' ranking recommendations have been independently peer reviewed.

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

66. 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

- 67. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.
- 68. The Community Sports and Recreation Facilities Small Grant Funding Policy has no clear guidelines around the timeframe for clubs to access Capital Seed Funding commitments.
- 69. City officers have reviewed the policy and recommend the Policy is amended to include a timeframe that aligns to the Department of Local Government, Sport and Cultural Industries' Community Sports and Recreation Facility Fund guidelines.

RISK IDENTIFICATION & MITIGATION

- 70. 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>
People Health & Safety <i>Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<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>	<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 <i>In the event multiple applicants are able to secure the funding required to draw down on their Capital Seed Fund, the Capital Seed Fund may be oversubscribed.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>If the Fund becomes oversubscribed, officers will prepare a report for Council to consider a Budget amendment.</i>

FINANCIAL IMPLICATIONS

- 71. The City allocated a total of \$75,000.00 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. \$121,184.00 has been carried forward from the 2020/21 Budget;
 - b. \$39,572 has been committed as part of the CSRFF July Small Grant Round and \$70,000 as part of the Club Night Lights Grant Round;
 - c. Total of \$86,612.00 is currently available in the Capital Seed Fund.

72. 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.
73. The total projected costs of all 3 projects is \$603,444.50.
74. The clubs have requested a total of \$126,230.00 from the Capital Seed Fund. These applications exceed the balance of funds in the 2021/2022 Capital Seed Fund by \$39,618.
75. The success of applications to this round are not expected to be announced until the 2022/2023 financial year.
76. If an additional allocation to the Capital Seed Fund is approved through the 2022/2023 Budget process, and pending demand on the Fund through future grant rounds, there may be capacity within the Fund to honour all current applications.
77. Should multiple applicants 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.
78. 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 from other Financial Support (ex GST)	Request for Council Financial Support (ex GST)
North Albany Football and Sporting Club Upgrade and Redevelopment of change rooms & Ablutions	\$ 251,382.00	\$ 83,794.00	\$ 83,794.00	Nil	\$ 83,794.00
Green Range Country Club Replacing the surface on the Bowling Rink	\$ 299,752.00	\$ 45,000.00	\$ 99,917.00	\$ 129,835.00	\$25,000.00
Middleton Beach Bowling Club Enhancement to Club Facility	\$52,310.50	\$17,438.50	\$17,436.00	Nil	\$17,436.00
TOTAL	\$ 603,444.50	\$ 146,232.50	\$ 201,147.00	\$ 129,835.00	\$ 126,230.00

79. The next Small Grant round is July 2022.
80. If the application is unsuccessful, the club can reapply to CSRFF in the next round.

LEGAL IMPLICATIONS

81. Nil

ENVIRONMENTAL CONSIDERATIONS

82. Nil.

ALTERNATE OPTIONS

83. Council may choose not to provide funding assistance to any or all of the applications.
84. Council may choose to provide more or less funding assistance to the submitted projects.
85. Council may choose to change the project ranking based on its strategic priorities.
86. Council may choose to amend the current 2021/2022 Budget to increase the allocation within the Capital Seed Fund to ensure the Fund has capacity to cover the City of Albany's contribution towards each application.

CONCLUSION

87. 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.
88. All 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.
89. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
90. 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 30th March 2022.

Consulted References	:	Community Sports & Recreation Facilities Small Grant Funding Policy
File Number (Name of Ward)	:	RC.SP.V.8 (All Wards)
Previous Reference	:	OCM Sept. 2021 Resolution CCS381

DIS296: INDUSTRY – GENERAL (CONCRETE BATCHING PLANT – ADDITIONAL STORAGE SILO & ASSOCIATED WORKS) – 100 (LOT 21) JOHN STREET, MILPARA

Land Description	: 100 John Street, Milpara, WA 6330
Proponent/Owner	: Proponent: Allerding & Associates Owners: Midee Nominees Pty Ltd, WF & PD Noble
Business Entity Name	: <ul style="list-style-type: none">• Allerding & Associates (<i>Planning Consultant</i>) Business Name Holder being Allplan Pty Ltd, Director being Steven G Allerding• Midee Nominees Pty Ltd Directors being Michael J & Deana Barber
Attachments	: <ol style="list-style-type: none">1. Application Report2. Development Plans3. Schedule of Submissions4. Visual Impact Assessment
Supplementary Information & Councillor Workstation	: <ol style="list-style-type: none">1. Public submissions2. Agency submissions3. Additional Information4. Applicant Response to Objections5. Simple BAL Assessment
Report Prepared By	: Planning Officer (D Ashboth)
Authorising Officer:	: Executive Director Infrastructure, Development & Environment (P Camins)

STRATEGIC IMPLICATIONS

1. Council is required to exercise its quasi-judicial function in this matter.
2. This item relates to the following elements of the City of Albany *Strategic Community Plan 2032*:
 - **Pillar:** Place
 - **Outcome:** Responsible growth, development and urban renewal.
3. The item relates to the following strategic objectives of the City of Albany Local Planning Strategy 2019 (the Planning Strategy):
 - a) Support the growth of strategic and service industry by meeting the demand for industrial land.
 - b) Plan for predicted population growth to 2026.
 - c) Consolidate existing urban form and improve land use efficiency.

Maps and Diagrams: 100 John Street, Milpara



In Brief:

- The City of Albany has received an application for Industry - General (Concrete Batching Plant - Additions) at 100 (Lot 21) John Street, Milpara.
- The application proposes to install an additional storage silo with a total height of 22.27m to be used in the operations of Hanson Concrete. Associated works are also proposed to the existing batching plant, to support the installation of the additional silo.
- The proposal was advertised to adjoining landowners within a 300m radius via direct mail out and the plans were made available on the City website. At the closing of the public advertising period, five responses were received, three in support or having no objection, one in conditional support and one objection.
- The submissions received outlined the following concerns:
 - Sand and dust is currently not contained on-site with no consideration given to amenity impacts on adjoining properties.
 - The proposal cannot be supported until confirmation is received that the dust will be reduced or action taken to eliminate the dust.
- The application is presented to Council for determination, due to the concerns raised during advertising.
- The development has been assessed on its merit, with relevant concerns raised during advertising taken into consideration. Further assessment and discussion of the proposal is outlined below.
- Staff consider that the application in its current form meets the relevant provisions of the City of Albany Local Planning Scheme No.1 (LPS1).
- It is recommended that Council approve the proposed Industry - General (Concrete Batching Plant – Additions) at 100 (Lot 21) John Street, Milpara.

RECOMMENDATION

**DIS296: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council resolves to ISSUE a notice of determination granting development approval, subject to the following conditions, for Industry – General (Batching Plant Additions) at 100 John Street, Milpara.

Conditions:

- 1. All development shall occur in accordance with the stamped, approved plans referenced P2210564 and dated XX XXXXX 202X, unless varied by a condition of approval or a minor amendment, to the satisfaction of the City of Albany.**
- 2. If the development, the subject of this approval, is not substantially commenced within a period of 2 years from the date of approval, the approval shall lapse and be of no further effect.**
- 3. The proposal is to comply with any details and/or amendments marked in red on the stamped, approved plans.**
- 4. Onsite operations shall be managed effectively, to the satisfaction of the City, so that:**
- 5. Parking ,landscaping and road verge areas are not used for storage of materials; and**
- 6. Vehicle movements do not result in overflow of traffic (parking or stacking/queuing of waiting vehicles) onto the local road network including the road verge.**

Continued.

7. Prior to commencement of development, a schedule of materials and colours to be used on the approved buildings/structures shall be submitted to the City of Albany for approval. Prior to occupation, the approved schedule of materials and colours shall be implemented and maintained thereafter to the satisfaction of the City of Albany.

Advice:

- *The schedule should be lodged for approval prior to or as part of a building permit application and shall include details of all external elements of the development.*
- *The design materials and colours of the new development shall complement with those of the existing development and minimise reflectivity.*

8. The bulk storage of 'high risk' materials is not permitted within the subject site unless otherwise approved by the City of Albany.

Advice:

- *The applicant has provided information confirming the Supplementary Cementitious Materials stored within the silo are non-flammable. Should the applicant wish to store alternative materials within the silo, approval will need to be sought from the City of Albany in writing.*
- *A high-risk material is considered any material, which may lead to the potential ignition, prolonged duration and/ or increased intensity of a bushfire.*

9. The development hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.

10. Sign(s) shall not be erected on the lot without the prior approval of the City of Albany.

Advice:

- *Please refer to the City of Albany Local Planning Policy – Signs for further information.*

General Advice:

1. The level of noise emanating from the premises shall not exceed that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997. (DWER)
2. This approval, while otherwise current and effective as a planning approval from the date of this approval, can only be acted upon from the date that the Department of Water and Environmental Regulation issues a works approval in respect of the facility.(DWER)
3. The development is to operate in accordance with the requirements outlined under the Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998.

DIS296: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR TERRY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 12-0

DIS296: AUTHORISING OFFICER RECOMMENDATION

THAT Council resolves to ISSUE a notice of determination granting development approval, subject to the following conditions, for Industry – General (Batching Plant Additions) at 100 John Street, Milpara.

Conditions:

1. All development shall occur in accordance with the stamped, approved plans referenced P2210564 and dated XX XXXXX 202X, unless varied by a condition of approval or a minor amendment, to the satisfaction of the City of Albany.
2. *If the development, the subject of this approval, is not substantially commenced within a period of 2 years from the date of approval, the approval shall lapse and be of no further effect.*
3. The proposal is to comply with any details and/or amendments marked in red on the stamped, approved plans.
4. Onsite operations shall be managed effectively, to the satisfaction of the City, so that:
5. Parking ,landscaping and road verge areas are not used for storage of materials; and
6. Vehicle movements do not result in overflow of traffic (parking or stacking/queuing of waiting vehicles) onto the local road network including the road verge.
7. *Prior to commencement of development, a schedule of materials and colours to be used on the approved buildings/structures shall be submitted to the City of Albany for approval. Prior to occupation, the approved schedule of materials and colours shall be implemented and maintained thereafter to the satisfaction of the City of Albany.*

Advice:

- *The schedule should be lodged for approval prior to or as part of a building permit application and shall include details of all external elements of the development.*
 - *The design materials and colours of the new development shall complement with those of the existing development and minimise reflectivity.*
8. *The bulk storage of 'high risk' materials is not permitted within the subject site unless otherwise approved by the City of Albany.*

Advice:

- *The applicant has provided information confirming the Supplementary Cementitious Materials stored within the silo are non-flammable. Should the applicant wish to store alternative materials within the silo, approval will need to be sought from the City of Albany in writing.*
 - *A high-risk material is considered any material, which may lead to the potential ignition, prolonged duration and/ or increased intensity of a bushfire.*
9. *The development hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.*
 10. *Sign(s) shall not be erected on the lot without the prior approval of the City of Albany.*

Advice:

- *Please refer to the City of Albany Local Planning Policy – Signs for further information.*

General Advice:

1. *The level of noise emanating from the premises shall not exceed that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997. (DWER)*
2. *This approval, while otherwise current and effective as a planning approval from the date of this approval, can only be acted upon from the date that the Department of Water and Environmental Regulation issues a works approval in respect of the facility.(DWER)*
3. *The development is to operate in accordance with the requirements outlined under the Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998.*

BACKGROUND

4. Site details:

Local Planning Scheme	City of Albany Local Planning Scheme No. 1
Zone	General Industry
LPS1 Use Class & Permissibility (Table 3)	Industry – General - P
Lot Size:	Total site area 100 (Lot 21) John Street - 11.62Ha Area of subject use – 1.7Ha (north east corner of site)
Existing Land Use:	Subject use: Industry – General (Concrete Batching Plant) Other uses: Industry – General (Waste Transfer Station, Garden Centre and Transport Depot)
Bushfire Prone Area:	Yes
Applicable Local Planning Policies:	<ul style="list-style-type: none"> • Building Facades in Industrial Areas Policy • Signs Policy
Draft LPS 2 implications:	<ul style="list-style-type: none"> • No substantial changes are proposed to the existing zoning or development requirements of the subject site or adjoining sites under draft LPS2

5. No. 100 John Street, Milpara lies approximately 250m east of the Chester Pass Road / John Street intersection and approximately 4kms north north-east of the Albany CBD.
6. The site is irregular in shape, with the Concrete Batching Plant use currently operated by Hanson Concrete, located in the north eastern area of the lot. The development site informally operates separately from the remainder of the lot, with separate vehicle access point provided from John Street. The remainder of the lot is occupied by Vancouver Waste Services, Great Southern Soils and the City of Albany Waste Processing Centre.
7. The site is surrounded by land zoned Light Industry to the north, east and south. The closest Residential zoned land and a Parks and Recreation Reserve, reserved for the purposes of Public Recreation, lies to the west and north west of the subject site, approximately 480m from the proposed storage silo.
8. The existing streetscape of John Street consists of mixed general and light industrial developments, defined by large warehouse structures with incidental offices and/or wholesale shopfronts, vehicle repair businesses, freight yards, outdoor storage and processing, and highway commercial developments fronting Chester Pass Road. Dense vegetation in the north western corner and in a portion of the northern front setback of the site screens views between the existing development onsite and John Street.
9. The majority of the north eastern corner of the site is currently being used for the purpose of batching concrete and associated storage of aggregate, with existing development associated with the concrete batching operations consisting of a silo, site office and open storage areas. Hanson Concrete purchased the business in 2003 as an operational plant. A review of the City's records indicate that the concrete batching plant was approved in 1994 and registered with Department of Environment in 1997, and amended registration issued in 2005.
10. The applicant indicates in their report that the proposed development will not increase capacity of the existing operations, but will allow Hanson Concrete to sustain its operations in responding to recent significant increases to demand for building products, as well as reduce carbon emissions and incorporate better waste resource recovery.
11. The applicant indicates that the additional silo will allow for the storage of cement and/or Supplementary Cementitious Material (SCM).

12. SCM's are a cement replacement product and can include but are not limited to flyash, a by-product substance from power stations and Granulated Blast Furnace Slag (GBRS), a by-product in the production of steel. SCM is added as a direct replacement in the concrete batching process (1:1 ratio) in reducing the amount of cement used per batch.
13. It should also be noted that the implementation of the Albany Ring Road will also inform the future layout and design of major internal roads including Albany Highway and Chester Pass Road, as well as associated intersections and local road network, where located inside the Ring Road. In the long term, changes are expected to the design and functionality of the supporting road network in regards to vehicle types, movement and traffic volumes, following a reduction in primarily heavy vehicle traffic, most likely replaced by more commercial / lighter vehicle traffic.

DISCUSSION

Proposal

14. The additional silo is proposed to enhance both the sustainability and workplace operations of Hanson Concrete.
15. The additional silo is to be sited immediately adjacent the existing silo. Agitator trucks will park and receive the products from either/both of the silo/s whilst stationary.
16. In order to facilitate the new operations, the proposal also includes minor works to the existing silo including new filter top system, the modification of handrails and the construction of an aerial walkway between the existing and proposed silo. Material transfer from the additional silo to the agitator trucks will use compressed air within an enclosed system.
17. The proposal generally complies with the relevant provisions for the site contained under LPS1, and has been assessed in consideration of the following.

Public Consultation

18. Given the significant overall height of the proposed silo and potential concerns regarding the visual impact on the locality, the application was advertised to all landowners within a 300m radius of the development site, for a period of 23 days via direct mail out.
19. During advertising a total of five (5) responses were received, three in support or having no objection, one in conditional support and one objection.
20. The concerns raised during the advertising period and officer response, including mitigation measures are outlined in the table below.
21. The concerns raised during advertising and officer comment is summarised below:

Issue raised	Officer comments
<i>Sand and dust is currently not contained on-site with no consideration given to amenity impacts on adjoining properties. We have no objection to the proposal, however, we strongly suggest the proposal not be considered until the current sand and dust problem is eliminated.</i>	Noted. Refer Environmental Considerations section below for further discussion.
<i>We would appreciate it if we can receive written confirmation that the dust will be reduced or action taken to eliminate the dust before we can support the proposal.</i>	Noted. Refer Environmental Considerations section below for further discussion.

Environmental consideration

22. The Concrete Batching Plan use is required to operate in accordance with the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*, and any other relevant statutory requirements contained under legislation, and licences issued for the operation.
23. The applicant has confirmed that the proposed silo will not create any dust emissions, as it will incorporate all the appropriate operational filtration systems, including the following measures to control dust emissions from the proposed silo:
 - a) The transport of all material to the proposed silo will be done through an enclosed cement tanker.
 - b) Material transfer from the vehicle to silo utilises compressed air within an enclosed system.
 - c) Air released from the silo during this process is controlled through certified air filters.
24. As the development is not increasing the operational capacity of the site, an environmental management plan (specifically in relation to noise and dust emissions) was not required to be provided as part of the development application.
25. The application was also referred to DWER as the responsible agency for emissions and discharges from the construction and operation of prescribed premises.
26. In their response, DWER advised that *Environmental Protection Act 1986* requires:
 - a) a works approval to be obtained before constructing a prescribed premises, and
 - b) makes it an offence to cause an emission or discharge from an existing prescribed premises unless they are the holder of a works approval or licence (or registration); and
 - c) the emissions are in accordance with any conditions to which the licence or works approval is subject to.
27. DWER raised no objection to the proposal and advised they were currently assessing an application for the silo under their legislation.
28. As outlined above, aspects relating to ongoing compliance of the existing operations and proposed development with environmental legislation and requirements are subject to separate licences and approvals that are under the jurisdiction of DWER.
29. Where there are concerns or issues with current operations in relation to non-compliance with environmental management requirements, landowners are encouraged to contact the operators (Hanson Concrete Material Pty Ltd) directly, or otherwise contact DWER as the relevant authority.
30. The proposed development has been assessed against applicable provisions outlined under LPS1, specifically in regards to the use and bulk and scale of the development, in accordance with the objectives and relevant provisions of the General Industry zone.
31. LPS1 clause 4.5.12.8 states “All industrial developments shall provide any required buffer areas around land uses in accordance with the Environmental Protection Authority’s Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses and regulate development within the buffer area to ensure compatibility with the industrial activities and surrounding land uses.”
32. As there is no substantial change to the extent of the existing land use or increase to operational capacity, clause 4.5.12.8 of LPS1 is not applicable in this instance.

Visual impact

33. The new silo is proposed to be a height of 22.27m from natural ground level. Despite no height controls being identified within LPS1 in the General Industry Zone, the City requested a Visual Impact Assessment be undertaken to demonstrate to the City’s satisfaction that the height of the structure would not visually dominate the streetscape (refer Attachment 3).

34. Particular consideration was given to the visual impact of the structure from Chester Pass Road (being the primary vehicle entrance to the City from the east) and the Neighbourhood Centre zone across Chester Pass Road (Chester Pass Mall).
35. The results of the Visual Impact Assessment indicate the visual impact of the structure to be minimal, with views of structure predominately limited to the industrial precinct bound by John Street, Chester Pass Road and Newbey Street. Given this area is dominated by industrial development; the existing amenity of the area is unlikely to be impacted by the height of the proposed silo.
36. It is acknowledged that the proposal will also be partially visible when viewed from a number of locations along Chester Pass Road and Chester Pass Mall. However, it is necessary to consider that although part of the proposed development may be visible, this aspect does not, in itself, mean that the proposed development will have a negative impact on the visual amenity of the locality.
37. In order to further ensure any visual impact of the structure is limited, the applicant has agreed to work with the City of Albany in determining a final schedule of colours appropriate for the structure, likely a dull grey or white colour. This is recommended to be applied as a condition of development approval.

Vehicle Movement

38. The applicant has indicated that the installation of the storage silo will not result in an increase in production capacity of the plant.
39. To receive a load of concrete, agitator trucks enter the site from John Street to the north, then drive through to the rear of the site to access the silo/s. Once the load is received, agitator trucks then follow a one-way internal access way to the east and then proceed to exit on John Street.
40. The new silo is proposed to be located to the west of the existing silo adjacent to the internal access way. Given LPS1 requires a minimum 5m paved and/or sealed access way to be provided, a condition is recommended requiring a 5m access way be maintained following the installation of the proposed additional silo and implementation of the associated works. It is considered this condition would best be applied as a 'mark-up' in red on the site plan.

GOVERNMENT & PUBLIC CONSULTATION

41. Agency responses, concerns raised during advertising, staff comment and the applicant's justification for the proposal are summarised and discussed above.

Public

42. The application was advertised to all landowners within a 300m radius of the development site for a period of 23 days via direct mail out. A public briefing note was also placed on the City of Albany website for the same time period.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Mail Out	17/11/2021 to 10/12/2021	5 submissions received	No
Consult	Public Comment – City website	17/11/2021 to 10/12/2021		No

43. The proposal was advertised, due to potential the substantial height of the structure proposed, and potential concerns regarding detrimental visual impact on the locality. The proposal otherwise complied with the provisions of LPS1.
44. Through this process a total of five (5) responses were received, three in support or having no objection, one in conditional support and one objection.

Government

45. The site is located within a Bushfire Prone Area, however as the applicant has provided information confirming the stored SCM's are not considered flammable, referral to the Department of Fire and Emergency Services as a high risk land use was not required in this instance.
46. The application was also referred to DWER for a period of 42 days as per statutory requirements. Comments received by DWER are outlined in further detail above.

STATUTORY IMPLICATIONS

47. Voting requirement for this item is **SIMPLE MAJORITY**

POLICY IMPLICATIONS

Legislation and policy

48. Relevant legislation applicable to the application includes:
- *Planning and Development Act 2005*
 - *Planning and Development (Local Planning Schemes) Regulations 2015*
 - *Environmental Protection Act 1986*
 - *Environmental Protection (Noise) Regulations 1997*
 - *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*
49. Relevant state government policies and guidelines to the application include:
- *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*
 - *Environmental Protection Authority Guidance for the Assessment of Environmental Factors Western Australia No. 3, Separation Distances between Industrial and Sensitive Land Uses 2005*
50. The proposed silo is subject to a BAL rating of BAL-Low. Therefore, there is insufficient risk to warrant any specific planning requirements. The proposal is therefore consistent with *State Planning Policy 3.7 Planning in Bushfire Prone Areas*.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Community <i>The approval may result in unacceptable visual impact to area.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>The application was assessed against the relevant statutory framework. Mitigation of impacts to be achieved through adoption and enforcement of conditions.</i>
Reputational <i>The approval may result in unacceptable environmental impacts to nearby landowners.</i>	<i>Possible</i>	<i>Insignificant</i>	<i>Low</i>	<i>Department of Water and Environmental Regulation issues a works approval in respect of these types of facilities. The applicant is responsible for obtaining and ensuring compliance with the requirements. Ongoing monitoring and compliance is the responsibility of DWER.</i>
Opportunity: <i>Responds to the need to facilitate growth and sustainability of the construction industry to benefit the local economy.</i>				

FINANCIAL IMPLICATIONS

- 52. All costs associated with the development will be borne by the proponent.
- 53. However, should the proponents be aggrieved by Council’s decision and seek a review through the State Administrative Tribunal, the City could be liable for costs associated with defending the decision at a State Administrative Tribunal hearing.

LEGAL IMPLICATIONS

- 54. Council is at liberty to use its discretion to approve or refuse the proposal. An applicant aggrieved by a decision or condition may apply for a review to the State Administrative Tribunal, in accordance with Section 252 of the *Planning and Development Act 2005*.
- 55. The proponent has the right to seek a review of the Council’s decision, including any conditions attached to an approval. The City of Albany may be required to defend the decision at a State Administrative Tribunal hearing.

ENVIRONMENTAL CONSIDERATIONS

- 56. Management of the generation of noise and/or dust emissions from the proposed additional silo is dealt with under with the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998* and associated legislation. The applicant is responsible for obtaining and ensuring compliance with the requirements of all relevant licences and approvals. Ongoing monitoring and compliance is the responsibility of DWER.

ALTERNATE OPTIONS

- 57. Council has the following alternate options in relation to this item, which are:
 - a) To resolve to refuse the proposal subject to reasons; or
 - b) To alter, amend, remove or add conditions to the approval to address potential impacts from the development.

CONCLUSION

- 58. The proposal has been assessed against the provisions for the site contained under LPS1.
- 59. The Visual Impact Assessment indicates the visual impact of the structure to be minor, with views of structure predominately limited to the industrial precinct bound by John Street, Chester Pass Road and Newbey Street. Conditions are recommended to be applied regarding materials and finishes of the structure, to minimise impacts on visual amenity.
- 60. It is therefore recommended that Council approve the application for the proposed storage silo at 100 John Street, Milpara, subject to compliance with relevant conditions.

Consulted References	:	1. Local Planning Scheme No.1 2. City of Albany Building Facades in Industrial Areas Policy 3. State Planning Policy 3.7 – Planning in Bushfire Prone Areas. 4. Environmental Protection Authority: Separation Distances between Industrial and Sensitive Land Uses
File Number (Name of Ward)	:	A15845 (West Ward)
Previous Reference	:	Nil

DIS297: PLANNING AND BUILDING REPORTS FEBRUARY 2022

Proponent / Owner : City of Albany.
Attachments : Planning and Building Reports February 2022
Report Prepared By : Technical Support Officer (A James)
Authorising Officer: : Manager Planning and Building Services
(J Van Der Mescht)

RECOMMENDATION

DIS297: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council NOTE the Planning and Building Reports for February 2022.

BFAC014: RECEIVE THE MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE – 2 SEPTEMBER 2021

- Attachments** : Confirmed Minutes of the BFAC Meeting held 02/09/2021
- Report Prepared By** : Personal Assistant to the ED Corporate & Commercial Services (H Bell)
- Authorising Officer:** : Executive Director Corporate and 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:
 - **Pillar:** People
 - **Outcome:** A safe community
 - **Pillar:** Planet
 - **Outcome:** A resilient community that can withstand, adapt to and recover from natural disasters.

In Brief:

- Receive the minutes of the Bush Fire Advisory Committee meeting held on 2 September 2021.

RECOMMENDATION

**BFAC014: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the confirmed minutes of the Bush Fire Advisory Committee meeting held on 2 September 2021 be RECEIVED.

AR107: COMPLIANCE AUDIT RETURN (CAR) - 2021

Business Entity Name : City of Albany
Attachments : Albany – Compliance Audit Return 2021
Report Prepared By : Manager Governance & Risk (S Jamieson)
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:
 - **Pillar:** Leadership.
 - **Objectives:** Proactive, visionary leaders who are aligned with community needs and values

In Brief:

- Receive and critique the Compliance Audit Return (CAR) Report – 2021.

RECOMMENDATION

AR107: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT a Certified Copy of the Compliance Audit Return (CAR) for the period 1 January 2021 to 31 December 2021 be ENDORSED by Council and any additional information explaining or quantifying the compliance audit is to be submitted to the Department before 31 March 2022.

AR107: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR CRUSE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 5-0

AR107: AUTHORISING OFFICER RECOMMENDATION

THAT a Certified Copy of the Compliance Audit Return (CAR) for the period 1 January 2021 to 31 December 2021 be ENDORSED by Council and any additional information explaining or quantifying the compliance audit is to be submitted to the Department before 31 March 2022.

BACKGROUND

2. Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council.
3. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."
4. The Audit Committee is required to review the results of the annual CAR prior to presentation to Council for endorsement.
5. To complete the process, the CAR is signed by the Mayor and the CEO and submitted to the Department.

DISCUSSION

6. Additional information explaining and quantifying the compliance review is detailed in the attachment.

GOVERNMENT & PUBLIC CONSULTATION

7. Guidance has been communicated by the Department of Local Government, Sport & Cultural Industries via government circulars and guidelines.

STATUTORY IMPLICATIONS

8. **Compliance audits by local governments:** Prescribed actions are detailed at Regulation 14 of the *Local Government (Audit) Regulations 1996*.
9. An adopted return is required to be submitted to the Department by 31 March 2022.

POLICY IMPLICATIONS

10. Nil.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Legal & Compliance: <i>The CAR not endorsed by Council.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>CAR re-presented once concerns are adequately addressed and submitted to the Dept. prior to the 31 March 2022.</i>
Opportunity: <i>Facilitates Audit & Risk Committee critique.</i>				

FINANCIAL IMPLICATIONS

12. Nil.

LEGAL IMPLICATIONS

13. Nil.

ENVIRONMENTAL CONSIDERATIONS

14. Nil.

ALTERNATE OPTIONS

15. Nil.

CONCLUSION

16. Nil.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Audit) Regulations 1996 Department Circulars
File Number (Name of Ward)	:	(All Wards)
Previous References	:	<ul style="list-style-type: none"> OCM 23/02/2021 Resolution AR087.

AR108: REVIEW OF COUNCIL POLICY POSITIONS

Business Entity Name	: City of Albany
Attachments	: <ul style="list-style-type: none">• Revised: Long Term Borrowing Policy• Revised: Investment o Surplus Funds Policy (with minor amendments).• Revised: Cash / Investment Backing for Reserve Accounts Policy• Revised: Asset Impairment Policy
Report Prepared By	: Manager Finance (S van Nierop)
Authorising 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:
 - **Pillar:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

In Brief:

- Council is requested to review the attached policies.

RECOMMENDATION

AR108: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT:

1. **The following reviewed policy positions be ADOPTED:**
 - **Long Term Borrowing Policy;**
 - **Investment of Surplus Funds Policy*;** and
 - **Cash / Investment Backing for Reserve Accounts Policy.**
2. **The following reviewed policy is no longer a Council endorsed policy, and instead becomes an internal administration policy:**
 - **Asset Impairment Policy**

AR108: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR THOMSON
SECONDED: MAYOR WELLINGTON**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 5-0

AR108: AUTHORISING OFFICER RECOMMENDATION

THAT:

1. **The following reviewed policy positions be ADOPTED:**
 - **Long Term Borrowing Policy;**
 - **Investment of Surplus Funds Policy*;** and
 - **Cash / Investment Backing for Reserve Accounts Policy.**
2. **The following reviewed policy is no longer a Council endorsed policy, and instead becomes an internal administration policy:**
 - **Asset Impairment Policy**

*The following agreed minor amendments were agreed by the Committee:

- Investment of Surplus Funds Policy:
 - Retain the existing policy statement, being:

“5. At the request of Council, deposits are limited to authorised deposit taking institutions that have an office presence in Albany.”
 - Amendment of paragraphs 21, 22 & 23, to read:

“22. Environmentally and/or Socially Responsible Investments will be assessed on the same basis as other investment opportunities.

23. The City will select the investment that best meets its overall investment selection criteria.

24. The City will preference investment securities and financial institutions that are environmentally and/or socially responsible.”

BACKGROUND

2. It is a role of Council to determine policy positions.
3. The attached policies were reviewed by the Executive Director Corporate & Commercial Services and the Manager Governance & Risk and have been presented for review.

DISCUSSION

4. The intent of each policy and how they relate to legislation and current Council policy positions is still relevant.
5. Within the attachments is a copy of the proposed new policy, as well as a marked up version, outlining changes from the most previous approved policy position.
6. Amendments made in summary:

Policy Title:	Officer Comment:
Long Term Borrowing Policy	(a) This policy must be reviewed by the document owner every two years. (b) Addition of reference to the City’s Strategic Community Plan. (c) Removal of definitions section. (d) Formatting and minor editorial edits applied.
Investment of Surplus Funds Policy	(e) This policy must be reviewed by the document owner every two years. (f) Addition of reference to the City’s Strategic Community Plan. (g) Removal of Fitch ratings (policy will only follow the Standard & Poor’s ratings) to remove any issue if there are differences between the ratings agencies. (h) Added section on environmentally and socially responsible investments. This contributes to the City’s objective under 14.2.2 of the Corporate Business Plan 2021-25, being: <i>Provide a sustainable procurement and investment framework to ensure financial processes and service contracts are aligned with the City’s social, economic and environmental outcomes.</i> (i) Formatting and minor editorial edits applied.
Cash / Investment Backing for Reserve Accounts Policy	(j) This policy must be reviewed by the document owner every two years. (k) Addition of reference to the City’s Strategic Community Plan. (l) Formatting and minor editorial edits applied only.
Asset Impairment Policy	(m) This policy must be reviewed by the document owner every two years. (n) Addition of reference to the City’s Strategic Community Plan (o) the Authorising Officer recommends the Policy is an internal administrative policy only, with no requirement for Council to endorse, or review/approve by Council going forward. On the basis that a review of assets for impairment is to be conducted annually under Australian Accounting Standard 136 - Impairment of Assets, irrespective of the City having a policy. (p) Formatting and minor editorial edits applied.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

8. Nil.

POLICY IMPLICATIONS

9. Yes, as per the content of the proposed policies

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL, LEGAL IMPLICATIONS & ENVIRONMENTAL CONSIDERATIONS

11. Nil.

ALTERNATE OPTIONS

12. Council may support the review and re-adoption of these policies or not.

13. If more than minor changes are proposed, consultation is considered mandatory with all identified stakeholders.

CONCLUSION

14. It is recommended that the Authorising Officer’s Recommendation is adopted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995
File Number (Name of Ward)	:	CM.STD.7 (All Wards)
Previous Reference	:	<ul style="list-style-type: none"> OCM 23/05/2017 Resolution CCCS028. OCM 14/12/2021 Resolution AR102

AR110: REVIEW OF DELEGATIONS & AUTHORISATIONS REGISTER

Proponent	: City of Albany
Attachments	: Delegations & Authorisations Register 2022
Report Prepared by	: Manager Governance & Risk (S Jamieson)
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:
 - **Pillar:** Leadership.
 - **Outcomes:** Strong workplace culture and performance.

In Brief:

- Council review and approve the Register of Delegations & Authorisations.

RECOMMENDATION

AR110: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT the reviewed and amended Register of Delegations & Authorisations, consisting of the following:

- **Main document (document control, forward, contents);**
 - **Attachment A – Delegations Register – Assigned Authorised Persons**
 - **Attachment B – Local Law Register – Assigned Authorised Persons**
 - **Attachment C – Statutory Delegations – Assigned to local government**
 - **Attachment D – Policy Position Register – Council adopted and EMT approved**
- be ADOPTED.**

AR110: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR TERRY
SECONDED: MAYOR WELLINGTON**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 5-0

AR110: AUTHORISING OFFICER RECOMMENDATION

THAT the reviewed and amended Register of Delegations & Authorisations, consisting of the following:

- **Main document (document control, forward, contents);**
 - **Attachment A – Delegations Register – Assigned Authorised Persons**
 - **Attachment B – Local Law Register – Assigned Authorised Persons**
 - **Attachment C – Statutory Delegations – Assigned to local government**
 - **Attachment D – Policy Position Register – Council adopted and EMT approved**
- be ADOPTED.**

BACKGROUND

2. The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation.
3. Without delegated authority, most decisions of the City would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.
4. The Act requires local government to keep a register of its delegations and review this register once every financial year.
5. The last review was adopted by Council on 23 February 2021 and a review is now due.

DISCUSSION

6. Proposed amendments are detailed in the document control section of the register.
7. The reviewed and amended Register of Delegations & Authorisations, consisting of the following elements, has been prepared for your review and re-approval:
 - Main document (document control, forward, contents);
 - Attachment A – Delegations Register – Assigned Authorised Persons.
 - Attachment B – Local Law Register – Assigned Authorised Persons.
 - Attachment C – Statutory Delegations – Assigned to local government.
 - Attachment D – Policy Position Register – Council adopted and EMT approved.
8. Council Policies and their associated delegation(s) are listed at attachment D to the Delegations Register.
9. Council may choose to identify and prioritise specific:
 - Delegations; or
 - Council Policy Positions for separate review.

GOVERNMENT & PUBLIC CONSULTATION

10. The Executive Management Team and relevant staff have been provided with an opportunity to review their respective delegations.

STATUTORY IMPLICATIONS

Legislative powers for delegations in local government

11. The *Local Government Act 1995* (the Act) has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used, then it is the council itself which must carry out that function.
12. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.
13. It is a requirement of section 5.18 of the Act, that Council review the delegations at least once every financial year.
14. Voting requirement: **Absolute Majority**.

POLICY IMPLICATIONS

15. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal & Compliance. Non-compliance with the City’s statutory requirement to review the delegations every financial year.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Review and bring back to Council for adoption prior to 31 March 2022.</i>

FINANCIAL IMPLICATIONS

17. Nil.

LEGAL IMPLICATIONS

18. There are no direct legal implication related to this report.

SUMMARY CONCLUSION

19. That the reviewed registers received for review and adoption.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government Operational Guidelines
File Number (Name of Ward)	:	PE.AUT.1 (All Wards)
Previous Reference	:	OCM 23/02/2021 Resolution AR089.

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
16. **REPORTS OF CITY OFFICERS**
17. **MEETING CLOSED TO PUBLIC**
18. **CLOSURE**