

MINUTES

Ordinary Meeting of Council

Tuesday 27 August 2019

6.00pm

City of Albany Council Chambers

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



ORDINARY COUNCIL MEETING
MINUTES 27/08/2019

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1. DECLARATION OF OPENING

The Mayor declared the meeting open at 6.00pm.

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor

D Wellington

Councillors:

Breaksea Ward

R Hammond

Breaksea Ward

P Terry

Frederickstown Ward

G Stocks (Deputy Mayor)

Frederickstown Ward

R Stephens

Kalgan Ward

B Hollingworth

Kalgan Ward

E Doughty

Vancouver Ward

J Shanhun

Vancouver Ward

T Sleeman

West Ward

S Smith

Yakamia Ward

A Moir

Staff:

Chief Executive Officer

A Sharpe

Acting Executive Director Corporate Services

D Olde

Acting Executive Director Development
Services

J Van Der Mescht

Executive Director Infrastructure
& Environment

P Camins

Executive Director Community Services

S Kay

Meeting Secretary

J Williamson

Apologies:

Yakamia Ward

R Sutton (Apology)

West Ward

A Goode JP (Apology)

Three media representatives and approximately 25 members of the public were in attendance.

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Mr Andrew Sharpe	PR007	Financial. The nature of the interest being that Mr Sharpe is directly impacted by the CEO Performance Review. There was no discussion on this item and Mr Sharpe remained in the Chamber for the vote.

5. REPORTS OF MEMBERS

6.01pm Councillor Terry

Councillor Terry reported that he attended the Great Southern Trails Forum, and the Hawthorn House launch of Sensory Experience Kits for people with dementia. Councillor Terry also supported the recent launch of the Lower Great Southern Age Friendly Charter.

Councillor Terry informed Council the Local Drug Action Team in Albany, which is a nationally funded program by the Alcohol and Drug Foundation recently ran a competition called the Social Consequences Campaign. This campaign raises the awareness of young people of the short term consequences of drinking to excess. Councillor Terry's son took first place in this competition with a short film clip, and received \$2000.

Councillor Terry also commented that he hoped that Council could engage further with the Youth Advisory Council. Mayor Wellington responded that the City was already engaging with the YAC, and that they had recently attended a mock Council meeting at the City. Mayor Wellington said that the engagement would be ongoing.

Councillor Terry also informed Council of the recent funding received by Warburton in Victoria for the development of a trails network. Councillor Terry said that the City of Albany should be doing everything it could to expedite the development of the trails network.

6.04pm Councillor Stephens

Councillor Stephens represented Council as a guest speaker at the Community Engagement Summit Series held in Perth on the 20 to 22 August 2019. Councillor Stephens was invited to give a ten minute presentation on the opportunities and challenges that local government faces with community engagement. The City's "Your City" campaign received rave reviews from attendees at the Summit.

The majority of attendees at the Summit were community engagement practitioners, and Councillor Stephens and Councillor Smith were the only two local government elected members in attendance. Councillor Stephens said that the fact that our Councillors are involved at a grass roots level with community consultation together with staff. The City was mentioned in four different presentations, including the Department of Transport who are working with the City to provide dual use and bike paths, and the Bibbulmun Track trillion tree program.

Attendees also participated in a "Walkshop" to experience what it would like for a person with a disability, which highlighted how it was important to make decisions that engaged the whole community. There was also overwhelming support for a future Summit to be held in Albany.

6.06pm Councillor Stocks

Councillor Stocks attended (together with the CEO and Mayor Wellington) the annual WALGA convention. Councillor Stocks said that the AGM had a number of motions of interest to the City, and highlighted that the issues that the City of Albany face as a local government are those that most local governments face.

One of the items of interest as Coastal Hazard Protection, where the State government has pushed for local governments to assume responsibility for providing that protection to the coast line, which comes at a significant financial cost.

There was also discussion about the Federal Assistance Grant Scheme being used and raised on a national level, because it is a national problem. The motion was passed that we seek a national agenda that local governments are assisted through the federal scheme.

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The discussion for motion 2 was centred on the loss of rate revenue to local governments due to not for profit housing, for example those properties owned and managed by the Department of Housing, RAAFA villages and Community Housing. There are over 300 exempt properties within the City of Albany,

Of particular interest was the motion that was passed regarding motoring taxes and fuel excise. For every dollar of excise paid by WA motorists, WA receives 34 cents in the dollar for roads, and 66 cents in the dollar goes to the eastern states. There is a backlog of road maintenance needs in WA amounting to around \$854 million, and the motion is calling upon the Federal government to provide the funding required.

There was a lot of discussion around waste, and the amount of waste, including recycling, that is being transported to regional areas for processing. One example is the very large waste facility at Bannister. There was a call for more assistance from the Federal government to facilitate improved waste management processes, with less reliance on landfill.

Motion 5 called for local government to have a greater presence and influence on Joint Development Assessment Panels. This was followed almost immediately by a press release from the State government that membership of Development Assessment Panels would be reduced from 9 to 3. This would mean that even though this motion would be put forward to State government, it will most probably be ignored.

The Federal Assistance Grant Scheme has steadily declined from 1% of commonwealth taxable revenue down to about 0.55%. As a comparison, local governments raise around 3.6% of all taxes, and they are responsible for 33% of public infrastructure in Australia, and 75% of Australian roads. With less money. With less money from fuel excise as well.

The motion not supported by the City of Albany, was the reintroduction of third party right of appeal to the State Administrative Tribunal. This motion was, however, supported by the majority.

Mayor Wellington, Deputy Mayor Councillor Stocks and the CEO also met with the Minister for Local Government. Councillor Stocks said that the Minister's rhetoric about how much local government does for their communities was welcome, however, it was felt that the Minister should also be responding to, and defending, publicly the current criticism local governments are experiencing.

The Select Committee into Local Government also presented at the conference. The President of WALGA, Lynne Craigie responded to the presentation saying that the fact that Charles Smith has been calling for 'dirt' on local governments is a disgrace, and asked how Mr Smith could be an independent member of the Select Committee and have an open mind about what the value of local government is, when he is attempting to discredit the role of local government. Ms Craigie's message was wholeheartedly supported by delegates.

Gary Adshead and Hugh Riminton provided discussion around the value of media, and the decline in the relevance of print media. The increase in digital media has led to the change of direction with some print media, including the West Australian, with sensationalistic journalism coming to the fore, particularly with regard to local government.

Warburton is a town in Victoria with a population of 1500 people. Warburton has recently received \$13m in funding for trails, which is expected to transform the town. They are self-reporting to the relevant state environmental protection authorities as part of the trails program, but have not engaged on an official level with that body. It would be unfortunate if that lack of engagement was to lead to extensive delays in delivering the trails program. The City of Albany has experience some significant delays in implementing their trail program, due to the formal engagement process with environmental agencies. Should the Warburton project be successfully delivered with the twelve month time frame, perhaps the City of Albany should look at modelling their progress on the same level of engagement.

Councillor Brett Bell from the Shire of Plantagenet was acknowledged at the WALGA conference for long and loyal service to local government, as was our own Councillor Goode in 2018.

Councillor Stocks also presented to Council an award received by the City for Excellence in Policy Promoting Smoke Free Environments.

6.16pm Councillor Hollingworth

Councillor Hollingworth spoke about the Lower Kalgan Community Association, who have been very proactive in developing a strategic plan for the future of the Association.

Councillor Hollingworth attended the Vietnam Veterans Memorial Service, and the opening of the Eastern Pavilion of the Centennial Precinct by Premier Mark McGowan. Permaculture Workshop congratulated Ig in promoting the greening of communities.

6.18pm Councillor Doughty

Councillor Doughty attended the Wellstead Donate for Life event and the Aged Care Employee Day at Craigcare. Councillor Doughty also attended the Albany Community Foundation sleep out, with around 30 other participants, and the Civic Reception in honour of the recently appointed Freeman of the City, Mrs Alice Rule and Mr Terry Eaton.

6.22pm Councillor Sleeman

Councillor Sleeman commented on the new lay out of the Chamber and was pleased that Councillors are no longer sitting with their backs to the gallery. Councillor Sleeman also advised that, in her capacity as Manager Albany and Regional Volunteer Service, that she is currently working with the Youth Advisory Council around governance and their roles and responsibilities as board members.

Councillor Sleeman recently attended a three day conference in Canberra on community engagement. Councillor Sleeman said she has come back to Council feeling inspired and reinvigorated. The conference covered many aspects of community engagement, including asset based community groups and how to increase participation by the community by identifying community members who have the skills and capacity to benefit the community.

Max and Marion Chester, who have spearheaded the project to recycle clothing to reduce landfill have been nominated for a Keep Australia Beautiful award. Working together with Councillor Sleeman, Mr and Mrs Chester are progressing an initiative for a soup van to feed people experiencing homelessness in Albany.

Councillor Sleeman also wanted to let everyone know that the Turtles are back! She urged motorists to watch out for them on the road.

6.28pm Councillor Shanhun

Councillor Shanhun attended the recent Citizenship ceremony and the Civic Reception held for in honour of the recently appointed Freeman of the City, Mrs Alice Rule and Mr Terry Eaton.

Councillor Shanhun informed Council that his local Volunteer Bush Fire Brigade was now back in full training in preparation for the coming fire season. Councillor Shanhun urged residents to prepare their properties for what could be a dangerous fire season, due to high fuel loads and a relatively low rainfall over the winter period.

6.29pm Councillor Smith

Councillor Smith recently attended the Community Engagement Summit in Perth. Councillor Smith said it was a fantastic conference, and well worth attending. The Department of Transport representative at the summit praised the levels of engagement by city staff, particularly the City's Revenue Development Officer.

Councillor Smith also attended the civic reception for the Nichinan exchange students. In addition to the student exchange program, Nichinan is also a sister city of the City of Albany.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

7. PUBLIC QUESTION TIME

6.32pm Ms Doreen Johnston, 75 Home Road, Robinson

Ms Johnston addressed Council regarding the proposed telecommunications tower in Home Road, Robinson. Ms Johnston is strongly opposed to the tower being constructed in the proposed location.

6.35pm Mr Dan Toovey, 63 Roberts Road, Robinson

Mr Toovey addressed Council regarding the proposed telecommunications tower in Home Road, Robinson. Mr Toovey said that his home was very close to the proposed site, and he had serious concerns for the health and wellbeing of his young children should the tower be constructed.

6.39pm Ms Sharna Toovey, 63 Roberts Road, Robinson

Ms Toovey addressed Council regarding the proposed telecommunications tower in Home Road, Robinson. Ms Toovey said that she was very concerned that her children may be exposed to harmful emissions from the tower, given the closed proximity of their home to the proposed tower location.

6.42pm Master Ollie Toovey, 63 Roberts Road, Robinson (8 years of age)

Ollie Toovey requested that Council not approve the tower in its proposed location, as it may be harmful to people living in the area.

6.43pm Pauline Stevens, 27 Harding Road, Robinson

Ms Stephens requested that Council not approve the proposed telecommunications tower in Home Road, Robinson, due to concerns from surrounding residents. Those concerns included possible exposure to harmful emissions from the tower.

There being no further speakers, the Mayor declared Public Questions Time closed at 6.45pm.

8. APPLICATIONS FOR LEAVE OF ABSENCE Nil

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

RESOLUTION

VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR TERRY

SECONDED: COUNCILLOR MOIR

THAT the minutes of the Ordinary Council Meeting held on 23 July 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings, pending the following inclusion as requested by Councillor Terry to his Report as a Member:

“and spoke in favour of the Heritage Park Mountain Bike trails development.”

CARRIED 11-0

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS168: FINANCIAL ACTIVITY STATEMENT – JUNE 2019

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

RECOMMENDATION

CCS168: RESOLUTION VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR SMITH

THAT the Financial Activity Statement for the period ending 30 June 2019 be RECEIVED.
CARRIED 11-0

CCS168: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR SMITH

THAT the Responsible Officer Recommendation be ADOPTED.
CARRIED 11-0

CCS168: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 June 2019 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 June 2019 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

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

"Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, 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);
 - b. budget estimates to the end of the month to which the statement relates;
 - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
 - II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
 - III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit.
 - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2018/19 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 June 2019 has been incurred in accordance with the 2018/19 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS169: LIST OF ACCOUNTS FOR PAYMENT – JULY 2019

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

RECOMMENDATION

CCS169: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR STEPHENS

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2019 totalling \$7,500,071.28.

CARRIED 11-0

CCS169: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR HAMMOND

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS169: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2019 totalling \$7,500,071.28.

BACKGROUND

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 July 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$19,308.22
Credit Cards	\$15,954.18
Payroll	\$1,549,192.24
Cheques	\$93,646.60
Electronic Funds Transfer	\$5,821,970.04
TOTAL	<u>\$7,500,071.28</u>

As at 15 July 2019, the total outstanding creditors stands at \$423,170.46 and is made up as follows:

Current	\$50,654.92
30 Days	\$372,515.54
60 Days	\$0.00
90 Days	\$0.00
TOTAL	<u>\$423,170.46</u>
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

6. Expenditure for the period to 15 July 2019 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 July 2019 has been incurred in accordance with the 2018/2019 budget parameters.

CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CCS170: DELEGATED AUTHORITY REPORTS – JUNE TO JULY 2019

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

RECOMMENDATION

CCS170: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR SLEEMAN
SECONDED: COUNCILLOR SHANHUN

THAT the Delegated Authority Reports 16 June 2019 to 15 July 2019 be RECEIVED.
CARRIED 11-0

CCS170: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT the Responsible Officer Recommendation be ADOPTED.
CARRIED 11-0

CCS170: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 June 2019 to 15 July 2019 be RECEIVED.

CCS171: WRITE OFF GENERAL DEBT REPORT AS AT 30 JUNE 2019

Proponent	: City of Albany
Attachments	: Delegated Authority Write Off Debtors General Debt
Report Prepared by	: Acting Manager Finance (S Van Nierop)
Responsible Officer	: Acting Executive Director Corporate Services (D Olde)

RECOMMENDATION

CCS171: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR TERRY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT Council RECEIVE the General Debtors Write Off Report as at 30 June 2019.

CARRIED 11-0

CCS171: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE
SECONDCED: COUNCILLOR HOLLINGWORTH

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS171: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the General Debtors Write Off Report as at 30 June 2019.

CCS172: QUARTERLY REPORT – TENDERS AWARDED – APRIL TO JUNE 2019

Proponent	: City of Albany
Attachments	: Quarterly Report – Tenders Awarded – April to June 2019
Report Prepared by	: Procurement Officer (H Hutchinson)
Responsible Officer	: Acting Executive Director Corporate Services (D Olde)

RECOMMENDATION

**CCS172: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR MOIR**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – April to June 2019.
CARRIED 11-0**

CCS172: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SHANHUN
SECONDED: COUNCILLOR STEPHENS**

**THAT the Responsible Officer Recommendation be ADOPTED.
CARRIED 11-0**

CCS172: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – April to June 2019.

CCS173: CITY UPDATE (CITY SCORECARD) – QUARTER 4 - 2018/19

Proponent : City of Albany
Attachments : City Update-June Quarter 2019
Report Prepared by : Facilitator-Strategy and Improvement (S Grimmer)
Responsible Officer(s) : Acting Executive Director Corporate Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan and Corporate Business Plan:
 - **Key Theme:** 1 Leadership
 - **Objective:** 1.1 To establish and maintain sound business and governance structures
 - **Community Priority:** 1.1.1 Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- The quarterly City Update reports progress against the Strategic Objectives and Operational Priorities as outlined in the City's integrated planning and reporting framework and the supporting budget.

RECOMMENDATION

CCS173: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR STOCKS

THAT Council NOTE the Corporate Scorecard Report for the June 2019 quarter.

CARRIED 11-0

CCS173: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR SMITH

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CCS173: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE the Corporate Scorecard Report for the June 2019 quarter.

BACKGROUND

2. The City Update provides a quarterly snapshot on how the City is performing against the priorities set in the Corporate Business Plan.
3. A simple traffic light system is used to report on the progress made against agreed performance targets.

SUMMARY OF FINDINGS

4. The format aligns with the Our City brand.
5. The June 2019 report confirms that the City continues to meet its Integrated Planning & Reporting commitments and has delivered the vast majority of the actions outlined in Business Unit Plans, the Capital Works Program and the 2018/19 Key Performance Indicators (KPI's) as established by Council.

GOVERNMENT CONSULTATION

6. The City of Albany quarterly update is modelled on similar approaches from across the Local Government sector.

STATUTORY IMPLICATIONS

7. **Section 5.56(1) and (2) of the *Local Government Act 1995*** requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The advisory standard, framework and supporting guidelines stress the importance of measuring and reporting progress.

RISK IDENTIFICATION & MITIGATION

8. The risk identification and categorisation references the City's Risk & Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. Council fails to deliver against it's commitments.	Unlikely	Moderate	Medium	Monitor & report performance quarterly and take appropriate action
Opportunity: To improve communication with the community on how the City is performing against it's commitments. Communication will be complimented by quarterly reporting to Council which will be uploaded onto our web-site.				

FINANCIAL IMPLICATIONS

9. While there are no direct financial implications in relation to this item the City monitor's financial trends to confirm that services, strategic priorities and projects are delivered within the constraints of the Annual Budget.

CONCLUSION

10. The City Update provides a snapshot on how the City of Albany is performing against it's integrated planning and reporting framework.

Consulted References	:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> Western Australian - Integrated Planning and Reporting Framework
File Number (Name of Ward)	:	CM.RVW.3 (All Wards)
Previous Reference	:	Previous quarterly updates and OCM items which commenced in 2017/18

CCS174: NATIONAL ANZAC CENTRE – Q4 2018-19 REPORT

Proponent	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 4 (Q4) 2018-19 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Responsible Officer(s)	: Executive Director Community Services (S Kay)

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
 - **Key Theme:** Smart Prosperous and Growing.
 - **Strategic Objectives:** To strengthen our region's economic base; and
 - To develop and promote Albany as a unique and sought after destination.
 - **Community Priorities:** Strengthen our economy by supporting business innovation and diversity; and
 - Promote the Albany region as a sought after and iconic tourism destination.

In Brief:

- To provide Council with update on Q4 2018-19 performance of the NAC.

RECOMMENDATION

CCS174: RESOLUTION VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR TERRY
SECONDED: COUNCILLOR STOCKS

THAT:

1. Council **RECEIVE** the NAC Operational Report for Q4 2018/19.
2. Further clarification regarding the stock on hand in the Forts Store and an explanation of retail operations of the Store be provided in a report to the Audit and Risk Committee.

CARRIED 11-0

CCS174: COMMITTEE RECOMMENDATION (AMENDED MOTION BY MAYOR WELLINGTON) VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the interim report be deferred and presented directly to the August 2019 Ordinary Council Meeting and further clarification regarding the stock on hand in the Forts Store and an explanation of retail operations of the Store be provided in a report to the Audit and Risk Committee.

CCS174: AMENDED MOTION BY MAYOR WELLINGTON

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR HAMMOND

THAT the Responsible Officer Recommendation be **AMENDED** to read as follows:

THAT the interim report be deferred and presented directly to the August 2019 Ordinary Council Meeting and further clarification regarding the stock on hand in the Forts Store and an explanation of retail operations of the Store be provided in a report to the Audit and Risk Committee.

CARRIED 11-0

CCS174: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the NAC Operational Report for Q4 2018/19.

BACKGROUND

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this national museum and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Group during the 2016/17 financial year to assist in the further development of both the NAC and AHP, to ensure the assets continue to evolve, aligned with contemporary museum standards. The NAC Advisory Group has been meeting quarterly since convening.
6. It was agreed in November 2018 that the NAC Advisory Group would now meet twice a year. The next meeting is planned for September 2019.
7. Council has budgeted a subsidy of \$250,000 annually for the operations of the NAC and the AHP and has established a reserve on the understanding that any surplus funds be reinvested and used to leverage additional grant funding to improve the asset.
8. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information as to its performance.

DISCUSSION

9. Q4 2018/19 achieved overall total visitation numbers of 314, 445 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 67,382 visitors per year.
10. Total visitation for Q4 2018/19 increased by 2,851 visitors compared to the same period in 2017/18.
11. The visitation in Q4 2018/19 from the Great Southern Region totalled 312 people, consisting of 63% of visitors from Albany, 10% from Denmark, 12% Mt Barker and a range of 2% - 9% from Lake Grace, Gnowangerup, Katanning, Narrikup and Wellstead.
12. The total visitation in Q4 2018/19 originated from Western Australia (69%) and interstate (31%).
13. Visitors from other States and Territories consisted of 32% from NSW, 29% from VIC, 20% from QLD, 13% from SA, followed by TAS, ACT and NT all with similar figures between 1-3%.
14. Of the total 5% of international visitors, 51% of these visitors originated from United Kingdom, 10% from New Zealand, 7% from Singapore, 6% from USA and 2-3% from China, Canada.
15. Revenue generated in Q4 2018/19 by the NAC was \$74,405 more compared to the same period in 2017/18. The Forts Store revenue also increased by \$34,226 compared to the same period in 2017/18.
16. Average retail spend per head for 2018/19 Q4 reached \$10.05, an increase from same period last year of \$8.59.

17. As at the end of Q4 2018/19, 3,807 local residents were members of the NAC League of Local Legends program, with 230 joining during Q4.
18. The NAC received 156 non-local paying visitors in Q4 2018/19 as a result of the NAC League of Local Legends program.
19. In Q4 2018/19, activities included the final month of NAC packages and visitation connected to Field of Light, Honouring Albany's Own Exhibition and connections to Avenue of Honour, cruise ship visitation, gun salutes and Easter school holiday commencement. Release of the Amazing South Coast 3 attractions pass and Signature experience to market also occurred.
20. The City of Albany is liaising with the Australian War Memorial regarding building an enduring partnership.

GOVERNMENT & PUBLIC CONSULTATION

21. Not Applicable.

STATUTORY IMPLICATIONS

22. Not Applicable.

POLICY IMPLICATIONS

23. Not Applicable.

RISK IDENTIFICATION & MITIGATION

24. Nil.

FINANCIAL IMPLICATIONS

25. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at 30 June 2019, noting that it includes internal delivery cost allocations of \$17,174 (full year allocation \$22,857).

- a. Full year operating expenditure budget includes:
- i. \$217,000 of costs from accounts that are "shared" across the AHP. A total of \$798,000 of budgeted costs reported under the AHP have been deemed to be a shared cost, across the four reporting areas under the AHP (NAC, Retail, Forts, and AHP Precinct). For the purpose of presenting a standalone view of the NAC, managers have used their best judgement to notionally allocate the \$798,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$89,000 of the \$217,000), marketing, education program, ground maintenance, internal service delivery, security, and insurance.

National ANZAC Centre	FY18/19 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$1,000,000	\$1,000,000	\$1,185,681	\$185,681
Operating Expenditure	\$(779,601)	\$(779,601)	\$(666,399)	\$113,202
Net Operating Surplus/ (Loss)	\$220,399	\$220,399	\$519,282	\$298,883
Capital Expenditure	\$0	\$0	\$0	\$0
Stock on Hand	\$0	\$0	\$0	\$0
Grand Total	\$220,399	\$220,399	\$519,282	\$298,883

LEGAL IMPLICATIONS

26. Nil.

ENVIRONMENTAL CONSIDERATIONS

27. Nil.

ALTERNATE OPTIONS

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

SUMMARY CONCLUSION

29. Overall Q4 2018/19 has seen a significant increase in numbers visiting the NAC. This has been assisted by the installation of the extremely popular Field of Light installation. Q4 has shown the second highest numbers for April since 2015 and the 2nd highest total visitation numbers for the full financial year since opening in November 2014. Positive outcomes from marketing along with the community response to the League of Local Legends program also assisted with continued growth.
30. An increase in the retail spend per head in the Fort Store has seen the Q4 average \$10.05 up by \$3.28 since 2015/16 as the first full year of trading. This is a positive contribution to revenue for the AHP precinct as a whole and demonstrates that the Store merchandise is attracting visitors and staff are marketing merchandise of interest.
31. Interest in the Princess Royal Fortress and exhibitions also continues to generate visitation to the NAC. Supporting figures of Q4 2018/19 saw 1093 people take part in Princess Royal Fortress Tours.
32. Overall Q4 saw some record breaking days of attendance in the NAC and Fort Store sales. This is reflective of the high recorded numbers visiting the Field of Light during the summer period Easter, Anzac Day and school holidays. Over the Easter long weekend the NAC saw 1927 visitors in four days.

Consulted References	:	Nil.
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Nil.

**CCS175: COMMUNITY SPORTING AND RECREATION FACILITIES FUND
2019/2020 SMALL GRANT ROUND APPLICATIONS**

Proponent / Owner	: Albany Equestrian Centre Association Inc.
Attachments	: Albany Equestrian Centre Association - Correspondence and Project Assessment Sheet; Policy for Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Manager Recreation Services (S Stevens)
Responsible Officers:	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** A Sense of Community.
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

In Brief:

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round.
- To seek Council support to provide funding assistance in line with the Council Policy of the Community Sports & Recreation Facilities for the Albany Equestrian Centre project upon return of successful CSRFF Annual Grant application.

RECOMMENDATION

**CCS175: RESOLUTION 1
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR SLEEMAN**

That Council RANK the one CSRFF applications in the following order for the CSRFF August 2019 Funding Round:

1. **Albany Equestrian Centre – Outdoor Sand Arena Extension - Small Grant (ranked one of one)**

CARRIED 11-0

**CCS175: RESOLUTION 2
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR DOUGHTY**

That Council APPROVE a total of \$5,358 (exc. GST) from the 2019/2020 budget to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

1. **Albany Equestrian Centre - \$5,358**

CARRIED 11-0

CCS175: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR STEPHENS

THAT Responsible Officer Recommendation 1 be ADOPTED.

CARRIED 11-0

CCS175: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR HAMMOND
SECONDED: MAYOR WELLINGTON

THAT Responsible Officer Recommendation 2 be ADOPTED.

CARRIED 11-0

CCS175: RESPONSIBLE OFFICER RECOMMENDATION 2

That Council APPROVE a total of \$5,358 (exc. GST) from the 2019/2020 budget to the following community sporting project as the Councils commitment upon successful CSRFF Annual grant application;

1. Albany Equestrian Centre - \$5,358

CCS175: RESPONSIBLE OFFICER RECOMMENDATION 1

THAT Council RANK the one CSRFF applications in the following order for the CSRFF August 2019 Funding Round:

1. Albany Equestrian Centre – Outdoor Sand Arena Extension - Small Grant (ranked one of one)

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries has three rounds of available funds including:
 - Small Grant Funding Round (Winter)
 - Annual And Forward Planning Funding Round
 - Small Grant Funding Round (Summer)
3. The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.
4. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12 month period.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
6. Clubs and local government authority must demonstrate equitable access to the public on a short term and casual basis.

7. The land on which the facility is to be developed must be one of the following:
 - Crown reserve
 - Land owned by a public authority
 - Municipal property
 - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.
9. Whilst there is no obligation for Local Government to contribute to the community sporting projects local government is viewed as a key funding partner in supporting improved community sporting amenities.
10. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
11. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Local Government, Sport and Cultural Industries – Sport and Recreation on behalf of the applicants prior to 30 March 2020.
12. Once the assessment process from Local Government Authorities is complete all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the Department of Local Government, Sport and Cultural Industries – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

DISCUSSION

13. The grant guidelines require Council to provide a ranking for the projects.
14. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides guidance for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - Project justification
 - Planned approach
 - Community input
 - Management planning
 - Access and opportunity
 - Design
 - Financial viability
 - Coordination
 - Potential to increase physical activity
 - Sustainability
15. 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

16. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.
17. The City of Albany has received only one (1) Small Grant Application this round. The following additional information is provided about the project and funding application:

Albany Equestrian Centre – Outdoor Sand Arena Extension.

- - The funding application is a Small Grant Application to extend the Albany Equestrian Centre's outdoor sand arena from 1200sqm to 3000sqm.
 - Albany Equestrian Centre is located on Roberts Road in Robinson.
 - Albany Equestrian Centre facilities are used by 5 affiliated equestrian clubs: Albany Horseman's Association, Albany Adult Riders Club, Southern Districts Dressage Club, Albany Pony Club and Albany Natural Trail Riders.
 - The centre hosts both regional and state events. The redevelopment will directly impact on the club's and the region's ability to deliver show jumping events, show jumping training, equestrian clinics and general equestrian use.
 - The Centre has a rapidly growing membership of 373. A 20% increase from 3 years ago (296 members).
 - Current Financial Statements indicate the association holds a total of \$24,531.46 and can cover the redevelopment's associated costs.
 - Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager assessed the project as having a high priority.
18. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Albany Equestrian Centre	Albany Equestrian Centre Outdoor Sand Arena Extension.	Well planned and needed by the applicant.

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

GOVERNMENT & PUBLIC CONSULTATION

20. 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 (August 2019).
21. The City of Albany has conducted a site visit (July 2019) and follow up consultation sessions to assist the club benefiting from this Community Sporting project.

STATUTORY IMPLICATIONS

22. There is no statutory requirement.
23. City staff 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.
24. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.

25. 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

26. The Recreation Planning Strategy adopted in 2008 has been applied in ranking this submission.
27. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

28. 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 can choose to support the funding application, or work with City officers and the Club to source alternate funding streams.</i>
Reputation & Financial <i>Failure to upgrade facilities may result in community missed economic and social opportunities.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Support the funding application, or work with City officers and club to source other funding streams.</i>
Reputation & Financial <i>Failure to distribute the Councils 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>Support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding.</i>

FINANCIAL IMPLICATIONS

29. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 2019/2020 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.
30. 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.
31. The total projected costs for the Albany Equestrian Centre project is \$16,075.
32. The club is requesting one third from Department of Local Government, Sport and Cultural Industries – Sport and Recreation (\$5,358) and one third from the City of Albany (\$5,358). The remaining one third costs will be contributed by the club (\$5,359).
33. The next Small Grant round is February 2020.
34. The Albany Equestrian Centre application draws down on the current capital seed fund. If the application is successful there will be \$69,642 remaining.
35. If the application is unsuccessful, the club can reapply in the next round.

LEGAL IMPLICATIONS

36. Nil

ENVIRONMENTAL CONSIDERATIONS

37. There are no environmental impacts associated with the project.

ALTERNATE OPTIONS

38. Council can choose not to provide funding assistance for this project.

39. Council can choose to provide more or less funding assistance to this project.

CONCLUSION

40. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.

41. This project meets the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. It is considered well planned and needed by the applicant. Council is required to endorse the officers ranking. City officers have ranked the application as the number one (1) priority.

42. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.

43. The Department of Local Government, Sport and Cultural Industries – Sport and Recreation requires a response from the City of Albany on the priority ranking order by 30 August 2019.

Consulted References	:	
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Nil.

AR064: INTERNAL AUDIT – STRATEGIC INTERNAL AUDIT PLAN

Business Entity Name : City of Albany
Proponent : AMD Audit & Assurance t/as AMD Chartered Accountants
Directors: Tim Partridge and Maria Cavallo
Report Prepared By : Acting Manager Finance (S van Nierop)
Responsible Officers: : Acting Executive Director Corporate Services (D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Community Priority:** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.

RECOMMENDATION

AR064: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY
MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT:

1. The Draft Strategic Internal Audit Plan prepared by AMD Chartered Accountants be RECEIVED.
2. A further Audit and Risk workshop be held as soon as possible to discuss the draft Strategic Internal Audit Plan, and to include any additional internal modules with a further costing requested if required.
3. A further recommendation from the Audit and Risk Committee be presented to Council for consideration regarding any increased scope of the Strategic Internal Audit Plan in November 2019.

CARRIED 11-0

AR064: AMENDMENT COUNCILLOR DOUGHTY

MOVED: COUNCILLOR DOUGHTY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT:

1. The Draft Strategic Internal Audit Plan prepared by AMD Chartered Accountants be RECEIVED.
2. A further Audit and Risk workshop be held as soon as possible to discuss the draft Strategic Internal Audit Plan, and to include any additional internal modules with a further costing requested if required.
3. A further recommendation from the Audit and Risk Committee be presented to Council for consideration regarding any increased scope of the Strategic Internal Audit Plan in November 2019.

CARRIED 5-0

Councillor Doughty and Councillor Hollingworth, as mover and seconder of the first amendment agreed to include Councillor Terry's further amendment.

AR064: AMENDMENT COUNCILLOR TERRY

THAT point 3 be added to the Amendment by Councillor Doughty to read:

A further recommendation from the Audit and Risk Committee be presented to Council for consideration regarding any increased scope of the Strategic Internal Audit Plan in November 2019.

AR064: AMENDMENT BY COUNCILLOR DOUGHTY

MOVED: COUNCILLOR DOUGHTY

SECONDED: COUNCILLOR HOLLINGWORTH

THAT a point 2 be added to the Responsible Officer Recommendation to read:

2. A further Audit and Risk workshop be held prior to December 2019 to discuss the draft Strategic Internal Audit Plan, and to include any additional internal modules with a further costing requested if required.

AR064: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Draft Strategic Internal Audit Plan prepared by AMD Chartered Accountants be RECEIVED.

BACKGROUND

3. Internal auditing is an important element of our governance structure. It gives Council and the Executive Management Team independent assurance that a robust internal control structure is in place and our outputs are operating effectively, efficiently and lawfully.
4. The objective of this report is to provide the Audit and Risk Committee with an opportunity to review and discuss the Draft Strategic Internal Audit Plan prepared by AMD Chartered Accountants (“AMD”).

DISCUSSION

5. The key sections of the Draft Strategic Internal Audit Plan for consideration by the Audit & Risk Committee are:
 - a. Section 5: The Internal Audit Strategic Audit Plan, based on the scope requested in the City’s Request for Quotation Q19017 dated 28 February 2019 for the Provision of Audit Services;
 - b. Appendix 1A: Additional internal audit modules and scopes suggested for consideration / not included within Section 5;
 - c. Appendix 1B: Additional scope areas for consideration in respect to internal audit modules included within Section 5 of the Strategic Internal Audit Plan;
 - d. Appendix 1C: Mandatory Statutory Compliance reviews required every 3 years, for consideration within the Strategic Internal Audit Plan.
6. The draft plan is to be endorsed by the Audit & Risk Committee, prior to implementation.
7. Should the Audit & Risk Committee wish to include any of the additional internal audit modules, or scope areas identified, the plan will be re-issued.
8. It is the intention for the internal audit work to commence, at the earliest, in November 2019. This is due to the commitments of both AMD and the City of Albany’s finance employees. Therefore, it is the intention that the final Strategic Internal Audit Plan can be accepted and approved at the next Audit & Risk Committee Meeting, scheduled for Tuesday 5 November 2019.
9. Under Appendix 1C - Mandatory Statutory Compliance reviews, it outlines the two reviews required every 3 years:
 - a. Financial Management System Review; and
 - b. Audit Regulation 17 Review

10. The previous Financial Management System Review prepared for the City was completed in May 2017 by Moore Stephens. Therefore, **the City requires a Financial Management System Review this financial year**. Moore Stephens is unable to complete the review, at the request of the Office of Auditor General.
11. The previous Audit Regulation 17 Review was completed in November 2018, and is therefore not required for another 3 years from this date.

GOVERNMENT & PUBLIC CONSULTATION

12. No government or public consultation was conducted in preparing this report.

STATUTORY IMPLICATIONS

13. The *Local Government Amendment (Auditing) Regulations 2017* states, in part:

16. Functions of audit committee: *An audit committee has the following functions –*

(a) to guide and assist the local government in carrying out –

(i) its functions under Part 6 of the Act; and

(ii) its functions relating to other audits and other matters related to financial management;

POLICY IMPLICATIONS

14. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial & Business Interruption. <i>Identified risks are not appropriately addressed resulting in the impairment of service delivery.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Ongoing: Risk management is integrated into the day to day decision making. Review of current process based on findings of probity audits from across the sector.</i>

FINANCIAL IMPLICATIONS

16. Yes, only if additional modules and scope are to be included within the final audit plan. Additional time allocated by AMD, and therefore cost, to be determined through discussions with AMD.

LEGAL IMPLICATIONS

17. Nil.

ENVIRONMENTAL CONSIDERATIONS

18. Nil.

CONCLUSION

19. That the Responsible Officer Recommendation be adopted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government Amendment (Auditing) Act 2017 Auditor General Act 2006
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	Audit & Risk Committee - 8/10/2018 - Report AR049 Audit & Risk Committee – 22/11/2018 – Report AR052 Audit & Risk Committee – 7/05/2019 – Report AR059

DIS172: MAIN ROADS - PROPOSED ROAD CLOSURES FOR PORTIONS OF SOUTH COAST HIGHWAY, KOJANEERUP SPRING ROAD & DRAWBIN ROAD

Land Description	: Portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road
Proponent / Owner	: Main Roads Western Australia
Attachments	: Plans
Report Prepared By	: Lands Officer (A Veld)
Responsible Officers:	: Acting Executive Director Development Services (J Van Der Mescht)

STRATEGIC IMPLICATIONS

1. This item relates to the following element of the City of Albany Strategic adopted *Community Strategic Plan – Albany 2030*:
 - **Theme:** A connected and safe built environment.
 - **Objective:** To advocate, plan for and build friendly and connected communities
 - **Community Priority:** Improve connectedness and traffic flows via a well-designed and safe transport and pathway network that connects people and services and encourages pedestrians and cyclists.

Maps and Diagrams:



In Brief:

- Council is requested to consider a proposal by Main Roads WA to close portions of South Coast Highway, Kojaneerup Spring Road and Drawbin Road.
- These sections of road reserve have never been constructed and contain bushland that will be amalgamated into A Class Reserve 26650 Hassell National Park.
- The required consultation process has occurred, with no objections received.
- A resolution by Council is required to enact the road closure provisions of the *Land Administration Act 1997*.

RECOMMENDATION

DIS172: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR TERRY
SECONDED: COUNCILLOR HOLLINGWORTH

THAT Council:

- 1. SUPPORT the proposal by Main Roads WA to close the portions of road subject of Main Roads Land Dealing Plans 1760-001-5, 1760-003-4, 1760-005-4, 1760-006-4, 1760-012-4, and 1760-013-4 pursuant to section 58 of the *Land Administration Act 1997*;**
- 2. AUTHORISE the Chief Executive Officer to forward the road closure request to the Department of Planning, Lands and Heritage on behalf of the Minister for Lands**

CARRIED 11-0

DIS172: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR TERRY

THAT the Responsible Officer Recommendation be ADOPTED

CARRIED 8-0

DIS172: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

- 1. SUPPORT the proposal by Main Roads WA to close the portions of road subject of Main Roads Land Dealing Plans 1760-001-5, 1760-003-4, 1760-005-4, 1760-006-4, 1760-012-4, and 1760-013-4 pursuant to section 58 of the *Land Administration Act 1997*;**
- 2. AUTHORISE the Chief Executive Officer to forward the road closure request to the Department of Planning, Lands and Heritage on behalf of the Minister for Lands.**

BACKGROUND

2. Main Roads have been upgrading a section of South Coast Highway between Cheyne Road and Mettler Road.
3. As part of this project, there are sections of road reserve which are no longer required that now need to be closed.
4. Portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road reserve have never been constructed and contain bushland that will be amalgamated into A Class Reserve 26650 Hassell National Park.
5. Main Roads WA is now seeking Council's support to close these unconstructed portions of road reserve.

DISCUSSION

6. In order to enable the above mentioned portions of road reserve to be closed, it is a requirement of the *Land Administration Act 1997* that the local government makes a resolution to this effect.

GOVERNMENT & PUBLIC CONSULTATION

7. It is a requirement of the *Land Administration Act 1997* that a local government advertises any proposed road closure in a newspaper circulating in its district for a period of 35 days.
8. Service providers were also invited to comment on the proposal.
9. Submissions were received from five service providers, none of which objected to the proposal.
10. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Inform	Advertisement in Public Notices – Albany Advertiser & Weekender	16 May – 21 June 2019	Nil responses	Yes
Consult	Mail Out – Service Providers	7 May – 21 June 2019	5 out of 8	Yes

STATUTORY IMPLICATIONS

11. Section 58 of the *Land Administration Act 1997* allows for the permanent closure of roads.

POLICY IMPLICATIONS

12. There are no policy implications relevant to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health & Safety Risk: There is a risk that by not supporting Main Roads proposal, affected portions of unused road reserve will not be properly managed as bushland.	Unlikely	Moderate	Medium	Support Main Roads WA proposal to close portions of unconstructed road reserve and amalgamate with Hassel National Park
Opportunity: Support upgrades and improvements to one of the City's arterial transport routes.				

FINANCIAL IMPLICATIONS

14. There are minor costs associated with advertising the proposed road closure in the local newspapers which is covered within the Lands budget.

LEGAL IMPLICATIONS

15. There are no direct legal implications relating to this item.

ENVIRONMENTAL CONSIDERATIONS

16. Any environmental considerations relating to the closure of portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road are the responsibility of Main Roads WA.

ALTERNATE OPTIONS

17. Council may consider alternate options in relation to this item, such as;
 - a) Deny the request to close portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road; or
 - b) Support the request to close portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road with modifications.

CONCLUSION

18. Main Roads WA is upgrading a section of South Coast Highway between Cheyne Road and Mettler Road.
19. As part of this project, there are sections of road reserve that are no longer required that now need to be closed.
20. Portions of South Coast Highway, Kojaneerup Spring Road & Drawbin Road reserve have never been constructed and contain bushland that will be amalgamated into A Class Reserve 26650 Hassell National Park.
21. A resolution by Council is required to enact the road closure provisions of the *Land Administration Act 1997*.

Consulted References	:	<i>Land Administration Act 1997</i>
File Number (Name of Ward)	:	RD.RDC.2 (Kalgan)
Previous Reference	:	OCM on 19 December 2017 - DIS069

DIS173: PLANNING AND BUILDING REPORTS JULY 2019

Proponent / Owner : City of Albany.
Attachments : Planning and Building Reports July 2019
Report Prepared By : Administration Officer – Planning (J Ferrell)
Administration Officer – Development Services (Z Sewell)
Responsible Officers: : Acting Executive Director Development Services
(J Van Der Mescht)

RECOMMENDATION

DIS173: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

Moved: Councillor Stocks
Seconded: Councillor Shanhun

THAT Council NOTE the Planning and Building Reports for July 2019.

CARRIED 11-0

DIS173: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council NOTE the Planning and Building Reports for July 2019.

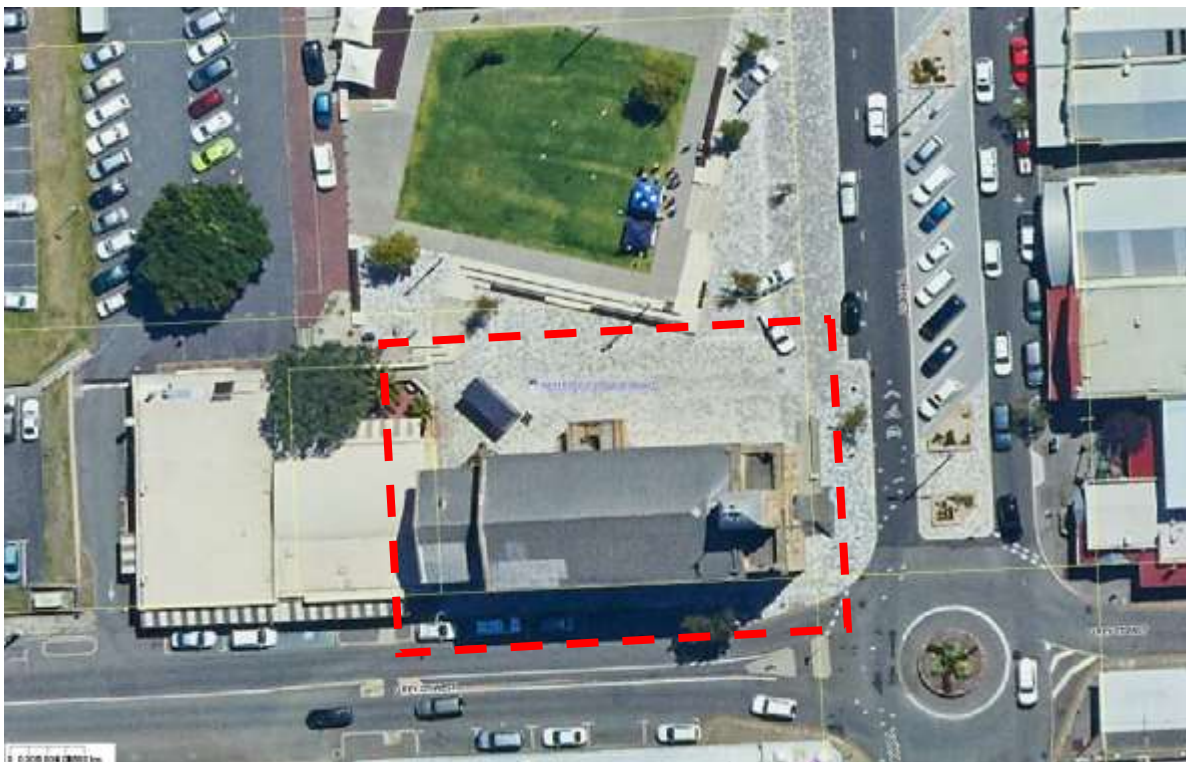
DIS174: C19012 TENDER AWARD CONSTRUCTION WORKS; ALBANY TOWN HALL REPURPOSING PROJECT

Land Description	: Albany Town Hall
Proponent / Owner	: City of Albany
Report Prepared By	: Major Projects Officer (N. Walker) Executive Director Infrastructure & Environment (P. Camins)
Responsible Officers:	: Executive Director Infrastructure & Environment (P. Camins)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Community Health and Participation
 - **Objective:** To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
 - **Community Priority:** Maintain infrastructure and deliver programs that promote Albany's unique heritage, engender civic pride and leave a lasting memory.

Maps and Diagrams:



In Brief:

- Following a competitive tender process, Council approval is sought to award the tender for the Contract C19012 Albany Town Hall Repurposing; Construction Works to Smith Constructions.

RECOMMENDATION

DIS174: RESOLUTION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

MOVED: COUNCILLOR TERRY
SECONDED: COUNCILLOR DOUGHTY

THAT DIS174: C19012 Tender Award Construction Works-Albany Town Hall Repurposing Works be ACCEPTED for consideration by Council as Urgent Business.

CARRIED 11-0
ABSOLUTE MAJORITY

Officer Reason:

Tender Evaluation for this project was completed post the Development and Infrastructure Services Committee meeting for August 2019.

It is preferable that the Tender is awarded as soon as possible after the completion of the Tender Evaluation in order that the project is not unduly delayed.

DIS174: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR STEPHENS

THAT Council ACCEPT the tender from Smith Constructions and AWARD contract C19012 - Albany Town Hall Repurposing Construction Works.

CARRIED 11-0

BACKGROUND

2. Tenders were called for Construction Works; Albany Town Hall Repurposing Project.
3. It is preferable to commence works at the earliest possible time to ensure practical completion in accordance with funding requirements.

DISCUSSION

4. The standard tender process as prescribed by the *Local Government Act 1995* (the Act) and *Local Government (Function and General) Regulations 1996* (the Regulations).
5. Tenders were advertised both state-side and locally from the 26 June 2019 and were closed on 1 August 2019.
6. Eighteen (18) tender documents were downloaded from the City of Albany website, resulting in the City receiving three (3) conforming tender submissions.

Evaluation of Tenders

7. The tender panel evaluated tenders using the weighted criteria methodology across five key areas, shown in Table 1.

Table 1 – Evaluation Criteria

Criteria	% Weighting
Relevant Experience	15%
Key Personnel Skills, Experience and Capacity	15%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Cost	50%
Total	100%

8. The following Table 2 summarises the tenders and the overall evaluation scores applicable.

Table 2 – Summary of Tender Submissions

Tenderer	Total	Rank
Smith Constructions	612.53	1
Tenderer B	597.01	2
Tenderer C	596.53	3

9. Smith Constructions ranked highest with the highest total weighted score.
10. From the evaluation scoring, reference check, clarification, and financial check processes Smith Constructions are the preferred tender and consequently it is recommended that their tender be accepted and the contract be awarded.

GOVERNMENT & PUBLIC CONSULTATION

11. There is no government consultation required for the award of Construction Works for the Albany Town Hall Repurposing Project.
12. The funding body and public will be notified with regard to the outcome of the award and timeframe for implementation.

STATUTORY IMPLICATIONS

13. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$150,000.
14. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
15. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
16. Voting Requirement: **Simple Majority**.

POLICY IMPLICATIONS

17. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
City Operations: Failure to deliver project within specified timeframe	Possible	Major	High	Award construction tender as soon as possible to satisfy funding conditions for project completion.
Business Interruption: Council does not support recommendation for tender award	Possible	Major	Medium	City Officer address any issues / concern, to facilitate Council making a timely decision.
Opportunity: Project developed and delivered on time for the benefit of the community use and precinct activation.				

FINANCIAL IMPLICATIONS

19. The recommended tender is within budget.

LEGAL IMPLICATIONS

20. Responsibility has been assigned to ensure contractual terms for all aspects of this project are applied.

ENVIRONMENTAL CONSIDERATIONS

21. The contractor's environmental sustainability policy will apply to this contract.
22. Site management controls will be enforced to mitigate adverse any possible environmental impacts.

ALTERNATE OPTIONS

23. The options are:
- Council can elect to accept the recommended tender,
 - Not approve any tender.

CONCLUSION

24. It is recommended, based on the evaluation scoring, reference check, clarification, and financial check processes that the tender is awarded to Smith Constructions.

Consulted References	:	<ul style="list-style-type: none">• <i>Local Government Act 1995</i>• <i>Local Government (Functions and General) Regulations 1996</i>• <i>Council Policy: Purchasing Policy (Tenders and Quotes)</i><ul style="list-style-type: none">○ <i>Tender/Contract Procedure</i>○ <i>Evaluation Procedure (Tenders and Quotations)</i>• <i>Council Policy: City of Albany Buy Local Policy (Regional Price Preference)</i>
File Number (Name of Ward)	:	CP.PLA.9
Previous Reference	:	'Albany Town Hall Repurposing Project; Confidential Briefing Note to Elected Members, Tuesday 20 August 2019'.

PR007: CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Report Prepared By : Manager Human Resources (L Harding)
Responsible Officers: : Chief Executive Officer (A Sharpe)

This report was considered as CONFIDENTIAL in accordance with section 5.23(2)(a) of the Local Government Act 1995, as it relates to a matter affecting an employee.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans and strategies:
 - **Theme:** Leadership.
 - **Objective:** To establish and maintain sound business and governance structures.
 - **Strategy:** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflects the level of associated risk and is adequately explained to the community.

RECOMMENDATION

PR007: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR HOLLINGWORTH

That Council ENDORSES the Committee Recommendations detailed in the Confidential minutes of the CEO Performance Review held on 23 July 2019 and ADOPTS the Chief Executive Key Result Areas for the 2019-20 appraisal period.

CARRIED 11-0

BACKGROUND

2. It is a statutory requirement that the CEO's performance is reviewed annually.
3. It is a contract requirement that the CEO Key Result Areas, also known as Key Performance Indicators (KPIs) are reviewed annually.
4. In accordance with section 5.23(2)(a) of the *Local Government Act 1995*, as this matter affects an employee, minutes and attachments will not be made public.
5. Any discussion in regards to this report should be held behind closed doors.

Consulted References	:	<ul style="list-style-type: none">• Local Government Act 1995• Local Government (Administration) Regulations 1996• Council Policy: CEO Performance Review Process
File Number (Name of Ward)	:	Personal File
Previous References	:	<ul style="list-style-type: none">• PR006 OCM September 2018

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

DIS174: C19012 TENDER AWARD-CONSTRUCTION WORKS: ALBANY TOWN HALL REPURPOSING PROJECT

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil

16. REPORTS OF CITY OFFICERS Nil

17. MEETING CLOSED TO PUBLIC

PR007: CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

18. CLOSURE

There being no further business the Mayor declared the meeting closed at **7.15PM**



Dennis W Wellington
MAYOR