



AGENDA

Ordinary Meeting of Council

Tuesday 28 September 2021

6.00pm

Council Chambers

ORDINARY COUNCIL MEETING
AGENDA – 28/09/2021

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 28 September 2021 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.



Andrew Sharpe
CHIEF EXECUTIVE OFFICER

ORDINARY COUNCIL MEETING
AGENDA – 28/09/2021

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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

R Hammond

Frederickstown Ward

G Stocks (Deputy Mayor)

Kalgan Ward

E Doughty

Kalgan Ward

M Benson-Lidholm JP

Vancouver Ward

T Sleeman

Vancouver Ward

J Shanhun

West Ward

A Goode JP

Yakamia Ward

R Sutton

Yakamia Ward

C Thomson

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

D Clark

Apologies:

Frederickstown Ward

Vacant

West Ward

S Smith (Apology)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Councillor Thomson	CCS381	Financial. The nature of the interest being that both recommended projects are associated with grant applications to the Commonwealth Government of which Councillor Thomson is an employee.
Chief Executive Officer Mr Andrew Sharpe	CCS381	Impartiality. The nature of the interest being that Mr Sharpe is a member of the Lawley Park Tennis Club. Mr Sharpe is not a member of the Club Committee, but is a social tennis player.
Executive Director Community Services Mr Nathan Watson	CCS381	Impartiality. The nature of the interest being that Mr Watson is a former financial member of Merrifield and Emu Point Tennis Clubs and remains a partially active player using local tennis facilities. Mr Watson's father-in-law is also a current office bearer of Emu Point Tennis Club.

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):

- 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

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 24 August 2021, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS376: FINANCIAL ACTIVITY STATEMENT – JULY 2021

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement - July 2021
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/Priority:** Leadership.
 - **Outcome:** Strong workplace culture and performance.

IN BRIEF

2. 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.
3. The City of Albany's Statement of Financial Activity for the period ending 31 July 2021 has been prepared and is attached.
4. 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

**CCS376: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS376: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS376: AUTHORISING OFFICER RECOMMENDATION

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

DISCUSSION

5. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
6. 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.

7. 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.
8. The Statement of Financial Activity may be subject to year-end adjustments and has not been audited by the appointed auditor.
9. 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

10. 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

11. The City's 2021/22 Annual Budget provides a set of parameters that guides the City's financial practices.
12. 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

13. Expenditure for the period ending 30 June 2022 has been incurred in accordance with the 2021/22 proposed budget parameters.
14. 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

15. Nil

ENVIRONMENTAL CONSIDERATIONS

16. Nil

ALTERNATE OPTIONS

17. Nil

CONCLUSION

18. The Authorising Officer's recommendation be adopted.
19. 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.7 - All Wards

CCS377: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2021

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Manager Finance (S Van Nierop)
Authorising Officer: : Executive Director Corporate and Commercial Services (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/Priority:** Leadership.
 - Outcome:** Strong workplace culture and performance.

IN BRIEF

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

RECOMMENDATION

CCS377: 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 August 2021 totalling \$5,126,300.68 be RECEIVED.

CCS377: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR GOODE
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS377: AUTHORISING OFFICER 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 August 2021 totalling \$5,126,300.68 be RECEIVED.

DISCUSSION

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

Municipal Fund	
Trust	\$0.00
Credit Cards	\$16,895.58
Payroll	\$1,624,089.84
Cheques	\$20,977.93
Electronic Funds Transfer	\$3,464,337.33
TOTAL	\$5,126,300.68

4. The table below summaries the total outstanding creditors as at 15 August 2021.

Current	\$78,941.96
30 Days	\$81,670.12
60 Days	\$12,670.11
90 Days	-\$38,109.54
TOTAL	\$135,172.65
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

9. Expenditure for the period to 15 August 2021 has been incurred in accordance with the 2021/2022 budget parameters.

LEGAL IMPLICATIONS

10. Nil

ENVIRONMENTAL CONSIDERATIONS

11. Nil

ALTERNATE OPTIONS

12. Nil

CONCLUSION

13. The List of Accounts for Payment has been authorised for payment under delegated authority.
14. 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

CCS378: DELEGATED AUTHORITY REPORTS – JULY 2021 to AUGUST 2021

Proponent / Owner	: City of Albany
Attachments	: Executed Document and Common Seal Report.
Report Prepared By	: Personal Assistant to the ED Community Services (C Crane)
Authorising Officer:	: Chief Executive Officer (A Sharpe)

RECOMMENDATION

**CCS378: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Delegated Authority Reports 16 July 2021 to 15 August 2021 be RECEIVED.

CCS378: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SHANHUN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS378: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 July 2021 to 15 August 2021 be RECEIVED.

BACKGROUND

1. 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

CCS379: REGIONAL EVENTS SPONSORSHIP 2021-2022

Proponent : City of Albany
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 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar/Priority:** People.
 - **Outcome:** A happy, healthy and resilient community.

In Brief:

- Review and endorse the proposed Regional Event Sponsorship Application recommendation.

COVID-19 IMPACT

- COVID-19 impact detailed in the discussion section of the report.

RECOMMENDATION

**CCS379: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Regional Event Sponsorship application for Targa West 2022 for \$20,000 be APPROVED.

CCS379: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS379: AUTHORISING OFFICER RECOMMENDATION

THAT the Regional Event Sponsorship application for Targa West 2022 for \$20,000 be APPROVED.

BACKGROUND

2. The City of Albany's Regional Events Sponsorship (RES) program is designed to attract and support the staging of events that are regional economic drivers for Albany as a destination.
3. A Regional Event is defined as possessing the capability to attract significant numbers of visitors from outside the region and is more than just a local festival; it must possess substantial drawing power.
4. Council allocated \$80,000 in its 2021-2022 budget for RES. This was equivalent to the amount allocated in 2020-2021 and reflects Council's continued commitment to have budget capacity to support community and regional events in a recovering economy.

DISCUSSION

Program Overview

5. A review of the RES structure and assessment process was undertaken in 2019 to re-align funding contracts with financial years, rather than calendar years as it had been previously, creating more effective budget management.
6. The 2021-2022 RES funding round opened for applications on 1 July 2021 and closed on 30 July 2021, for events being held between September 2021 to 30 June 2022 to realign the funding contracts to the City's financial year.
7. In addition to advertising in print, the City's website and social media, all previous applicants were directly notified by email of the grant round.
8. The RES program 2021 objectives include:
 - a. Generate additional tourism income by increasing visitor expenditure in the Albany region (economic impact);
 - b. Involve and inspire the local community (social benefits);
 - c. Attract media coverage that will help to raise the profile of Albany as a visitor destination (media impact);
 - d. Demonstrate continuity and potential to engage the community in the future (sustainability).
9. The program is a competitive funding application process. The sponsorship criteria and application processes follow a similar format to the State Government's Regional Events Scheme Program administered by Tourism Western Australia. Applicants are encouraged to also apply for Tourism Western Australia RES funding.
10. Events that are funded by Council are required to enter into a Contractual Agreement with the City inclusive of post-event acquittals, project reports and milestone payments where relevant.

COVID19 Impact

11. Covid had an unforeseen immediate impact on the events industry and this was reflected in receiving a very low number of RES applications for the most recent previous round of RES in 2020-2021.
12. To support some of our major regional events return, application eligibility was extended into the 2021-2022 year, resulting in several additional applications that were accepted by the assessment panel in December 2020.
13. This has resulted in ArtSouth WA's Southern Art and Craft Trail and Albany Mountain Bike Club's Southern Peaks, which fall in the 2021-2022 financial year, having existing funding contracts with the City, making them ineligible for the current 2021-2022 RES round.
14. The pandemic continues to significantly impact the events sector, causing events locally and elsewhere to be cancelled.
15. This was most recently seen in Western Australia in early July 2021, with the Perth and Peel Region entering a lock down period, and stringent border controls reintroduced with eastern states.
16. This impacted visitor numbers to Albany during the July school holidays, and impacted the City's Maritime Festival with several musical acts that had been booked withdrawing due to the lock down and associated restrictions.
17. The uncertainty caused by COVID-19 and the potential impact of an outbreak on any planned events is considered a factor in the City only receiving three applications for events in the 2021-2022 RES round.

Assessment

18. Applicants were encouraged to shape their proposed activities to the funding and event sponsorship criteria, and officers gave guidance to applicants who did not meet the eligibility criteria.
19. Two applications did not fit the criteria for RES. One application was funded under the Community Events Grant and the other applicant has been invited to reapply in 2022 as their event is scheduled to be held in 2022-2023 financial year.
20. One eligible application for RES was received for funding with the request being for \$20,000 with \$80,000 available for allocation.
21. \$25,000 in RES funding commitment from the 2020-2021 funding round is also allocated to events being held in 2021-2022.
22. As there was only one eligible application, officers assessed this application against the criteria and recommend supporting this application.
23. A summary of applications received is outlined in Table 1.

Table 1 - Regional Events Sponsorship –

	Applicant / Event	Event Type	Panel Comments	Amount Requested	Officer Recommendation
1.	Targa West Pty Ltd: <i>Targa Albany Sprints</i>	<u>Motorsport Event</u> One round of 10 round State Make Smoking History Targa Cup Series.	March long weekend peak period. First time Albany has been included in the State series for Tarmac Rally cars. High profile event for Albany on the State circuit that is expected to attract 1000 visitors and 500 competitors.	\$20,000	\$20,000
2.	Albany Mountain Bike Club: <i>Southern Peaks</i>	<u>Sporting Event</u> Australia's only urban downhill race.	Not eligible in this round as event will be held in September 2022.	\$20,000	\$0
3.	Albany Community Foundation INC: <i>Cystic Fibrosis Christmas Lights Albany</i>	<u>Community Event</u> Christmas lights event fundraising for Cystic Fibrosis	Not eligible as application does not meet RES criteria. Applicant also submitted application to Community Events Scheme and was successful.	\$20,000	\$0
4.	Carry over commitments From 2020-2021 Second Round	<u>Regional Events</u> Arts trail and downhill mountain biking	Southern Arts & Craft Trail Southern Peaks	\$25,000	\$25,000
Totals				\$85000	\$45,000

GOVERNMENT & PUBLIC CONSULTATION

24. Not applicable.

STATUTORY IMPLICATIONS

25. Nil.

POLICY IMPLICATIONS

26. Approval of RES funding recommendations is required by Council.
27. Successful applicants are required to enter into a Funding Contract with the City.
28. Funded applicants are required to submit an Event Approval Application to the City no later than 3 months prior to their event.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: Funding recommendations not endorsed may result in negative feedback from the community and/or applicants.	Unlikely	Minor	Low	A rigorous application and assessment process has been applied to ensure Council has confidence in assessment panel funding recommendations.
Reputation: Negative feedback from applicants declined for funding.	Possible	Minor	Medium	Communicate the justification and reasoning to unsuccessful applicants.
Financial: A further COVID outbreak could lead to events not occurring once funds have been distributed to successful applicants.	Possible	Major	High	Funding Agreements include a Force Majeure and appropriate Covid clauses, and milestone payment schedule that provide security to the City's interests.
Community: Community safety is put at risk by not following appropriate health directions.	Possible	Major	High	Adherence to State or Federally mandated pandemic advice is part of the Event Approval Application to be submitted to the City. Officers will communicate with event organisers about mandated Covid-19 risk mitigation and strategies.

FINANCIAL IMPLICATIONS

30. Management and oversight of funding and event sponsorship is undertaken using existing staff resources within the Community Relations Team, within existing allocated budgets.
31. Council has allocated \$80,000.00 for RES in 2021-2022.

LEGAL IMPLICATIONS

32. Nil.

ENVIRONMENTAL CONSIDERATIONS

33. Nil.

ALTERNATE OPTIONS

34. Council may make alternative recommendations for funding including substitute dollar amounts for recommended applicants. This is not recommended given the rigorous assessment process undertaken which has carefully considered each application on its merits.
35. As the RES Funding Round for 2021-2022 has been undersubscribed, Council may consider opening a second round of RES funding later this year subject to demand, for events being held in the first half of 2022.
36. Remaining funds could be allocated under delegation on a case-by-case basis towards regional event opportunities that may arise throughout the year that support the objectives of RES.

SUMMARY CONCLUSION

37. It is recommended that the Authorising Officer's recommendation be endorsed.

Consulted References	:	<ul style="list-style-type: none">• <i>Local Government Act 1995</i>• Council adopted budget 2020-2021 Resolution CCS271• City of Albany Regional Events Sponsorship Guidelines
File Number (Name of Ward)	:	CR.SPO.44 (All Wards)
Previous Reference	:	<ul style="list-style-type: none">• OCM December 2020, Resolution CCS314

CCS380: COMMUNICATIONS & ENGAGEMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2020-21 Quarter 4 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 Q4 progress report.

RECOMMENDATION

**CCS380: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the City of Albany Communications & Engagement Strategy progress report ending June 2021 (Q4) and its endorsement by the Communications & Engagement Advisory Group be NOTED.

CCS380: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS380: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report ending June 2021 (Q4) and its endorsement by the Communications & Engagement Advisory Group be NOTED.

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 is scheduled to meet quarterly to review and endorse the progress report.

DISCUSSION

4. The Advisory Group previously met and endorsed the 2020-2021 Q3 progress report on 20 April 2021, and this was tabled and noted at the OCM of 25 May 2021.
5. The Advisory Group endorsed the 2020-2021 Q4 progress report at its meeting on 16 August 2021.
6. The Advisory Group noted new updates to the progress report, including:
 - a. Progressing engagement with Noongar community regarding interpretation of Menang-Noongar dual place names;
 - b. Engagement with the Youth Advisory Council and community groups towards the development of an inclusivity logo for future Council consideration;
 - c. Completion of a bi-annual Human Synergistics survey to report on the internal cultural performance of the City of Albany;
 - d. Development of a campaign to encourage nominations and voting in the 2021 Local Government elections; and
 - e. Delivery of marketing and promotions to support engagement in the Markyt Community Scorecard survey and major review of the City of Albany's Strategic Community Plan; and
 - f. Launch of the online Forts Store at Albany Heritage Park.
7. Action 4.1.1 was discussed by the Advisory Group and agreed that due to resourcing capacity within the Community Relations team and upcoming Local Government election, this action would be formally put on hold, with priority to be given to Action 1.3.1 post elections to reschedule the "Your Council Meet and Greet" forums with community.
8. It was also noted that additional community representation on the Advisory Group as agreed in a review of its Terms of Reference in May 2021 had not been achieved due to staff changes and will be prioritised this quarter.
9. Communications has continued to support media, marketing and engagement across the City, developing and delivering a range of promotional activities for a variety of programs and projects including Long Live You, Community Strategic Plan, Great Southern Arts, Culture and Heritage Strategy, FOGO rollout, Maritime Festival, National Anzac Centre and more.
10. This report includes 65 actions, 32 which have been completed, 28 remain ongoing or underway, and 5 are on hold.
11. Several actions previously marked as complete has been returned to an ongoing status due to new deliverables or projects that can be reported.

GOVERNMENT & PUBLIC CONSULTATION

12. 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.
13. The progress report has been reviewed and supported by the Advisory Group, which includes members representing community.

STATUTORY IMPLICATIONS

14. Nil

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: 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

17. Nil.

LEGAL IMPLICATIONS

18. Nil.

ENVIRONMENTAL CONSIDERATIONS

19. Nil.

ALTERNATE OPTIONS

20. Nil.

CONCLUSION

21. The Communications & Engagement Strategy is overseen by an Advisory Group comprising community, Elected Member and City staff representatives.
22. Community representation on the Advisory Group ensures community needs and priorities remain central to the implementation of the Communications and Engagement Strategy.
23. A quarterly progress report of achievements against the Strategy is endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for Q4 of 2020-2021 is submitted to Council for noting.

Consulted References	:	City of Albany Communication and Engagement Strategy 2019 Council Policy – Community Engagement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM May 2021, Resolution CCS350

CCS381: COMMUNITY SPORTING AND RECREATION FACILITIES FUND 2022/2023 ANNUAL AND FORWARD PLANNING GRANT ROUND APPLICATIONS

Proponent / Owner	: City of Albany
Attachments	: Albany Community Tennis Centre (City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs); Railways Football & Sporting Club Correspondence and Project Assessment Sheet Community Sports and Recreation Facilities Small Grant Funding Policy
Report Prepared By	: Acting Manager Recreation Services (M Green)
Authorising 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 Community Sport and Recreation Facility Fund (CSRFF) Annual and Forward Planning Grant funding round.
- To note Council's previously approved funding assistance to the Albany Community Tennis Centre (City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs) and the Railways Football & Sporting Club upon return of successful CSRFF Annual grant application.

RECOMMENDATION

CCS381: COMMITTEE RECOMMENDATION 1 VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council RANK the two CSRFF applications in the following order for the CSRFF Annual and Forward Planning grant application 2022/23 Funding Round:

1. City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs – Albany Community Tennis Centre (Ranked 1 of 2)
2. Railways Football & Sporting Club – Facility Enhancement Project (Ranked 2 of 2)

CCS381: COMMITTEE RECOMMENDATION 2 VOTING REQUIREMENT: SIMPLE MAJORITY

That Council NOTE a total of \$857,000.00 (Ex GST) is allocated within the 2021/22 Budget as Council's previously approved financial commitment towards the two CSRFF Annual and Forward Planning grant applications as follows:

1. City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs
 - \$542,000.00 Cash contribution
 - \$100,000.00 In-kind contribution
2. Railways Football & Sporting Club
 - \$315,000.00 Cash contribution
 - \$16,122 In-kind contribution

CCS381: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SMITH

THAT the Authorising Officer Recommendation 1 be ADOPTED.

CARRIED 9-0

CCS381: AUTHORISING OFFICER RECOMMENDATION 1

That Council RANK the two CSRFF applications in the following order for the CSRFF Annual and Forward Planning grant application 2022/23 Funding Round:

1. City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs – Albany Community Tennis Centre (Ranked 1 of 2)
2. Railways Football & Sporting Club – Facility Enhancement Project (Ranked 2 of 2)

CCS381: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY

THAT the Authorising Officer Recommendation 2 be ADOPTED.

CARRIED 9-0

CCS381: AUTHORISING OFFICER RECOMMENDATION 2

That Council NOTE a total of \$857,000.00 (Ex GST) is allocated within the 2021/22 Budget as Council's previously approved financial commitment towards the two CSRFF Annual and Forward Planning grant applications as follows:

1. City of Albany, Lower Great Southern Tennis Association, Merrifield and Lawley Park Tennis Clubs
 - \$542,000.00 Cash contribution
 - \$100,000.00 In-kind contribution
2. Railways Football & Sporting Club
 - \$315,000.00 Cash contribution
 - \$16,122 In-kind contribution

BACKGROUND

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
 - Small Grant Funding Round (Summer).
 - Annual and Forward Planning Funding Round.
 - Small Grant Funding Round (Winter).
3. The CSRFF program is a State-wide \$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 CSRFF Annual and Forward Planning Grants Round targets community sport projects where the financial value of the total project is over \$300,000 and can be claimed up to three financial years following the date of approval. Under CSRFF guidelines it is not a requirement for the applicant to have secured funding at time of approval. The applicant has 3 years to secure funding and complete the project.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the *Associations Incorporation Act 1987* (WA).
6. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.

7. The land on which the facility is to be developed must be one of the following:
 - Crown reserve.
 - Land owned by a public authority.
 - Municipal property.
 - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. Whilst there is no obligation for Local Government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
9. The City of Albany has a Community Sports & Recreation Facilities Small Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
10. In the instance of the applications received for consideration in this report, the scale of the projects and contribution requested from Council is beyond the capacity of the Capital Seed Fund and Council has previously approved funding allocations towards these projects from within its annual Budget.
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 September 30, 2021.
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:
 - Manager Corporate Services, Shire of Denmark Lee Sounness.
 - Capacity Builder WA Primary Health Alliance Lisa Forward.
 - Manager Major Projects, City of Albany Anthony McEwan.
21. This independent assessment review provides a higher level of transparency and provides a higher level of confidence for Council when considering the officer recommendations and proposed rankings.
22. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, and were supportive of the proposed project rankings. The independent review comments are attached.
23. The City of Albany has received two (2) Annual and Forward Planning grant applications this round. The following additional information is provided about the project and funding application:

Project: Albany Community Tennis Centre – City of Albany with Merrifield and Lawley Park Tennis Clubs, and the Lower Great Southern Tennis Association (LGSTA).

24. The funding application is a Forward Planning grant application to construct the Albany Community Tennis Centre at the Centennial Park Sporting Precinct – Eastern Precinct (CPSP-EP). Crown Reserve managed by the City of Albany.
25. The facility proposal includes: Sports Surface and Lighting - 10 floodlit gel acrylic courts including utilising the Book a Court online court booking and payment platform.
26. The 10-court development provides the capacity to accommodate 40 mobile hot-shot courts: essential for junior participation and growth in tennis as a sport in the region.
27. Merrifield and Lawley Park Tennis Clubs have confirmed in principle with the LGSTA to support the relocation and amalgamation of their clubs with a signed MOU already in place.
28. Clubs affiliated with LGSTA have a combined membership of 470 (53% male and 47% female). There are 185 club members between Lawley Park and Merrifield, and 297 members in Albany with a member to court ratio of 14:1. Junior coaching is provided to 250 children in Albany.
29. The Lawley Park Tennis Club is located on crown reserve and the club hold a lease agreement with the City of Albany. The facility on this land is heritage listed. The Merrifield Tennis Club is on private property that is owned by the Uniting Church. Both facilities are in poor condition and are at the end of their life.
30. Project Cost: \$2.8 million
31. The project is well planned (Business Case and Feasibility Study) and needed by the region.

32. A Regional Tennis Centre Feasibility Study was completed in 2019 by Dave Lanfear Consulting and when presented to Council in March 2020 City officers were requested to support the tennis community to re-work the project scope, review the sites and explore possible co-location partners.
33. The reworked project scope was presented to Council in September 2020. The reworked scope was endorsed in line with the guidelines for a Large Community Tennis Centre with provision of up to 16 courts.
34. At the September 2020 meeting, Council also endorsed the Centennial Park Sporting Precinct – Eastern Precinct (CPEP) as the site for the Albany Community Tennis Centre. A co-located amalgamation was supported as the most viable option.
35. The overarching purpose of the project is to develop a 16-court tennis centre in the Eastern Precinct of the Centennial Park Sporting Complex, Albany, as a two-stage project (Albany Community Tennis Centre).
36. In order to address priority court surface concerns, the first stage of the project will include 10 courts as a like-for-like replacement of existing end-of-life and degraded infrastructure at current Merrifield Park Tennis Club and Lawley Park Tennis Club sites, as well as lighting and 'Book a Court' infrastructure to extend capacity and increase participation in the region.
37. It is proposed that a future second stage would include the final six courts and an extension to existing shared clubroom facilities at the site.
38. The project is noted in the Great Southern Regional Sport and Recreation Plan as a Key Facility Investment for the City of Albany and the region under the Facility Development Priorities 6.1.
39. 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.

Project: Facility Enhancement Project – Railways Football & Sporting Club

40. The funding application is a Forward Planning grant application to upgrade existing ablution and clubhouse facilities. The facility improvements have been prepared to both facilitate current and projected needs whilst also allowing flexibility for new avenues that may open up over time. The following developments are proposed:
 - Vital reroofing works and construction of front steel portal and windows;
 - Development of new change rooms to Women's Sporting Standard;
 - Disable access improvements throughout the building and exterior;
 - Development of disabled and unisex toilets;
 - Development of an umpire room to Unisex Sporting Standard; and
 - Final development of the roof and floor
41. Following advice from the Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager, the club has refined the scope of the project to meet CSRFF Eligibility criteria for the purpose of this application.
42. The refined project scope is \$1.1million.
43. The Railways Football and Sporting Club have committed to progressing works on the wider clubroom enhancements, bar facility, scoreboard and playground. They have committed club funds and election commitment to completing this stage of the project and also have another pending funding application for these works.
44. The club has removed the resurfacing of the carpark from the project as this was deemed not essential to delivery of club operations.
45. The enhancements will consequently facilitate and improve service for wider community access and attraction, including for all abilities users, women's sporting groups, and additional community groups or functions.

46. Much of the current building is still in a reasonable structural condition; however, there is a need for some critical repairs in certain areas, particularly the roof.
47. The clubrooms do not currently have any separate toilet and change facilities for its women users. This is a limiting factor in the club's desire to attract more women as members and capitalise on the rapidly growing interest in women's sport.
48. The club has a membership of 350 with a mix of ages and genders participating.
49. Membership has been increasing steadily, with an average annual growth rate over 12%.
50. Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
51. The project is well planned (Business Case and Feasibility Study) and needed by the applicant.
52. 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.
53. 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.	City of Albany (with the LGSTA, Merrifield and Lawley Park Tennis Clubs)	Albany Community Tennis Centre	Well planned and needed by region. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project was ranked as the highest priority as the current provision is lacking and need has been well established through the feasibility study. The project is identified as a strategic priority for the region in the GS Sport and Recreation Strategic Plan. The facility will include new playing gel-acrylic surfaces, floodlights to allow further participation, facilities at a new central location.
2.	Railways Football & Sporting Club	Facility Enhancement Project	Well planned and needed by applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project includes upgrades to Female Facilities, Disability Access and Clubhouse.

GOVERNMENT & PUBLIC CONSULTATION

54. 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 (July 2021).
55. The City of Albany has consulted (July 2021) with the clubs benefiting from this Community Sporting project. The DLGSCI has been a part of the project working group, working on the concept.

STATUTORY IMPLICATIONS

56. There is no statutory requirement.
57. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.
58. The Council Officers' ranking recommendations have been independently peer reviewed.
59. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
60. 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

61. Whilst this is the annual and forward grant round the Community Sports and Recreation Facilities Small Grant Funding Policy principles have been applied in the assessment and recommendations.
62. The Great Southern Regional Sport and Recreation Plan (2018) has been applied in the ranking and assessment of these projects. The Regional Tennis Centre is identified in the plan as the priority project for Albany and key project for the region.

RISK IDENTIFICATION & MITIGATION

63. 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 Clubs using amenities that are unsafe or unsuitable</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Council may choose to support the funding application, or work with City officers and the Clubs to source alternate funding streams.</i>
People Health & Safety <i>Failure to secure required funding may result in the Clubs using amenities that are unsafe or unsuitable</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Council may choose to support the funding application, or work with City officers and the Clubs to source other funding streams.</i>
Reputation & Financial <i>The projects cannot proceed because the CSRFF funding applications are not successful.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Council's approved funding contributions towards the projects can continue to be leveraged until June 2023 to allow additional funding opportunities to be sourced.</i>

FINANCIAL IMPLICATIONS

64. The total projected costs estimate for the proposed projects is \$3,970,162.00
- Albany Community Tennis Centre - \$2,832,000.
 - Railways Football and Sporting Club - \$1,138,162.
 - Noting that the total project cost is \$1,995,592.
65. The requested total from the 2021/22 Budget is \$1,011,322.00.
- Albany Community Tennis Centre - \$542,000 (plus \$100,000 in-kind).
 - Railways Football and Sporting Club - \$315,000 (plus \$16,122 in-kind).

66. In addition to the financial contribution, the City of Albany will act as the lead agency for the project development and provide project management support as its In-kind Contribution.
67. The following table provides the project budget detail and requests for financial support from 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 (Cash + In-kind)
City of Albany – Merrifield, Lawley Park Tennis Club and Lower Great Southern Tennis Assoc.	\$ 2,832,000.00	\$ 250,000.00	\$ 944,000.00	\$ 996,000.00	\$ 642,000.00 (\$542,000 cash) (\$100,000 in-kind)
Railways Football and Sporting Club	\$ 1,138,162.00	\$ 427,653.00	\$ 379,387.00	Nil	\$ 331,122.00 (\$315,000 cash) (\$16,122 in-kind)
TOTAL	\$ 3,970,162.00	\$ 677,653.00	\$1,323,387.00	\$ 996,000.00	\$973,122.00

68. If the application is unsuccessful, the applicants can reapply in the next round.
69. Pending a successful CSRFF funding application the Albany Community Tennis Centre will be submitting a BBRF application to the next round when it is announced for the remaining \$996,000.

LEGAL IMPLICATIONS

70. There are no direct legal implications related to this report.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

72. Council may choose to provide more or less funding assistance to the submitted projects.
73. Council may choose to change the project ranking based on its strategic priorities.

CONCLUSION

74. 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.
75. Both projects meet the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. Council is required to endorse the officers ranking.
76. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
77. 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 September 2021.

Consulted References	:	<ul style="list-style-type: none"> Associations Incorporation Act 1987 CSRFF guidelines DLGSC Council Policy: Community Sports & Recreation Facilities (CSRFF)- Small Grant Funding Policy
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM August 2021, Resolution CCS373

CCS382: 2022/2023 CLUB NIGHT LIGHTS PROGRAM GRANT ROUND APPLICATIONS

Proponent / Owner	: City of Albany
Attachments	: Albany Speedway Club Correspondence and Project Assessment Sheet
Report Prepared By	: Acting Manager Recreation Services (M Green)
Authorising 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 Club Night Lights funding round administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI).
- To seek Council support to provide funding assistance in line with the Council Policy of the Community Sports & Recreation Facilities for the Albany Speedway Club project upon return of successful Club Night Lights Program Grant application.

RECOMMENDATION

CCS382: COMMITTEE RECOMMENDATION 1

That Council **RANK** the Club Night Lights application in the following order for the Club Night Lights Program Grant 2022/23 Funding Round:

1. Albany Speedway Club – Lighting and Power Upgrade (Rank 1 of 1)

CCS382: COMMITTEE RECOMMENDATION 2

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council **APPROVE** amending the Community Sports and Recreation Facilities Small Grant Funding Policy to include the Department of Local Government, Sports and Cultural Industries, Club Night Lights Program.

CCS382: COMMITTEE RECOMMENDATION 3

VOTING REQUIREMENT: SIMPLE MAJORITY

That Council **APPROVE** a total of \$70,000.00 (exc. GST) from the 2021/2022 Capital Seed Fund to the following community sporting project as the Council's commitment upon successful Club Night Light Program grant application:

1. Albany Speedway Club – Lighting and Power Upgrade (\$70,000.00).
2. This funding will still be allocated even if the funding application is unsuccessful, providing the applicant can demonstrate that the project will be completed and acquitted using funding from other sources; and
3. The funding amount does not exceed \$70,000 (exc. GST).

CCS382: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR SHANHUN

THAT the Authorising Officer Recommendation 1 be ADOPTED.

CARRIED 10-0

CCS382: AUTHORISING OFFICER RECOMMENDATION 1

That Council RANK the Club Night Lights application in the following order for the Club Night Lights Program Grant 2022/23 Funding Round:

1. Albany Speedway Club – Lighting and Power Upgrade (Rank 1 of 1)

CCS382: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SLEEMAN

THAT the Authorising Officer Recommendation 2 be ADOPTED

CARRIED 10-0

CCS382: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council APPROVE amending the Community Sports and Recreation Facilities Small Grant Funding Policy to include the Department of Local Government, Sports and Cultural Industries, Club Night Lights Program.

CCS382: COMMITTEE RECOMMENDATION 3

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR BENSON-LIDHOLM

THAT the Authorising Officer Recommendation 3 be ADOPTED.

CARRIED 10-0

CCS382: AUTHORISING OFFICER RECOMMENDATION 3

That Council APPROVE a total of \$70,000.00 (exc. GST) from the 2021/2022 Capital Seed Fund to the following community sporting project as the Council's commitment upon successful Club Night Light Program grant application:

1. Albany Speedway Club – Lighting and Power Upgrade (\$70,000.00).
2. This funding will still be allocated even if the funding application is unsuccessful, providing the applicant can demonstrate that the project will be completed and acquitted using funding from other sources; and
3. The funding amount does not exceed \$70,000 (exc. GST).

BACKGROUND

2. The Club Night Lights program is a new funding program administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) that follows similar guidelines and requirements to the established Community Sport and Recreation Facilities Fund.
3. The purpose of the Club Night Lights program is to provide financial assistance to community groups and local governments to develop sports floodlighting infrastructure.
4. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
5. Through the Club Night Lights Program, the State Government will invest \$10 million over four years towards floodlighting infrastructure. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$1 million.
6. The Club Night Lights Program does not fall under the suite of CSRFF funding programs, however the program criteria and process of assessing and administering the applications aligns with the CSRFF.
7. 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.
8. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
9. 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.
10. 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.
11. 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. Whilst the Club Night Lights program does not sit under CSRFF, the project aligns with the outcomes of the Capital Seed Fund.
12. The DLGSCI – Sport and Recreation application form requires applications to be initially submitted to the Local Government within which the project proposal is located.
13. The Club Night Lights 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 30 September 2021.
14. 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

15. The DLGSCI grant guidelines require Council to provide a ranking for the projects.
16. 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.
17. 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.
18. The Club Night Lights Program can fund new or upgraded facilities which will maintain or increase physical activity and participation through the provision of floodlighting.
19. Examples of projects which will be considered for funding include:
 - providing floodlighting to community training and/or local match play standard where existing facilities do not meet training standard;
 - meeting strategic objectives for state sporting associations by providing facilities for competition play at formally identified locations;
 - replacing aging metal-halide floodlighting with energy efficient LED floodlighting to community training and/or community match play standard; and
 - power upgrades directly linked to the development of lighting.
20. All eligible Club Night Lights projects would ordinarily be eligible for CSRFF grant rounds.
21. 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.
22. 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:
 - Manager Corporate Service, Shire of Denmark Lee Sounness.
 - Capacity Builder WA Primary Health Alliance Lisa Forward.
 - Manager Major Projects City of Albany Anthony McEwan.
23. This independent assessment review provides a higher level of transparency and provides a higher level of confidence for Council when considering the officer recommendations and proposed rankings.

24. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria, and were supportive of the proposed project rankings. The independent review comments are attached.
25. The City of Albany has received one (1) Club Night Light grant application this round. The following additional information is provided about the project and funding application:

Project: Lighting and Power Upgrade – Albany Speedway Club

26. The funding application is a Club Night Lights grant application to replace lighting and light towers with low energy LEDs and upgrade the power supply to support energy requirements.
27. The project will significantly enhance the safety for speedway users and events, increasing visibility that is currently hampered by ageing existing infrastructure which is almost 40 years old and well beyond its end of functional life.
28. The current lighting infrastructure is now down to 30 Lux in some parts of the track and the speedway requires a minimum of 100 Lux to meet WA Speedway Commission Speedway Safety and Racetrack Guidelines
29. Albany Atwell Park Speedway is a popular venue, regularly attracting users and event entrants from Albany, Katanning, Manjimup, Collie and Esperance. It is the best equipped speedway outside of Perth City.
30. Club membership currently sits at 102 with a relatively stagnant growth rate of approximately 1.3% per annum.
31. It is expected that following the project, participation in speedway activities is expected to increase in line with a targeted growth of 20% membership to 2025/26 (from 102 to 122 members)
32. 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.
33. 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 Speedway Club	Lighting and Power Upgrade to the race track.	Well planned and needed by the applicant. This projects meets Club Light Nights Guidelines and is consistent with the outcomes of CSRFF and the Community Sports and Recreation Facilities Small Grant Funding Policy. The project addresses ageing infrastructure and safety concerns and provides appropriate Lux levels across the entire track to meet industry safety standards

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

GOVERNMENT & PUBLIC CONSULTATION

35. 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 (July 2021).

STATUTORY IMPLICATIONS

36. N/A
37. Council Officers assess each project and make a recommendation for the ranking of projects based on the Department of Local Government, Sport and Cultural Industries criteria and strategic overview.
38. The Council Officers ranking recommendation has been independently peer reviewed.
39. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
40. 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

41. The Club Night Lights grant round guidelines are consistent with the Community Sports and Recreation Facilities Fund and requires local government assessment and ranking of applications, therefore the Community Sports and Recreation Facilities Small Grant Funding Policy principles have been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

43. 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.
- \$121,184.00 has been carried forward from the 2020/21 Budget.
 - \$39,572 has been committed as part of the CSRFF Small Grant Round.
 - A Total of \$156,612.00 is currently available in the Capital Seed Fund.
44. The Capital Seed 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 Fund to be reused for other grant applications.
45. The total project cost is \$404,410.00.

46. The club has requested a total of \$70,000.00 from the Capital Seed Fund.
47. The project is reliant upon finding additional funding support of \$64,803. The City will be working with the club to find suitable funding opportunities to fund this balance i.e. Sport Australia, Bendigo Bank etc.
48. The next CSRFF Club Night Lights Grant Round is expected in March 2022.
49. 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)
Albany Speedway Club – Lighting and Power Upgrade	\$ 404,410.00	\$ 134,803.00	\$ 134,803.00	\$ 64,803.00	\$ 70,000.00
TOTAL	\$ 404,410.00	\$ 134,803.00	\$ 134,803.00	\$ 64,803.00	\$ 70,000.00

50. The Albany Speedway Club application draws down on the current Capital Seed Fund. If the application is successful there will be \$86,612.00 remaining in the Capital Seed Fund for the next CSRFF Small Grant Round (February 2022)
51. If the application is unsuccessful, the applicants can reapply in the next round.

LEGAL IMPLICATIONS

52. Nil

ENVIRONMENTAL CONSIDERATIONS

53. There are no direct environmental impacts associated with the project.

ALTERNATE OPTIONS

54. Council may choose:
- Not to provide funding assistance for the submitted projects.
 - To provide more or less funding assistance to the submitted projects.
 - To change the project ranking based on its strategic priorities.

CONCLUSION

55. The Club Night Lights is a new funding round through the Department of Local Government, Sport and Cultural Industries that has guidelines and an assessment process that is consistent with its established CSRFF rounds.
56. The application from Albany Speedway Club fits the eligibility criteria for the CSRFF Small Grant Round and could have been expected to have been submitted through this program in the absence of Club Night Lights round.
57. 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.
58. The project meets the criteria provided by the Department of Local Government, Sport and Cultural Industries – Sport and Recreation. Council is required to endorse the officers ranking.
59. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.

60. 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 30 September 2021.

Consulted References	:	<ul style="list-style-type: none">• Club Night Lights Program (dlgsc.wa.gov.au)• Community Sports & Recreation Facilities Small Grant Funding Policy (25/02/2020)
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Nil.

BFAC011: APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADE FIRE CONTROL OFFICERS FOR THE 2021-22 FIRE SEASON

Report Prepared By : Emergency Management Team Leader (G Turner)
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/Priority:** People
 - **Outcome:** A safe community
 - **Pillar/Priority:** Planet
 - **Outcome:** A resilient community that can withstand, adapt to and recover from natural disasters.

In Brief:

- Nominations for essential leadership positions have been received and accepted from Volunteer Bush Fire Brigade members.
- Council is now requested to endorse those appointments.

RECOMMENDATION

**BFAC011: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:

Chief Bush Fire Control Officer: Mr Rob Lynn

Deputy Bush Fire Control Officer: Mr Graeme Poole

Bush Fire Control Officer North East Sector: Mr Richard Metcalfe

Bush Fire Control Officer South West Sector: Mr Kevin Martin

Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissan

Elleker Brigade Fire Control Officers: Mr Wayne Van Der Heide and Mr Roy Smith

Gnowellen Brigade Fire Control Officers: Mr Joel Stanich and Mr Scott Moir

Green Range Brigade Fire Control Officer: Mr Mark Plunkett

Highway Brigade Fire Control Officers: Mr Gerrit Ballast and Mr Walter Van Dongen

Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Brent Findlay and Permits Only Mr Don Tomlinson

King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcolm Pearce

Kojaneerup Brigade Fire Control Officers: Mr Ashton Hood and Mr Scott Smith

Manypeaks Brigade Fire Control Officers: Mr Kim Lester and Mr Tim Metcalfe

Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts

Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert

South Coast Brigade Fire Control Officers: Mr Shane Duncan and Mr Rowan Hardy

South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwin
Torbay Brigade Fire Control Officers: Mr Brian Taylor and Mr Keith Smith
Wellstead Brigade Fire Control Officers: Mr Peter Diprose and Mr Mat Wood
Young Siding Brigade Fire Control Officers: Mr Kevin Martin and Mr Martin Peterson

BFAC011: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: D KINSELLA

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

BFAC011: AUTHORISING OFFICER RECOMMENDATION

THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:

Chief Bush Fire Control Officer: Mr Rob Lynn

Deputy Bush Fire Control Officer: Mr Graeme Poole

Bush Fire Control Officer North East Sector: Mr Richard Metcalfe

Bush Fire Control Officer South West Sector: Mr Kevin Martin

Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissan

Elleker Brigade Fire Control Officers: Mr Wayne Van Der Heide and Mr Roy Smith

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Green Range Brigade Fire Control Officer: Mr Mark Plunkett

Highway Brigade Fire Control Officers: Mr Gerrit Ballast and Mr Walter Van Dongen

Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Brent Findlay and Permits Only Mr Don Tomlinson

King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcolm Pearce

Kojaneerup Brigade Fire Control Officers: Mr Ashton Hood and Mr Scott Smith

Manypeaks Brigade Fire Control Officers: Mr Kim Lester and Mr Tim Metcalfe

Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts

Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert

South Coast Brigade Fire Control Officers: Mr Shane Duncan and Mr Rowan Hardy

South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwin

Torbay Brigade Fire Control Officers: Mr Brian Taylor and Mr Keith Smith

Wellstead Brigade Fire Control Officers: Mr Peter Diprose and Mr Mat Wood

Young Siding Brigade Fire Control Officers: Mr Kevin Martin and Mr Martin Peterson

BACKGROUND

2. The City of Albany has sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members who provide bush fire-fighting capacity throughout the municipality.
3. In accordance with the *Bush Fires Act 1954*, the City must appoint a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and Fire Control Officers prior to the commencement of each fire season.
4. Nominations for those positions are called for through the Bush Fire Advisory Group, and appointments to those positions are made. If multiple nominations are received for any position, a ballot is conducted.
5. Final appointment of those officers is authorised by the City of Albany Chief Executive Officer, exercising his delegated authority by Council.

DISCUSSION

6. Nominations for the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers were received by the Bush Fire Advisory Group.
7. The Bush Fire Advisory Group have recommended the appointments detailed in the Authorising Officer Recommendation.
8. These appointments remain in force until the 2022-23 fire season.

GOVERNMENT & PUBLIC CONSULTATION

9. Not applicable.

STATUTORY IMPLICATIONS

10. Appointments are made in accordance with the *Bush Fires Act 1954*.
11. Local governments are empowered by Section 38 of the *Bush Fires Act 1954* to appoint such persons as necessary to perform the duties associated with a Bush Fire Control Officer.

POLICY IMPLICATIONS

12. N/A

RISK IDENTIFICATION & MITIGATION

13. Not applicable to this report.

FINANCIAL IMPLICATIONS

14. Not applicable.

LEGAL IMPLICATIONS

15. Not applicable.

ENVIRONMENTAL CONSIDERATIONS

16. Not applicable.

CONCLUSION

17. That Council endorse the appointments listed as Bush Fire Control Officers for the 2021-22 fire season.

Consulted References	:	<i>Bush Fires Act 1954</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	BFAC008 01/10/2019

BFAC012: MINIMUM VOLUNTEER BUSH FIRE BRIGADE TRAINING REQUIREMENTS

Proponent / Owner : City of Albany
Report Prepared By : Community Emergency Services Manager (B Gordon)
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/Priority:** People
 - **Outcome:** A safe community
 - **Pillar/Priority:** Planet
 - **Outcome:** A resilient community that can withstand, adapt to and recover from natural disasters.

In Brief:

- Council endorsement of proposed minimum training requirements for Volunteer Bush Fire Brigade members is sought.

RECOMMENDATION

BFAC012: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the proposed minimum training requirements for City of Albany Volunteer Bush Fire Brigade members (detailed in the body of this report) be ENDORSED.

BFAC012: COMMITTEE RECOMMENDATION

MOVED: R LYNN
SECONDED: D KINSELLA

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

BFAC012: AUTHORISING OFFICER RECOMMENDATION

THAT the proposed minimum training requirements for City of Albany Volunteer Bush Fire Brigade members (detailed in the body of this report) be ENDORSED.

BACKGROUND

2. At the Ordinary Council meeting held on 23 June 2015, Council resolved:

THAT Council:

- (1) *Endorses the minimum training requirements to qualify a City of Albany Volunteer Bush Fire Brigade member to undertake fire activities.*
- (2) *Endorses that the standard minimum training requirement be the completion of DFES training course:*
Introduction to Bushfire Fire Fighting and Burn over/Blanket Training.

3. In order to align City of Albany minimum training requirements for Volunteer Bush Fire Brigade Members with the recommended DFES training modules, the following training modules will be offered to all Bush Fire Brigade volunteers prior to commencing of the 2021-22 fire season.

Bushfire Safety Awareness-2 days

- Bushfire Characteristics and Behaviour
- Bushfire Safety and Survival
- Suppress Bush Fire

Firefighting Skills-3 days

- Introduction to Map Reading
- Introduction to Communications
- Tools and Equipment
- Crew Protection (Fire Blankets, Deluge Systems, In Cab Air Breathing and Heat Shields).

DISCUSSION

4. Previous minimum training requirements for Volunteer Bush Fire Brigade members are not considered to be sufficient given current best practice.
5. It is recommended that the minimum training requirements be expanded in line with DFES expectations and recommendations.
6. The expanded training requirements will be delivered by the City's Emergency Management Team, who are qualified Trainer/Assessors for these modules.
7. It is anticipated that the training will commence in October 2021 prior to the 2021-22 bush fire season.
8. The training will be delivered face to face at various locations including City of Albany offices and Volunteer Bush Fire Brigade stations.

GOVERNMENT & PUBLIC CONSULTATION

9. Volunteer Bush Fire Brigade members have been notified of the additional training requirements through their respective brigades.

STATUTORY IMPLICATIONS

10. The expanded training will better equip City volunteers to undertake prescribed burn activities and bush fire suppression activities in accordance with the City's statutory requirements under the *Bush Fires Act 1954*.
11. The City has a health and safety duty of care for all Bush Fire Brigade volunteers in accordance with the provisions of the *Work Health and Safety Act 2020* and other supporting legislation.

POLICY IMPLICATIONS

12. Bush Fire Brigade Local Law.
13. Bushfire Operating Procedures.
14. Bush Fire Risk Management Plan.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Risk: Minimum training requirements for volunteer bush fire brigade members are not supported.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>High</i>	<i>Endorse new minimum training standards for all City of Albany Volunteer Bush Fire Brigade members and deliver training prior to the 2021-22 fire season.</i>

FINANCIAL IMPLICATIONS

16. There are no direct financial implications related to this report. All training will be conducted using existing staff within existing budget lines.

ENVIRONMENTAL CONSIDERATIONS

17. Appropriate and consistent training across all brigades will enable volunteers to undertake prescribed burns and hazard reduction burns in a more efficient and safe manner, reducing the risk of burns escaping and impacting habitats for flora and fauna.

ALTERNATE OPTIONS

18. Continue with current minimum training standards for Volunteer Bush Fire Brigade members.

Consulted References	:	<i>Bush Fires Act 1954 Bush Fire Brigades Local Law 2020 Bush Fire Brigade Operating Procedures Bush Fire Risk Management Plan Work Health and Safety Act 2020</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	BFAC008 OCM 29/10/2019

DIS278: PANEL OF SUPPLIERS – PROVISION OF TRAFFIC CONTROL

Proponent / Owner : City of Albany
Attachments : **Commercial in Confidence - Confidential Briefing Note under separate cover**
Report Prepared By : Operations Administration Coordinator (T Rogister)
Authorising Officer: : Executive Director, Infrastructure Development & Environment (P Camins)

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:** Place
 - **Outcome:** A safe, sustainable and efficient transport network.

In Brief:

- Following a competitive tender process, Council approval is sought to award the tender for the Contract C21002 Panel of Suppliers – Provision of Traffic Control.
- The contract shall be in force from 1 October 2021 or date of award (whichever occurs latest) until 30 September 2022, with mutually agreed and price negotiated options to extend for a further one (1) year period, and then a final one (1) year period, in accordance with the Specification to the Principal's satisfaction.

Electoral Caretaker Period Policy Statement

The Authorising Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision. The CEO therefore recommends this report for consideration by Council.

RECOMMENDATION

DIS278: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council AWARD Contract C21002 – Panel of Suppliers – Provision of Traffic Control to the tenderers recommended by the evaluation panel, as detailed in the Confidential Briefing Note.

DIS278: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON
SECONDED: COUNCILLOR TERRY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS278: AUTHORISING OFFICER RECOMMENDATION

THAT Council AWARD Contract C21002 – Panel of Suppliers – Provision of Traffic Control to the tenderers recommended by the evaluation panel, as detailed in the Confidential Briefing Note.

BACKGROUND

2. The City's current contract with Advanced Traffic Management is due to expire 30th September 2021. It is necessary to establish a new contract for the provision of traffic management.
3. Tenders were called for C21002 – Panel of Suppliers – Provision of Traffic Control.
4. The tender is for all work necessary to provide for the safe movement of traffic and the protection of persons and property through and or around work sites within the City.

DISCUSSION

5. Four (4) completed tender documents were submitted on/before the advertised closing date and time.

Evaluation of Tenders

6. The tender panel evaluated tenders using the weighted criteria methodology across six (6) areas, show in Table 1.

Table 1 – Evaluation Criteria

Criteria	% Weighting
Cost	35%
Relevant Experience	15%
Key Personnel Skills and Experience	15%
Tenderer's Resources	15%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Total	100%

7. The following table 2 summaries the tenders and the overall evaluation scores applicable.

Table 2 – Summary of Tender Submissions

Tenderer	Weighted Score
Tenderer A	681.68
Tenderer B	656.45
Tenderer C	542.38
Tenderer D	527.82

8. Tenderer A ranked highest with the highest total weighted score.
9. From the evaluation scoring, clarification and financial check processes Tenderers A, B and C are the preferred tenders and it is recommended that their tenders be accepted and the contract awarded.

GOVERNMENT & PUBLIC CONSULTATION

10. A request for tenders was published in the West Australian on Wednesday 21 July 2021, and the Albany Weekender on Thursday 22 July 2021.

STATUTORY IMPLICATIONS

11. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$250,000.00.
12. 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.
13. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
14. Voting Requirement: **Simple Majority.**

POLICY IMPLICATIONS

15. The City of Albany Purchasing Policy (Tenders and Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Interruption: <i>Non-compliance with contract or business failure resulting in inadequate traffic management</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply goods and services</i>
People Health and Safety: <i>Increased project risk due to inadequate traffic management</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Only tenders from reputable companies who have the required certification considered.</i>
Opportunity: <i>To ensure that all construction and maintenance work on the City's transport network are conducted in the safest and most efficient manner.</i>				

FINANCIAL IMPLICATIONS

17. The costs per job will be included in the specific budget line item.

LEGAL IMPLICATIONS

18. Nil

ENVIRONMENTAL CONSIDERATIONS

19. Nil

ALTERNATE OPTIONS

20. The alternate options are:
- Council may elect to accept the recommended tender; or
 - Not approve any tender.

CONCLUSION

21. It is recommended, based on the evaluation scoring, clarification and financial check processes, that the tender be awarded to Tenderers A, B and C.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Council Policy: Purchasing Policy (Tenders and Quotes) <ul style="list-style-type: none"> Tender Procedure Evaluation Procedure (Tenders and Quotes) Council Policy: Buy Local Policy (Regional Price Preferences)
File Number (Name of Ward)	:	C21002 (All Wards)
Previous Reference	:	P21002 – current contract for Provision of Traffic Control.

DIS279: PROVISION OF PLUMBING SERVICES

Proponent / Owner	: City of Albany
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover
Report Prepared By	: Operations Administration Coordinator (T Rogister)
Authorising Officer:	: Executive Director Infrastructure Development and Environment (P Camins)

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

STRATEGIC IMPLICATIONS

1. This item relates to the following outcome/s of the City of Albany Strategic Community Plan 2032 (adopted August 2021):
 - **Pillar/Priority:** Place
 - **Outcome:** Responsible growth, development and urban renewal.

In Brief:

- Following a competitive tender process, Council approval is sought to award the tender for the Contract C21006 – Provision of Plumbing Services.
- The contract is for an initial two (2) year period from 1 October 2021, with a mutually agreed and price negotiated option for a further one (1) year, in accordance with the Specification to the Principal's satisfaction.

Electoral Caretaker Period Policy Statement

The Authorising Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision. The CEO therefore recommends this report for consideration by Council.

RECOMMENDATION

DIS279: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council AWARD Contract C21006 – Provision of Plumbing Services to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

DIS279: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR SHANHUN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS279: AUTHORISING OFFICER RECOMMENDATION

THAT Council AWARD Contract C21006 – Provision of Plumbing Services to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

BACKGROUND

2. The City's current contract with Albany Plumbing and Gas is due to expire on 30th September 2021. It is necessary to establish a new contract for the provision of plumbing services.
3. Tenders were called for C21006 – Provision of Plumbing Services.
4. The tender is for plumbing services for maintenance, repairs and minor works to the value of \$10,000.00 (for any single project).
5. The tender includes both reactive and preventative plumbing and hydraulic maintenance. The Albany Leisure and Aquatic Centre, Western and Eastern Oval Pavilions and the Retravision Stadium are the assets that require programmed preventative maintenance.

DISCUSSION

6. A total of three (3) tender documents were issued by the City of Albany.
7. Two (2) completed tender documents were submitted on/before the advertised closing date and time.

Evaluation of Tenders

8. The tender panel evaluated tenders using the weighted criteria methodology across six (6) areas, shown in Table 1.

Table 1 – Evaluation Criteria

Criteria	% Weighting
Cost	30%
Relevant Experience	30%
Key Personnel Skills and Experience	10%
Tenderer's Resources	10%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Total	100%

9. The following Table 2 summaries the tenders and the overall evaluation scores applicable.

Table 2 – Summary of Tender Submissions

Tenderer	Weighted Score
Tenderer A	731.51
Tenderer B	610.15

10. Tenderer A ranked highest with the highest total weighted score.
11. From the evaluation scoring, clarification and financial check process Tenderer A is the preferred tender and it is recommended that their tender be accepted and the contract awarded.

GOVERNMENT & PUBLIC CONSULTATION

12. A request for tenders was published in the West Australian on Wednesday 21 July 2021, and the Albany Weekender on Thursday 22 July 2021.

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 \$250,000.00.
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 Purchasing Policy (Tenders and Quotes) and Buy Local Policy (Regional Price Preference) 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
Business Interruption <i>Non-compliance with contract or business failure resulting in asset failure</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply goods and services</i>
People Health and Safety <i>Increased risk of public health due to inadequate response times to asset failure</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Only tenders from reputable companies who have the required certification considered.</i>
Opportunity: <i>To maintain City's plumbing and hydraulic assets to maximise life, capacity and function.</i>				

FINANCIAL IMPLICATIONS

19. The cost (weighted 30%) was calculated by averaging the Cost Score for both the Hourly Rate (Schedule of Rates) including after hours and the Preventative Maintenance (Lump Sum).
20. The costs per job will be included in the specific budget line item.

LEGAL IMPLICATIONS

21. Nil

ENVIRONMENTAL CONSIDERATIONS

22. Nil

ALTERNATE OPTIONS

23. The options are:
 - a. Council may elect to accept the recommended tender; or
 - b. Not approve any tender.

CONCLUSION

24. It is recommended, based on the evaluation scoring, clarification and financial check processes that the tender be awarded to Tenderer A.

Consulted References	:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Functions and General) Regulations 1996 • Council Policy: Purchasing Policy (Tenders and Quotes) <ul style="list-style-type: none"> ○ Tender Procedure ○ Evaluation Procedure (Tenders and Quotes) • Council Policy: Buy Local Policy (Regional Price Preferences)
File Number (Name of Ward)	:	C21006 (All Wards)
Previous Reference	:	C17020 – current contract for Provision of Plumbing Services.

DIS280: PLANNING AND BUILDING REPORTS AUGUST 2021

Proponent / Owner : City of Albany.
Attachments : Planning and Building Reports August 2021
Report Prepared By : Technical Support Officer (A James)
Authorising Officer: : Manager Planning and Building Services
(J Van Der Mescht)

RECOMMENDATION

DIS280: AUTHORSING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Planning and Building Reports for August 2021 be NOTED.

DIS281: COMMUNITY WASTE PROGRESS REPORT – QUARTER 4

Proponent / Owner	: City of Albany
Attachments	: Community Waste Resource Strategy 2019-2026 Progress Report (Quarter 4 – April to June 2021)
Report Prepared By	: Manager Engineering & Sustainability (R March)
Authorising Officer:	: Executive Director Development, Infrastructure and Environment (P Camins)

RECOMMENDATION

**DIS281: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Community Waste Resource Strategy 2019-2026 Progress Report (Quarter 4 – April to June 2021) be NOTED.

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 Nil**
17. **MEETING CLOSED TO PUBLIC**
18. **CLOSURE**