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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

10 July 2018

6.00pm

City of Albany Council Chambers

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

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

**Community & Corporate Services Committee**  
**Terms of Reference**

**Functions:** The Committee is responsible for the following functions:

**Community Services:**

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

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

**Corporate Services:**

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

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

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

**Economic Development:**

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

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

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

**Governance:**

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

**Service Complaint Internal Review:**

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

**It will achieve this by:**

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

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly

**Meeting Location:** Council Chambers

**Directorates:** Corporate & Community Services

**Executive Officer(s):** Executive Director Corporate Services,  
Executive Director Community Services

**Delegated Authority:** None

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- 1. DECLARATION OF OPENING** The Chair declared the meeting open at 6.00pm
- 2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

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

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

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

- 3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Mayor	D Wellington
<b>Councillors:</b>	
Member	P Terry (Chair)
Member	R Hammond
Member	G Stocks
Member	E Doughty (Deputy Chair)
Member	J Shanhun
Member	T Sleeman
Member	S Smith
Member	A Goode JP
Member	R Sutton
Member	A Moir

<b>Staff:</b>	
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Executive Director Works & Services	M Thomson
Manager Finance	D Olde

Meeting Secretary	C Crane
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**Members of Public**

3

<b>Apologies:</b>	
Chief Executive Officer	A Sharpe
Member	R Stephens
Member	B Hollingworth

**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Committee/Report Item Number</b>	<b>Nature of Interest</b>
Councillor Sleeman	CCS068	Impartiality: Albany Regional Volunteer Service receiving funding from the City of Albany.

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:** Nil.

**6. PUBLIC QUESTION TIME** – Nil.

**7. PETITIONS AND DEPUTATIONS** – Nil.

**8. CONFIRMATION OF MINUTES**

**MOTION**

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

**THAT the minutes of the Community and Corporate Services Committee held on 12 June 2018, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 10 - 0**

**9. PRESENTATIONS** – Nil.

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS** - Nil.

**CCS060: FINANCIAL ACTIVITY STATEMENT – MAY 2018**

**Proponent** : City of Albany  
**Report Prepared by** : Manager Finance (D Olde)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**RECOMMENDATION**

**CCS060: COMMITTEE RECOMMENDATION**

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

**THAT Council RECEIVE the Financial Activity Statement for the period ending 31 May 2018.**

**CARRIED 11 - 0**

**CCS060: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 31 May 2018.**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 31 May 2018 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

**DISCUSSION**

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

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

## STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
    - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
    - b. budget estimates to the end of the month to which the statement relates;
    - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
    - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
    - e. the net current assets at the end of the month to which the statement relates.
  - II. Each statement of financial activity is to be accompanied by documents containing –
    - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
    - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
    - c. such other supporting information as is considered relevant by the local government.
  - III. The information in a statement of financial activity may be shown –
    - a. according to nature and type classification;
    - b. by program; or
    - c. by business unit.
  - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
    - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
    - b. recorded in the minutes of the meeting at which it is presented.

## POLICY IMPLICATIONS

8. The City's 2017/18 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

## FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 May 2018 has been incurred in accordance with the 2017/18 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

<b>File Number (Name of Ward)</b>	FM.FIR.7 - All Wards
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**CCS061: LIST OF ACCOUNTS FOR PAYMENT – JUNE 2018**

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

**RECOMMENDATION**

**CCS061: COMMITTEE RECOMMENDATION**

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

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 June 2018 totalling \$8,551,710.36.

**CARRIED 11 - 0**

**CCS061: RESPONSIBLE OFFICER RECOMMENDATION**

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 June 2018 totalling \$8,551,710.36.

**BACKGROUND**

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

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 June 2018. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$10,265.00
Credit Cards	\$15,568.38
Payroll	\$1,260,721.39
Cheques	\$65,238.19
Electronic Funds Transfer	\$7,199,917.40
<b>TOTAL</b>	<b><u>\$8,551,710.36</u></b>

As at 15 June 2018, the total outstanding creditors, stands at \$812,224.71 and made up as follows:-

Current	\$811,518.18
30 Days	\$751.83
60 Days	\$0.00
90 Days	-\$45.30
<b>TOTAL</b>	<b><u>\$812,224.71</u></b>
<b>Cancelled Cheques</b>	<b>Nil</b>

### STATUTORY IMPLICATIONS

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

### POLICY IMPLICATIONS

6. Expenditure for the period to 15 June 2018 has been incurred in accordance with the 2017/2018 budget parameters.

### FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 June 2018 has been incurred in accordance with the 2017/2018 budget parameters.

### CONCLUSION

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

<b>File Number (Name of Ward)</b>	:	FM.FIR.2 - All Wards
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**CCS062: DELEGATED AUTHORITY REPORTS – MAY TO JUNE 2018**

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

**RECOMMENDATION**

**CCS062: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR SLEEMAN**

**THAT Council RECEIVE the Delegated Authority Reports 16 May 2018 to 15 June 2018.**

**CARRIED 11 - 0**

**CCS062: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Delegated Authority Reports 16 May 2018 to 15 June 2018.**

**CCS063: PROPOSED LEASE – TRANSWA – PORTION OF LOT 1521  
PROUDLOVE PARADE**

<b>Land Description</b>	: Lot 1521 on Plan 27470 as detailed in Certificate of Title Volume 2561 Folio 501
<b>Proponent</b>	: Public Transport Authority (Transwa)
<b>Owner</b>	: City of Albany
<b>Attachments</b>	: Site plan for Lot 1521
<b>Report Prepared by</b>	: Team Leader Property and Leasing (T Catherall)
<b>Responsible Officer</b>	: Executive Director Corporate Services (M Cole)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme: 1.** Leadership.
  - **Objective: 1.1** To establish and maintain sound business and governance structures.
  - **Community Priority: 1.1.2** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

**Maps and Diagrams:**



**In Brief:**

- Council is requested to consider new lease arrangements for portion of Lot 1521 Proudlove Parade to Public Transport Authority (Transwa) to continue public transport services to and from Albany.
- Transwa propose to develop the site with a ticketing office building, bus access, bus canopy, staff parking and simple landscaping.
- The City has successfully collaborated with Transwa to share costs associated with design and civil works in preparing the whole of Lot 1521 ready for City car park and Transwa development.
- Transwa continues to occupy its current location within the Railway Station building on holding over arrangements until June 2019.
- Once Transwa vacate, the space will be occupied by UWA for the Wave Energy Research Centre to align with Councils position to encourage renewal energy development and be self-supporting in our community energy requirements.
- It is recommended that proposed lease to Public Transport Authority (Transwa) and allocation of funds be approved to complete the City car park.

**RECOMMENDATION**

**CCS063: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR SHANHUN**

**THAT Council:**

1. **APPROVE the lease over portion of Lot 1521 Proudlove Parade to Public Transport Authority (Transwa) subject to:**
  - a. **Lease being conditional on the approval of the Development Application by the City of Albany as local planning authority.**
  - b. **Lease permitted use being for Transwa ticketing office and associated activities.**
  - c. **Lease commencing as soon as practicable.**
  - d. **Lease area being approximately 491m<sup>2</sup>, subject to survey.**
  - e. **Lease rent being \$9,600 per annum plus GST and outgoings.**
  - f. **Rent reviews by market valuation every 3 years with Consumer Price Index applied for intervening years annually.**
  - g. **Lease term being 10 years.**
  - h. **Lease special condition to document the mechanism to recover the Transwa funding component for agreed costs associated with design and civil works to prepare the site for Transwa development. Note that the Lease will become enforceable once executed and prior to the commencement of City of Albany works, subject only to payment of the contribution.**
  - i. **All costs associated with the ongoing operations of the leased premises including outgoings and utilities being payable by the tenant.**
  - j. **All costs associated with the development and finalisation of the lease being met by the tenant.**
  - k. **Lease being consistent with Council Policy – Property Management (Leases and Licences).**

CARRIED 11 - 0

CCS063: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. APPROVE the lease over portion of Lot 1521 Proudlove Parade to Public Transport Authority (Transwa) subject to:
  - a. Lease being conditional on the approval of the Development Application by the City of Albany as local planning authority.
  - b. Lease permitted use being for Transwa ticketing office and associated activities.
  - c. Lease commencing as soon as practicable.
  - d. Lease area being approximately 491m<sup>2</sup>, subject to survey.
  - e. Lease rent being \$9,600 per annum plus GST and outgoings.
  - f. Rent reviews by market valuation every 3 years with Consumer Price Index applied for intervening years annually.
  - g. Lease term being 10 years.
  - h. Lease special condition to document the mechanism to recover the Transwa funding component for agreed costs associated with design and civil works to prepare the site for Transwa development. Note that the Lease will become enforceable once executed and prior to the commencement of City of Albany works, subject only to payment of the contribution.
  - i. All costs associated with the ongoing operations of the leased premises including outgoings and utilities being payable by the tenant.
  - j. All costs associated with the development and finalisation of the lease being met by the tenant.
  - k. Lease being consistent with Council Policy – Property Management (Leases and Licences).
  
2. APPROVE the allocation of funding within the 2018/19 Budget for the following:
  - a. Expenditure of \$148,940 for the construction of the Transwa lease area and City car park.
  - b. Revenue and reserve transfer to fund this expenditure by:
    - i. A transfer of \$65,491 from the City of Albany Parking Reserve Fund, being car parking cash in lieu funds, and;
    - ii. A contribution from Transwa of \$83,449 for the works associated with the design and civil works for the ticketing office and bus depot.

## BACKGROUND

2. Transwa has leased a portion of the Railway Station Building since 1994. Following expiry of the lease Transwa continues to occupy the building under holding over arrangements, with City consent.
3. In view of the vacation of the Railway Station building by the Visitor Centre relocation to York Street, a Request for Proposal to Lease was advertised for parties interested in a lease of part or whole of the property, excluding the public toilet area. Proposals were required to be submitted by Wednesday 14 June 2017.
4. Three responses were received from UWA, Transwa and South Coast Natural Resource Management Inc. (SCNRM).
5. UWA's submission was to lease the whole of the property plus whole of the Bond Store for the UWA Centre of Excellence in Wave Research. Noting that a portion of the Bond Store is currently leased by the Albany Model Railway Association with the remainder used as storage by the City's library and the City's art collection.
6. Transwa's submission was to remain within portion of the property in their current location, an area of approximately 60m<sup>2</sup> plus continued use of the portico for picking up and dropping off passengers.
7. City Officers conducted an assessment of the three proposals and entered into further negotiations with both UWA and Transwa to determine if an outcome satisfactory to all parties could be achieved. It is noted that SCNRM advised they had found suitable space within the Department of Fisheries.

## DISCUSSION

8. The discussions with UWA and Transwa outlined the following position:
  - a. Transwa to consider a lease for portion of Lot 1521 Proudlove Parade to develop for ticketing office centre and bus bay. Transwa existing ticketing office to remain within the Railway Station building in their current location (lease area 60m<sup>2</sup>) until the completion of development or 30 June 2019, whichever occurs first.
  - b. UWA lease of the Railway Station building area (approximately 217m<sup>2</sup>) for office plus portion of the Bond Store area (approximately 135m<sup>2</sup>) for storage. Once Transwa vacate then UWA will lease the vacated space (approximately 60m<sup>2</sup>). UWA have also requested to lease the bitumen area between the Railway Station building and the Bond Store for an enclosed yard area (approximately 178m<sup>2</sup>). This would include a total area of 590m<sup>2</sup> for the UWA Centre of Excellence in Wave Research.
  - c. The Albany Model Railway Association to remain within the Bond Store (lease area 209m<sup>2</sup>) under new lease arrangements.
  - d. The City's art collection stored in one of the rooms within the bond Store has recently been relocated to the Vancouver Art Centre. The Library items, which are surplus to requirements will be disposed of by auction and the room cleared to allow UWA to occupy.

9. The proposed new lease/s over the Railway Station Building and Bond Store to UWA for Wave Energy Research Centre will form a separate item to Council.
10. The table below summarises the essential terms of the proposed lease:

ITEM	DETAILS
Tenant	Public Transport Authority
Land/Lease Area	Portion of Lot 1521 on Plan 27470 as detailed in Certificate of Title Volume 2561 Folio 501, being an area of approximately 491m <sup>2</sup>
Land Ownership	City of Albany
Permitted Use	Transwa ticketing office and associated activities
Term of Lease	10 years from commencement date
Rent	\$9,600 plus GST per annum
Rent Review	Market Valuation every 3 years with Perth All Groups CPI applied on the anniversary for intervening years
Outgoings	Tenant responsible for all outgoings
Utilities	Tenant responsible for all utilities
Special Conditions	<p>To document the mechanism to recover the Transwa funding component for agreed costs associated with design and civil works to prepare the site for Transwa development.</p> <p>Contribution monies owing will become payable under the lease.</p> <p>The lease will be executed and become enforceable prior to the commencement of City of Albany works on the site. This will provide an obligation for Transwa to pay the contribution prior to commencement of works and taking occupancy of the site.</p> <p>The lease will have an occupancy date that is determined by notification of completion of City of Albany works and subject to payment of the contribution. Non-payment will be considered a breach of an essential term and a terminable event under the lease in the same manner as non-payment of rent. Non-payment will also be a breach of the</p>



	<p>separate payment obligation contained in the lease, such that payment of the contribution triggers on completion of the works and not the commencement of occupancy.</p>
	<p>Tenant responsible for the development of Transwa portion of the land (491m<sup>2</sup>) in line with the Development approval on or before 30 June 2019. The existing lease over 60m<sup>2</sup> portion of the Railway Station building will cease on the above date.</p>

11. Transwa will be required to maintain the building and surrounds within the lease area, with no positive obligation on the City.
12. The remaining terms of the lease agreement will align with the City's Property Management (Leases and Licences) Policy.
13. Transwa have agreed in principle with the above position, subject to Council and LandCorp approval.

Lot 1521 Proudlove Parade

14. Lot 1521 was purchased by the City from LandCorp in 2015 with conditions that this site be developed by August 2018 and any development being approved by LandCorp. The City has since been granted an extension of 12 months to complete the development by August 2019.
15. It is proposed to lease a of 491m<sup>2</sup> portion of Lot 1521 to Transwa with the remaining portion of 362m<sup>2</sup> being allocated for the development of additional City car parking within the Proudlove Precinct.
16. To comply with the land sale condition, LandCorp has been consulted and confirmed they have no objections to the proposed Transwa and City car parking developments.

Development – Transwa and City Car park

17. In May 2018 Transwa lodged a Development Application for portion of Lot 1521. The scope of development includes the construction of the following:
  - 53m<sup>2</sup> portable ticketing office building, featuring a 15m<sup>2</sup> covered deck
  - Vehicle access (one way) for Transwa buses and staff vehicles
  - Staff parking (2 bays)
  - A canopy over the bus stop area
  - Simple, low native landscaping
18. The buses will enter the north end of the site from Proudlove Parade and exit the south end of the site. There is a public parking area and street parking adjacent the site.
19. The application is currently being assessed by the City's Planning Team and may form a separate item to Council.

20. At the time of lodging the Development Application, Transwa raised the potential of working with the City around the design for whole of Lot 1521 including the area allocated for City car park. Transwa sought to comply with City requirements in relation to footpaths, kerbing, and landscaping to enable them to tie in with the surrounding Proudlove Precinct.
21. In considering the proposal City Officers agreed a collaborative approach to design and civil works over the whole of Lot 1521 had merit. It was considered working together would be better value for money for both parties in delivering a site ready for Transwa and additional public car parking within the CBD.
22. It has been agreed in-principle that Transwa and the City would share costs for the design and civil works as below:
  - Drainage associated with the car parks and bus bay
  - All earthworks and pavements associated with the car parks and bus bay
  - All brick paved areas and pram ramps as indicated on the drawings
  - Gravel hardstand on the building footprint
23. It has been estimated the cost of the works will be in the vicinity of \$148,940. Transwa will contribute \$83,449 and the remainder of \$65,491 will be drawn from the City's car parking cash in lieu funds.
24. The City of Albany contribution of \$65,491 is the cost component of developing additional car parking on the part of the freehold lot not under consideration for lease.
25. Importantly the works do not include:
  - Building or services required for the building
  - Shelter structure
  - Footings for the shelter
  - Soft landscaping or irrigation
26. The lease documentation will provide the legal mechanism with which to recover the Transwa funding component. While the figures provided are estimates, the Transwa financial component will be based upon actual construction costs of the areas shown in red in site plan (Attachment 1).

## **GOVERNMENT & PUBLIC CONSULTATION**

27. Under the contract of sale conditions of Lot 1521 to the City, LandCorp sought written approval to any development of the land. LandCorp have been consulted and advise they have no objections to the proposed Transwa and City car park development.
28. Section 3.58 of the *Local Government Act 1995* outlines the requirements for the disposal of property, including leased/licenced land and buildings. The Act requires the following:
  - a. A local government must give local public notice of the proposed lease/licence inviting submissions from the public, for a period of two weeks.
  - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
  - c. A local government can then proceed with the lease/licence.

29. Section 30 of the *Local Government (Functions and General) Regulations 1996* defines the dispositions to which the advertising requirements of Section 3.58 of the Act do not apply. Section 30 (2) (c) (i & ii) states that Section 3.58 of the Act is exempt if:
- (c) The land is disposed of to –
- (i) The Crown in right of the State or the Commonwealth; or
  - (ii) A department, agency, or instrumentality of the Crown in right of the State or the Commonwealth.
30. Public Transport Authority (Transwa) is exempt from the advertising requirements as they are considered a government entity.

### STATUTORY IMPLICATIONS

31. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including licensed land and buildings including advertising requirements.

### POLICY IMPLICATIONS

32. Council adopted a revised Property Management (Leases and Licences) Policy in July 2017.
33. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
34. The recommendation is consistent with the Policy.

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation:</b> lease not approved	Possible	Moderate	Medium	Seek to negotiate terms to Council satisfaction.
<b>Financial:</b> new lease not approved – no rental income	Unlikely	Low	Low	Call for further proposals for the vacant site.
<b>Reputation:</b> expenditure not approved – additional public car parking deferred	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction.
<b>Reputation:</b> new lease not approved – public criticism on relocating Transwa and potential for interruption to bus services	Unlikely	Moderate	Medium	Offer assistance to identify a new site suitable to continue bus services.
<b>Opportunity:</b> To secure a suitable site for the relocation of Transwa and continuation of bus services to and from Albany and the Great Southern.				
<b>Opportunity:</b> To provide a vacant building to UWA in support of the establishment of the Wave Energy Research Centre in Albany.				
<b>Opportunity:</b> Developing Lot 1521 to comply with LandCorp land purchase timing conditions.				
<b>Opportunity:</b> Provision of additional public car parking within the CBD.				

## **FINANCIAL IMPLICATIONS**

### Lease

36. The lease will provide an income of \$9,600 plus GST per annum in the first year with anticipated rental increases over the term of the 10 year lease.
37. All costs associated with the preparation and finalisation of the lease will be met by the tenant.

### Development Lot 1521

38. If approved, an allocation of \$148,940 to a new budget line for the construction of the Transwa lease area and public car park area will be made.
39. The City of Albany currently retains \$81,045 in car parking cash in lieu funds of which \$34,500 was paid by the University of Western Australian (UWA) for their development and \$46,545 by Advance housing for the student accommodation development.
40. \$65,491 of this is proposed to be spent on the car parking component of the works.
41. Transwa will contribute the remaining estimated \$83,449 for the works associated with the site works to develop the ticketing office and bus bay.

## **LEGAL IMPLICATIONS**

42. The lease documentation will be prepared by the City's lawyers with enforceable terms and conditions, at the tenant's expense.

## **ENVIRONMENTAL CONSIDERATIONS**

43. As the land is already cleared, there are no environmental considerations relevant to this item.

## **ALTERNATE OPTIONS**

44. Council may:
  - a. Approve the lease with Public Transport Authority (Transwa) for portion of Lot 1521 Proudlove Parade; or
  - b. Decline the new lease request.
45. Should Council decline the request, an alternate location within the CBD may be sought by Transwa in order for public transport services to continue.
46. A number of central sites have been considered and deemed not suitable for a ticketing office that can also accommodate bus movements in near proximity. Not identifying another suitable location may represent a risk to the future public transport operations to and from Albany.

## **SUMMARY CONCLUSION**

47. The future use of the Railway Station building has been considered following the relocation of the Albany Visitor Centre to the Tourism Hub in York Street.

48. Following a Request for Proposal process, it is considered the best future use of the Railway Station building is to enter into a lease with UWA for the establishment of the UWA Centre of Excellence in Wave Research. As such Transwa are required to relocate from the Railway Station building.
49. Lot 1521 Proudlove Parade, opposite the Railway Station building, has been identified as a suitable central location for Transwa to develop a new ticket office and bus depot in order to continue public transport services to and from Albany.
50. Transwa have agreed in-principle to relocate and develop a portion of the land, at Transwa cost, subject to Council approval.
51. The remainder of the Lot 1521 was set aside for public car parking. The City has taken the opportunity to work with Transwa to develop the whole of Lot 1521 including the City car park component and share the costs for design and civil works.
52. The coordinated approach will deliver better value for money, a consistent design, a new site for Transwa and additional public parking in the CBD.
53. It is recommended the new lease to Public Transport Authority (Transwa) and the allocation of funds for design and civil works for Lot 1521 be approved.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• Council Policy – Property Management (Leases and Licences)</li> <li>• <i>Local Government Act 1995</i></li> </ul>
<b>File Number (Name of Ward)</b>	:	PRO095/PRO429 (Frederickstown Ward)
<b>Previous Reference</b>	:	OCM 26/05/2015 Item CSF167

## CCS064: : PROPOSED LEASES – ALBANY RAILWAY STATION AND BOND STORE BUILDINGS TO THE UNIVERSITY OF WESTERN AUSTRALIA

<b>Land Description</b>	:	<ul style="list-style-type: none"><li>• Crown Reserve 42792 and being Lot 1404 on Plan 218308 as detailed in Certificate of Title Volume LR3121 Folio 760</li><li>• Crown Reserve 42793 and being Lot 512 on Plan 58074 as detailed in Certificate of Title Volume LR3160 Folio 28</li></ul>
<b>Proponent</b>	:	University of Western Australia
<b>Owner</b>	:	Crown (City of Albany under Management Order)
<b>Report Prepared by</b>	:	Team Leader Property and Leasing (T Catherall)
<b>Responsible Officer</b>	:	Executive Director Corporate Services (M Cole)

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme: 1. Leadership.**
  - **Objective: 1.1** To establish and maintain sound business and governance structures.
  - **Community Priority: 1.1.2** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

### Maps and Diagrams:



**In Brief:**

- Council is requested to consider new lease arrangements for portion of the Albany Railway Station, Bond Store and adjoining hardstand area between the buildings to the University of Western Australia (UWA) for establishment of UWA Centre of Excellence in Wave Research.
- The City has used the Railway Station and Bond Store buildings for a number of years for the Albany Visitors Centre and for storage of the library overflow and art collection. This occupation has been shared with both Transwa for their booking office and the Albany Model Railway Association. There are also public toilet facilities within the Railway Station building that will remain available to the public.
- In view of the City's relocation of the Visitors Centre to York Street in March this year, a Request for Proposal process was undertaken for the future lease of the whole or part of the Railway Station building. Three submissions were received.
- The City has entered into negotiations with UWA to achieve the best use of the Railway Station and Bond Store buildings. This includes UWA's lease of a 590m<sup>2</sup> area within the Railway Station, Bond Store buildings and adjoining hardstand area, initially excluding the Transwa booking office (lease area 60m<sup>2</sup>) until Transwa relocate on or before end of June 2019 then this area will also be leased to UWA.
- Albany Model Railway (lease area 209m<sup>2</sup>) will remain in their current location. New lease agreements will be required as they continue to occupy on holding over provisions.
- It is recommended that proposed leases to UWA be approved.

**RECOMMENDATION**

**CCS064: COMMITTEE RECOMMENDATION**

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

**THAT the Responsible Officer Recommendation be Adopted.**

**CARRIED 11 - 0**

**CCS064: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council APPROVE the following leases over portion of Crown Reserve 42792 Lot 1404 Proudlove Parade (Bond Store) and portion of Crown Reserve 42793 Lot 512 Proudlove Parade (Railway Station):

1. A new lease to the University of Western Australia for a 217m<sup>2</sup> portion of the Railway Station building, a 135m<sup>2</sup> portion of the Bond Store building and the adjoining hardstand area of 178m<sup>2</sup>, subject to:
  - a. Lease being conditional on the approval of a Development Application by the City of Albany as local planning authority.
  - b. Lease permitted use being office space for portion of the Railway Station Building, storage for portion of the Bond Store building and hardstand areas.
  - c. Lease commencing as soon as practicable.
  - d. Lease rent being \$40,475 per annum plus GST and outgoings for the three areas to be leased.

- e. Rent reviews by market valuation every 3 years with Consumer Price Index applied for intervening years.
  - f. Lease term being 4 years with two options of 3 years each.
  - g. Special condition being included to provide for non-exclusive use of the City's public toilets within the Railway Station building.
  - h. All costs associated with the ongoing operations of the leased premises being payable by the tenant.
  - i. All costs associated with the development and finalisation of the lease being met by the tenant.
  - j. Pursuant to Section 18 of the *Land Administration Act 1997*, Minister for Planning, Lands and Heritage consent being obtained.
  - k. Lease being consistent with Council Policy – Property Management (Leases and Licences).
2. A new lease to University of Western Australia for a 60m<sup>2</sup> portion of the Railway Station building, following the relocation of Transwa, anticipated on or before 30 June 2019, subject to:
- a. Lease being conditional on the approval of the Development Application by the City of Albany as local planning authority.
  - b. Lease permitted use being office space.
  - c. Lease commencing following the relocation of Transwa.
  - d. Lease rent being \$6,000 per annum plus GST and outgoings.
  - e. Rent reviews by market valuation every 3 years with Consumer Price Index applied for intervening years.
  - f. Lease term to run concurrent with the UWA lease for the remainder of the Railway Station Building, excluding the public toilets and signal room.
  - g. All costs associated with the ongoing operations of the leased premises being payable by the tenant.
  - h. All costs associated with the development and finalisation of the lease being met by the tenant.
  - i. Pursuant to Section 18 of the *Land Administration Act 1997*, Minister for Planning, Lands and Heritage consent being obtained.
  - j. Lease being consistent with Council Policy – Property Management (Leases and Licences).

## BACKGROUND

2. The former Albany Railway Station building is located on Crown Reserve 42793 Lot 512 Proudlove Parade, Albany and the Bond Store building is located on Crown Reserve 42792 Lot 1404 Proudlove Parade, Albany with the hardstand area over portion of both reserves.
3. Crown Reserve 42792 is a 'C' class reserve under Management Order (H670839) issued to the City of Albany with the power to lease or licence for any term not exceeding 21 years subject to the consent of the Minister for Planning, Lands and Heritage. The current purpose of this reserve is "Historical Building and Arts Centre".
4. Crown Reserve 42793 is a 'C' class reserve under Management Order (H689058) issued to the City of Albany with the power to lease or licence for any term not exceeding 21 years



subject to the consent of the Minister for Planning, Lands and Heritage. The current purpose of this reserve is “Preservation of Historical Buildings and Community Centre”.

5. The buildings have high heritage significance and are contained on various heritage lists, including the State Register of Heritage Places. There is also a conservation plan for the buildings.
6. The Albany Visitors Centre had been located at the Railway Station for a number of years and was relocated to the Tourism and Information hub in York Street in March this year.
7. Transwa have occupied a leased space of 60m<sup>2</sup> within the Railway Station building since 1994. The lease expired in 2014 and Transwa remains at the property under holding over arrangements.
8. The Albany Model Railway Association has occupied part of the Bond Store under community lease arrangements since July 2000. The lease area of approximately 209m<sup>2</sup> returns a rental being the equivalent of minimum rate set by Council each year, currently \$992 plus GST.
9. The lease to the Albany Model Railway Association expired on 30 June 2015 and the group has remained on holding over arrangements since this time.
10. The remainder of the Bond Store was being used for City storage of the art collection and library items. The art collection has recently been relocated to the Vancouver Art Centre and library items surplus to requirements will be disposed of by auction and areas cleared to allow UWA to occupy.
11. An item was presented to Council on 26 May 2015 to consider the expiring leases to Transwa, Albany Model Railway and the Spectrum Theatre. This item noted the considerations that were occurring around the future use and management of the Proudlove Precinct and proposed that the leases remained on holding over arrangements to maintain opportunities for future expansion and growth in this precinct. Council resolved:

*THAT Council ENDORSES the following leases to remain on holding over arrangements pending determination of the future use and management of the Proudlove Precinct, subject to providing lessees with no less than ten (10) months’ notice regarding the end of the holding over arrangement.*

1. Transwa.
2. Albany Model Railway Association Inc.
3. Spectrum Theatre Inc.

## DISCUSSION

### Request for Proposal

12. In view of the vacation of the Railway Station building, a Request for Proposal was advertised in June 2017 for parties interested in a lease of part or whole of the property, excluding the public toilets area. Three submissions were received.

13. City staff conducted an assessment on the three proposals received consistent with the City's usual procurement process. On this basis, the City entered into further negotiations with both UWA and Transwa to determine if an outcome satisfactory to all parties could be achieved. It is noted that SCNRM has secured a suitable space within the Department of Fisheries.

#### Impact on Existing Lessees

14. The relocation of Transwa from the Proudlove Precinct has been considered in detail and a number of sites within the Central Business District were investigated, however there are few central locations that might be suitable for the ticketing office that can also accommodate bus movements in near proximity.
15. As such, Lot 1521 Proudlove Parade was identified as being the most suitable for Transwa and allows the central bus station to remain within the Proudlove Precinct. The proposed new lease to Transwa over portion of Lot 1521 will form a separate item to Council in July.
16. In considering the future lease of the Railway Station or Bond Store, the City considered the potential impact on the Albany Model Railway Association. This Association has been in place since 2000 and any relocation of this group would involve demolition of their existing displays, as they have been built within the Bond Store building and are not suitable for relocation.
17. When Council considered the item presented in May 2015 regarding the existing leases in the Proudlove Precinct, the Model Railway group expressed significant concern about the potential relocation of their activities.
18. It is proposed that the Model Railway group remain in their current location and new lease arrangements be formalised.

#### New Lease Agreements

19. Following the Request for Proposal process, further negotiations with UWA occurred. These discussions outlined the following position:
  - a. UWA lease of portion of the current Railway Station building area (approximately 217m<sup>2</sup>) for office excluding the public toilets and signal room. Plus a portion of the Bond Store area (approximately 135m<sup>2</sup>) for storage and bitumen hardstand area (approximately 178m<sup>2</sup>) between the buildings for boat and buoy storage.
  - b. The Bond Store is suitable for storage purposes however would require additional works if it was to be used for any other purpose.
  - c. The signal room has been retained by the City for Visitor Centre storage purposes.
  - d. The Transwa booking office to remain within the Railway Station building in their current location until the completion of the development of Lot 1521 on or before 30 June 2019.
  - e. Following the relocation of the Transwa, UWA will lease the vacated space (approximately 60m<sup>2</sup>). This would include a total area of 590m<sup>2</sup> for the UWA Centre of Excellence in Wave Research.

- f. The Albany Model Railway Association to remain within the Bond Store (lease area 209m<sup>2</sup>).

20. The table below summarises the essential terms of the proposed lease:

ITEM	DETAILS
Tenant	University of Western Australia
Land/Lease Area	Portion of Lots 512 and 1404 Proudlove Parade as detailed in Certificate of Title Volume LR3121 Folio 760 and Certificate of Title Volume LR3160 Folio 28, being an area of approximately 590m <sup>2</sup>
Land Ownership	State of Western Australia – Management Orders in favour of City of Albany
Permitted Use	Wave Energy Research Centre office, storage and associated activities
Term of Lease	4 years with two options of 3 years each (10 years from commencement date)
Rent	\$46,475 plus GST per annum (including Transwa area)
Rent Review	Market Valuation every 3 years with Perth All Groups CPI applied on the anniversary for intervening years
Outgoings	Tenant responsible for all outgoings
Utilities	Tenant responsible for all utilities

21. UWA's lease rental for the Railway Station and Bond Store buildings will initially be \$40,475 per annum plus GST & outgoings and will increase to \$46,475 plus GST & outgoings once occupying Transwa area. The rental is consistent with the independent market valuation obtained.
22. UWA have agreed with this position, though has sought some building compliance and improvement works to the Railway Station and Bond Store including electrical, ramp access upgrades, and repairs to doors and windows and a City contribution towards a dedicated universal access toilet within the Railway Station Building.
23. The City has agreed to undertake these works in line with the conservation plan for the buildings. It has been estimated that these works will be in the vicinity of \$85,000 and has been allocated in the 2018/19 budget. The City considers that these works will bring the City's buildings up to standard to allow for UWA fit out and any future tenants.
24. UWA will be responsible for their own fit out at UWA cost.

25. It is noted that the City has allocated capital works funding in the 2018/19 budget of \$35,000 for the Railway Station and Platform station to replace roof plumbing and prevent rising damp and \$45,000 for the Bond Store to address rising damp issues.

## GOVERNMENT & PUBLIC CONSULTATION

26. The Minister for Planning, Lands and Heritage consent will be sought for the proposed leases, as required under Section 18 of the *Land Administration Act 1997*.
27. Section 3.58 of the *Local Government Act 1995* outlines the requirements for the disposal of property, including leased/licenced land and buildings. The Act requires the following:
  - a. A local government must give local public notice of the proposed lease/licence inviting submissions from the public, for a period of two weeks.
  - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
  - c. A local government can then proceed with the lease/licence.
28. Section 30 of the *Local Government (Functions and General) Regulations 1996* defines the dispositions to which the advertising requirements of Section 3.58 of the Act do not apply. Section 30 (2) (b) (i & ii) states that Section 3.58 of the Act is exempt if:
  - (b) The land is disposed of to a body, whether incorporated or not –
    - (i) The object of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and
    - (ii) The members of which are not entitled or permitted to receive any pecuniary from the body's transactions.
29. UWA are exempt from the advertising requirements as they are considered an educational body.

## STATUTORY IMPLICATIONS

30. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased/licenced land and buildings including advertising requirements.

## POLICY IMPLICATIONS

31. Council adopted a revised Property Management (Leases and Licences) Policy in July 2015.
32. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
33. The recommendation is consistent with the Policy.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation:</b> leases not approved	Possible	Moderate	Medium	Seek to negotiate terms to Council satisfaction
<b>Financial:</b> new lease not approved – no rental income	Unlikely	Low	Low	Call for further proposals for the vacant space
<b>Reputation:</b> lease of space granted to one entity at the expense of existing lessee, requiring relocation of existing uses	Unlikely	Moderate	Medium	Offer assistance to relocated lessees to identify a new space; or Seek to negotiate terms to the satisfaction of all users
<b>Opportunity:</b> To provide buildings and hardstand space within the Proudlove Precinct to UWA in support of the establishment of the Wave Energy Research Centre.				

## FINANCIAL IMPLICATIONS

35. The City has agreed to undertake some building compliance and minor improvement works to the Railway Station and Bond Store buildings. These works are estimated at \$85,000 and allocated in the 2018/19 budget.
36. It is proposed the lease income be held in reserve for future building preservation works for the Railway Station and Bond Store.
37. All costs associated with the development and finalisation of the lease will be met by UWA.

## LEGAL IMPLICATIONS

38. The lease documentation will be prepared by the City's lawyers with enforceable terms and conditions.

## ENVIRONMENTAL CONSIDERATIONS

39. The Railway Station and Bond Store buildings are listed on the State Register of Heritage Places and, as such, the provisions of the Heritage of Western Australia Act 1990 will apply.
40. Through the Request for Proposal process, UWA have been advised of the requirements associated with occupying a heritage building and are experienced in and in agreement to meeting the heritage requirements.

## ALTERNATE OPTIONS

37. Council may:
- a. Approve the lease to UWA for the proposed UWA Centre of Excellence in Wave Research Centre within portion of the Railway Station, Bond Store and adjoining hardstand area, whilst allowing Transwa to remain while developing Lot 1521 for ticket office and terminus and maintaining the existing Albany Model Railway Association within their previous lease areas; and
  - b. Approve the lease to UWA for the space vacated by Transwa; or
  - c. Decline the UWA lease requests.
38. Should Council decline the requests, an alternate location within the CBD may be sought to establish the UWA Wave Energy Research Centre.
39. It is not considered desirable under any scenario to relocate the Albany Model Railway Association, given the significant detrimental impact this will have on this group.

## SUMMARY CONCLUSION

40. Council has fully supported the relocation of the Albany Visitors Centre to the Tourism and Information Hub and on this basis, the future use of the Albany Railway Station has been considered.
41. Following a Request for Proposal process, the best future use of the Railway Station building and the adjoining Bond Store building is to enter into a lease with UWA for the establishment of the UWA Centre of Excellence in Wave Research, whilst permitting Transwa to remain in their current location during development of Lot 1521 for ticketing office and terminus and the Albany Model Railway Association to remain in their current location.
42. UWA have requested some building compliance and improvement works to the Railway Station and Bond Store buildings to facilitate UWA fit out. The City has agreed to undertake these works in line with the conservation plan for the buildings, at the City's cost, subject to Council approval.
43. It is recommended the new leases to UWA be approved.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• Council Policy – Property Management (Leases and Licences)</li> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Land Administration Act 1997</i></li> <li>• <i>Heritage of Western Australia Act 1990</i></li> </ul>
<b>File Number (Name of Ward)</b>	:	PRO428 (Frederickstown Ward)
<b>Previous Reference</b>	:	OCM 26/05/2015 Item CSF167

## CCS065: RACEWARS ALBANY 2018 - POST EVENT EVALUATION REPORT

**Proponent / Owner** : City of Albany and Racewars Group  
**Report Prepared By** : Manager Governance and Risk (S Jamieson)  
**Responsible Officers:** : Executive Director Corporate Services (M Cole)

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme:** Smart, prosperous and growing.
  - **Objectives:**
    - Strengthen and grow our region's economic base.
    - Develop and promote Albany as a unique and sought after visitor location.
  - **Community Priorities:**
    - Encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.
    - Promote the "Amazing South Coast" region as a sought after and iconic tourism destination.

#### In Brief:

- Receive the Post Event Evaluation for Racewars 2018.

### RECOMMENDATION

#### CCS065: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR MOIR**

**THAT the Council:**

- (a) RECEIVE the Racewars 2018 Post Event Evaluation; and**
- (b) CONSIDER additional funding support (cash or in-kind) for 2019 and 2020 being provided to hold the event.**

**CARRIED 9 - 2**

*Against the Vote: Councillor Goode & Councillor Sleeman*

#### CCS065: RESPONSIBLE OFFICER RECOMMENDATION

**THAT the Council:**

- (c) RECEIVE the Racewars 2018 Post Event Evaluation; and**
- (d) CONSIDER additional funding support (cash or in-kind) for 2019 and 2020 being provided to hold the event.**



## BACKGROUND

2. The City of Albany successfully hosted the Racewars Albany 2018 event, following the inaugural Racewars Albany 2017 event.
3. On 26 April 2017, Council resolved to authorise the Chief Executive Officer to negotiate the host destination rights for the Racewars annual event for the years 2018, 2019 and 2020 and to present a host bid proposal for Council review and approval.
4. On 28 November 2017, Council resolved to authorise the *Chief Executive Officer to finalise an agreement for host destination rights for the Racewars annual event for the years 2018, 2019 and prepare a report be submitted to Council at the end of the 2018 event with Council having the ability to consider additional funding support (cash or in-kind) for 2019 and 2020.*
5. The City provided event organisers with the exclusive use of the Albany Regional Airport for two days of “Straight Line Racing “.
6. In support of the event, the City negotiated with Region Express Airlines (REX), to accommodate the event by providing additional flights on Friday 2<sup>nd</sup> March and Monday 5<sup>th</sup> March to compensate for the closing of the Airport for the event days of Saturday 3<sup>rd</sup> and Sunday 4<sup>th</sup> of March.

## DISCUSSION

### Summary of Post Event Survey:

7. **Spectator Attendance:** Overall attendance at the 2018 event was 9000 plus attendees over the weekend.
  - Actual attendance exceeded the 9000; however the organisers ran out of spectator bands so exact numbers are not available.
  - It should be noted that attendance was up from the 7500 reported in 2017 and that children under 12 received free admission and are not included in the attendance figures.
  - 60% of respondents would consider paying a premium for grandstand seating at the event; and
  - The percentage of families attending the event in 2018 rose to 37% from 29% in 2017.
8. **Competitor Participation:** Competitor participation increased from 230 in 2017 to 334 in 2018.
  - 88% of respondents are in favour of expanding the Racewars event to include a Super Cruise of open lapping.
9. **Visitation Rates:** Visitation from outside the Great Southern Region increased by 20 %. (From 66% percent to 82%).
10. **Accommodation:** The percentage of people staying in Albany increased by 5 %. (From 77% to 82%).
  - 19 % of people who did not stay in Albany were unable to find accommodation in 2018, up from 10% in 2017;
  - The number of people staying for 5+ days decreased from 20% in 2017 to 11% in 2018;
  - Those staying for 3 days increased from 47% in 2017 to 51% in 2018;
  - 74% of respondents to the survey said an official Racewars campground would be a positive addition;

11. **Economic Impact:** Data modelling in 2017 estimated an economic impact of \$4.42 million.
- At the time of writing this report initial modelling conducted by the organiser estimates a positive economic impact of up to \$5.3 million.
  - 66% of respondents said they would like to see more local trade content at trade stands across the weekend;
12. **Domestic & International Promotion:** Live video feeds achieved a combined reach of over 550,000 views across 5 international and domestic platforms.

**In-kind Support:**

13. The City:
- a. Constructed a permanent internal utility road which was modified for use by RaceWars competitors for the 2018 and future events.
  - b. Purchased and installed a 40ft shipping container for the exclusive use of the Racewars Group.
  - c. Provided staff to assist with the provision of logistic and event management support through all phases of the event.
  - d. Financially supported:
    - The relocation of the Fire Spotter Aircraft to Denmark, for the duration of the event.
    - The renting and installation of temporary fencing to provide for security of general aviation hangars and airport infrastructure.
    - The provision of traffic management.
    - The provision of mobile security for the protection of airport infrastructure.

**Future Event Support:**

14. Council resolved to support future Racewars events in 2019 and 2020.
15. Consideration could be given to support:
- a. The allocation of additional funding to provide improvements of the runway surface, by installing a concrete warm up pad. This will mitigate to possibility of damage to the runway surface.
  - b. For Racewars 2019 and 2020 expand “Off Airport Events”, for example:
    - Open Street Cruising,
    - Kebabs (Pies) and Cars, and
    - Touge (or Tōge) Challenge (Japanese style hill climb event-typically run on narrow, winding roads in mountainous areas).
    - Use Centennial Park as a campground for the 2019 Racewars event. A nominal fee could be charged for camping sites.

## GOVERNMENT & PUBLIC CONSULTATION

### Airport Operations:

16. Through the Department of Transport's Community Consultation Group, which consists of stakeholders from industry, government, and the aviation community the City negotiated for the Albany Airport to be closed to aircraft movement from 8:45pm on Friday evening to 6:00pm Sunday evening.

It was noted that air transport on the Perth to Albany route is historically low on long weekends and it is usual for selected flights to be cancelled due to insufficient demand.

### Royal Flying Doctor & Water Bombers:

17. The Airport remained open for emergency flights for the Royal Flying Doctor Service. To facilitate emergency use of the airport, Albany Airport staff remained on duty to ensure safety and operational compliance needs were adhered to, and to respond to any emergency air service requirements.
18. The Royal Flying Doctor Service in consultation with the Albany Hospital scheduled non-emergency flights to accommodate the event.

## STATUTORY IMPLICATIONS

19. Nil

## POLICY IMPLICATIONS

20. Nil

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Business Operation &amp; Financial.</b> <i>Risk: Accelerated wear and tear to the Albany Airport runway from chip seal loss.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Continue to monitor the wear resulting from the event activity.</i>  <i>Allocate additional funds from the Economic Development Funding lines.</i>
<b>Reputation.</b> <i>There is a potential risk that the event will continue to grow and existing resources may not be able to accommodate visitor expectations.</i>	<i>Almost Certain</i>	<i>Major</i>	<i>Extreme</i>	<i>Work with the event organisers to transition this event to be overseen by a dedicated event management entity.</i>  <i>Note: A full operational risk management plan will continue to be developed in partnership with the event organiser as part of the event approval process.</i>  <i>The current proposed plan will address lessons learnt (i.e. improve traffic management).</i>

**Opportunity:** To continue to promote Albany as a unique and sought after visitor location to attend and hold internationally recognised events and meet our Communities priority to encourage, support and deliver significant events that promote our region and have a positive economic and social benefit.

Based on the conduct of the past two events, there is the potential to develop this event into an internationally recognised event.

**FINANCIAL IMPLICATIONS**

22. Previously the City estimated a conservative funding support of **\$68,000.00** over a three year period.

Cost Item	Cost Type	Year 1	Year 1 Actual	Year 2	Year 3	Estimated Total
Return Road	Internal Service	\$30,000	\$30,194	\$2,500	\$2,500	\$35,000
Operational Funding Support	COA Contract /Service	\$11,000	\$8,454.07	\$11,000	\$11,000	\$15,000
		\$41,000	\$38,648.07	\$13,500	\$13,500	\$68,000

23. It is recommended that:

- a. This amount is not adjusted at this time.
- b. A financial review is conducted prior to the conduct of the 2019 event.
- c. Additional funding be considered at an elected member briefing and workshop, specifically the cost of the burn out concrete pad at the end of the runway.

**LEGAL IMPLICATIONS**

24. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

25. Nil.

**ALTERNATE OPTIONS**

26. Nil.

**CONCLUSION**

27. THAT the Committee CONSIDER additional funding support (cash or in-kind) for 2019 and 2020 being provided to hold the event.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM November 2017, Resolution CCS009

**CCS066: RENEWABLE ENERGY WORKING GROUP ESTABLISHMENT**

<b>Proponent / Owner</b>	: City of Albany
<b>Report Prepared By</b>	: Executive Director Corporate Services (M Cole)
<b>Responsible Officers:</b>	: Chief Executive Officer (A Sharpe)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme 3:** Clean, Green and Sustainable.
  - **Objective 3.3:** To identify and deliver improvements in sustainability within the City and wider community.
  - **Community Priority 3.3.1:** Integrate and promote effective sustainability through resource conservation, management and education to continuously improve environmental outcomes.

**In Brief:**

- Council to consider the establishment of a Working Group to address renewable energy opportunities in Albany and the surrounding region.

**RECOMMENDATION**

**CCS066: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR SHANHUN**

**THAT Council:**

1. **AUTHORISE** the establishment of the Renewable Energy Working Group;
2. **AUTHORISE** the Chief Executive Officer to issue invitations to the Renewable Energy Working Group as identified in paragraph 13 of the report.
3. **NOTE** the parameters for the Working Group as outlined in paragraph 13 of the report;
4. **NOTE** that the Working Group does not have delegation from Council, and that Renewable Energy Working Group recommendations, actions or activities will be the subject of future Council Report(s).
5. **APPOINTS Councillor Moir & Councillor Hammond for City of Albany Elected Member Representatives.**

**CARRIED 11 - 0**

*Committee received nominations Councillor Moir and Councillor Hammond and Councillor Terry. Ballots were received by the Committee and Councillor Moir and Councillor Hammond leading the nomination.*

CCS066: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. AUTHORISE the establishment of the Renewable Energy Working Group;
2. AUTHORISE the Chief Executive Officer to issue invitations to the Renewable Energy Working Group as identified in paragraph 13 of the report.
3. NOTE the parameters for the Working Group as outlined in paragraph 13 of the report;
4. NOTE that the Working Group does not have delegation from Council, and that Renewable Energy Working Group recommendations, actions or activities will be the subject of future Council Report(s).

**BACKGROUND**

2. The City of Albany has recently undertaken a package of activities associated with Renewable Energy. This has largely constituted 'information gathering' and 'stakeholder introductions'.
3. An overview of work that has been undertaken through both Elected Members and City Officers is as follows:
  - a. Direct liaison and meeting with the State Government through the Minister for Energy the Hon. Ben Wyatt and the Great Southern Development Commission;
  - b. Direct liaison and meetings with energy stakeholders, including; Western Power, Synergy, ATCO Gas, AMES Associates and Carnegie Energy;
  - c. Direct liaison and meetings with the Tertiary Sector, including: University of Western Australia and Murdoch University;
  - d. Partnering with Western Power to participate in a sustainable energy 'Hackathon'; and
  - e. Provision of a letter of support to AMES Associates for an Australian Renewable Energy Agency (ARENA) application for a distributed Energy Platform in Albany.
4. At its Ordinary Council Meeting held on 24 April 2018 it was unanimously resolved that Council endorse the City of Albany to explore opportunities with key stakeholders to be self-supporting in its community energy requirements through the use of renewable energy and technology. Council additionally resolved that any associated projects that required a budget allocation would be the subject of further Council reports and resolution.

**DISCUSSION**

Setting/Context

5. Energy management is an increasingly complex sector with traditional models and supply chains (generation, transmission and distribution, retailing and consumption) being disrupted through changes to government regulation and policy, new technology, new business models and consumer demand.
6. Albany and the Great Southern Region is located within the South West Interconnected Network (SWIN) in which Western Power (as a government owned corporation) owns and operates transmission and distribution. Generation, Retailing and Pricing operate within a suite of government regulation.

7. The Local Government sector is not typically a stakeholder in the generation, transmission and distribution and retailing of energy. More typically the LGA sector is a consumer across assets and services.
8. In Western Australia enhanced efforts are being made to develop and deploy new models of energy management. In particular regional Western Australia presents a suitable case study for innovation, due to:
  - a. The cost and complexity of the energy grid across large distances in regional WA;
  - b. The available supply of alternate energy sources – Wind, Solar, Wave and Waste; and
  - c. The relatively small population being suitable for trials and pilots of new systems.
9. Albany has some investment in renewable energy (most notably the Grassmere and Albany Wind Farms), and more recently Carnegie Energy – Wave Energy.
10. To capitalise on investment to date and assist the region transition to new models of energy management, the City has developed an aspiration to be self-sufficient in its energy needs by 2026, as well as becoming a regional leader in research, development and education in renewables and energy management systems.

Project Control and Governance

11. Given the complex set of stakeholders, regulation, emergent technology and business systems in the energy management sector the engagement of government and industry expertise is critical for the City of Albany to understand, facilitate, and implement models to achieve its stated aspiration.
12. To undertake this engagement, a Renewable Energy Working Group is proposed as the preferred model.
13. Proposed parameters for the Working Group are as follows:
  - a. Terms of Reference

A detailed Terms of Reference for the Working Group will be finalised through its initiation with the following key objectives and governance matters to be included:

    - (i) To facilitate Albany becoming self-supporting in its energy needs by 2026 with a bias towards renewable energy sources, systems and technology;
    - (ii) To explore opportunities to establish Albany as a recognised regional centre for Renewable Energy research, development and education; and
    - (iii) The Working Group will not have any delegation from Council and any Working Group decisions, actions or processes are to take the form of recommendations for future Council consideration.
  - b. Membership

Membership of the Working Group is proposed as follows:

    - (i) Chair – City of Albany Mayor
    - (ii) City of Albany Elected Members – Two Representatives
    - (iii) City of Albany – Chief Executive Officer
    - (iv) Shire of Denmark – One Representative
    - (v) Shire of Plantagenet – One Representative
    - (vi) Western Power – One Representative
    - (vii) Synergy – One Representative
    - (viii) Great Southern Development Commission – One Representative

- (ix) Regional Development – One Representative (DPIRD, RDA or equivalent)
- (x) University of Western Australia – One Representative
- (xi) Co-opted members as recommended via the Working Group and endorsed through the Chair.

Sitting fees will not be applicable.

c. Establishment

The Working Group will be established through direct invitation via the City of Albany Chief Executive Officer. Note: City of Albany Elected Member Representation should occur through a simple call out at Committee, and if contested - a simple ballot.

Subject to Council Approval of the Working Group the initiation of the Working Group will occur in August 2018.

d. Delegation and Communication

The Working Group will not have any delegation from Council. Meeting notes and relevant correspondence will be issued to all Elected Members. Recommendations from the Working Group will come forward to Council as reports for consideration.

e. Management

City of Albany Officers will provide secretarial support to the Working Group as well as relevant officer expertise as required. City resources and assets will be made available to enable the effective functioning of the Working Group inclusive of information communications technology (ICT), facilities and relevant local networks.

f. Budget

A budget to support the functioning, actions and outcome of the Working Group has not been allocated.

**GOVERNMENT & PUBLIC CONSULTATION**

14. The City has advised Western Power, Synergy, the Great Southern Development Commission and the Lower Great Southern Economic Alliance of its intent to establish a Renewable Energy Working Group.

**STATUTORY IMPLICATIONS**

15. Nil

**POLICY IMPLICATIONS**

16. Nil

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Business Reputational.</b> <i>Risk: Non-Establishment of a Working Group may not meet stakeholder expectations</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Engagement with stakeholders to keep all parties informed of the City's progress towards Working Group establishment.</i>

**FINANCIAL IMPLICATIONS**

18. The Working Group will be established utilising the City's existing resources.



19. Minor incidental meeting costs may be incurred as a result of the Working Group that are not currently budgeted for. These costs are considered negligible and can be met through existing operational budgets.
20. Any costs related to the Working Group of a material nature will be addressed through the 2018-2019 Mid-Year Budget Review for Council consideration and resolution.

#### LEGAL IMPLICATIONS

21. Nil

#### ENVIRONMENTAL CONSIDERATIONS

22. Nil

#### ALTERNATE OPTIONS

23. Council may determine to not support the establishment of the Renewable Energy Working Group and/or propose an alternate governance model to progress work being undertaken as a result of the Council resolution at the April 2018 Ordinary Council Meeting.

#### CONCLUSION

24. The endorsement of the Renewable Energy Working Group is recommended.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>Local government Act 1995</i></li><li>• <i>City of Albany Delegations Register</i></li></ul>
<b>File Number (Name of Ward)</b>	:	(All Wards)
<b>Previous Reference</b>	:	<ul style="list-style-type: none"><li>• April 2018 OCM – Motion moved from the floor.</li></ul>

**CCS067: LOWER GREAT SOUTHERN ECONOMIC ALLIANCE – JUNE 2018 MEETING MINUTES**

**Proponent / Owner** : Lower Great Southern Alliance  
**Attachment** : Lower Great Southern Alliance Minutes – 21 June  
**Report Prepared By** : Executive Director Corporate Services (M Cole)  
**Responsible Officers:** : Chief Executive Officer (A Sharpe)

**Lower Great Southern Economic Alliance Terms of Reference**

The Alliance is comprised of representatives from the City of Albany, Shires of Denmark and Plantagenet.

The Alliance was formed to promote collaborative economic development in the region. Advocacy, Economic Development and Tourism and Resource Efficiency.

**CCS067: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GOODE**  
**SECONDED: COUNCILLOR MOIR**

**THAT the Committee NOTE the unconfirmed minutes of the Lower Great Southern Economic Alliance meeting held 21 June 2018 as outlined in Attachment 1.**

**CARRIED 11 - 0**

**CCS067: RESPONSIBLE OFFICER RECOMMENDATION**

THAT the Committee NOTE the unconfirmed minutes of the Lower Great Southern Economic Alliance meeting held 21 June 2018 as outlined in Attachment 1.

<b>Consulted References</b>	:	Lower Great Southern Economic Alliance (LGSEA) Memorandum of Understanding dated July 2015
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	Nil

## CCS068: 2018-19 BUDGET ADOPTION

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	: Draft 2018-19 Budget Documents
<b>Report Prepared by</b>	: Business Analyst/Management Accountant (D Harrison)
<b>Responsible Officer</b>	: Chief Executive Officer (A Sharpe) Executive Director Corporate Services (M Cole)

*Councillor Sleeman declared an Impartiality Interest and left the Chamber at 7.24pm and did not participate in the vote.*

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Theme: 5.** Leadership.
  - **Aspiration: 1.1** To establish and maintain sound business and governance structures.
  - **Community Priority: 5.1.2** Develop informed and transparent decision making processes that meet our legal obligations, reflect the level of associated risk and are adequately explained to community.
2. This proposed budget aligns with the City's Corporate Business Plan, which aligns with the City's:
  - 10 Year Financial Plan;
  - Asset Management Plans; and
  - Work Force Development Plan (People Strategy).

### In Brief:

- Approve the 2018/19 budget, noting that the proposed budget is a result of a series of elected member and staff workshops.

### RECOMMENDATION

**CCS068: RESPONSIBLE OFFICER RECOMMENDATION (EN BLOC)  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR GOODE  
SECONDED: COUNCILLOR SHANHUN**

**Council ADOPT the following Responsible Officer Recommendations EN BLOC:**

- **Recommendation 1 (Municipal Rates);**
- **Recommendation 2 (Refuse Collection and Recycling charges);**
- **Recommendation 3 (Municipal and Trust Fund Budgets, Reserves);**
- **Recommendation 4 (Due dates for payment of Rates and Rubbish Collection Charges);**
- **Recommendation 5 (Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges)**
- **Recommendation 6 (Schedule of Fees and Charges, with effect date 25 July 2018)**
- **Recommendation 7 (Elected Member Sitting Fees and Allowances)**
- **Recommendation 8 (Material variance for reporting figure \$100,000)**

**CARRIED 10 - 0**

CCS068: RESPONSIBLE OFFICER RECOMMENDATION (EN BLOC)  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

Council ADOPT the following Responsible Officer Recommendations EN BLOC:

- Recommendation 1 (Municipal Rates);
- Recommendation 2 (Refuse Collection and Recycling charges);
- Recommendation 3 (Municipal and Trust Fund Budgets, Reserves);
- Recommendation 4 (Due dates for payment of Rates and Rubbish Collection Charges);
- Recommendation 5 (Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges)
- Recommendation 6 (Schedule of Fees and Charges, with effect date 25 July 2018)
- Recommendation 7 (Elected Member Sitting Fees and Allowances)
- Recommendation 8 (Material variance for reporting figure \$100,000)

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 1  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

Council ADOPT the following municipal rates in the dollar on unimproved values and gross rental valuations for the 2018/2019 financial year:

- (1) Rating Category 1 – GRV General
  - The General Rate on Gross Rental Values for the 2018/2019 financial year on Rating Category (1) including all GRV rateable land be 10.0196 cents in the dollar.
- (2) Rating Category 3 – UV
  - The General Rate on current unimproved values for the 2018/2019 financial year on Rating Category (3) including all UV rateable land be 0.4388 cents in the dollar.
- (3) Minimum Rate
  - The Minimum Rate for Rating Category 1 – GRV General rateable properties within the City of Albany will be \$1,021.00
  - The Minimum Rate for Rating Category 3 – UV rateable properties within the City of Albany will be \$1,103.00

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 2  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the following Refuse Collection and Recycling charges for the City of Albany (including general refuse collection, Bulk green waste collection, collection of recyclables and green waste) be adopted for the 2018/2019 financial year:

- (1) Residential Services

• Full Domestic Refuse Service	\$343.00
• Refuse Collection 140 Ltr MGB	Weekly
• Recycling Collection 240 Ltr MGB	Fortnightly
• Green Waste Collection 240Ltr MGB	Monthly

(2) Additional Services

Additional Services (Maximum of One) with a full domestic rubbish service.

- |   |                     |
|---|---------------------|
| • Refuse Collection 140 Ltr MGB (Inc GST)     | Weekly \$92.50      |
| • Recycling Collection 240 Ltr MGB (Inc GST)  | Fortnightly \$44.00 |
| • Green Waste Collection 240Ltr MGB (Inc GST) | Monthly \$44.00     |

(3) Waste Facilities Maintenance Rate (Section 66(1) Waste Avoidance and Resource Recovery Act 2007)

In addition to the full domestic refuse service the City will be raising an annual rate under section 66(1) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) and, in accordance section 66(3) of the WARR Act, apply the minimum payment provisions of section 6.35 of the *Local Government Act 1995*. The rate is proposed to be called the 'Waste Facilities Maintenance Rate'. The minimum payment will be \$56.

The proposed rates are:

- GRV General Properties – Rate in the dollar: 0.01 Cents, minimum \$56.00
- UV General Properties – Rate in the dollar: 0.0022 Cents, minimum \$56.00

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 3  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ADOPTS:

- (1) Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Municipal and Trust Fund Budgets as contained in the Attachment to this agenda and the minutes, for the City of Albany for the 2018/2019 financial year which includes the following:
  - Statement of Comprehensive Income by Nature and Type on page (v) showing a net result for that year of \$6,980,108
  - Statement of Comprehensive Income by Program on page (iv) showing a net result for that year of \$6,980,108
  - Statement of Cash Flows on page (vii)
  - Rate Setting Statement on page (viii) showing an amount required to be raised from rates of \$36,852,574
  - Notes to and Forming Part of the Budget on pages (1 to 56)
  - Fees and Charges and Capital Works Schedule as detailed on pages (58 to 96)
  - Transfers to / from Reserve Accounts as detailed in pages (45 to 50)
- (2) Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve detailed in page 45 to 50 of the budget):
  - Airport Reserve
  - Albany Classic Barriers
  - Albany Entertainment Centre
  - Albany Heritage Park Infrastructure Reserve
  - Albany Leisure And Aquatic Centre – Synthetic Surface "Carpet"
  - Bayonet Head Infrastructure Reserve
  - Building Restoration Reserve
  - Capital Seed Funding for Sporting Clubs
  - Centennial Park Stadium and Pavilion Renewal Reserve
  - Cheyne Beach Reserve
  - City of Albany General Parking Reserve
  - Coastal Management Reserve

- Debt Management Reserve
- Destination Marketing & Economic Development Reserve
- Emu Point Boat Pens Development Reserve
- Great Southern Contiguous Local Authorities Group
- Information Technology Reserve
- Land Acquisition Reserve
- Master Plan Funding Reserve
- National Anzac Centre Reserve
- Parks and Recreation Grounds
- Plant & Equipment Reserve
- Prepaid Rates Reserve
- Refuse Collection & Waste Minimisation Reserve
- Roadworks Reserve
- Unspent Grants Reserve
- Waste Management Reserve

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 4  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the due dates for payment of Rates and Rubbish Collection Charges for 2018/2019 be as follows:

- (1) Pay rates in full 11th September 2018.
- (2) Pay by two instalments:
  - (a) First Instalment Payment 11th September 2018; and
  - (b) Second Instalment: 14th January 2019.
- (3) Pay by four instalments:
  - (a) First Instalment Payment (and 'Payment in Full'): 11th September 2018;
  - (b) Second Instalment: 12th November 2018;
  - (c) Third Instalment: 14th January 2019; and
  - (d) Fourth Instalment: 15th March 2019.

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 5  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT pursuant to the *Local Government Act 1995*, Council APPROVES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges during the 2018/2019 financial year:

- (1) Instalment Plan Administration Fee  
An Instalment Plan Administration fee of \$6.50 for the second and each subsequent instalment notice issued will apply for rates and rubbish collection charges.
- (2) Late Payment Interest Charge  
A charge on outstanding rates and rubbish collection accounts (including amounts owed on ad hoc Payment Plans) of 11% will be calculated daily at 0.0301% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the payment is received.
- (3) Instalment Plan Interest Charge  
An interest rate of 5.5% will be calculated on a daily basis at 0.0151% by simple interest basis from the due date of the first instalment as shown on the rate notice to the due date of each respective instalment.

(4) Late Payment Interest Charge (Excluding Rates & Charges)

A charge of 11% interest, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts (other than rates and rubbish collection charges) outstanding 35 days from the date of invoices raised after 1 July 2018.

In respect to the Late Payment Interest Charge on rates and charges, the method of calculating the interest charge is on the daily balance outstanding.

(5) Waivers

Where a small balance remains on a property assessment due to circumstances such as a delay in the receipt of mail payments or monies from property settlements and additional daily interest has accumulated, amounts outstanding of \$5.00 and under will be waived, as it is not considered cost effective or equitable to recover from the new property owner. Estimated loss of revenue from this waiver is \$1,100.

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 6  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the Schedule of Fees and Charges (which forms part of the 2018/2019 Budget) be adopted effective from 25th July 2018.

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 7  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council SETS the Elected Member Sitting Fees and Allowances as prescribed by the *Local Government (Administration) Regulations 1996* per annum, being:

- (1) Councillor Meeting Attendance Fee: \$31,364
- (2) Mayoral Meeting Attendance Fee: \$47,046
- (3) Councillor and Mayoral ICT Allowance: \$3,500
- (4) Annual Travel and Accommodation Allowance (allowable claims in excess of this allowance will be reimbursed): \$50
- (5) Total Mayoral Allowance is: \$88,864
- (6) Deputy Mayoral Allowance: \$22,216 - being 25% of the Mayoral Allowance.

CCS068: RESPONSIBLE OFFICER RECOMMENDATION 8  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES 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 2018/2019.

## BACKGROUND

3. Council has considered strategic and operational issues which will impact on the 2018/19 budget.
4. Under section 6.36 of the *Local Government Act 1995*, the City is not required to advertise the proposed rates amounts for the 2018/19 financial year.

## DISCUSSION

5. Through Council workshops, Council members have considered various factors in developing a financially responsible budget while ensuring compliance with Local Government legislation, occupational safety and health requirements, continuation of the various services provided by the City, cost-saving initiatives and new capital projects that are “project ready” or will be required to be undertaken this financial year, given commitments previously made by Council.
6. An important consideration in preparing any budget is to ensure that Council works towards achieving financial sustainability for the future. The draft budget reflects a number of factors to maintain financial sustainability, which will impact not only on this year’s budget but will have a compounding effect in future budgets.

## GOVERNMENT & PUBLIC CONSULTATION

7. The Department of Local Government is not consulted prior to budget adoption. Once the Budget is adopted, a copy is sent to the Department for review.

## PUBLIC CONSULTATION / ENGAGEMENT

8. Budget information will be published in the local newspapers and on the City of Albany website.

## STATUTORY IMPLICATIONS

9. This item directly relates to, and contributes to achievement of, the Strategies within the Community Strategic Plan – Albany 2023, and Corporate Business Plan- 2017-2021.

## POLICY IMPLICATIONS

10. Nil.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Financial &amp; Reputation:</b> <i>Council does not endorse the 2018/19 Budget, with the consequence risk of deferred cash flow, and thus inability to meet financial commitments.</i>	<i>Unlikely</i>	<i>Extreme</i>	<i>Extreme</i>	<i>Delegated authority to the CEO to incur expenditure under the Local Government Act 1995 until Budget endorsement.</i>  <i>Reconsideration of the budget paper at a Council meeting prior to 31 August 2018.</i>



## FINANCIAL IMPLICATIONS

12. The 2018/19 Budget sets the parameters for expenditure of City resources.
13. The City must meet its legislative and debt obligations through endorsement of a budget. Failure to do so incurs considerable financial and other risks to the City.

## LEGAL IMPLICATIONS

14. Nil.

## ALTERNATE OPTIONS

15. Council adopt the 2018/19 Annual Financial Budget with changes.

## SUMMARY CONCLUSION

16. Endorsement of the budget provides delegated authority to the CEO to incur expenditure from 1 July 2018 until 30 June 2019.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>Local Government Act 1995</i></li><li>• <i>Local Government (Financial Management) Regulations 1996.</i></li></ul>
<b>File Number (Name of Ward)</b>	:	FM.BUG.12
<b>Previous Reference</b>	:	<ul style="list-style-type: none"><li>• <i>Budget Workshop – 6 June 2018</i></li><li>• <i>OCM July 2017 Resolution CCCS042</i></li></ul>

*Councillor Sleeman returned to the Chamber at 7.29pm.*

- 11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**
- 12. MEETING CLOSED TO THE PUBLIC – Nil.**
- 13. CLOSURE** The Chair declared the meeting closed at 7.30pm.