



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

9 April 2019

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

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

Councillors:

Mayor	D Wellington
Member	R Hammond
Member	G Stocks
Member	R Stephens
Member	E Doughty (Deputy Chair)
Member	T Sleeman
Member	J Shanhun
Member	A Goode JP
Member	S Smith
Member	A Moir
Member	R Sutton
Member	B Hollingworth
Member	P Terry (Chair)

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
A/Executive Director Works & Services	M Richardson
Manager Finance	D Olde
Meeting Secretary	H Bell

Apologies:

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Community and Corporate Services Committee held on 12 March 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS139: FINANCIAL ACTIVITY STATEMENT – MARCH 2019

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

RECOMMENDATION

CCS139: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 March 2019 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 March 2019 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

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

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

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 March 2019 has been incurred in accordance with the 2018/19 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS140: LIST OF ACCOUNTS FOR PAYMENT – MARCH 2019

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

CCS140: 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 March 2019 totalling \$6,766,978.11.

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 March 2019. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$29,349.25
Credit Cards	\$13,449.64
Payroll	\$1,623,834.42
Cheques	\$61,192.32
Electronic Funds Transfer	\$5,039,152.48
TOTAL	\$6,766,978.11

As at 15 March 2019, the total outstanding creditors stands at \$575,228.16 and is made up as follows:-

Current	\$575,396.10
30 Days	\$122.40
60 Days	\$(150.00)
90 Days	\$(140.34)
TOTAL	\$575,228.16
Cancelled Cheques	Nil

STATUTORY IMPLICATIONS

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

5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CCS141: DELEGATED AUTHORITY REPORTS –FEBRUARY TO MARCH 2019

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

RECOMMENDATION

CCS141: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 February 2019 to 16 March 2019 be RECEIVED.

CCS142: QUARTERLY REPORT – TENDERS AWARDED – JANUARY TO MARCH 2019

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – January to March 2019
Report Prepared by : Procurement Officer (H Hutchinson)
Responsible Officer : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS142: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – January to March 2019.

CCS143: PUBLIC HEALTH PLAN 2018-2022

Attachments	: Draft Public Health Plan 2018-2022
Report Prepared By	: Senior Community Development Officer (R Param)
Responsible Officers:	: Executive Director Community Services (S Kay)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan:
 - **Theme:** Community Health and Participation.
 - **Objective:** To develop and support a health inclusive and accessible community.
 - **Community Priority:** Develop a range of activities and facilities that connect people, promote a healthy community, and are appropriate for all ages.

In Brief:

- The City adopted a Public Health Plan in 2016 as one of the first regional local governments in Western Australia. A review of the Plan was precipitated by several factors.
- Since the Plan was adopted, the Public Health Act (2016) was enacted by the State Government which anticipates mandated public health planning and reporting by all local governments in 2020-2021.
- A recently concluded three year partnership with WA Country Health Service (WACHS) to develop and deliver Healthy Albany, an organisational capacity building project, has strengthened the City's public health planning capability. A subsequent review of the Plan was undertaken as part of this project.
- This review identified the Plan was an ideal vehicle for the City to continue to improve its capacity to promote community health, wellbeing and participation. The Plan has been updated to better reflect the City's strengths in these areas, and to provide a strategic framework from which the City can support the health and wellbeing of the community.

RECOMMENDATION

CCS143: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Public Health Plan 2018-2022 be ENDORSED.

BACKGROUND

2. The purpose of public health planning is to improve and promote public health and wellbeing in the community. This enables a flexible, proactive and integrated risk-based approach to provision of facilities, programmes and services that address not only environmental health, but chronic disease, mental health issues, and communicable diseases.
3. Council adopted the City of Albany's first Public Health Plan in 2016 at its June Ordinary Council Meeting. The City was among the first local governments to implement a Public Health Plan.
4. Since then, several key legislative changes and local activities had occurred which had an important influence on the Public Health Plan.

5. The City entered into a Memorandum of Understanding with WA Country Health Service (WACHS) in 2016 to deliver Healthy Albany, a three year project to build capacity within the City around public health planning, and embed a culture of preventative health within the City of Albany.
6. This project resulted in capacity building and development of governance arrangements to drive public health planning, policy development and enhancement, delivery of demonstration pilot projects, and strategic planning and evaluation.
7. A review of the Public Health Plan was a key part of transitioning from the Healthy Albany project as the Public Health Plan was viewed as a useful tool to ensure the achievements of Healthy Albany were not lost. Legislative changes since the 2016 Plan adoption were also an impetus for this review.
8. The updated Public Health Plan identified key focus areas and priority risk factors within the community. The updated Plan also supports new internal monitoring, reporting and evaluation processes.
9. Mandated public health planning will come into effect for all local governments in 2020-2021, in accordance with the staged implementation of the Public Health Act (2016). The updated Public Health Plan will also assist the City comply with this mandated reporting.

DISCUSSION

10. The Healthy Albany transition plan recommended a review of the Public Health Plan to better target vulnerable population groups, address priority population health issues, align with the City's Community Strategic Plan, and provide a vehicle for the City to transition beyond the Healthy Albany project.
11. The review was led by the Healthy Albany Project Officer, and was seen as an opportunity to:
 - a. Consolidate knowledge between City staff and teams to better understand the local government role in public health;
 - b. Strengthen the Plan's objectives so they were clearer, measurable and able to be reported against;
 - c. Align the Public Health Plan with the State Interim Public Health Plan, and;
 - d. Create achievable and measurable strategies aligned to the City's key strategic plans and services, which enable a long-term, tangible focus.
12. The review undertook comparative analysis of the 2016 Plan against the State Health Plan, and identified gaps in the City's Plan, notably in relation to vulnerable population groups such as Aboriginal people, community mental health. Furthermore, the 2016 Plan did not allocate actions to particular Directorates or Teams.
13. As mentioned, Healthy Albany achieved many outcomes which are ongoing. The review also identified the Public Health Plan as an opportunity to incorporate these outcomes which would enable regular monitoring, reporting and evaluation.
14. Additionally, the review identified opportunities for incorporating other community health partnerships such as Compassionate Communities, and Arts on Prescription into the Public Health Plan.
15. The review streamlined the Public Health Plan's priority areas and strategic objectives, and reworded some objectives so they are more measurable and more easily understood. An annual action plan and reporting template have also been developed, which will ensure the City is compliant with the Public Health Act requirements for annual review of its Public Health Plan.

GOVERNMENT & PUBLIC CONSULTATION

16. The 2016 Plan was developed through a range of community consultation strategies, including online surveys completed by community members (165 received), and surveys completed by government and non-government stakeholder agencies (22 received).
17. The review also analysed health and wellbeing related feedback received from the community during the Community Strategic Plan consultation in 2017, as well as data from the Community Perception Survey undertaken in 2017.
18. The Healthy Albany Steering Committee members, stakeholder agencies with a remit in community health and wellbeing also contributed substantially to the review. These agencies included:
 - a. WA Country Health Services;
 - b. Great Southern Development Commission;
 - c. WA Primary Health Alliance;
 - d. Department of Education;
 - e. Department of Sport and Recreation, and;
 - f. The Australian Prevention Partnership Centre.

STATUTORY IMPLICATIONS

19. While there are no current statutory implications, public health planning will be mandated for all local governments in 2020-2021.

POLICY IMPLICATIONS

20. The Public Health Plan contributes to the achievement of the following key Australian and Western Australian government policies, plans, and legislative requirements:
 - a. Public Health Act (2016);
 - b. Healthy Spaces and Places;
 - c. Liveable Neighbourhoods, and;
 - d. Health Promotion Strategic Framework (2017-2022).
21. The Public Health Plan also builds on, and informs a number of local City plans, strategies, and policies. Namely:
 - a. Albany Local Planning Strategy;
 - b. Access and Inclusion Plan (Outcomes 1, 2, 4, 6, and 7);
 - c. Age-Friendly Albany Plan (Domains 1, 2, and 4);
 - d. Youth-Friendly Albany Plan (Strategic Goals 1, 2, and 4);
 - e. Connected Communities Strategy (all Focus Areas);
 - f. Cycle City Albany (Objectives 2 and 3), and;
 - g. Trails Hub Strategy (Objectives 1 and 2).

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational Risk: The Public Health Plan raises community expectations and is not delivered as per the Plan.	Possible	Moderate	Medium	Media and communication strategy to manage community expectations. External funding is sourced to deliver activities, or resourcing is identified in the action plan where required.
Financial Risk: External resources cannot be sourced to deliver relevant objectives in the Public Health Plan.	Possible	Moderate	Medium	A Council briefing will be provided with recommendations, eg increasing the budget, or updating the Public Health Plan.
Operational Risk. There is increased pressure on the City to play a greater role in public health.	Possible	Moderate	Medium	A Public Health Advisory Group has been established to oversee delivery of the Public Health Plan. This group will be responsible for ensuring that the City's role in public health planning is consistent with local governments' remit. Council can determine the role the City will have with public health planning.
Opportunity: The Public Health Plan offers opportunities for the City to increase its capacity to deliver services and facilities that make it easier for the community to be healthy.				

FINANCIAL IMPLICATIONS

23. A number of actions in the Public Health Plan may require future funding, however it is anticipated that any additional funding required will be sourced externally, or through resource sharing opportunities.

LEGAL IMPLICATIONS

24. Once adopted, the Public Health Plan will comply with the obligations set out in the Public Health Act (2016).
25. Once statutory reporting is introduced for all local governments, the Public Health Plan will support the City's reporting requirements.

ENVIRONMENTAL CONSIDERATIONS

26. A number of actions identified in the Plan's Action Plan may require environmental considerations (e.g. pollution response, emergency management). These will be managed and mitigated through existing implementation processes

ALTERNATE OPTIONS

27. Council can choose not to adopt the Public Health Plan. This is not recommended as State Government legislation will mandate local governments to adopt public health plans.

28. Council can opt to modify the Public Health Plan. If Council chooses this option, it is recommended the Public Health Plan return to the Corporate and Community Services Committee for updating and further review.

CONCLUSION

29. Council adopted its first Public Health Plan in 2016. Since then, legislative changes will mandate public health planning for all local governments. Furthermore, community activities have strengthened the capacity of the City to engage in public health planning.
30. A review of the Public Health Plan has identified further opportunities to align the City’s Public Health Plan with the State Interim Health Plan, as well as provide a greater focus on vulnerable populations and community mental health issues.
31. The updated Public Health Plan includes measurable objectives that have a clear intent, and assign responsibility to relevant Directorates. The Plan also provides strategic guidance to Council.

Consulted References	:	Community Strategic Plan, Albany 2030 raw data Catalyse Community Perception Survey (2017)
File Number (Name of Ward)	:	PH.PLA.2 (All Wards)
Previous Reference	:	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE