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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 11 June 2024**

6.00pm

Council Chambers

The Five Strategic Pillars



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

**Function:**

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

**Chairperson:** City of Albany elected member, elected from the Committee.

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly Meeting Location: Council Chambers

**Directorates:** Corporate & Commercial Services and Community Services

**Executive Officer(s):**

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES –11/06/2024

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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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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 past, present and emerging”.*

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

Mayor	G Stocks
Councillor	T Brough (Chair)
Councillor	A Cruse
Councillor	M Traill
Councillor	D Baesjou
Councillor	S Grimmer (Deputy Chair)
Councillor	R Sutton
Councillor	L MacLaren
Councillor	M Lionetti
Councillor	P Terry

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	M Giffellon
Executive Director Community Services	N Watson

Meeting Secretary	C Crane
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**Apologies:**

Councillor	C McKinley
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There were 15 members of the public in attendance.

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES –11/06/2024

**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest
Nil.		

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

**6. PUBLIC QUESTION TIME**

In accordance with *City of Albany Standing Orders Local Law 2014* (as amended) the following points apply to Public Question Time:

- Clause 5) The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
  - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

**7. PETITIONS AND DEPUTATIONS Nil.**

**8. CONFIRMATION OF MINUTES**

**MOTION**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR TRAILL**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 14 May 2024, 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.**

**CCS629: MONTHLY FINANCIAL REPORT – APRIL 2024**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – April 2024
<b>Report Prepared By</b>	: Manager Finance (S van Nierop)
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services (M Gilfellon)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** Strong workplace culture and performance

**IN BRIEF**

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany’s Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 30 April 2024 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City’s Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 30 April 2024 is preliminary and has not yet been audited.

**RECOMMENDATION**

**CCS629: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GRIMMER  
SECONDED: COUNCILLOR MACLAREN**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS629: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Monthly Financial Report for the period ending 30 April 2024 be RECEIVED.**

**DISCUSSION**

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City’s year to date financial performance. The report provides the:
  - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the Local Government (Financial Management) Regulations 1996);
  - (b) Statement of Financial Position (satisfying Regulation 35 of the Local Government (Financial Management) Regulations 1996);
  - (c) Basis of Preparation
  - (d) Explanation of material variances to year-to-date budget;
  - (e) Net Current Asset & Funding Position;
  - (f) Investment Portfolio Snapshot;
  - (g) Receivables; and

(h) Capital Acquisitions.

3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS545, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2023/2024.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

**STATUTORY IMPLICATIONS**

6. The Local Government (Financial Management) Regulations 1996 stipulate that each month Local Governments are required to prepare and report a Financial Activity Statement (reg 34) and a Financial Position Statement (reg 35).
7. Each of these statements are to be presented at an ordinary meeting of the council within 2 months after the end of the relevant month, as well as recorded in the minutes of the meeting at which it is presented.

**POLICY IMPLICATIONS**

8. The City's 2023/24 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

**FINANCIAL IMPLICATIONS**

10. Expenditure for the period ending 30 April 2024 has been incurred in accordance with the 2023/24 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

**LEGAL IMPLICATIONS**

12. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

13. Nil.

**ALTERNATE OPTIONS**

14. Nil.

**CONCLUSION**

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

<b>Consulted References</b>	:	<i>Local Government (Financial Management) Regulations 1996</i>
<b>File Number</b>	:	FM.FIR.7



**CCS630: LIST OF ACCOUNTS FOR PAYMENT – MAY 2024**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance (S Van Nierop)  
**Authorising Officer:** : Executive Director Corporate and Commercial Services (M Gilfellon)

**STRATEGIC IMPLICATIONS**

- This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - Pillar/Priority:** Leadership.
  - Outcome:** Strong workplace culture and performance.

**IN BRIEF**

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

**RECOMMENDATION**

**CCS630: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MACLAREN**  
**SECONDED: DEPUTY MAYOR TERRY**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 9-1**

**Record of Vote:**

Against the Motion: Councillor Lionetti

**CCS630: AUTHORISING OFFICER RECOMMENDATION**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 May 2024 totalling \$8,497,961.66 be RECEIVED.

**DISCUSSION**

- The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 15 May 2024. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)
Municipal	Electronic Funds Transfer	\$6,463,936.87
Municipal	Payroll	\$2,014,633.55
Municipal	Credit Cards	\$19,391.24
Municipal	Cheques	\$0.00
Trust	N/A	\$0.00
<b>TOTAL</b>		<b>\$8,497,961.66</b>

- Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$9,028.23.

4. The table below summaries the total outstanding creditors as at 15 May 2024.

<b>Aged Creditors</b>	<b>Amount (\$)</b>
Current	\$1,038,610.02
30 Days	\$1,451,159.68
60 Days	\$7,026.82
90 Days	\$50,670.92
<b>TOTAL</b>	<b>\$2,547,467.44</b>

**STATUTORY IMPLICATIONS**

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

**POLICY IMPLICATIONS**

9. Expenditure for the period to 15 May 2024 has been incurred in accordance with the 2023/2024 budget parameters.

**FINANCIAL IMPLICATIONS**

10. Expenditure for the period to 15 May 2024 has been incurred in accordance with the 2023/2024 budget parameters.

**LEGAL IMPLICATIONS**

11. Nil

**ENVIRONMENTAL CONSIDERATIONS**

12. Nil

**ALTERNATE OPTIONS**

13. Nil

**CONCLUSION**

14. That the list of accounts have been authorised for payment under delegated authority.
15. 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>Consulted References</b>	:	<i>Local Government (Financial Management) Regulations 1996</i>
<b>File Number</b>	:	FM.FIR.2

**CCS631: DELEGATED AUTHORITY REPORTS – 16 APRIL 2024 to 15 MAY 2024**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to Mayor and Councillors (D Clark)
<b>Authorising Officer:</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:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

**RECOMMENDATION**

**CCS631: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR MACLAREN**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS631: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 April 2024 to 15 May 2024 be RECEIVED.**

**BACKGROUND**

2. In compliance with Section 9.49A of the *Local Government Act 1995* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
  - **Delegation: 006** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
  - **Delegation: 009** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
  - **Delegation: 018** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS632 RATES SUBSIDY: SPORTING & COMMUNITY ORGANISATION  
RECIPIENT LIST FOR 2023/24**

**Business Entity Name** : City of Albany  
**Attachments** : Rating Subsidy: Sporting & Community Organisations  
Recipient List for 2023/24 financial year.  
**Report Prepared By** : Manager Finance (S van Nierop)  
**Authorising Officers:** : Executive Director Corporate & Commercial Services  
(M Gilfellow)

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATION**

**CCS632: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR TRAILL**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CCS632: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Rating Subsidy: Sporting and Community Organisations Recipient List for 2023/24.**

## CCS633: COMMUNICATIONS AND ENGAGEMENT STRATEGY AND COMMUNITY ENGAGEMENT POLICY

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: 2024-2027 Communications & Engagement Strategy 2024-2027 Communications & Engagement Strategy Action Plan Community Engagement Policy
<b>Report Prepared By</b>	: Community Development Coordinator (T Flett) & Communications Coordinator (L Condon)
<b>Authorising Officer:</b>	: Executive Director Community Services (N Watson)

### STRATEGIC IMPLICATIONS

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

### In Brief:

- Adopt the revised City of Albany Communications & Engagement Strategy and updated Community Engagement Policy.

### RECOMMENDATION

#### CCS633: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR MACLAREN**  
**SECONDED: COUNCILLOR GRIMMER**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

#### CCS633: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. ADOPT the City of Albany Communications & Engagement Strategy 2024-2027; and
2. ADOPT the revised Community Engagement Policy to align with the Strategy.

### BACKGROUND

2. Council adopted the first Communications & Engagement Strategy at the May 2019 OCM. The Strategy set a clear direction for communication and engagement activities by the City and was underpinned by an Action Plan.
3. The Strategy and action plan implementation was overseen by a Communications and Engagement Advisory Group comprising community representatives, Elected Members and City officers. The Advisory Group met quarterly to review and endorse the progress report.
4. Staff have worked closely with the Communications and Engagement Advisory Group to review and update the Communications and Engagement Strategy and Action Plan.
5. The revised draft Strategy and Action Plan was independently reviewed by Aha! Consulting and workshoped with Councillors, with feedback informing the final document.

## DISCUSSION

6. The Communications & Engagement Strategy aimed to guide the City's engagement practice and build on the City's existing strengths in mass communication, using multiple channels to reach the community.
7. The Strategy was underpinned by an Action Plan reported on quarterly to the Communications & Engagement Advisory Group and Council.
8. The Action Plan had 65 actions, 45 which have been completed, 16 remaining ongoing or underway, and 4 were on hold or did not progress for various reasons.
9. Five years after the development of the Strategy, it is a timely opportunity to review the City's achievements and consider areas for improvement, as well as what we can accomplish and implement over the next three years.
10. The Strategy has utilised the feedback that the community provided us through consultation during the development of the Strategic Community Plan 2032, 2023 Community Scorecard, Age Friendly Albany Plan, Youth Friendly Plan, and Access and Inclusion Plan.
11. The revised strategy aligns with the IAP2 Quality Assurance Standard for Community & Stakeholder Engagement which is considered best practice for community engagement across Australia.
12. The inclusion of the "Deciding/Doing" continuum better reflects the breadth of engagement that the City and Council undertakes across multiple projects.
13. The way the City communicates with its diverse community is underpinned by important guiding principles that have developed since 2019 and allows the City to ensure its public image, reputation and brand are positive and long lasting.
14. The communication principles are designed to complement the City's communication tools, enabling it to effectively adapt to the diverse and changing needs of the Albany community over time.
15. By integrating these guiding principles with our various tools and platforms, we can continuously refine our approach, address emerging challenges, and embrace new opportunities.
16. This dynamic and flexible framework allows us to better engage with residents, stakeholders, and partners, ensuring that our messaging is clear, consistent, and impactful as we strive to meet the community's needs and expectations.
17. The Community Engagement Policy has also undergone a comprehensive update to align with the objectives and priorities outlined in the revised Strategy and is also presented with this report for adoption.
18. The revised strategy will be supported by an annual Action Plan, which will allow City officers to report on the progress of relevant and timely projects. This Action Plan will be reviewed annually.
19. The Advisory Group's role has shifted to better reflect the community by increasing community representation and reducing staff participation.

## GOVERNMENT & PUBLIC CONSULTATION

20. Extensive feedback in relation to Community Engagement and Communications was collected as part of the consultation for the development of the Strategic Community Plan 2032, 2023 Community Scorecard, Age Friendly Albany Plan, Youth Friendly Plan and Access and Inclusion Plan, and used to inform the review of this Strategy.
21. The Strategy was provided for public comment from 20 to 31 May 2024. The feedback did not require any amendment to the revised strategy.
22. The following engagement was also undertaken with the Advisory Group and Council.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Collaborate	Advisory Group	14 December 2023	10	N/A
		3 August 2023	9	
		30 March 2023	8	
		30 November 2022	9	
Consult	Council Strategic Workshop	19 March 2024	11 elected members	N/A

## STATUTORY IMPLICATIONS

23. Nil

## POLICY IMPLICATIONS

24. The Community Engagement Policy has been updated to reflect the new Strategy and is also included with this report and recommended for adoption.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputational</b> <i>Risk: Community engagement expectations are not met due to budget, funding conditions, safety, legislative requirements, or other constraints.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.</i>
<b>Reputational</b> <i>Risk: Communications or engagement activity is ad-hoc, untimely, inaccurate, or untargeted.</i>	<i>Unlikely</i>	<i>Major</i>	<i>Low</i>	<i>Adopt the Communications &amp; Engagement Strategy to provide a clear framework for communication and engagement activities.</i>  <i>Revise the City's community engagement toolkit to align with the new strategy.</i>  <i>Review the membership and terms of reference of the Communications &amp; Engagement Advisory Group to take a more pro-active advisory role to the City.</i>
<b>Operational</b> <i>Risk: Some aspirations of the Strategy and Actions may not be fully realised or achieved due to budget or resource constraints.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Low</i>	<i>Align budget and resource allocations with Council priorities and explore all reasonable options to achieve objectives.</i>
<b>Opportunity:</b> <i>To provide a clear framework and direction for the City of Albany to engage and communicate with its community.</i>				

## FINANCIAL IMPLICATIONS

26. Delivery of the Strategy and Action Plan will be mostly be achieved through existing budget allocations.

27. Where additional budget is required to deliver an objective or action, this will be considered through Council's annual budgeting process.

**LEGAL IMPLICATIONS**

28. Nil

**ENVIRONMENTAL CONSIDERATIONS**

29. Nil

**ALTERNATE OPTIONS**

30. Council can choose not to adopt this Strategy. This is not recommended as feedback from community is that the City needs to be accountable and transparent in this space.

31. Council can choose not to adopt the revised Policy. This is not recommended as the Policy has been amended to align with the updated Strategy.

32. Council can opt to modify the Strategy, Action Plan, or Policy.

**CONCLUSION**

33. The adoption of the new Communications & Engagement Strategy and the Community Engagement Policy will provide a framework for improving how the City engages and communicates with community members and stakeholders.

<b>Consulted References</b>	: IAP2 Quality Assurance Standard for Community & Stakeholder Engagement Deciding Doing Continuum The Engagement Triangle, Understanding the Purpose of Your Engagement Strathbogie Shire Community Engagement Strategy 2019-2022 City of Bayswater Community Engagement Strategy 2021-2025 Scenic Rim Communication Strategy 2020-2023 Mount Alexander Shire Council Communications Strategy July 2018
<b>File Number</b>	: All wards
<b>Previous Reference</b>	: OCM 28/5/2019 CCS154



## CCS635: CIVIC AFFILIATIONS POLICY

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Draft Civic Affiliations Policy
<b>Report Prepared By</b>	: Senior Team Leader (J Williamson)
<b>Authorising Officer:</b>	: Chief Executive Officer (A Sharpe)

**6.24pm.** *This item was moved forward in the meeting to discuss due to members of the public being in attendance.*

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** 3. Place.
  - **Outcome:** 3.3. Local history, heritage and character is valued and preserved.
  - **Pillar:** 4. Prosperity.
  - **Outcome:** A strong, diverse and resilient economy with work opportunities for everyone.
  - **Outcome:** 4.1.2. Facilitate access to quality education, training and work opportunities.
  - **Outcome:** 4.2. A highly sought after tourist destination.
  - **Pillar:** 5. Leadership.
  - **Outcome:** 5.1. Proactive, visionary leaders who are aligned with community needs and values.
  - **Outcome:** 5.3. A well informed and engaged community.

### In Brief:

- Council is requested to adopt the reviewed Civic Affiliations Policy.
- Following the adoption of the Policy, Council may then undertake a review of existing Civic Affiliations.

### RECOMMENDATION

#### CCS635: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR MACLAREN  
SECONDED: DEPUTY MAYOR TERRY**

#### THAT:

1. The reviewed Civic Affiliations Policy be **ADOPTED with an amendment to paragraph 29 “with preference being given to the Mayor then Deputy Mayor and remaining councillors as per paragraph 31.”**
2. Existing Civic Affiliations be **REVIEWED** by Council at a Strategic Workshop no later than August 2024.
3. A report be presented to Council no later than September 2024 detailing the outcome of the review of existing Civic Affiliations.

**CARRIED 8-2**

### Record of Vote:

Against the Motion: Councillor Grimmer and Councillor Lionetti

CCS635: AMENDMENT BY COUNCILLOR TRAILL

MOVED: COUNCILLOR TRAILL  
SECONDED: COUNCILLOR MACLAREN

THAT The reviewed Civic Affiliations Policy be ADOPTED with an amendment to paragraph 29 “with preference being given to the Mayor then Deputy Mayor and remaining councillors as per paragraph 31.”

CARRIED 9-1

**Record of Vote:**

Against the Motion: Councillor Grimmer

*Councillor Trill then proposed an amendment to the Authorising Officer Recommendation.*

CCS635: AMENDMENT BY DEPUTY MAYOR TERRY

MOVED: COUNCILLOR TERRY  
SECONDED: COUNCILLOR SUTTON

THAT the reviewed Civic Affiliations Policy be ADOPTED subject to the removal of paragraph 31.

MOTION LOST 1-9

**Record of Vote**

For the Motion: Deputy Mayor Terry

*Councillor Terry then proposed an amendment to the Authorising Officer Recommendation.*

CCS635: AUTHORISING OFFICER RECOMMENDATION

MOVED: COUNCILLOR MACLAREN  
SECONDED: COUNCILLOR TERRY

THAT:

1. The reviewed Civic Affiliations Policy be ADOPTED.
2. Existing Civic Affiliations be REVIEWED by Council at a Strategic Workshop no later than August 2024.
3. A report be presented to Council no later than September 2024 detailing the outcome of the review of existing Civic Affiliations.

## BACKGROUND

2. At the Ordinary Council Meeting held on 25 July 2023, Council resolved:

*THAT:*

1. *Council requests the Chief Executive Officer to review the Civic Affiliations Policy and workshop that review at a Strategic Briefing with Council by 07 February 2024 with aims including:
  - a) *Criteria under which Council could determine to discontinue a Civic Affiliation.*
  - b) *Reviewing the qualified requirement of one visit per affiliation agreement per Mayoral term.*
  - c) *Reviewing the requirement for accommodation to be provided for visiting delegates.**
2. *Following that workshop a report to be presented to Council by the February 2024 Ordinary Council Meeting that includes the reviewed Civic Affiliations Policy and recommendations to continue or discontinue the five existing Civic Affiliations.*
3. In response to this request, a Review of Civic Affiliations Discussion Paper was prepared to facilitate the review of the current Civic Affiliation Policy.
4. The Discussion Paper was considered by Council at the Elected Member Strategic Workshop held on Tuesday 20<sup>th</sup> February 2024 where feedback was provided to staff by Elected Members.
5. Council reviewed the Policy at the Elected Member Strategic Workshop held on Tuesday 21 May 2024.

## DISCUSSION

6. The review of the Civic Affiliation Policy is intended to:
  - Facilitate the development and maintenance of effective international relations that promote and enhance Albany's reputation as the best place to live, visit and do business.
  - Outline the rationale and criteria for entering into and maintaining Civic Affiliations.
  - Provide Council with criteria for initiating and accepting requests to engage in new Civic Affiliations;
  - Provide Council with criteria for reviewing and evaluating existing Civic Affiliations; and concluding affiliations which no longer fall within the criteria of a mutually beneficial arrangement.
7. Civic Affiliations may include Sister City Relationships, Friendship Arrangements or Synergetic Relationships.

### Foreign Arrangements Scheme

8. The Foreign Arrangements Scheme, established by *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*, commenced on 10 December 2020.
9. The purpose of the Scheme is to ensure that arrangements between state or territory governments (and their entities) do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy.
10. The City of Albany had existing Civic Affiliations with several foreign entities when the Scheme was introduced.
11. The City notified the Minister for Foreign Affairs of those existing arrangements, which are now registered with the Foreign Arrangements Scheme.
12. The Minister for Foreign Affairs has the power to vary or cancel a foreign arrangement if the arrangement would adversely affect, or by likely to affect, Australia's foreign relations or would be inconsistent, or would likely to be inconsistent, with Australia's foreign policy.

### **Objectives of the Civic Affiliation Policy**

13. The objective of the Civic Affiliation Policy is to facilitate the development and maintenance of effective international relations that promote and enhance Albany's reputation, and to outline the rationale and criteria for entering into, maintaining, monitoring and concluding affiliations.
14. The Policy will provide guidelines for initiating and accepting requests to engage in new affiliations and concluding relationships which no longer fulfill the criteria detailed in the Policy.

### **Criteria and Evaluation for Entering into a Civic Affiliation**

15. Entering into a Civic Affiliation with a foreign country is a complex decision which requires careful consideration to ensure that the relationship is well founded and mutually beneficial, is sustainable in the long term and can contribute positively to both partners.
16. The Policy proposes that the following criteria should form part of the evaluation process of any proposed Affiliation:

#### **Economic**

- Business partnerships and opportunities;
- Trade, investment and/or export opportunities for local and regional industry;
- Industry attraction and/or expansion;
- Introduction of new technologies or processes; or
- Tourism promotion opportunities.

#### **Education**

- Enhanced education and training opportunities;
- Attraction of new adult training or tertiary institutions and students;
- University partnerships; or
- Local government knowledge sharing and information exchange.

#### **Environmental**

- Ecosystem and biodiversity research and conservation partnerships;
- Environmental and climate change adaptation information exchange;
- Environmental technology and innovation exchange; or
- Waste management innovation.

#### **Social/Cultural**

- Cultural enhancement;
- Preserving and commemorating the Anzac legacy, including memorial services, joint historical research and education related to military history;
- Attraction of sporting competitions and events; or
- Performing and visual arts.

#### **Shared Values and Principles**

17. Civic affiliates should share similar core values and principles regarding democracy and human rights. This includes the cultural compatibility between affiliates as shared cultural values and understanding result in an effective and beneficial arrangement.

#### **Mutual Interests**

18. Consideration should be given to identifying common interests such as social and/or cultural enhancement including alignment with preserving and commemorating the Anzac legacy and promoting multiculturalism through cultural exchange.

Political Stability

19. Verification of political stability of a future or existing civic affiliate should be undertaken to determine any current or potential impact on the affiliation.

Capacity

20. An affiliate should demonstrate capacity for collaboration, including long term sustainability of an affiliation.

**Review of Arrangements**

21. It is recommended that Civic Affiliations be reviewed by full Council.

**GOVERNMENT & PUBLIC CONSULTATION**

22. No public consultation has been undertaken.

**STATUTORY IMPLICATIONS**

23. Civic Affiliations should comply with the requirements of the *Australia’s Foreign Relations (State and Territory Arrangements) Act 2000*.

**POLICY IMPLICATIONS**

24. Civic Affiliations should contribute to the achievement of at least one of the objectives of the City of Albany Strategic Community Plan 2032.

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p><b>Reputation</b>  <i>Risk: Not establishing clear guidelines for entering into, maintaining or concluding civic affiliations risks reputational damage with foreign entities, external stakeholders and the community.</i></p>	Likely	Moderate	High	<p><i>If the proposed policy is not adopted, staff will review and address areas of concern prior to re-presenting to Council for adoption.</i></p>
<p><b>Opportunity:</b> <i>To enter into, maintain or respectfully conclude civic affiliations in accord with a defined criteria and rationale which provides openness and transparency for the City, foreign entities, external stakeholders and the community.</i></p>				

**FINANCIAL IMPLICATIONS**

26. There may be financial implications should Council choose to allocate funding for travel and accommodation related to reciprocal visits with civic affiliates.

**LEGAL IMPLICATIONS**

27. N/A

**ENVIRONMENTAL CONSIDERATIONS**

28. N/A

**ALTERNATE OPTIONS**

29. Council may choose to undertake a further review of this policy prior to adopting it.

**CONCLUSION**

30. That the reviewed Civic Affiliations Policy be adopted.

<b>Consulted References</b>	:	<i>Australia's Foreign Relations (State and Territory Arrangements) Act 2000.</i>
<b>File Number</b>	:	ED.INR.5
<b>Previous Reference</b>	:	OCM 25 July 2023-15.1: Notice of Motion Elected Member Strategic Workshop 21 May 2024

**CCS634: PERTH GLORY EVENT PROPOSAL**

**Proponent / Owner** : City of Albany  
**Attachments** : Perth Glory Event Proposal (Confidential)  
**Report Prepared By** : Manager Recreation Services (M Green)  
**Authorising Officer:** : Executive Director Community Services (N Watson)

**CONFIDENTIAL REPORT**

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

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** People
  - **Outcome:** A happy, healthy, and resilient community and a safe community.

**In Brief:**

- To seek Council's consideration of an event proposal and funding request from Perth Glory to host a pre-season men's fixture in Albany in 2024.

**RECOMMENDATION**

**CCS634 COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR TRAILL**  
**SECONDED: DEPUTY MAYOR TERRY**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 8-2**

**Record of Vote:**

Against the Motion: Councillor MacLaren and Councillor Brough.

**CCS634 AUTHORISING OFFICER RECOMMENDATION**

THAT Council APPROVE a financial and in-kind contribution as recommended in the confidential report.

7.23pm

**MOTION:**

**MOVED: COUNCILLOR TRAILL**  
**SECONDED: COUNCILLOR CRUSE**

That Council come out from behind closed doors to discuss item CCS634: PERTH GLORY EVENT PROPOSAL.

**CARRIED 10-0**

6.51pm

MOTION:

MOVED: COUNCILLOR TERRY

SECONDED: COUNCILLOR SUTTON

That Council go behind closed doors to discuss item CCS634: PERTH GLORY EVENT PROPOSAL.

CARRIED 10-0



**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**

**12. MEETING CLOSED TO THE PUBLIC**

CCS634	PERTH GLORY EVENT PROPOSAL (CONFIDENTIAL)
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**13. CLOSURE**

There being no further business the Chair declared the meeting closed at **7.30pm.**

*(Unconfirmed Minutes)*

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Councillor Thomas Brough  
**CHAIR**