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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 13 August 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 –13/08/2024

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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	M Traill
Councillor	D Baesjou
Councillor	S Grimmer (Deputy Chair)
Councillor	R Sutton
Councillor	L MacLaren
Councillor	M Lionetti
Councillor	P Terry
Councillor	C McKinley

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Community Services	N Watson
Executive Director Corporate & Commercial Services	M Gilfellow
Manager Recreation Services	M Green
Manager Facilities	L Stone
Recreation Services Business Coordinator	S Barras
Meeting Secretary	C Crane

**Apologies:**

Councillor	A Cruse
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There were approximately 25 Members of the public in attendance and 1 member of the Media.

**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest
Mr Mitchell Green (Manager Recreation Services)	CCS653	<p><b>Impartiality.</b> The nature of the interest being that Mr Green is a financial member of the Railways Football &amp; Sporting Club and his wife is the Treasurer of the Railways Football &amp; Sporting Club.</p> <p>Mr Green has followed CSRFF process in accepting and administering applications for Council Consideration.</p>

**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.*

**Mr Ken Richardson-Newton – Deputy President, Middleton Beach Bowling Club**  
**Summary of key points:**

Mr Richardson-Newton addressed Council in support of the Authorising Officer Recommendation for Report Item CCS653 – Community Sporting and Recreation Facilities Fund 2024 Small Grant Round Applications.

**Mr Andrew Want – Former President & Current Member, Railways Football & Sporting Club**  
**Summary of key points:**

Mr Want addressed Council in support of the Authorising Officer Recommendation for Report Item CCS653 – Community Sporting and Recreation Facilities Fund 2024 Small Grant Round Applications.

**Mr Wayne Stubber – President, Railways Football & Sporting Club**  
**Summary of key points:**

Mr Stubber addressed Council in support of the Authorising Officer Recommendation for Report Item CCS653 – Community Sporting and Recreation Facilities Fund 2024 Small Grant Round Applications.

**Ms Jennifer McRae**  
**Summary of key points:**

Ms McRae addressed Council regarding the proposed censorship of selected educational books at the Albany Public Library and the freedom for access to information for the local Albany Community. The following Question was taken on Notice.

- How will the City of Albany ensure that the attendees at the August 26 meeting will legally fulfill the requirements to be able to vote on the night?

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Answer provided by Chief Executive Officer:

*In relation to the Special Electors Meeting, there is legislative requirements for people to be an elector in the City of Albany. Staff are putting in steps that require that those people attending the meeting to make that declaration.*

**Mr Tony Evers**

**Summary of key points:**

Mr Evers addressed Council regarding education-based information and the censorship of educational books at the Albany Public Library.

7. **PETITIONS AND DEPUTATIONS Nil.**

8. **CONFIRMATION OF MINUTES**

**RESOLUTION**

**MOVED: DEPUTY MAYOR TERRY**

**SECONDED: COUNCILLOR SUTTON**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 9 July 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.**

**CCS648: MONTHLY FINANCIAL REPORT – JUNE 2024**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – June 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 June 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 June 2024 is preliminary and has not yet been audited.

**RECOMMENDATION**

**CCS648: COMMITTEE RECOMMENDATION**

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

**THAT the Monthly Financial Report for the period ending 30 June 2024 be RECEIVED.  
CARRIED 10-0**

**CCS648: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Monthly Financial Report for the period ending 30 June 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 June 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.

Consulted References	:	Local Government (Financial Management) Regulations 1996
File Number	:	FM.FIR.7

**CCS653: COMMUNITY SPORTING AND RECREATION FACILITIES FUND  
2024 SMALL GRANT ROUND APPLICATIONS**

<b>Proponent / Owner</b>	: City of Albany Correspondence and Project Assessment Sheet; Policy for
<b>Attachments</b>	: Community Sport and Recreation Facilities Small Grant Funding Policy
<b>Report Prepared By</b>	: Manager Recreation Services (M Green)
<b>Responsible Officers:</b>	: Executive Director Community Services (N Watson)

6.34pm

**RESOLUTION**

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

**That this report item be brought forward in the meeting and to proceed after Report Item  
CCS648.**

**CARRIED 10-0**

**STRATEGIC IMPLICATIONS**

1. This item relations 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.
  - **Objective:** Improve access to sport, recreation and fitness facilities and programs.

**In Brief:**

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) Small Grant funding round applications.
- To seek Council support for funding assistance to the priority ranked projects in line with the Council's Community Sports & Recreation Facilities Small Grant Funding Policy.

**RECOMMENDATION**

**CCS653: COMMITTEE RECOMMENDATION 1**

**MOVED: COUNCILLOR TRAILL  
SECONDED: COUNCILLOR MCKINLEY**

**THAT Council RANK the two CSRFF applications in the following order for the CSRFF  
Small Grant Application 2024 Funding Round:**

- a) **Middleton Beach Bowling & Community Club – C-Green Reconstruction, Irrigation and Sunshade (Ranked 1 of 2).**
- b) **Railways Football and Sporting Club – Clubhouse Redevelopment Project Stage 2 (Ranked 2 of 2).**

**CARRIED 10-0**

**CCS653: AUTHORISING OFFICER RECOMMENDATION 1**

THAT Council RANK the two CSRFF applications in the following order for the CSRFF Small Grant Application 2024 Funding Round:

- a) Middleton Beach Bowling & Community Club – C-Green Reconstruction, Irrigation and Sunshade (Ranked 1 of 2).
- b) Railways Football and Sporting Club – Clubhouse Redevelopment Project Stage 2 (Ranked 2 of 2).

**CCS653: COMMITEE RECOMMENDATION 2**

**MOVED: COUNCILLOR SUTTON**

**SECONDED: DEPUTY MAYOR TERRY**

**THAT Council:**

1. **APPROVE a total of \$242,804.97 (exc. GST) from the 2024/2025 Budget as the Council's commitment towards the CSRFF small grant applications as follows;**
  - a) **Middleton Beach Bowling Club & Community (\$79,483.30), and Railways Football & Sporting Club (\$163,321.67).**
  - b) **This funding will remain allocated under the Community Sport and Recreation Facilities Fund Small Grant Policy even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and**
  - c) **The funding amount does not exceed a total of \$242,804.97 (exc. GST)**
2. **NOTE that should both applicants be successful in securing the funds to draw down their Capital Seed Fund allocation, the Capital Seed Fund will be oversubscribed, and a further report will be prepared for Council to consider a budget amendment, or other options.**

**CARRIED 10-0**

**CCS653: AUTHORISING OFFICER RECOMMENDATION 2**

**THAT Council:**

1. **APPROVE a total of \$242,804.97 (exc. GST) from the 2024/2025 Budget as the Council's commitment towards the CSRFF small grant applications as follows;**
  - a) **Middleton Beach Bowling Club & Community (\$79,483.30), and Railways Football & Sporting Club (\$163,321.67).**
  - b) **This funding will remain allocated under the Community Sport and Recreation Facilities Fund Small Grant Policy even if the funding application is unsuccessful, providing applicants can demonstrate that projects will be completed and acquitted using funding from other sources; and**
  - c) **The funding amount does not exceed a total of \$242,804.97 (exc. GST)**
2. **NOTE that should both applicants be successful in securing the funds to draw down their Capital Seed Fund allocation, the Capital Seed Fund will be oversubscribed, and a further report will be prepared for Council to consider a budget amendment, or other options.**

## **BACKGROUND**

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI) has three rounds of available funds including:
  - Small Grant Funding Round (Summer)
  - Annual and Forward Planning Funding Round
  - Small Grant Funding Round (Winter)
3. The CSRFF program is now a \$20 million program. All three rounds are often oversubscribed, and clubs may need to reapply multiple times to be successful.
4. DLGSC also opens a Club Night Lights funding round concurrent to CSRFF for which applications are also eligible to receive funding through the City of Albany's Capital Seed Fund. There are no Club Night Lights applications this round.
5. The Small Grants Round has increased its maximum eligible project cost criteria from \$300,000 to \$500,000. This streamlines the application process for projects under \$500,000 with two funding rounds available per year.
6. Traditionally the CSRFF Small Grant program has only funded one third of the total project costs. The revised guidelines now fund up to a half of the total project cost to a limit of \$200,000 for successful small grant recipients.
7. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
8. Clubs and local government authorities applying for funds must demonstrate equitable access to the public on a short term and casual basis.
9. The land on which the facility is to be developed must be one of the following:
  - Crown reserve;
  - Land owned by a public authority;
  - Municipal property; or
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
10. Whilst there is no obligation for local government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
11. The City of Albany has a Community Sports & Recreation Facility Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
12. The DLGSC – Sport and Recreation application form requires applications to be initially submitted to the local government within which the project proposal is located.
13. The CSRFF funding application process requires local government to assess all relevant applications and to rank the applications in priority order for the municipality. The applications are then submitted to DLGSC on behalf of the applicants prior to August 31, 2024.
14. Once the assessment process from Local Government Authorities is complete, all applications received from Western Australian organisations are assessed by the relevant State Sporting

Association and the DLGSC – Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

## **DISCUSSION**

15. The DLGSC grant guidelines require Council to provide a ranking for the projects.
16. The DLGSC – Sport and Recreation provides guidelines for local government authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
  - Project justification;
  - Planned approach;
  - Community input;
  - Management planning;
  - Access and opportunity;
  - Design;
  - Financial viability;
  - Coordination;
  - Potential to increase physical activity; and
  - Sustainability.

With overall project rating, being:

- Well planned and needed by municipality;
  - Well planned and needed by applicant;
  - Needed by municipality, more planning required;
  - Needed by applicant, more planning required;
  - Idea has merit, more planning work needed; or
  - Not recommended.
17. The type of projects which will be considered for funding through the CSRFF program include:
    - New playing surfaces – ovals, courts, synthetic surfaces etc;
    - Floodlighting projects (must be to Australian standards);
    - Change rooms and ablutions; and
    - Sports storage.
  18. Projects are ranked on the strength of the application, participation numbers, and ability to increase physical activity and potential impact as well as consultation with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation and the applicant.
  19. Projects that are directly related to the delivery of the sport (surface or grounds) or will increase participation (lighting) are usually ranked higher over those that support the sporting environment.

20. The City of Albany has engaged two external and one internal officer/s to provide an independent peer review of the City's assessment process and subsequent ranking of projects. The independent assessment panel involved;
  - S. Leary – Chairperson - Centennial Stadium Incorporated.
  - D. Carne – Great Southern Academy of Sport
  - J. Pouwelsen – City of Albany
21. This independent assessment review provides a higher level of transparency and gives Council a higher level of confidence in considering the officer recommendation to endorse the rankings.
22. Of the three reviews, all were of the view that the projects submitted met the CSRFF criteria and were supportive of the proposed project rankings. The independent review comments are attached.
23. The City of Albany has received two (2) Small Grant applications this round. The following additional information is provided about the projects and funding applications.

**Middleton Beach Bowling & Community Club – C-Green Reconstruction, Irrigation and Sunshade.**

24. The funding application is a Small Grant Application for Provision of C-Green Reconstruction, Irrigation and Sunshade.
25. The overarching purpose of the project is to reconstruct the C-Green including reconstruction of the existing base with subsoil drainage, irrigation and laying new playing surface so that it is fit for purpose with the added installation of sunshade at the southern end to protect bowlers from the harmful effects of the sun.
26. C Green was constructed about 18 years ago. At the time of construction adequate and suitable drainage was not installed and as a result C-Green's surface subsequently floods during light to heavy rainfall.
27. At present the green is used for Corporate Bowls (6 weeks of the year 36 teams / 140 players) but outside of this period the asset is mostly unused, and bowls has not been regularly played on the green for over 5 years due to the water pooling on the surface and resulting substandard surface.
28. In winter there is no protection from the rain and in summer, when bowls is mostly played, the players are in the open without shade.
29. The membership of the club is quite aged, and it wishes to provide adequate shade for members during games. Several members have requested the club look into providing shade for the southern side.
30. The Middleton Beach Bowling Club is located on Middleton Beach Road, Middleton Beach.
31. Middleton Beach Bowling Club has 229 full members and 70 social members. Members use the facility all year round.
32. The project is well planned and needed by the applicant. The application, installation and project will be managed by Middleton Beach Bowling Club.
33. Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria.

### **Railways Football and Sporting Club – Stage 2: Clubhouse Redevelopment Project**

34. The funding application is a Small Grant Application to complete the Stage 2 redevelopment of the Club House Facilities. The facility improvements have been prepared to both facilitate current and projected needs while also allowing flexibility for new avenues to provide shared use opportunities once completed.
35. The project includes the following proposed developments;
  - Vital reroofing works and construction of front steel portal and windows throughout the club house space.
  - Universal access improvements throughout the building and exterior;
  - Development of community function spaces and viewing areas
  - Development of meeting rooms
  - Construction and fit out of the kitchen and canteen area;
  - Final development of the roof and floor.
36. Following advice from the Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager, the club has worked on refining the scope of the remaining stage of its project to the key items that meet the CSRFF eligibility criteria for the purpose of this application.
37. The refined Stage 2 project scope is \$489,965.
38. The Railways Football and Sporting Club has recently commenced works on Stage 1 of its redevelopment and has experienced significant challenges in completing these works, namely around cost escalations of up to 20%. The club has done well in managing these circumstances and has relied significantly on generous in-kind contributions from qualified club members.
39. Stage 1 works are due to be completed by 31 December 2024.
40. The proposed Stage 2 enhancements will facilitate and improve service for wider community access and attraction, including for all abilities users, women’s sporting groups, and additional community groups or functions.
41. Much of the Stage 2 project is to address the current building, which whilst being in a reasonable structural condition, will address some critical non-compliant issues with universal accessibility to the club rooms.
42. The club house does not currently provide appropriate disability access into the function area and associated facilities.
43. The current clubhouse design also does not provide a functional and flexible space. The proposed works will seek to address this issue and provide the club with opportunities to share sections of the facility with other user groups through design and multiple floor layout options.
44. The club has a membership of 350 with a mix of ages and genders participating.
45. Membership has been increasing steadily, with an average annual growth rate over 12%.

46. Railways Football & Sporting Club is on crown land managed by the City of Albany. The club has a lease agreement with the City of Albany. The club lease portfolio has recently been extended to accommodate the project.
47. The project is well planned (business case and feasibility study) and needed by the applicant.
48. Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria.
49. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking.

**Rankings**

50. The below ranking recommendation has been provided by the independent assessment panel based on the applicant meeting the required criteria:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Middleton Beach Bowling & Community Club	C-Green Bowling Surface Replacement	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facility Funding Policy and CSRFF Guidelines. The project is a high priority and based on hierarchy of facilities this project is ranked 1 of 2.
2	Railways Football & Sporting Club	Stage 2 – Club Room Redevelopment	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facility Funding Policy and CSRFF Guidelines. Elements of the project are a high/medium priority and based on hierarchy of facilities this project is ranked 2 of 2.

51. Correspondence requesting financial assistance and independent project assessments for the project applications is attached.

**GOVERNMENT & PUBLIC CONSULTATION**

52. The DLGSC – Sport and Recreation Regional Manager for the Great Southern has been consulted regarding these applications by the City of Albany (June and July 2024).
53. The City of Albany has conducted a site visit for each of the projects listed above (June and July 2024) with the Sport and Recreation Regional Manager for the Great Southern.

**STATUTORY IMPLICATIONS**

54. There is no statutory requirement.
55. Council officers assess each project and make a recommendation for the ranking of projects based on the DLGSC criteria and strategic overview.
56. The Council officers’ ranking recommendations have been independently peer reviewed.
57. Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.



58. It should be noted that the DLGSC – Sport and Recreation will make the final decision on funding allocation.

**POLICY IMPLICATIONS**

59. The Community Sports and Recreation Facility Funding Policy has been applied in the assessment and recommendations.

**RISK IDENTIFICATION & MITIGATION**

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

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

**FINANCIAL IMPLICATIONS**

61. The City allocated a total of \$150,000 to its Capital Seed Fund for sporting clubs in the 2024/2025 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.

62. Currently \$150,000 is available in the Capital Seed Fund, and \$25,608 was carried forward from the 2023/24 Fund as required by the Community Sport and Recreation Facility Fund Policy, taking the total Capital Seed funds available for 2024/25 projects to \$175,608.

63. The Capital Seed Fund was established to assist with leveraging State Government funds for sporting clubs and the allocation of funds is guided by the City’s Community Sports and Recreation Facility Funding Policy.

64. The DLGSC – Sport and Recreation Regional Manager for the Great Southern has indicated that both these projects would be deemed a low priority in the assessment of projects and based on that priority ranking would be unlikely to achieve 50% funding from the Department.

65. Based on that advice both clubs have followed the traditional one-third funding model.

66. The total projected costs of both projects in the current applications is \$728,414.91.

67. The clubs have requested a total of \$242,804.67 from the City of Albany. These applications exceed the balance of funds in the 2024/25 Capital Seed Fund by \$67,226.67.

68. The scale of the projects and requested funding contribution from the City is beyond the capacity of the Capital Seed Fund.

69. It is the officer’s recommendation that should both applicants secure the funding required to draw down on the Capital Seed Fund and that this oversubscribes the fund, officers will prepare a report for Council to consider a budget amendment, or other options.
70. The following table provides the project budget detail and requests for financial support from each of the applications received:

<b>Project</b>	<b>Total project cost (ex GST)</b>	<b>Applicant contribution (ex GST)</b>	<b>CSRFF Grant (ex GST)</b>	<b>Request for Council Financial Support (ex GST)</b>
Middleton Beach Bowling Club & Community	\$ 238,449.91	\$ 79,483.30	\$ 79,483.30	\$ 79,483.30
Railways Football & Sporting Club	\$ 489,965.00	\$ 163,321.67	\$ 163,321.67	\$ 163,321.67
<b>TOTAL</b>	<b>\$ 728,414.91</b>	<b>\$ 242,804.97</b>	<b>\$ 242,804.97</b>	<b>\$ 242,804.97</b>

71. The next CSRFF Small Grant round is due in February 2025.
72. Subject to both the applicants securing the funding required to draw down the Capital Seed Fund, there will be no capacity to support any applications financially in the next CSRFF Small Grant Round in February.
73. If the applications are unsuccessful for CSRFF, clubs can reapply in the next round or demonstrate other ways to secure the additional funding required to draw down on the Capital Seed Funding commitment.

**LEGAL IMPLICATIONS**

74. Nil

**ENVIRONMENTAL CONSIDERATIONS**

75. Nil.

**ALTERNATE OPTIONS**

76. Council may choose not to provide funding assistance to one or both of these projects.
77. Council may choose to provide more or less funding assistance to these projects.
78. Council may choose to change the project ranking based on its strategic priorities.
79. Council may choose to amend the 2024/25 Budget to increase the allocation within the Capital Seed Fund to ensure the fund has capacity to cover the City’s contribution towards each application.

**CONCLUSION**

80. DLGSC – Sport and Recreation requires local government to assess received applications and to rank applications in priority order for the municipality.
81. All projects meet the criteria provided by the DLGSC – Sport and Recreation. Council is required to rank the projects.

82. All projects meet the criteria of the City of Albany Community Sports and Recreation Facility Funding Policy.
83. Council may consider capping its financial contribution or sourcing alternate means to meet budget allocations.
84. DLGSC – Sport and Recreation requires a response from the City of Albany on the priority ranking order and financial contributions by 31 August 2024.

<b>Consulted References</b>	:	Community Sports & Recreation Facilities Grant Funding Policy
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 28/03/2023 – Report Item CCS517

**CCS649: LIST OF ACCOUNTS FOR PAYMENT – JULY 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**

**CCS649: COMMITTEE RECOMMENDATION**

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

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2024 totalling \$10,342,663.20 be RECEIVED.**

**CARRIED 8-2**

**Record of Vote**

Against the Vote: Councillor Lionetti & Councillor Brough

**CCS649: AUTHORISING OFFICER RECOMMENDATION**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2024 totalling \$10,342,663.20 be RECEIVED.

**DISCUSSION**

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$8,202,630.55	79.31%
Municipal	Payroll	\$2,105,105.32	20.35%
Municipal	Credit Cards	\$34,927.33	0.34%
Municipal	Cheques	\$0.00	0.00%
Trust	N/A	\$0.00	0.00%
<b>TOTAL</b>		<b>\$10,342,663.20</b>	<b>100.00%</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: \$3,214.03.

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

<b>Aged Creditors</b>	<b>Amount (\$)</b>
Current	\$680,865.69
30 Days	\$1,616,196.09
60 Days	\$3,040.35
90 Days	\$6,262.11
<b>TOTAL</b>	<b>\$2,306,364.24</b>

### STATUTORY IMPLICATIONS

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment July 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

Expenditure for the period to 15 July 2024 has been incurred in accordance with the 2023/2024 budget parameters & draft 2024/2025 budget parameters.

### FINANCIAL IMPLICATIONS

Expenditure for the period to 15 July 2024 has been incurred in accordance with the 2023/2024 budget parameters & draft 2024/2025 budget parameters.

### LEGAL IMPLICATIONS

9. Nil

### ENVIRONMENTAL CONSIDERATIONS

10. Nil

### ALTERNATE OPTIONS

11. Nil

### CONCLUSION

12. That the list of accounts have been authorised for payment under delegated authority.
13. 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

**CCS650: DELEGATED AUTHORITY REPORTS – 16 JUNE 2024 to 15 JULY 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**

**CCS650: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR LIONETTI**  
**SECONDED: COUNCILLOR SUTTON**

**THAT the Delegated Authority Reports 16 June 2024 to 15 July 2024 be RECEIVED.**

**CARRIED 10-0**

**CCS650: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 June 2024 to 15 July 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: LG1.18 (D006)** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
  - **Delegation: LG4.06 (D009)** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
  - **Delegation: LG5.05 (D018)** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS651: WRITE-OFF RATES DEBT REPORT AS AT 30 JUNE 2024**

**Proponent / Owner** : City of Albany  
**Attachments** : Write Off Rate Debt Report as at 30 June 2024.  
**Report Prepared By** : Manager Finance (S van Nierop)  
**Authorising Officer:** : 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:** A well informed and engaged community.

**RECOMMENDATION**

**CCS651: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR BAESJOU**  
**SECONDED: MAYOR STOCKS**

**THAT the Write off Rates Debt Report as at 30 June 2024 be RECEIVED.**

**CARRIED 10-0**

**CCS651: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Write off Rates Debt Report as at 30 June 2024 be RECEIVED.**

**CCS652: NATIONAL ANZAC CENTRE – Q4 2023-24 REPORT**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: National Anzac Centre (NAC) – Quarter 4 (Q4) 2023/24 Operational Report
<b>Report Prepared By</b>	: Manager Facilities (L Stone)
<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 2032 or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Prosperity.
  - **Outcome:** A highly sought-after tourist destination.

**In Brief:**

- To provide Council with an update on Q4 2023/24 performance of the NAC.

**RECOMMENDATION**

**CCS652: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR TRAILL  
SECONDED: COUNCILLOR MACLAREN**

**THAT Council:**

1. **RECEIVE the NAC Operational Report for Q4 2023/24; and**
2. **NOTE this is the final quarterly NAC Operational Report and that future reports will be provided to Council as required.**

**CARRIED 10-0**

**CCS652: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council:**

1. RECEIVE the NAC Operational Report for Q4 2023/24; and
2. NOTE this is the final quarterly NAC Operational Report and that future reports will be provided to Council as required.

**BACKGROUND**

2. The NAC is the City of Albany's most significant tourism asset.
3. The NAC represents a \$10.6 million dollar investment from the Federal and State Government with an additional \$1.5 million invested by Wesfarmers for the construction of the Convoy Walk and Lookout.
4. The City of Albany manages this national museum and understands the importance of generating economic outcomes for the region using the NAC and the Albany Heritage Park (AHP) assets to encourage increased visitation and extended stays to the region.
5. The City established an independent NAC Advisory Group during the 2016/17 financial year to meet quarterly and assist in the further development of both the NAC and AHP, to ensure the assets continue to evolve, aligned with contemporary museum standards.
6. The NAC Advisory Group agreed in November 2018 that the group would meet twice a year. The next meeting is due in November 2024.



7. Minutes of the NAC Advisory Group are provided to Elected Members for information.
8. Council budgets an annual subsidy for the operations of the NAC and the AHP and has established a reserve on the understanding that any surplus funds be reinvested and used to leverage additional grant funding to improve the asset.

### **DISCUSSION**

9. Visitation in Q4 of 2023/24 took overall total visitation to the NAC to 573,721 since opening in November 2014. This equates to an average annual visitation of 59,350 visitors per year.
10. NAC visitation of 12,831 for Q4 is a decrease of 1,862 compared with the same period in 2022/23 which recorded 14,693.
11. April NAC visitation numbers of 5,980 were lower performing figures compared with the same period in 2022/23 being 7,118.
12. May NAC visitation numbers of 3744 were lower performing figures compared with the same period in 2022/23 being 4271.
13. June NAC visitation numbers of 3,107 were higher performing figures compared with the same period in 2022/23 being 2,694.
14. Overall Q4 visitation was a decrease of 1,252 from the previous period of Q3 2023/24.
15. June NAC visitation numbers of 3,107 were fourth highest performing figures for the month since the centre opened, with the highest June being 3,420 in 2015.
16. April NAC visitation numbers of 5,980 were second lowest performing figures since the centre opened, the lowest being 5,720 in 2022 and highest April in 2015 with 11,246.
17. The visitation in Q4 for 2023/24 from the Great Southern region totalled 695 people, equating to 12.1% of Western Australia's overall visitation of 5,725 (an increase of 4.34% on the previous quarter).
18. The total visitation in Q4 2023/24 originated from Western Australia (44%), interstate (49%) and international (6%) and code not recorded (1%).
19. Visitors from other States and Territories consisted of 34% from NSW, 26% from VIC, 21% from QLD, 15% from SA, followed by ACT, TAS and NT all on 1-2%.
20. Interstate visitation of 6,267 (49% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
21. Revenue generated in Q4 of 2023/24 by the NAC was \$24,493 less compared to the same quarter in 2022/23, however YTD revenue finished marginally above budget.
22. The Forts Store revenue of \$114,030 was \$1,230 less than the same period in 2022/23 but is offset by savings in stock purchase.
23. As at the end of Q4 2023/24, 10,361 households hold memberships to the NAC League of Local Legends program, an increase of 345 from the previous quarter.
24. This continuing increase in memberships is attributed to the ongoing free-entry membership benefit for residents from the Great Southern region.

### **GOVERNMENT & PUBLIC CONSULTATION**

25. Not Applicable.

### **STATUTORY IMPLICATIONS**

26. Not Applicable.

**POLICY IMPLICATIONS**

27. Not Applicable.

**RISK IDENTIFICATION & MITIGATION**

28. Nil.

**FINANCIAL IMPLICATIONS**

29. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as of June 30, 2024.

30. In addition to the positive year-end budget position for the National Anzac Centre, the Forts Store returned a positive net result for a second successive year.

31. Full year operating expenditure budget includes:

- a. \$209,627 of costs from accounts that are “shared” across the AHP. A total of \$812,907 of budgeted costs reported under the AHP have been deemed to be a shared cost, across the four reporting areas under the AHP (NAC, Retail, Forts, and AHP Precinct). For the purpose of presenting a standalone view of the NAC, managers have used their best judgement to notionally allocate the \$812,907 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs, marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY2023/24 Budget	YTD Actual	YTD Variance
Operating Income	\$850,000	\$886,224	\$36,224
Operating Expenditure	\$(575,829)	\$(538,578)	\$37,071
<b>Net Operating Income/(Expense) before Indirect Costs</b>	<b>\$274,171</b>	<b>\$347,466</b>	<b>\$73,295</b>
Shared Costs of the Precinct	\$(209,627)	\$(195,631)	\$13,996
Internal Service Delivery	\$(31,651)	\$(31,653)	\$2
<b>Net Operating Income/(Expense)</b>	<b>\$32,893</b>	<b>\$120,182</b>	<b>\$87,289</b>
Capital Expense	\$(176,383)	\$(0)	\$176,383
<b>Total</b>	<b>\$(143,490)</b>	<b>\$120,622</b>	<b>\$263,672</b>

32. The \$176,383 capital expense amount above is the balance of an initial reserve drawdown in 2020-2021 for the NAC refresh.

33. Opportunities to leverage this funding have been limited and one grant application was unsuccessful. The City currently has a grant application pending assessment with the Department of Veterans Affairs and this is expected to be known around September 2024.

34. Due to the above, the balance of the drawdown as of 30 June 2023 being \$176,383 has been carried forward to the 2024-2025 budget to continue the refresh program as additional funding can be secured.

**LEGAL IMPLICATIONS**

35. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

36. Nil.

**ALTERNATE OPTIONS**

- 37. Council may request further development and refinement of the quarterly reporting tool including both content and frequency of reporting.

**CONCLUSION**

- 38. Overall, Q4 2023/24 has shown slightly lower visitation to the NAC compared to the same time in 2022/23.
- 39. Q4 has continued a trend of the return of international visitors, with 730 visitors representing 6% of visitation for the quarter, 3.3% less than the previous quarter.
- 40. Great Southern visitation to the NAC was 12.1% of overall WA visitation during the April - June period in Q4 2023/24.
- 41. This is 4.34% higher than the previous quarter (Q3 of 2022/23) and remains significantly higher than the average 1% of overall WA visitation prior to the League of Local Legends free-entry membership promotion.
- 42. Interest in the Princess Royal Fortress and exhibitions continues with 1204 people taking part in 124 Princess Royal Fortress Tours.
- 43. Overall Q4 generated slightly lower visitation figures compared to Q3 but very similar for Q1 and Q2 in 2022/23. This demonstrates a trend of steady visitation.
- 44. NAC revenue of \$226,465 for Q4 2023/24 was a decrease of \$24,493 compared to the same quarter in 2022/23, but an increase of \$37,252 from Q1 2023/24.
- 45. Fort Store revenue of \$114,030 for Q4 2023/24 was a decrease of \$1,230 compared to the same quarter in 2022/23, but an increase of \$18,164 from Q1 2023/24.
- 46. Both the NAC and the Fort Store recorded a positive net budget result for the end of financial year.
- 47. As previously discussed with Elected Members, this report will be the final quarterly report presented to Elected Members. Following almost 10 years of operational reporting, visitation and budget results for the NAC continue to be relatively consistent.
- 48. Future reports will be provided to Council as required.
- 49. Minutes of meetings of the National Anzac Centre Advisory Group will continue to be made available to Elected Members for information.

<b>Consulted References</b>	:	Nil.
<b>File Number</b>	:	CM.RPT.6
<b>Previous Reference</b>	:	OCM 28 May 24 – Report Item CCS625

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

**12. MEETING CLOSED TO THE PUBLIC Nil.**

**13. CLOSURE**

There being no further business the Chair declared the meeting closed at **7.08pm.**

*(Unconfirmed Minutes)*

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Councillor Thomas Brough  
**CHAIR**