



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 14 May 2024

6.00pm

Council Chambers

UNCONFIRMED MINUTES

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 –14/05/2024

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UNCONFIRMED MINUTES

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	S Grimmer (Deputy Chair)
Councillor	R Sutton
Councillor	C McKinley
Councillor	L MacLaren
Councillor	M Lionetti

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	M Gilfellow
Executive Director Community Services	N Watson
Manager Recreation Services	M Green
Recreation Services Business Coordinator	S Barras

Meeting Secretary	H Bell
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Apologies:

Councillor	P Terry
Councillor	D Baesjou

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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**

RESOLUTION

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

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 9 April 2024, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.
CARRIED 9-0**

9. **PRESENTATIONS Nil**

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

CCS622: MONTHLY FINANCIAL REPORT – MARCH 2024

Proponent / Owner	: City of Albany
Attachments	: Monthly Financial Report – March 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:** 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 31 March 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 31 March 2024 is preliminary and has not yet been audited.

RECOMMENDATION

CCS622: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR GRIMMER
SECONDED: COUNCILLOR CRUSE**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS622: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 March 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 31 March 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	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.7

UNCONFIRMED MINUTES

CCS623: LIST OF ACCOUNTS FOR PAYMENT – APRIL 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

CCS623: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: MAYOR STOCKS

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS623: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 April 2024 totalling \$7,621,415.01 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)
Municipal	Electronic Funds Transfer	\$5,882,103.31
Municipal	Payroll	\$1,716,386.67
Municipal	Credit Cards	\$22,925.03
Municipal	Cheques	\$0.00
Trust	N/A	\$0.00
TOTAL		\$7,621,415.01

- 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: \$23,205.79.

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

Aged Creditors	Amount (\$)
Current	\$286,477.16
30 Days	\$945,653.03
60 Days	\$8,738.55
90 Days	\$3,194.28
TOTAL	<u>\$1,244,063.02</u>

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 April 2024 has been incurred in accordance with the 2023/2024 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 15 April 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.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

CCS624: DELEGATED AUTHORITY REPORTS – 16 MARCH 2024 to 15 APRIL 2024

Proponent / Owner	: City of Albany
Attachments	: Executed Document and Common Seal Report
Report Prepared By	: PA to Mayor and Councillors (D Clark)
Authorising Officer:	: 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

CCS624: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR CRUSE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS624: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 March 2024 to 15 April 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)

CCS625: NATIONAL ANZAC CENTRE – Q3 2023-24 REPORT

Proponent / Owner	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 3 (Q3) 2023/24 Operational Report
Report Prepared By	: Manager Facilities (L Stone)
Authorising Officer:	: Executive Director Community Services (N Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Prosperity.
 - **Outcome:** A highly sought-after tourist destination.
 - **Objective:** Create a competitive and sustainable tourism offer.

In Brief:

- To provide Council with an update on Q3 2023/24 performance of the NAC.

RECOMMENDATION

CCS625: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS625: AUTHORISING OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q3 2023/24 be RECEIVED.

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 scheduled for November 2024.
7. 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.

8. This report template is reviewed regularly to ensure that the Community & Corporate Services Committee and the NAC Advisory Group receive all relevant information to assess its performance.

DISCUSSION

9. Visitation in Q3 of 2023/24 took overall total visitation to the NAC to 560,890 since opening in November 2014. This equates to an average annual visitation of 60,095 visitors per year.
10. NAC visitation of 14,693 for Q3 is a decrease of 894 compared with the same period in 2022/23 which recorded 15,587.
11. January NAC visitation numbers of 5,600 were lower performing figures compared with the same period in 2022/23 being 6,258.
12. February NAC visitation numbers of 3,663 were the highest performing figures since 2018/19 which recorded 5,006.
13. March NAC Visitation numbers of 5,430 were lower performing figures compared with the same period in 2022/23 being 5,741, but higher than same period in 2021/22 being 3,309.
14. Overall Q3 visitation was an increase of 1,704 from the previous period of Q2 2023/24.
15. The visitation in Q3 for 2023/24 from the Great Southern region totalled 666 people, equating to 7.8% of Western Australia's overall visitation of 9,243 (a decrease of 0.9% on the previous quarter).
16. The total visitation in Q3 2023/24 originated from Western Australia (59%), interstate (31%) and international (9%) and code not recorded (1%).
17. Visitors from other States and Territories consisted of 35% from NSW, 26% from VIC, 23% from QLD, 10% from SA, followed by ACT, TAS and NT all on 1-2%.
18. Interstate visitation of 4,594 (31% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
19. Revenue generated in Q3 of 2023/24 by the NAC was \$29,284 less compared to the same quarter in 2022/23, however YTD revenue remains only marginally behind budget.
20. The Forts Store revenue of \$125,283 was \$6,759 less than the same period in 2022/23 but is offset by savings in stock purchase.
21. As at the end of Q3 2023/24, 10,016 households hold memberships to the NAC League of Local Legends program, an increase of 380 from the previous quarter.
22. This continuing increase in memberships is attributed to the ongoing free-entry membership benefit for residents from the Great Southern region.

GOVERNMENT & PUBLIC CONSULTATION

23. Not Applicable.

STATUTORY IMPLICATIONS

24. Not Applicable.

POLICY IMPLICATIONS

25. Not Applicable.

RISK IDENTIFICATION & MITIGATION

26. Nil.

FINANCIAL IMPLICATIONS

- 27. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as of March 31, 2024.
- 28. 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 Budget	YTD Actual	YTD Variance
Operating Income	\$850,000	\$649,036	\$649,675	\$639
Operating Expenditure	\$(575,829)	\$(408,659)	\$(367,882)	\$40,777
Net Operating Income/(Expense) before Indirect Costs	\$274,171	\$240,377	\$281,793	\$41,416
Shared Costs of the Precinct	\$(209,627)	\$(153,268)	\$(137,431)	\$15,837
Internal Service Delivery	\$(31,651)	\$(23,740)	\$(23,740)	\$0
Net Operating Income/(Expense)	\$32,893	\$63,369	\$120,622	\$57,253
Capital Expense	\$(176,383)	\$(132,237)	\$(0)	\$132,237
Total	\$(143,490)	\$(68,868)	\$120,622	\$189,490

- 29. The \$176,383 capital expense amount above is the balance of an initial reserve drawdown in 2020-2021 for the NAC refresh and was carried forward to the 2023-2024 Budget to continue the refresh program as previously discussed with Council.
- 30. Officers have sought to leverage this funding and have applied for several grants, with one unsuccessful and another awaiting an outcome.
- 31. It is likely that these capital expense funds will be recommended for carry forward again in 2024/2025 to continue attempts to leverage further funding to complete the refresh.

LEGAL IMPLICATIONS

- 32. Nil.

ENVIRONMENTAL CONSIDERATIONS

- 33. Nil.

ALTERNATE OPTIONS

- 34. The committee can request further development and refinement of the quarterly reporting tool including both content and frequency of reporting.

CONCLUSION

- 35. Overall, Q3 2023/24 has shown slightly lower visitation to the NAC compared to the same time in 2022/23 but generating slightly higher visitation figures compared to Q2 and Q1 in 2023/24. This demonstrates a trend of steady visitation.
- 36. Q3 has continued a positive trend of the return of international visitors, with 1,375 visitors representing 9.3% of visitation for the quarter, 1.3% more than the previous quarter.

37. Great Southern visitation to the NAC was 7.8% of overall WA visitation during the January - March period in Q3 2023/24.
38. This is 0.9% lower than the previous quarter (Q2 of 2023/24) but remains significantly higher than the average 1% of overall WA visitation prior to the League of Local Legends free-entry membership promotion.
39. Interest in the Princess Royal Fortress and exhibitions continues with 1164 people taking part in 118 Princess Royal Fortress Tours.
40. NAC revenue of \$239,495 for Q3 2023/24 was a decrease of \$29,284 compared to the same quarter in 2022/23, but an increase of \$50,282 from Q2 2023/24.
41. Fort Store revenue of \$125,283 for Q3 2023/24 was a decrease of \$6,759 compared to the same quarter in 2022/23, but an increase of \$29,417 from Q2 2023/24.

Consulted References	:	Nil.
File Number	:	CM.RPT.6
Previous Reference	:	OCM 27/02/2024 – Report Item CCS604

UNCONFIRMED MINUTES

CCS626: TRAILS HUB STRATEGY REVIEW

Proponent / Owner	: City of Albany
Attachments	: Trails Hub Strategy 2015 - 2025 Trails Hub Strategy Review
Report Prepared By	: Recreation Services Business Coordinator (S Barras) Manager Recreation Services (M Green)
Authorising Officer:	: Executive Director Community Services (Nathan Watson)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 20232 or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Planet.
 - **Outcome:** Sustainable management of natural areas; balancing conservation with responsible access and enjoyment.

In Brief:

- To update the Trails Hub Strategy and seek Council's endorsement of the revised strategy and action plan.

RECOMMENDATION

CCS626: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GRIMMER
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-1

Record of Vote

Against the Motion: Councillor MacLaren

CCS626: AUTHORISING OFFICER RECOMMENDATION

THAT Council ENDORSE the revised Trails Hub Strategy and action plan.

BACKGROUND

2. The purpose of the Trails Hub Strategy Review is to review the achievements to date against the objectives and action plan, analyse the evolving context since the strategy's inception and identify emerging opportunities with the goal of integrating them into modified actions.
3. The City of Albany Trails Hub Strategy 2015-2025 was adopted by Council at the July 2015 Ordinary Council Meeting.
4. The strategy is an extensive 5-volume set that also covers areas outside of the City of Albany's responsibility.
5. The City of Albany Trails Hub Strategy aims to:
 - Improve the quality, type and number of trails in iconic locations;
 - Improve trails maintenance and upkeep through sustainable models of governance;
 - Focus strategic investment and support in facilities and services to optimise access to and use of Albany's trails; and
 - Maximise the promotion of Albany's unique trails and outdoor adventure experiences to a broad visitor market.

6. As well as a detailed action plan, nine priority projects were identified being:
 - Albany Heritage Park (Mount Adelaide & Clarence)
 - Vancouver Peninsular
 - City Centre
 - Mount Melville
 - Sand Patch
 - Kalgan River
 - Poikeclerup
 - Torndirrup*
 - Mount Martin & Gull Rock National Park*
7. Officers provided Elected Members with a comprehensive overview of the progress of the Strategy at the Strategic Workshop of October 2021.
8. From that workshop, it was agreed to undertake an independent review of the Strategy with Outdoors Great Southern (OGS) and report back to Council.

DISCUSSION

9. Since the Strategy was adopted in 2015, the trails situation and environment within the region has changed significantly with a large investment into trails across Western Australia and the development of the Great Southern Regional Trails Master Plan 2020.
10. Based on this, a review was undertaken over a 9-month period across a series of phases.
11. The review of the Trails Hub Strategy focused on reviewing and updating the background information, analysis of updated market research, assessing projects constraints, and providing an update on the priority projects. This can be summarised as follows:

Background Information

12. Since the development of the Trails Hub Strategy in 2015, Western Australia and the Great Southern region has invested heavily in trails.
13. This is evident through new trails market research, the development of several new regional and state level strategies, and a large number of trail construction projects completed or in planning. These include:
 - Establishment of Outdoors Great Southern;
 - Development of the Great Southern Regional Trails Master Plan;
 - A regional approach to marketing trails;
 - Significant investment into Trails in the Great Southern (\$15.2M from the WA Recovery Fund);
 - Increased investment into trails in the South West;
 - The growth of Trails WA as an organisation and trail database service;
 - The development of the Trail Towns project by Trails WA and State Government; and
 - The development of several key strategic documents for trails in WA.

Market Research

14. Market research has shown that for recreational trails;
 - Bushwalking/hiking tourism offers the greatest opportunity for volume (i.e. the potential to increase the total number of destination trail users);
 - Cycle tourism offers the greatest value (i.e. the potential to grow total visitor spend), with mountain biking providing the highest return on investment;
 - The horse-riding market is small, locally-based and low-yield; and
 - Aquatic trails provide potential for small, niche markets in unique locations if they are supported by commercial tourism product.

Project Constraints

15. The Vision and Action Plan provided in the Strategy was extensive and aspirational. The review found several constraints faced by the City in the delivery of the strategy including:
- Specific trail alignments, land tenure or access availability were not considered in the recommendations. It was suggested that each project required detailed studies prior to any construction. This has resulted in a lot of further planning required for each specific project;
 - Challenges in obtaining approvals has restricted the progress towards the development of the priority projects; and
 - Sourcing funding for planning and construction is an issue state-wide with no dedicated funding programs for trails.

Priority projects update

16. Significant progress has been made to several priority projects as detailed in the following table:

Priority Project	Update
Albany Heritage Park (Mount Adelaide and Mount Clarence)	<ul style="list-style-type: none"> • Albany Heritage Park Trail Network Concept Plan completed. • Detailed design completed. • City waiting for final environmental approvals. • Mountain Bike Pilot Project (the Pilot Trail) completed.
Vancouver Peninsula	<ul style="list-style-type: none"> • Trailhead signage installed (needs updating to new signage suite). • Uredale Point Concept Plan being developed. • Aquatic Trails have not progressed as City of Albany does not manage the water.
City Centre	<ul style="list-style-type: none"> • Realignment of the Bibbulmun Track and Munda-Biddi Trail completed. • Southern Terminus in the Town Square completed.
Mount Melville	<ul style="list-style-type: none"> • Minimal progress on trail development. • Trailhead signage installed.
Sand Patch	<ul style="list-style-type: none"> • Robinson Precinct and Stidwell Bridle Trail study completed and implementation ongoing. • Friends of the Stidwell Bridle Trail group established to support implementation. • Munda-Biddi trail re-alignment off Lower Denmark Road along Wind Farm access road completed.
Kalgan River	<ul style="list-style-type: none"> • Minimal progress to report. • Some minor maintenance work completed in 2022.
Poikeclerup	<ul style="list-style-type: none"> • Concept Plan completed.
Torndirrup	<ul style="list-style-type: none"> • Trails managed by DBCA. • Significant work completed or in progress on trail upgrades and supporting infrastructure through the WA Recovery Program. This includes major upgrade to Bald Head Trail and carpark, Stony Hill Trail and carpark and The Gap.
Mount Martin and Gull Rock National Park	<ul style="list-style-type: none"> • Minimal progress and not under management of the City of Albany.

	<ul style="list-style-type: none"> Trails managed by DBCA who have focused on trails which received WA Recovery Program funding.
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Updated Action Plan

17. The Trails Hub Strategy Review provides City officers with an updated action plan for the remaining 18-month life of the strategy.
18. The updated action plan will simplify the implementation of the strategy, focusing on specific projects and consolidate the work currently being undertaken by the City. A summary of the key actions includes:
 - Audit of existing trails and continual management, maintenance and upgrades where required.
 - Implementing consistent signage across trails projects.
 - Promoting trails through Trails WA and collaboratively with the Great Southern Region.
 - Supporting the World Trails Conference in Albany in 2026. Investigate the Trail Towns program and Trail Friendly Business Program.

GOVERNMENT & PUBLIC CONSULTATION

19. The Trails Hub Strategy adopted in 2015 was informed by engagement and consultation with government agencies, key community groups, the Noongar community, and broader community.
20. In undertaking the review, Outdoors Great Southern and the Recreation Services team has engaged internally with City of Albany teams including Recreation Services, Natural Reserves, Major Projects, and Corporate and Commercial Services.
21. The draft review was endorsed by the City of Albany internal Recreation and Trail Project Control Group.

STATUTORY IMPLICATIONS

22. Nil.

POLICY IMPLICATIONS

23. The Trails Hub Strategy review has been informed by master planning for the Mounts. Projects stemming from the Mounts Master Planning process are included in the Trails Hub Strategy Actions 2023-2025.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation, Reputation & Financial Risk: Failure to improve the trails across the City through the development of new trails and the management and maintenance of existing trails.	Possible	Moderate	Medium	Ensure strong governance and oversight by the Recreation and Trail Project Control Group.
Reputation Risk: Unable to deliver all projects set out in the action plan.	Possible	Minor	Medium	Ensure strong governance and oversight by the Recreation and Trail Project Control Group.

FINANCIAL IMPLICATIONS

25. The actions identified in the updated action plan can be actioned within existing operational budgets.

LEGAL IMPLICATIONS

26. Nil.

ENVIRONMENTAL CONSIDERATIONS

27. Any environmental considerations will be identified and managed as part of individual projects.

ALTERNATE OPTIONS

28. Council may choose not to support the Trails Hub Strategy Review and the associated actions within the report.
29. Council may choose to change the actions and priorities based on its own strategic priorities.

CONCLUSION

30. While many constraints have presented, it is evident that a lot of work and resources have been invested into the implementation of the Trails Hub Strategy.
31. Further significant outcomes will be achieved as master planning for the Albany Heritage Park is realised and Poikeclerup Reserve is developed.
32. The trail industry and the context in which the industry is operating has changed significantly since the development of the Strategy in 2015.
33. It is therefore timely that the action plan is revised to focus resourcing to what can be achieved in the final term of the Strategy.
34. With Council support, officers are committed to working and overseeing the implementation of the updated action plan to improve the trail experience for the community and visitors to Albany.

Consulted References	:	City of Albany Trails Hub Strategy (2015 – 2025) Great Southern Regional Trails Masterplan
File Number	:	RC.MEE.11
Previous Reference	:	CS021 (OCM 28/07/2015)

CCS627: GREAT SOUTHERN 2050 CYCLE STRATEGY

Proponent / Owner	: Department of Transport
Attachments	: Great Southern 2050 Cycle Strategy
Report Prepared By	: Recreation Services Business Coordinator (S Barras) Manager Recreation Services (M Green)
Authorising Officer:	: Executive Director Community Services (Nathan 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:** Proactive, visionary leaders who are aligned with community needs and values

In Brief:

- To seek Council endorsement of the principles of the Department of Transport's Great Southern 2050 Cycling Strategy and next steps.

RECOMMENDATION

CCS627: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS627: AUTHORISING OFFICER RECOMMENDATION

THAT:

1. Council ENDORSE the principles of the Great Southern 2050 Cycling Strategy; and
2. NOTE the proposed action plan for future budget and planning consideration.

BACKGROUND

2. The Western Australia Bike Network (WABN) Plan 2014-2031 includes a key action to develop long term cycle strategies for Perth and Regional WA.
3. The Department of Transport (DoT) identified the need for 12 long-term cycling strategies across WA, including 11 Regional 2050 Cycling Strategies.
4. These strategies create a shared long-term vision for cycling in the regions and guide delivery of safe and interconnected bicycle networks, along with associated facilities and travel behaviour change initiatives.
5. Each strategy is developed in consultation with local government and is informed by multiple phases of stakeholder and community consultation.
6. Positioned as aspirational strategies to 2050, each strategy highlights opportunities to encourage bike riding for transport, recreation and tourism across the region and proposes networks for regional centres and their surrounding areas.
7. As aspirational plans, it is recognised that regional local governments with constrained funding may not have the capacity to deliver the complete final networks.

8. Beyond guiding available Regional Bicycle Network (RBN) funding, these strategies are also demonstrably effective in driving additional investment by opening additional funding sources and enabling local governments to build more of the network and deliver more local travel behaviour change initiatives.
9. Development of these strategies is wholly funded by DoT but undertaken in consultation with relevant local governments.
10. Six regional strategies have been completed, with the remaining strategies due for completion in 2023-24.

DISCUSSION

11. Development of the Great Southern 2050 Cycling Strategy began in mid-2022, with the City of Albany and the other shires of the Great Southern region working in partnership with DoT. DoT procured Outdoors Great Southern as the delivery contractor to assist on the project.
12. The final strategy includes five central themes for cycling across the region, with key opportunities identified for each that highlight the potential for bike riding in and around the Great Southern region.
13. Case studies are used to illustrate where similar outcomes have been achieved elsewhere. The themes include:
 - Connecting people to where they live, work, learn and play;
 - Improving safety for bike riders on roads;
 - Encouraging cycling for people of all ages, abilities and backgrounds;
 - Improving planning for cycling; and
 - Developing cycle tourism experiences.
14. The document is a shared aspirational vision for cycling across the region, with the action plan providing a guide for delivery, not an enforced set of actions.
15. This long-term planning approach has now been endorsed by 32 metro LGAs and all LGAs with published regional strategies (including those in Warren-Blackwood, Leeuwin-Naturaliste, Bunbury-Wellington, Esperance, Geraldton and Pilbara).
16. This endorsement has been given on the basis that DoT will continue to work with LGAs over time to maintain and where necessary modify the strategy.

The City of Albany Action Plan

17. The City of Albany Action Plan identifies the local strategic priorities for bike riding in Albany.
18. The actions are broadly categorised as short-term (to commence within 1–3 years); medium-term (to commence within 4–5 years); and long-term (to commence in 5+ years). Importantly the actions are dependent on organisational and funding capacity.
19. DoT have committed to reviewing the Action Plan every five years.
20. DoT seek endorsement of this strategy to demonstrate region-wide collaboration on a shared vision, which will assist in leveraging and prioritising future funding.
21. Once a long-term strategy is in place, all current WA Bike Network (WABN) grants, and its future iteration, will be linked to them.
22. Endorsement of the Great Southern Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Great Southern Cycling Strategy within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route or initiative within the Strategy.
23. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Great Southern 2050 Cycling Strategy over the longer term.

GOVERNMENT & PUBLIC CONSULTATION

24. Government and public consultation was completed by Outdoors Great Southern as the delivery contractor procured by DoT.
25. Stakeholder input was sought and received from government and non-government organisations, including:
 - Department of Local Government, Sport and Cultural Industries (DLGSC);
 - Department of Planning, Lands and Heritage (DPLH), Biodiversity, Conservation and Attractions (DBCA);
 - Main Roads Western Australia (MRWA);
 - Department of Water and Environmental Regulation (DWER);
 - Tourism WA;
 - WA Local Government Association (WALGA);
 - Great Southern Development Commission; and
 - WestCycle.
26. Meetings were also held with the Outdoors Great Southern, Noongar Advisory Group.
27. Details of stakeholder consultation can be found in Section 1.4.6 of the Strategy.
28. Outdoors Great Southern visited all key centres across the region to undertake initial scoping in mid to late 2022.
29. A comprehensive review of relevant government and non-government policies and strategies was undertaken, alongside reviews of existing cycling networks, data analysis, and stakeholder meetings to discuss and identify opportunities for cycling across the region.
30. Outputs from the scoping work culminated in the production of information sheets and preliminary 2050 network maps for the project, which were used in community consultation.
31. Information on the project was provided via the online My Say Transport engagement platform and in hard copy at drop-in sessions and shire administration centres.
32. Feedback was gathered via direct comments, a survey, and interactive maps. Over 600 visits (including information downloaded) were made to the My Say Transport project page, with 140 people engaged online and completing the survey between late October and early December 2022.
33. In addition, approximately 60 people attended a 'Community Bike Chat' as part of the 'Green Fair on the Square' in Albany in October 2022. See Appendix C of the Strategy for details.

STATUTORY IMPLICATIONS

34. There is no direct statutory requirement relating to this report.

POLICY IMPLICATIONS

35. There are no direct policy implications associated with this report.
36. The Strategy references the City of Albany's policies related to infrastructure development and land use planning, ensuring alignment with established guidelines.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational <i>Risk: If all local projects are not included in the Strategy, projects may not be eligible for State funding resulting in project delivery delays.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Ensure ongoing stakeholder engagement and planning with Department of Transport.</i>
Reputation <i>Risk: The City is unable to deliver projects set out in the action plan.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Include listed projects in the Long-Term Financial Plan for Council's consideration.</i>
Opportunity: <i>Including Albany projects in the Great Southern 2050 Cycle Strategy will increase the likelihood of being successful in receiving external funding, specifically from the Department of Transport.</i>				

FINANCIAL IMPLICATIONS

38. The Great Southern 2050 Cycling Strategy was funded by DoT.
39. The action plan was developed in consultation with City officers across several departments. These actions are already identified in the CoA future path plan and prioritised in the Long-Term Financial Plan.
40. Five-year action plans guide funding through DoT's current Regional Bike Network (RBN) Grants Program (noting that the program has been suspended for 2024-25 financial year, with a future funding program to be determined) or other future iterations of the fund.
41. Endorsement of the Strategy does not commit Council to deliver or fund all, or any part, of the routes or initiatives identified within the Strategy.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

43. There are no direct environmental considerations related to this report.

ALTERNATE OPTIONS

44. Council may choose to accept or reject the Great Southern 2050 Cycling Strategy and its associated actions, however this may have implications for funding for projects identified in the Strategy.

CONCLUSION

45. DoT seek endorsement of this strategy to demonstrate region-wide collaboration on a shared vision, which will assist in leveraging and prioritising future funding.
46. Endorsement of the Great Southern Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Great Southern Cycling Strategy within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route or initiative within the Strategy.
47. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Great Southern 2050 Cycling Strategy over the longer term.

Consulted References	:	<i>City of Albany Cycle City Strategy (2014-2019)</i>
File Number	:	<i>TT.MEE.4</i>
Previous Reference	:	<i>CS007 (OCM/26/08/2014)</i>

CCS628: DEBTORS WRITE OFF

Proponent / Owner : City of Albany
Report Prepared By : Manager Finance (S van Nierop)
Authorising Officer: : Executive Director Corporate & Commercial Services (M Gilfellon)

CONFIDENTIAL REPORT

This report is confidential in accordance with section 5.23(2)(c) and (e, iii) of the Local Government Act 1995, being: (e) a matter that if disclosed, would reveal - (iii) information about the business, professional, commercial or financial affairs of a person.

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.
 - **Outcomes:** Strong workplace culture and performance.

In Brief:

- Periodically, City officers review aged debtors of the City and recommend writing off debts with little or no chance of recovery.

RECOMMENDATION

CCS622: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS622: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS628: AUTHORISING OFFICER RECOMMENDATION 1

THAT Council APPROVE the write off of the detailed debt as recommended in the confidential agenda item, under section 6.12(1) of the Local Government Act 1995.

CCS628: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council APPROVE the budget reallocation to fund the write off of the detailed debt as recommended in the confidential agenda item, under section 6.12(1) of the Local Government Act 1995.

UNCONFIRMED MINUTES

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

12. **MEETING CLOSED TO THE PUBLIC**

CCS628: DEBTORS WRITE OFF – **CONFIDENTIAL ITEM**

13. **CLOSURE**

There being no further business the Chair declared the meeting closed at **7.35pm.**

(Unconfirmed Minutes)

Councillor Thomas Brough
CHAIR

UNCONFIRMED MINUTES