



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

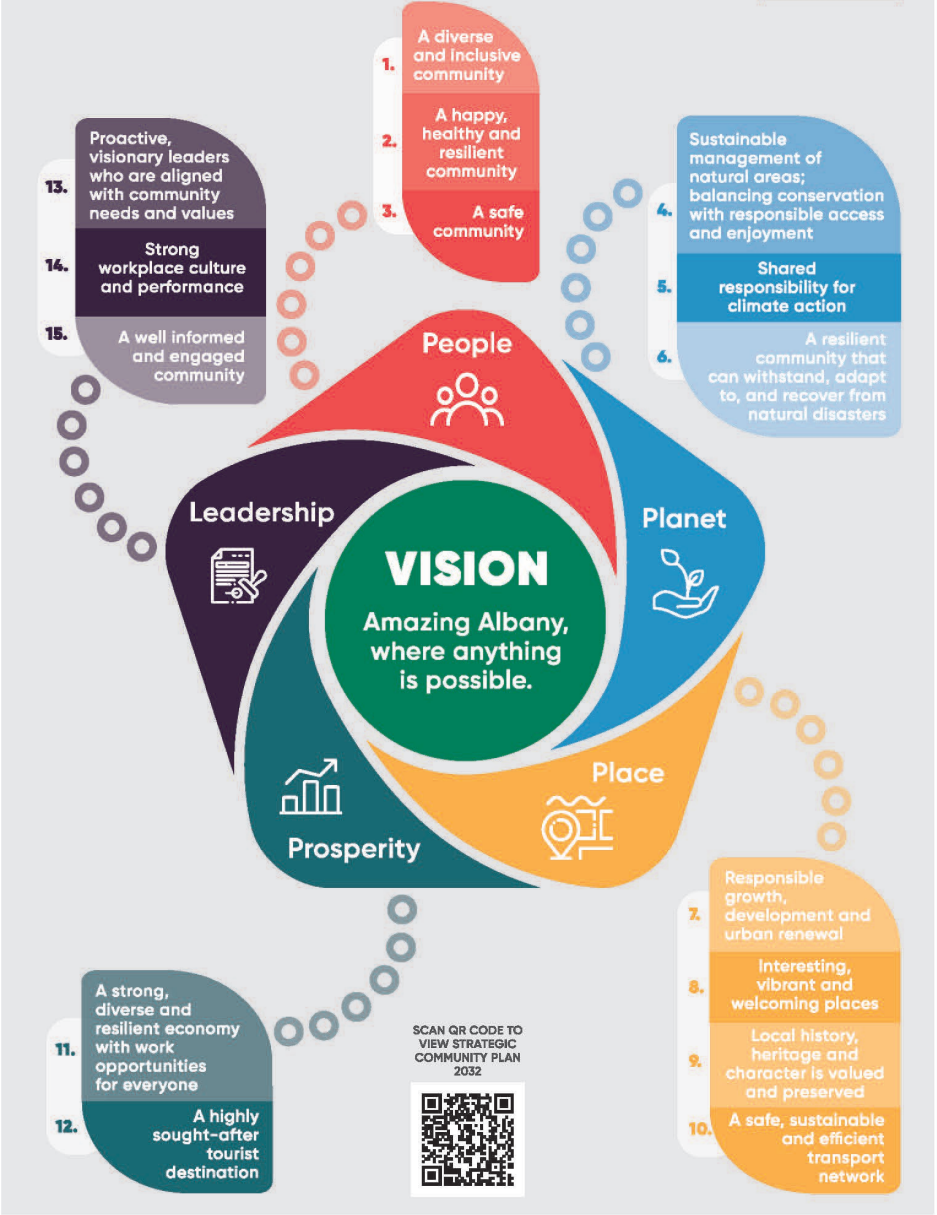
Tuesday 9 May 2023

6.00pm

Council Chambers



STRATEGIC COMMUNITY PLAN 2032



Community & Corporate Services Committee
Terms of Reference

Functions: The Committee is responsible for the following functions:

The Community and Corporate Services Committee is responsible for the following functions:

- **Community Services** – delivery of the outcomes defined in the Strategic Community Plan 2032 under the **People Pillar** and the **Leadership Pillar**:
 - Diverse and inclusive community;
 - Happy, healthy and resilient community; and
 - A well-informed and engaged community.
- **Corporate Services** – delivery of the outcomes defined in the Strategic Community Plan 2032 under the **Leadership Pillar** and **Prosperity Pillar**:
 - A safe community;
 - A resilient community that can withstand, adapt to and recover from natural disasters;
 - A strong diverse and resilient economy with work opportunities for everyone;
 - A highly sought after tourist destination;
 - Proactive, visionary leaders who are aligned with community needs and values; and
 - Strong workplace culture and performance.
- Monitoring and commenting on the financial health and strategies of the City.
- Service Complaint Internal Review.

It will achieve this by:

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

Membership:	Open to all elected members
Meeting Schedule:	Monthly
Meeting Location:	Council Chambers
Directorates:	Corporate & Community Services
Executive Officer(s):	Executive Director Corporate & Commercial Services, Executive Director Community Services
Delegated Authority:	None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 09/05/2023

TABLE OF CONTENTS

	Details	Pg#
1.	DECLARATION OF OPENING	5
2.	PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS	5
3.	RECORD OF APOLOGIES AND LEAVE OF ABSENCE	5
4.	DISCLOSURES OF INTEREST	6
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
6.	PUBLIC QUESTION TIME	6
7.	PETITIONS AND DEPUTATIONS	6
8.	CONFIRMATION OF MINUTES	6
9.	PRESENTATIONS	6
10.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	6
REPORTS		
CCS525	FINANCIAL ACTIVITY STATEMENT – MARCH 2023	7
CCS526	LIST OF ACCOUNTS FOR PAYMENT – APRIL 2023	10
CCS527	DELEGATED AUTHORITY REPORTS – 16 MARCH 2023 to 15 APRIL 2023	12
CCS528	NATIONAL ANZAC CENTRE – Q3 2022-23 REPORT	13
CCS529	COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT	17
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	20
12.	MEETING CLOSED TO PUBLIC	20
13.	CLOSURE	20

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 09/05/2023

1. **DECLARATION OF OPENING**

2. **PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

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

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

We would also like to pay respect to Elders past, present and emerging”.

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

Mayor

D Wellington

Councillors:

Breaksea Ward

A Cruse

Breaksea Ward

P Terry (Chair)

Frederickstown Ward

G Stocks

Frederickstown Ward

M Traill

Kalgan Ward

T Brough

Kalgan Ward

M Benson-Lidholm JP

Vancouver Ward

J Shanhun

Vancouver Ward

D Baesjou

West Ward

S Smith (Deputy Chair)

West Ward

S Grimmer

Yakamia Ward

R Sutton

Yakamia Ward

C Thomson

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Community Services

N Watson

Meeting Secretary

H Bell

Apologies:

COMMUNITY AND CORPORATE SERVICES COMMITTEE
AGENDA – 09/05/2023

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

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

DRAFT MOTION

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 11 April 2023, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.

CCS525: FINANCIAL ACTIVITY STATEMENT – MARCH 2023

Proponent / Owner	: City of Albany
Attachments	: Financial Activity Statement – March 2023
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 on a monthly basis a statement of financial activity that is presented to Council.
- The City of Albany's Statement of Financial Activity for the period ending 31 March 2023 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 financial activity statement for the period ended 31 March 2023 is preliminary and has not yet been audited.

RECOMMENDATION

CCS525: AUTHORISING OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 31 March 2023 be RECEIVED.

DISCUSSION

2. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
3. In order to fulfil statutory reporting obligations, the Financial Activity Statement prepared provides a snapshot of the City's year to date financial performance. The report provides:
 - (a) Statement of Financial Activity by Nature or Type;
 - (b) Explanation of material variances to year to date budget;
 - (c) Net Current Funding Position;
 - (d) Investment Portfolio Snapshot;
 - (e) Receivables; and
 - (f) Capital Acquisitions.
4. 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 CCS457, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2022/2023.

5. The Statement of Financial Activity may be subject to year-end adjustments and has not been audited by the appointed auditor.
6. 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

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
 - 34(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
 - 34(2) Each statement of financial activity is to be accompanied by documents containing:
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
 - 34(3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
 - 34(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
 - 34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

8. The City's 2022/23 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 2023 has been incurred in accordance with the 2022/23 proposed budget parameters.
11. Details of any budget variation in excess of \$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 (Name of Ward)	:	FM.FIR.7 - All Wards

CCS526: LIST OF ACCOUNTS FOR PAYMENT – APRIL 2023

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

CCS526: 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 2023 totalling \$10,084,811.17 be RECEIVED.

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 15 April 2023. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$0.00
Credit Cards	\$25,416.09
Payroll	\$1,746,685.27
Cheques	\$0.00
Electronic Funds Transfer	\$8,312,709.81
TOTAL	\$10,084,811.17

- The table below summaries the total outstanding creditors as at 15 April 2023.

Current	-\$935.00
30 Days	\$6,951.26
60 Days	\$8,225.27
90 Days	-\$16,189.45
TOTAL	-\$1,947.92
Cancelled Cheques	Nil

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.

POLICY IMPLICATIONS

8. Expenditure for the period to 15 April 2023 has been incurred in accordance with the 2022/2023 budget parameters.

FINANCIAL IMPLICATIONS

9. Expenditure for the period to 15 April 2023 has been incurred in accordance with the 2022/2023 budget parameters.

LEGAL IMPLICATIONS

10. Nil

ENVIRONMENTAL CONSIDERATIONS

11. Nil

ALTERNATE OPTIONS

12. Nil

CONCLUSION

13. That the list of accounts have been authorised for payment under delegated authority.
14. 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 (Name of Ward)	:	FM.FIR.2 – All Wards

CCS527: DELEGATED AUTHORITY REPORTS – 16 MARCH 2023 to 15 APRIL 2023

Proponent / Owner	: City of Albany
Attachments	: Executed Document and Common Seal Report
Report Prepared By	: PA to the ED Corporate & Commercial Services (H Bell)
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

CCS527: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 March 2023 to 15 April 2023 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)

CCS528: NATIONAL ANZAC CENTRE – Q3 2022-23 REPORT

Proponent / Owner	: City of Albany
Attachments	: National Anzac Centre (NAC) – Quarter 3 (Q3) 2022/23 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.
 - **Outcomes:** A highly sought-after tourist destination.
 - **Objectives:** Create a competitive and sustainable tourism offer.

In Brief:

- To provide Council with update on Q3 2022/23 performance of the NAC.

RECOMMENDATION

CCS528: AUTHORISING OFFICER RECOMMENDATION

THAT the NAC Operational Report for Q3 2022/23 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 May 2023.
7. Council has budgeted a subsidy of \$250,000 annually 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. Q3 2022/23 achieved overall total visitation numbers of 507,896 visitors to the NAC since opening in November 2014. This equates to an average annual visitation of 60,344 visitors per year.
10. NAC Visitation of 15,587 for Q3 is an increase of 2,275 compared with the same period in 2021/22 which recorded 13,312.
11. February NAC visitation numbers of 3,588 were the highest performing February figures for the past 3 years.
12. March NAC visitation numbers of 5,741 were the highest performing March figures for the past 3 years.
13. The visitation in Q3 2022/23 from the Great Southern Region totalled 568 people, equating to 6.5% of Western Australia's overall visitation of 8,725 (slight decrease from previous quarter being 7.1%).
14. The total visitation in Q3 2022/23 originated from Western Australia (64%), interstate (36%) and international (9.2%).
15. Visitors from other States and Territories consisted of 34% from NSW, 27% from VIC, 24% from QLD, 10% from SA, followed by TAS, ACT and NT all on 1-3%.
16. Interstate visitation of 4,945 (31.7% of overall visitation) aligns to percentages from several previous years (pre-covid) of interstate visitation.
17. Revenue generated in Q3 2022/23 by the NAC was \$25,927 more compared to the previous Q3 quarter in 2021/22.
18. The Forts Store revenue of \$131,921 was \$26,915 higher than same period 2021/22 and \$27,767 higher compared to the same Q1 period in 2020/21.
19. As at the end of Q3 2022/23, 8,495 households hold memberships to the NAC League of Local Legends program, an increase of 583 from the previous quarter.
20. This continuing increase in memberships is attributed to the ongoing free-entry membership benefit for residents from the Great Southern region.

GOVERNMENT & PUBLIC CONSULTATION

21. Not Applicable.

STATUTORY IMPLICATIONS

22. Not Applicable.

POLICY IMPLICATIONS

23. Not Applicable.

RISK IDENTIFICATION & MITIGATION

24. Nil.

RISK IDENTIFICATION & MITIGATION

25. Nil.

FINANCIAL IMPLICATIONS

26. Refer to the financial summary below for the National Anzac Centre full year budget and YTD position as at March 31, 2023.
27. Full year operating expenditure budget includes:

- a. \$199,000 of costs from accounts that are “shared” across the AHP. A total of \$774,000 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 \$774,000 across the four areas. Significant shared expenses attributed to the NAC include shared employee costs (\$77,000 of the \$199,000), marketing, ground maintenance, internal service delivery, security, electricity, and insurance.

National ANZAC Centre	FY2022/23 Budget	YTD Budget	YTD Actual	YTD Variance
Operating Income	\$850,000	\$649,036	\$702,005	\$52,969
Operating Expenditure	\$(556,691)	\$(395,287)	\$(365,742)	\$29,545
Net Operating Income/(Expense) before Indirect Costs	\$293,309	\$253,749	\$336,263	\$82,514
Indirect Expenses	\$(225,076)	\$(165,211)	\$(147,296)	\$17,915
Net Operating Income/(Expense)	\$68,233	\$88,539	\$188,967	\$100,429
Capital Expense	\$(373,835)	\$(280,260)	\$118,471	\$161,789
Total	\$(305,602)	\$(191,722)	\$70,496	\$262,218

28. The \$373,835 capital expense amount above is the balance of an initial reserve drawdown in 2020-2021 for the NAC refresh. Further works did not progress in 2021-2022 and the amount has been carried-forward to the 2022-2023 Budget to progress.

LEGAL IMPLICATIONS

29. Nil.

ENVIRONMENTAL CONSIDERATIONS

30. Nil.

ALTERNATE OPTIONS

31. The Committee can request further development and refinement of the quarterly reporting tool including both content and frequency of reporting.

CONCLUSION

32. Overall, Q3 2022/23 has shown steady visitation to the NAC, and is showing some patterns in line with pre-covid years. Q3 has continued to demonstrate a return to steady interstate visitation.
33. The NAC has continued to see a slow return of international visitors in Q3. Although only 1,444 visitors, this represents 9.2% of visitation for the quarter and is an improvement on the 2.3% in the previous quarter.
34. Great Southern visitation to the NAC was 6.5% of overall WA visitation during the Jan – March period in Q3 2022/23.
35. This is 0.6% lower than the previous quarter (Q2 of 2022/23) but remains significantly higher than the average 1% of overall WA visitation prior to the League of Local Legends free-entry membership benefit.
36. Interest in the Princess Royal Fortress and exhibitions continues with 1,203 people taking part in 122 Princess Royal Fortress Tours.
37. Overall Q3 generated higher figures compared to Q3 in 2021/22 in the NAC and in the Fort Store sales, which could be attributed to an increase of interstate and international visitation and the return of Cruise ship visitation.

- 38. NAC revenue of \$265,007 for Q3 2022/23 was an increase of \$25,927 compared to 2021/22.
- 39. Fort Store revenue of \$131,921 for Q3 2022/23 was an increase of \$26,915 compared to 2021/22.

Consulted References	:	Nil.
File Number (Name of Ward)	:	RC.SPV.8 (All Wards)
Previous Reference	:	OCM Feb 2023 Resolution CCS508

CCS529: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2022-2023 Progress Report (March 2023)
Report Prepared By	: Community Development Coordinator (T Flett) Communications Coordinator (L Condon)
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 or Corporate Business Plan informing plans or strategies:
 - **Pillar/Priority:** Leadership
 - **Outcome:** A well informed and engaged community.

In Brief:

- Note the City of Albany Communications & Engagement Strategy March progress report.

RECOMMENDATION

CCS529: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report for the period December 2022 to March 2023 (Q2) and its endorsement by the Communications & Engagement Advisory Group be NOTED.

BACKGROUND

2. Council adopted the Communications & Engagement Strategy at the May 2019 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. The Strategy is underpinned by an Action Plan.
3. The Strategy implementation and annual action plan is overseen by a Communications and Engagement Advisory Group comprising community representatives, Elected Members and City officers. The Advisory Group is scheduled to meet quarterly to review and endorse the progress report.

DISCUSSION

Progress Report

4. The Advisory Group previously met and endorsed the 2021-2022 progress report ending November 2022 on 30 November 2022 (Q1), and this was tabled and noted at the OCM of 28 February 2023.
5. The Advisory Group endorsed the 2022-2023 progress report for the period December 2022 - March 2023 (Q2) at its meeting on 30 March 2023.
6. The Advisory Group noted new updates to the progress report and City engagement projects, including the Bicentenary, Maritime Festival, Princess Royal Harbour CHRMAP and Local Planning Scheme Number 2.
7. The City's Community Development Coordinator and Communications Coordinator facilitated a workshop with the Advisory Group that focused on a review of the Communications and Engagement Strategy.
8. This included an overview and discussion in relation to the relevant consultation themes that were derived from past consultation with community through the Strategic Community

Plan, Youth Plan, Disability Access and Inclusion Plan, and Seniors Plan. These themes remain relevant to the Communications and Engagement Strategy review and will assist to form the framework for the outcomes.

9. A desktop review of the current strategy was undertaken that outlined the key structural changes, revised outcomes and updates to key findings through the consultation.
10. An overview of the intended direction for the Communications and Engagement Strategy was discussed that gave the opportunity for the group to contribute ideas that could be incorporated into the revision. This was also an opportunity to discuss what needs to be in the strategy and what is valuable to the group and community.
11. The value of the Action Plan was discussed with the group including ways to improve the reporting to have a more strategic focus.
12. This current report includes 65 actions, 45 which have been completed, 16 remain ongoing or underway, and 4 are on hold.

GOVERNMENT & PUBLIC CONSULTATION

13. Extensive community consultation was undertaken during the development of the Communications & Engagement Strategy and at the time achieved the highest reach of any engagement project undertaken by the City.
14. The progress report has been reviewed and supported by the Advisory Group, which includes members representing community.

STATUTORY IMPLICATIONS

15. Nil

POLICY IMPLICATIONS

16. This item aligns with the Council's adopted policy position: Community Engagement Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputational: Community engagement expectations are not met due to budget, viability, funding agreements, safety, or legislative constraints.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.</i>
<i>Reputational: Communications or engagement activity is ad-hoc, untimely, inaccurate, or untargeted.</i>	<i>Unlikely</i>	<i>Major</i>	<i>Low</i>	<i>Follow best practice engagement framework and provide timely, informative, and accurate communications to the community through effective channels as outlined in the Communications & Engagement Strategy.</i>
<i>Operational: Some aspirations of the Strategy may not be fully realised due to budget funding, or resource constraints.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Prioritise budget allocation where necessary and explore all options to achieve objectives.</i>

FINANCIAL IMPLICATIONS

18. Nil.

LEGAL IMPLICATIONS

19. Nil.

ENVIRONMENTAL CONSIDERATIONS

20. Nil.

ALTERNATE OPTIONS

21. Council may request a more comprehensive review of the Communications and Engagement Strategy using an external consultant. Additional budget would be required to support this option.

CONCLUSION

22. The Communications & Engagement Strategy is overseen by an Advisory Group comprising the community, Elected Members and City staff representatives.

23. Community representation on the Advisory Group ensures that community needs, and priorities remain central to the implementation of the Communications and Engagement Strategy.

24. Regular progress reports of achievements against the Strategy is endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for the period December 2022 to March 2023 (Q2) is submitted to Council for noting.

Consulted References	:	City of Albany Communication and Engagement Strategy 2019 Council Policy – Community Engagement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 28 February 2023, Resolution CCS509

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

12. MEETING CLOSED TO THE PUBLIC

13. CLOSURE