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# MINUTES

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## **CORPORATE SERVICES AND FINANCE COMMITTEE MEETING**

**9 September 2014**

5.30pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

## TERMS OF REFERENCE

**(1) Function:**

The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:

- (a) To establish and maintain sound governance structures;
- (b) To provide strong, accountable leadership supported by a skilled and professional workforce;
- (c) To engage effectively with our community.

**(2) It will achieve this by:**

- (a) Monitoring and commenting on the financial health and strategies of Council;
- (b) Developing policies and strategies;
- (c) Establishing ways to measure progress;
- (d) Receiving progress reports;
- (e) Considering officer advice;
- (f) Debating topical issues;
- (g) Providing advice on effective ways to engage and report progress to the Community; and
- (h) Making recommendations to Council.

- (3) Chairperson:** Deputy Mayor, Councillor Stocks
- (4) Membership:** All elected members
- (5) Meeting Schedule:** As required
- (6) Meeting Location:** Council Chambers
- (7) Executive Officer:** Deputy Chief Executive Officer
- (8) Delegated Authority:** None

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**1. DECLARATION OF OPENING**

The Chair declared the meeting open at [5:30:08 PM](#)

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

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

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

*We would also like to pay respect to Elders both past and present”.*

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

**Mayor** Mayor D Wellington (Member)

**Councillors:**

Member	G Stocks (Chair)
Member	V Calleja JP (Deputy Chair)
Member	R Hammond
Member	A Hortin JP
Member	S Bowles
Member	N Williams
Member	A Goode JP
Member	G Gregson
Member	B Hollingworth

**Staff:**

Deputy CEO	G Adams
Manager Finance	D Olde

Minutes	J Stanton
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**Apologies:**

Member	C Dowling
Member	R Sutton
Member	J Price
Chief Executive Officer	G Foster

4. **DISCLOSURES OF INTEREST Nil**
5. **REPORTS OF MEMBERS Nil**
6. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil**
7. **PUBLIC QUESTION TIME Nil**
8. **APPLICATIONS FOR LEAVE OF ABSENCE Nil**
9. **PETITIONS AND DEPUTATIONS Nil**
10. **CONFIRMATION OF MINUTES**

**RESOLUTION**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR CALLEJA**

**THAT the minutes of the Corporate Services and Finance Meeting held on 13 August 2014, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 10-0**

11. **PRESENTATIONS Nil**
12. **UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil**

**CSF113: FINANCIAL ACTIVITY STATEMENT – JULY 2014**

**Proponent** : City of Albany  
**Attachments** : Financial Activity Statement  
**Report Prepared by** : Financial Accountant (S Beech)  
**Responsible Officer** : Deputy Chief Executive Officer (G Adams)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CSF113: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GREGSON**  
**SECONDED: COUNCILLOR CALLEJA**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 31 July 2014.**

**CARRIED 10-0**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 31 July 2014 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

**DISCUSSION**

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$50,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

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

## STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- (1) A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
    - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
    - (b) budget estimates to the end of the month to which the statement relates;
    - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
    - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
    - (e) the net current assets at the end of the month to which the statement relates.
  - (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;
    - (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.
  - (3) The information in a statement of financial activity may be shown –
    - (a) according to nature and type classification;
    - (b) by program; or
    - (c) by business unit
  - (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.

## POLICY IMPLICATIONS

8. The City's 2014/15 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 July 2014 has been incurred in accordance with the 2014/15 proposed budget parameters. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

<b>File Number (Name of Ward)</b>	:	FM.FIR.2 - All Wards
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**CSF114: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2014**

**Proponent** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared by** : Financial Accountant (S Beech)  
**Responsible Officer** : Executive Director Corporate Services (G Adams)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CSF114: COMMITTEE RECOMMENDATION**

**MOVED: MAYOR WELLINGTON**  
**SECONDED: COUNCILLOR HORTIN**

**THAT Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 August 2014 totalling \$6,603,072.58.**

**CARRIED 10-0**

**BACKGROUND**

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

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 August 2014.

**Municipal Fund**

Trust	\$0.00
Credit Cards	\$11,415.62
Payroll	\$1,097,714.97
Cheques	\$195,302.86
Electronic Funds Transfer	\$5,298,639.13
<b>TOTAL</b>	<b><u>\$6,603,072.58</u></b>

3. As at 15 August 2014, the total outstanding creditors, stands at \$638,251.38 and made up as follows:-

Current	\$466,162.06
30 Days	\$804,348.58
60 Days	\$1,650.00
90 Days	-\$108.05
<b>TOTAL</b>	<b>\$1,272,052.59</b>

4. Cancelled cheques: - 30078 – Paid by EFT93226, 30072 – incorrect amount paid by corporate credit card, 29988 – already paid by corporate credit card, 30015 – incorrect name on cheque.

#### **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 August 2014 has been incurred in accordance with the 2014/2015 budget parameters.

#### **FINANCIAL IMPLICATIONS**

9. Expenditure for the period to 15 August 2014 has been incurred in accordance with the 2014/2015 budget parameters.

#### **SUMMARY CONCLUSION**

10. That list of accounts have been authorised for payment under delegated authority.

<b>File Number (Name of Ward)</b>	:	FM.FIR.2 - All Wards
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**CSF115: DELEGATED AUTHORITY REPORTS – AUGUST 2014**

**Proponent** : City of Albany  
**Attachments** : Executed Document and Common Seal Report  
**Report Prepared by** : Personal Assistant to Deputy CEO (J Stanton)  
**Responsible Officer** : Chief Executive Officer (G Foster)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CSF115: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA**  
**SECONDED: MAYOR WELLINGTON**

**THAT Council RECEIVE the Delegated Authority Reports up until 15 August 2014.**

**CARRIED 10-0**

**CSF116: GENERAL DEBTOR DEBTS WRITE OFF REPORT AS AT 30 JUNE 2014**

**Proponent** : City of Albany  
**Attachments** : General Debtor Debts Write Off Report as at 30 June 2014  
(Confidential Attachment)  
**Report Prepared by** : Manager Finance (D Olde)  
**Responsible Officer** : Deputy CEO (G Adams)

**Responsible Officer's Signature:**



**CONFIDENTIAL REPORT**

*Attachment covered under Confidential Cover, in accordance with s5.23 (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 2023 and Corporate Business Plan 2014-2018:
  - a. **Key Theme:** 5. Civic Leadership
  - b. **Strategic Objective:** 5.1 To establish and maintain sound business and governance structures.
  - c. **Strategic Initiative:** 5.1.1 Implement systems and controls that ensure prudent use of rates.

**In Brief:**

- City officers have reviewed overdue debts, and taken action to recover those amounts.
- The debts listed in the report are very unlikely to ever be recovered and the cost of recovery would exceed any repayment.

**RECOMMENDATION**

**CSF116: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR HOLLINGWORTH**  
**SECONDED: MAYOR WELLINGTON**

**THAT Council RECEIVE the General Debtor debts write off report as at 30 June 2014.**

**CARRIED 10-0**

**BACKGROUND**

2. During the compilation of the Annual Report, City finance officers reviewed the outstanding amounts owed to the City.
3. A list of these bad debts written off is shown in the discussion.

**DISCUSSION**

4. All debtors have been chased up with numerous phone calls, emails, letters, final demand for payment and, where appropriate, engagement of debt collection agency.
5. These debtors have not replied to any communication, changed contact details, or filed for bankruptcy.
6. The list of bad debts written off is addressed in the confidential attachment.

**GOVERNMENT & PUBLIC CONSULTATION**

7. Nil

**STATUTORY IMPLICATIONS**

8. Nil

**POLICY IMPLICATIONS**

9. Nil

**FINANCIAL IMPLICATIONS**

10. The total debts to be written off for year end 30 June 2014 is \$2875.60

**LEGAL IMPLICATIONS**

11. Nil

**ENVIRONMENTAL CONSIDERATIONS**

12. Nil

**ALTERNATE OPTIONS**

13. Nil

**SUMMARY CONCLUSION**

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

<b>File Number</b>	:	FM.DEB.1
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14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL:** Nil
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:** Nil
16. **REPORTS OF CITY OFFICERS:** Nil
17. **MEETING CLOSED TO PUBLIC:** Nil
18. **NEXT MEETING DATE:** 5.30pm 14 October 2014
19. **CLOSURE OF MEETING:** There being no further business the Chair declared the meeting closed at [6:01:27 PM](#)