



AGENDA

CORPORATE SERVICES AND FINANCE COMMITTEE MEETING

14 June 2016

6.00pm

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: *Councillor Elect*

(4) Membership: *Mayor Wellington, Councillor Goode, Councillor Stocks, Councillor Mulcahy, Councillor Hollingworth, Councillor Shanhun, Councillor Hammond, Councillor Terry, Councillor Dowling, Councillor Price, Councillor Smith, Councillor Moir*

(5) Meeting Schedule: 2ND Tuesday of the Month

(6) Meeting Location: Council Chambers

(7) Executive Officer: Executive Director Corporate Services

(8) Delegated Authority: None

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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 both past and present”.

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor

D Wellington

Councillors:

Member	G Stocks (Chair)
Member	A Goode JP (Deputy Chair)
Member	P Terry
Member	S Smith
Member	B Hollingworth
Member	J Shanhun
Member	R Hammond
Member	J Price
Member	N Mulcahy
Member	C Dowling
Member	A Moir

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Business Analyst/Management Accountant	D Harrison
Manager Governance & Risk	S Jamieson
Meeting Secretary	H Bell

Apologies:

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Corporate Services and Finance Meeting held on 10 May 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CSF243: FINANCIAL ACTIVITY STATEMENT – APRIL 2016

Proponent : City of Albany
Report Prepared by : Manager Finance (D Olde)
Responsible Officer : Executive Director Corporate Services (M Cole)

Responsible Officer's Signature:



RECOMMENDATION

CSF243: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 30 April 2016

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 April 2016 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:
 - I. 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.
 - II. 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.
 - III. 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
 - IV. 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 2015/16 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 April 2016 has been incurred in accordance with the 2015/16 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.

File Number (Name of Ward)	FM.FIR.2 - All Wards
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CSF244: LIST OF ACCOUNTS FOR PAYMENT – MAY 2016

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

Responsible Officer's Signature:



RECOMMENDATION

CSF244: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 May 2016 totalling \$7,393,264.15.

BACKGROUND

- 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.

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 15 May 2016. Please refer to the Attachment to this report.

Municipal Fund

Trust	\$51,599.80
Credit Cards	\$11,143.38
Payroll	\$1,220,387.43
Cheques	\$51,928.72
Electronic Funds Transfer	\$6,058,204.82
TOTAL	<u>\$7,393,264.15</u>

- As at 15 May 2016, the total outstanding creditors, stands at \$377,066.96 and made up as follows:-

Current	\$284,390.25
30 Days	\$93,858.03
60 Days	\$0.00
90 Days	- \$1,181.32
TOTAL	<u>\$377,066.96</u>

Cancelled cheques – 31145, 31146, 31147 & 31148 – batch error – (replaced with 31149, 31150, 31151 & 31152), 31150 not required, 31159, 31160 & 31161 – batch updated before cheques printed – could not be reprinted – (replaced with 31162, 31163 & 31164), 31165, 31166, 31167 & 31168 incorrect allocation of numbers – (replaced with 31169, 31170, 31171 & 31172).

STATUTORY IMPLICATIONS

4. 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.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. 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

7. Expenditure for the period to 15 May 2016 has been incurred in accordance with the 2015/2016 budget parameters.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 May 2016 has been incurred in accordance with the 2015/2016 budget parameters.

SUMMARY CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CSF245: DELEGATED AUTHORITY REPORTS

Proponent : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared by : Personal Assistant to the ED Corporate Services (H Bell)
Responsible Officer : Chief Executive Officer (A Sharpe)

Responsible Officer's Signature:



RECOMMENDATION

CSF245: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports 16 April 2016 to 15 May 2016.

CSF246: COUNCIL POLICY – PURCHASING POLICY (TENDERS AND QUOTES)

Proponent / Owner : City of Albany
Attachments : Current Purchasing Policy, Proposed Purchasing Policy
Report Prepared By : Procurement Officer (H Hutchinson)
Responsible Officers: : Executive Director Corporate Services (M Cole)

Responsible Officer's Signature:



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 Objectives:** 5.1. To establish and maintain sound business and governance structures.
 - c. **Strategy:** 5.1.2. To develop informed and transparent decision making processes that meet our legal obligations.

In Brief:

- Review and adopt the revised Council Policy - Purchasing Policy (Tenders and Quotes).
- The current Policy was scheduled for review on 26 August 2015. Review of the current policy was put on hold due to upcoming amendments to the *Local Government (Functions and General) Regulations 1996* and commencement of the new Executive Director Corporate Services.
- Changes have been made to the Major Quotations and Major Purchase (Tender) categories in line with the changes to the Regulations i.e. tender threshold has been amended to \$150,000 and over and Major Quotations upper limit has been changed to \$149,999.
- As per advice from our Auditors the Minor Quotation category has been split (previously \$2,000-\$29,999 with two written quotes) into two categories: Minor Quotation (\$2,001-\$5,000/two verbal quotes) and Intermediate Quotation (\$5,001-\$30,000/two written quotes).
- A section has been added in relation to Panels of Pre-Qualified Suppliers which is also as per the amended Regulations.
- Title of Document Owner has been changed from Deputy Chief Executive Officer to Executive Director Corporate Services.
- All changes have been highlighted on the attached proposed Policy.

RECOMMENDATION

CSF246: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RESCIND the current Policy and ADOPT the amended Council Policy – Purchasing Policy (Tenders and Quotes).

BACKGROUND

2. Following is an overview of the changes to the category values:

Current Policy

Category	Value (exc. GST)	Minimum Protocol
Minor Purchase	\$0-\$1,999	1 Verbal Quote
Minor Quotation	\$2,000-\$29,999	2 Written Quotes
Major Quotation	\$30,000-\$99,999	3 Written Quotes
Major Purchase (Tender)	\$100,000 and over	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

Proposed Policy

Category	Value (exc. GST)	Minimum Protocol
Minor Purchase	\$0-\$2,000	1 Verbal Quote
Minor Quotation	\$2,001-\$5,000	2 Verbal Quotes
Intermediate Quotation	\$5,001-\$30,000	2 Written Quotes
Major Quotation	\$30,001-\$150,000	3 Written Quotes
Major Purchase (Tender)	Over \$150,000	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

DISCUSSION

3. The current Policy was adopted by Council on 26 August 2014, and was scheduled for review on 26 August 2015.
4. The content of the Policy has been amended to include the changes to the Local Government (Functions and General) Regulations 1996 regarding panels of pre-qualified suppliers and increase to the tender threshold from \$100,000 to \$150,000.
5. Title of Document Owner has been changed from Deputy Chief Executive Officer to Executive Director Corporate Services.
6. The Council's auditors Moore Stephens have reviewed the policy and their suggested changes have been incorporated into the policy.
7. In addition, the officers from the Shires of Denmark and Plantagenet have been involved in the review of the policy.

GOVERNMENT & PUBLIC CONSULTATION

8. None required.

STATUTORY IMPLICATIONS

9. In October 2015, the *Local Government (Functions and General) Regulations 1996* were amended to allow local governments to establish panels of pre-qualified suppliers. The tender threshold was also increased from \$100,000 to \$150,000.

POLICY IMPLICATIONS

10. Adoption of the amended Policy will replace the current Policy which was adopted by Council on 26 August 2014.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. Purchasing Policy not adopted</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>City officers address areas of concern and re-present for approval.</i>

FINANCIAL IMPLICATIONS

12. Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the City. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.
13. There are no significant financial implications to the City from implementing this Policy.

LEGAL IMPLICATIONS

14. Nil.

ENVIRONMENTAL CONSIDERATIONS

15. Nil

ALTERNATE OPTIONS

16. If Council determines not to adopt the revised Policy, it can continue to endorse the existing Policy.

CONCLUSION

17. The current Policy was reviewed and adopted by Council on 26 August 2014 and was scheduled for review on 26 August 2015.
18. Changes have been made to the category values as per the amended Regulations and advice from the City's Auditors.
19. An additional section has been added regarding Panels of Pre-Qualified Suppliers as per the amended Regulations.
20. Title changes have been made as required.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government (Functions and General) Regulations 1995</i> • <i>Council Policy – Purchasing Policy (Tenders & Quotes)</i> • <i>Council Policy – Buy Local Policy (Regional Price Preference)</i>
File Number (Name of Ward)	:	CM.STD.7 (All)
Previous Reference	:	OCM 26/08/14 - Item CSF109

CSF247: COUNCIL POLICY – BUY LOCAL POLICY (REGIONAL PRICE PREFERENCE)

Proponent / Owner : City of Albany
Attachments :

- Current Buy Local Policy
- Proposed Buy Local Policy

Report Prepared By : Procurement Officer (H Hutchinson)
Responsible Officers: : Executive Director Corporate Services (M Cole)

Responsible Officer's Signature:



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 Objectives:** 5.1. To establish and maintain sound business and governance structures.
 - c. **Strategy:** 5.1.2. To develop informed and transparent decision making processes that meet our legal obligations.

In Brief:

- Review and adopt the revised Council Policy - Buy Local Policy (Regional Price Preference).
- The current Policy was scheduled for review on 16 March 2016. Title of Document Owner has been changed from Deputy Chief Executive Officer to Executive Director Corporate Services (see highlighted changes on the attached proposed Policy).

RECOMMENDATION

CSF247: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RESCIND the current Policy and ADOPT the amended Council Policy – Buy Local Policy (Regional Price Preference).

BACKGROUND

2. The key elements of the Policy are:
 - a. A price preference is applied to all purchases with a value of \$30,000 or higher.
 - b. A preference of 10% is applied to the supply of goods & services, and 5% when the quotation/tender relates to construction (building) services, unless Council resolves that the Policy should not apply to a particular quotation/tender. The maximum reduction that can be applied is \$50,000, and this preference has the effect of reducing the price element of a quotation/tender (for evaluation purposes only) to enable local businesses to compete with non-local bids.
 - c. Levels of preference are applied as either a Regional Business Preference (meaning that businesses within the prescribed area are able to claim a preference on their whole bid) or a Regional Content Preference (meaning that businesses outside the prescribed area are able to claim a preference for the portion of their offer which relates to goods and services purchased within the prescribed area).

DISCUSSION

3. The current Policy was adopted by Council on 19 February 2013, with minor changes made and approved under delegation by the Chief Executive Officer on 12 August 2014 and 16 March 2015, and was scheduled for review on 16 March 2016.
4. The content of the Policy is unchanged. Title of Document Owner has been changed from Deputy Chief Executive Officer to Executive Director Corporate Services.
5. The Council's auditors Moore Stephens have confirmed the Buy Local Policy is in accordance with the *Local Government (Functions and General) Regulations 1996*.
6. In addition, Officers from the Shires of Denmark and Plantagenet have been consulted in the review of this policy.

GOVERNMENT & PUBLIC CONSULTATION

7. None required.

STATUTORY IMPLICATIONS

8. In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to a regional supplier when assessing a tender (NB – The Buy Local Policy is currently applied to all purchases over \$30,000).

POLICY IMPLICATIONS

9. Adoption of the amended Policy will replace the current Policy which was approved under delegation by the Chief Executive Officer on 16 March 2015.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. Buy Local Policy not adopted.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>City officers address areas of concern and re-present for approval.</i>

FINANCIAL IMPLICATIONS

11. Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the City. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.
12. There are no significant financial implications to the City from implementing this Policy.

LEGAL IMPLICATIONS

13. Nil.

ENVIRONMENTAL CONSIDERATIONS

14. Nil.

ALTERNATE OPTIONS

15. If Council determines not to adopt the revised Policy, the current policy can continue to operate.

CONCLUSION

16. As no issues have been identified with the current policy position, it is recommended that that the revised policy position be adopted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government (Functions and General) Regulations 1995</i> • Council Policy – Purchasing Policy (Tenders & Quotes) • Council Policy – Buy Local Policy (Regional Price Preference)
File Number (Name of Ward)	:	CM.STD.7 (All)
Previous Reference	:	OCM 19/02/13 - Item 1.1

CSF248: COUNCIL REVIEW OF DELEGATIONS REGISTER

Proponent : City of Albany
Attachments : Delegations Register 2016
Report Prepared by : Manager Governance & Risk Management (S Jamieson)
Responsible Officer(s) : Executive Director Corporate Services (M Cole)

Responsible Officer's Signature:



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 Objectives:** 5.1. To establish and maintain sound business and governance structures.
 - c. **Strategic Initiative:** Nil

In Brief:

- Council review and approve the Register of Delegations 2016.

RECOMMENDATION

CSF248: COMMITTEE RECOMMENDATION

That the delegations detailed in the Register of Delegations be ADOPTED.

BACKGROUND

2. Under the provisions of the *Local Government Act 1995*, a local authority may delegate some of its powers and duties to the Chief Executive Officer or Committees of Council to help facilitate the many services it provides to the community.
3. At least once every financial year, the powers and duties delegated under the Local Government Act are required to be reviewed by the delegator.

DISCUSSION

4. A register of Delegations of Authority is essential in order to inform the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the *Local Government Act 1995* (the Act).
5. This Act requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

6. The compilation of the content of this Register was prepared through references to the Act, the Complete Guide to The Local Government Act 1995 (which is a joint production of the Western Australian Municipal Association, the Institute of Municipal Management (WA Division) and the Western Australia Department of Local Government.
7. Section 5.42 of the Act allows Council to delegate to the Chief Executive Officer and/or Committee.
8. Delegations have been grouped by function.

GOVERNMENT AND PUBLIC CONSULTATION

9. Detailed in the discussion section of the report.

STATUTORY IMPLICATIONS

10. Detailed in the discussion section of the report.

Delegation to CEO

11. Section 5.42 of the Act enables the delegation of some powers and duties to the Chief Executive Officer:

“1) A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.”

Delegation to Committees

12. Section 5.16 and 5.17 of the Act enables the delegation of some powers and duties to a committee:

“1) Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than the power to delegate;

2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.”

Delegations to be reviewed every financial year

13. Under the provisions of section 5.46 (2) of the Act, delegations must be reviewed by the delegator at least once every financial year.

Appointment of authorised persons

14. Section 9.10 of the Act. The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

Transfer of Authority Due to Absence

15. Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

16. Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Director or Senior Manager for the period of absence.

Proposed, Amended Delegations

17. New, deleted and proposed amendments are detailed in the version control section of the register.

POLICY IMPLICATIONS

18. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal & Compliance. Non-compliance with the City's statutory requirement to review the delegations every financial year.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Review and bring back to Council for adoption prior to 30 June 2016.</i>

FINANCIAL IMPLICATIONS

20. Nil.

LEGAL IMPLICATIONS

21. Refer to statutory implication section of report.

ENVIRONMENTAL CONSIDERATIONS

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

SUMMARY CONCLUSION

23. That the review delegations register (attached) be adopted.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government: Operational Guidelines. Number 17 – January 2007 – Delegations</i>
File Number (Name of Ward)	:	PE.AUT.1 (All Wards)
Previous Reference	:	OCM May 2015 Resolution CSF169 Tabled at CSF Committee May 2016 for discussion.

CSF249: PROPOSED DISPOSAL OF PROPERTY

Land Description	: REDACTED
Owner	: City of Albany
Attachment	: Aerial Photograph
Report Prepared by	: Senior Lands Officer (N Crook)
Responsible Officer	: Executive Director Corporate Services (M Cole)

Responsible Officer's Signature:



CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2)(e) of the Local Government Act 1995, being a matter that if disclosed, would reveal information that has a commercial value to a person.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023:
 - a. **Key Theme:** 2 Clean, Green & Sustainable
 - b. **Strategic Objective:** 2.2 To maintain and renew city assets in a sustainable manner
 - c. **Strategy:** 2.2.1 Deliver effective asset planning and delivery programs
2.2.2 Deliver effective asset maintenance programs.

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14. REPORTS OF CITY OFFICERS

MyCouncil Local Government Snapshot – City of Albany – M Cole

15. MEETING CLOSED TO THE PUBLIC

CSF249: PROPOSED DISPOSAL OF PROPERTY

16. CLOSURE