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# AGENDA

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

**12 July 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:** 2<sup>ND</sup> 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
	R Sutton

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Business Analyst/Management Accountant	D Harrison

Meeting Secretary H Bell

**Apologies:**

**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Committee/Report Item Number</b>	<b>Nature of Interest</b>

**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 14 June 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**9. PRESENTATIONS**

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

**CSF250: FINANCIAL ACTIVITY STATEMENT – APRIL 2016**

**Proponent** : City of Albany  
**Report Prepared by** : Business Analyst / Management Accountant (D Harrison)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CSF250: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 31 May 2016**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 31 May 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 31 May 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.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**CSF251: LIST OF ACCOUNTS FOR PAYMENT – JUNE 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**

**CSF251: RESPONSIBLE OFFICER RECOMMENDATION**

**That Council received the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 June 2016 totalling \$6,134,684.99.**

**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 June 2016. Please refer to the Attachment to this report.

**Municipal Fund**

Trust	\$840.00
Credit Cards	\$21,108.26
Payroll	\$1,197,177.46
Cheques	\$53,925.53
Electronic Funds Transfer	\$4,861,633.74

**TOTAL**

**\$6,134,684.99**

- As at 15 June 2016, the total outstanding creditors, stands at \$1,667,875.29 and made up as follows:-

Current	\$736,402.69
30 Days	\$907,744.76
60 Days	\$17,239.30
90 Days	\$6,488.54

**TOTAL**

**\$1,667,875.29**

Cancelled cheques – 31183 – duplicated payment, 30394 – cheque out of date so returned to City Of Albany and payment made by EFT.

#### 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 June 2016 has been incurred in accordance with the 2015/2016 budget parameters.

#### FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 June 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.

<b>File Number (Name of Ward)</b>	:	FM.FIR.2 - All Wards
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**CSF252: 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**

**CSF252: RESPONSIBLE OFFICER RECOMMENDATION**

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

## CSF253: COUNCILLOR TRAVEL AND REPRESENTATION POLICY

<b>Business Entity Name</b>	: City of Albany
<b>Attachments</b>	: • Draft Council Policy: Council Travel & Representation Policy
<b>Report Prepared by</b>	: Manager Governance & Risk Management (S Jamieson)
<b>Responsible Officer</b>	: 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 Objective:** 5.1. To establish and maintain sound business and governance structures.
  - c. **Strategies:** Nil

### In Brief:

- Review and consider adoption of the proposed Councillor Travel & Accommodation Policy position.

### RECOMMENDATION

#### CSF253: RESPONSIBLE OFFICER RECOMMENDATION

**THAT the Councillor Travel & Representation Policy be ADOPTED.**

### BACKGROUND

2. No policy position currently exists.

### DISCUSSION

#### **Objective:**

3. The objective of the draft policy position is to establish clear guidelines for travel and accommodation arrangements for councillors who are required to travel for City business.

#### **Scope:**

4. This policy applies to the Mayor and all councillors of the City of Albany.

#### **Responsibility for implementation:**

5. If the policy is adopted the Executive Director Corporate Services will be responsible for implementing this policy.

## **POLICY POSITION:**

### **Travel within Western Australia**

6. Councillors may attend City Representation events within Western Australia during their term of office upon the following conditions:
  - a. The travel falls within the definitions for conference, professional development or delegation;
  - b. Prior approval has been granted by the Mayor or Deputy Mayor as applicable;
  - c. In deciding whether approval is to be granted, the Mayor or Deputy Mayor should take into consideration the councillors' remaining term of office; and
  - d. There is sufficient budget allocation for the councillors' travel.

### **Travel outside of Western Australia**

7. Councillors may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:
  - a. The travel falls within the definitions for conference, professional development or delegation;
  - b. An item has been presented to Council specifying:
    - (i) the benefit to the City of the attendance at the conference, professional development or delegation;
    - (ii) whether, if applicable, there is a necessity to send more than one councillor; and
    - (iii) whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.
8. Approval has been granted by Council resolution;
9. There is sufficient budget allocation for the councillors' travel.

### **General conditions of travel**

#### **10. Bookings**

- a. Approved travel and accommodation will be booked by the Office of the Chief Executive Officer upon the completion of a form titled "Request for travel booking".
- b. This will allow the City to take advantage of any discounts offered. Travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.

#### **11. Travel**

- a. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- b. Councillor delegates who include travel other than that referred to in (11a) as part of the entire journey and the additional travel is unrelated to the approved travel, must pay the costs of this additional travel from personal funds.
- c. Air travel will be booked as economy class on the most economical flight.
- d. The cost of any upgrade to business class shall be paid from the councillor's personal funds.

- e. The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.
- f. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.
- g. Taxi fares for reasonable travel requirements relevant to the conference and/or Council Business:
  - will be reimbursed upon return on the production of receipts to verify the expense; or
  - can be paid with Cab-charge card or vouchers issued to the councillor delegate prior to departure.
- h. Councillor delegates, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Public Service Award Motor Vehicle Allowance to a maximum amount equivalent to what it would have cost to travel by air.
- i. As part of the City's Business Travel Insurance Policy, any travel insurance for Elected Member delegates or their spouses is provided for as part of that certificate of currency.

**12. Accommodation**

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

**13. Meal and Incidentals**

- a. The City will pay for reasonable costs of meal and incidentals. Such expenses which will be paid or reimbursed by the City include:
  - Taxi, train, bus and tram fares to/from the airport and the venue;
  - Vehicle hire, petrol and parking fees;
  - Breakfasts, lunches, dinners not included in the registration fee;
  - Reasonable telephone, facsimile and internet charges;
  - Optional activities related to the conference/training; and
  - Laundry and dry cleaning if the stay is for more than three days.
- b. The City will not pay for or reimburse:
  - Mini bar expenses;
  - Entertainment costs not associated with those scheduled as part of the City Representation event.
  - Any expenses associated with matters other than those attended to while attending the City Representation event.

**14. Accompanying persons**

- a. A partner or spouse may accompany a councillor delegate to a City Representation event.
- b. All expenses incurred by the accompanying person are to be paid by the accompanying person or councillor delegate, except the following which will be paid or reimbursed by the City:
  - Official conference meals;
  - Accommodation provided there is not increase in accommodation costs arising from the councillor delegate attending the event on their own.
- c. Where the City meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the councillor delegate/accompanying person within 30 days of being invoiced for such expenditure.

**15. Report**

- a. Within 30 days of returning from a City Representation event of more than two days duration (excluding Local Government Week), the councillor delegate(s) must submit an individual or composite report (where approval has been granted for more than one councillor to attend) for inclusion in the “Reports of Members” in the next Council Agenda.
- b. The report should stipulate the program, major points of interest to the City and whether attendance at similar events is recommended.
- c. All conference and training papers remain the property of the City.

**GOVERNMENT & PUBLIC CONSULTATION**

16. Policy positions from across the local government sector were reviewed in preparing this policy position.
17. The draft proposed policy position was modelled the City of Kalgoorlie’s Councillor Travel & Accommodation Policy position.

**STATUTORY IMPLICATIONS**

18. There are no statutory implications related to this report.
19. Under section 2.7(2)(a) & (b) of the *Local Government Act 1995*, it is the role of Council to oversee the allocation of the City’s finances and resources and determine the City’s policies.

**POLICY IMPLICATIONS**

20. No policy currently exists.
21. Adoption of this policy will promote transparency and accountability through the establishment of clear guidelines. .

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p><b>Business Operation, Reputation &amp; Financial.</b></p> <p><b>Risk:</b> There is a risk that by not establishing clear guidelines inconsistent travel and accommodation arrangements will be made for City business.</p> <p><b>Opportunity.</b> Consistency and understanding of rules for both councillors and staff that pertain to travel and accommodation expenditure.</p>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>If the proposed policy is not endorsed, staff will review and address areas of concern.</i>

**FINANCIAL IMPLICATIONS**

23. There are no direct financial implications related to this report.
24. The adoption of clear guidelines ensure that financial expenditure is applied fairly and appropriately.

**ALTERNATE OPTIONS**

25. There are no alternate options proposed.

**SUMMARY CONCLUSION**

26. The objective of this policy is to establish clear guidelines for travel and accommodation arrangements for councillors who are required to travel for City business.
27. Clear guidelines enable staff to administer councillor travel and accommodation request in a consistent manner.
28. It is recommended that the draft policy position is adopted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• Council Policy: Code of Conduct</li> </ul>
<b>File Number (Name of Ward)</b>	:	Nil (All wards)
<b>Previous Reference</b>	:	Nil



**CSF254: QUARTERLY REPORT – TENDERS AWARDED – APRIL  
TO JUNE 2016**

**Proponent** : City of Albany  
**Attachments** : Quarterly Report – Tenders Awarded – April to June 2016  
**Report Prepared by** : Procurement Officer (H Hutchinson)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CSF254: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – April to June 2016.**

- 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**
- 15. MEETING CLOSED TO THE PUBLIC**
- 16. CLOSURE**