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# MINUTES

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**SPECIAL MEETING  
COMMERCIAL, COMMUNITY AND CORPORATE SERVICES  
COMMITTEE**

**17 July 2017**

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.

**Commercial, Community and Corporate Services Committee**

- (1) **Functions:** The Committee is responsible for the following functions:
- Commercial Services:  
Considering and recommending to Council ways to strengthen the local Albany economy.  
The delivery of “*Smart, Prosperous and Growing Objectives*” contained in the City of Albany Strategic Plan:
- Foster links between education, training and employment that support economic development.
  - Strengthen our region’s economic based.
  - Develop and promote Albany as a unique and sought after visitor destination.
- Community Services:  
The delivery of “*Sense of Community Objectives*” contained in the City of Albany Strategic Plan:
- Build resilient and cohesive communities with a strong sense of place and community spirit.
  - Create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
  - Develop and support an inclusive and accessible community.
  - Provide advice on effective ways to engage and report progress to the Community.
- Corporate Services:  
Monitoring and commenting on the financial health and strategies of Council.  
The delivery of “*Civic Leadership Objectives*” contained in the City of Albany Strategic Plan:
- Establish and maintain sound governance structures.
  - Provide strong, accountable leadership supported by a skilled and professional workforce.
  - Engage effectively with our community.
  - Governance:
    - Review of Council's policies;
    - Supporting Elected Members in their governance role;
    - Developing amendments to existing, or new, local laws;
    - Consideration of the Council's draft Strategic Plan;
    - Consideration of the Council's draft Annual Report;
    - Matters pertaining to the conduct of the Council's Annual General Meeting;
    - Consideration of the proposed meeting schedule for Council and its Committees;
    - Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
    - Considering matters not falling within the terms of reference of any other Council committee.
  - Service Complaint Internal Review: Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.
- (2) **It will achieve this by:**
- (a) Developing policies and strategies;
  - (b) Establishing ways to measure progress;
  - (c) Receiving progress reports;
  - (d) Considering officer advice;
  - (e) Debating topical issues;
  - (f) Providing advice on effective ways to engage and report progress to the Community; and
  - (g) Making recommendations to Council.
- (3) **Membership:** Open to all elected members
- (4) **Meeting Schedule:** Monthly
- (5) **Meeting Location:** Council Chambers
- (6) **Directorates:** Corporate Services, Community Services, Commercial Services
- (7) **Executive Officer(s):** Executive Director Corporate Services, Executive Director Commercial Services, Executive Manager Community Services
- (8) **Delegated Authority:** None

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**1. DECLARATION OF OPENING** The chair declared the meeting open at 6:00:07 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 D Wellington (Deputy Chair)

**Councillors:**

Member	G Stocks
Member	J Shanhun
Member	S Smith
Member	A Goode JP
Member	A Moir
Member	B Hollingworth
Member	R Sutton
Member	R Hammond
Member	N Mulcahy

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Commercial Services	A Cousins
Executive Director Works & Services	M Thomson
A/Executive Manager Community Services	S Stevens
Executive Director Development Services	P Camins
Manager Finance	D Olde

Meeting Secretary H Bell

**Apologies:**

Member	C Dowling
Member	P Terry
Member	J Price

Media Talitha Wolfe

**4. DISCLOSURES OF INTEREST**

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

**CCCS042: 2017-18 BUDGET ADOPTION**

**Proponent / Owner** : City of Albany  
**Attachments** : Draft 2017-18 Budget Documents.  
**Report Prepared By** : Business Analyst/Management Accountant (D Harrison)  
**Responsible Officers:** : Chief Executive Officer (A Sharpe)  
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:**
    - 2.2 Clean, Green and Sustainable
    5. Civic Leadership
  - b. **Strategic Objectives:**
    - 2.2. To maintain and renew city assets in a sustainable manner
    - 5.1. To establish and maintain sound business and governance structures.
  - c. **Strategy:**
    - 2.2.1 Asset Management. Sustainable asset management plans integrated with financial forecasts.
    - 5.1.2 Systems Development and Improvement. Improved financial management.
2. This proposed budget aligns with the City's Corporate Business Plan, which aligns with the City's:
  - 10 Year Financial Plan;
  - Asset Management Plans; and
  - Work Force Development Plan (People Strategy).

**In Brief:**

- Approve the 2017/18 budget, noting that the proposed budget is a result of a series of elected member and staff workshops.

**RECOMMENDATION**

**CCCS042: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR HAMMOND**  
**SECONDED: COUNCILLOR STOCKS**

**T Council ADOPT the following Responsible Officer Recommendations EN BLOC:**

- **Recommendation 1 (Municipal Rates);**
- **Recommendation 2 (Refuse Collection and Recycling charges);**
- **Recommendation 3 (Municipal and Trust Fund Budgets, Reserves);**
- **Recommendation 4 (Rates and Rubbish Collection Charges);**
- **Recommendation 5 (Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges)**
- **Recommendation 6 (Schedule of Fees and Charges, with effect date 26 July 2017)**
- **Recommendation 7 (Elected Member Sitting Fees and Allowances)**

- **Recommendation 8 (Material variance for reporting figure \$100,000)**

**CARRIED 10-0  
ABSOLUTE MAJORITY**

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION (EN BLOC)  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

Council ADOPT the following Responsible Officer Recommendations EN BLOC:

- Recommendation 1 (Municipal Rates);
- Recommendation 2 (Refuse Collection and Recycling charges);
- Recommendation 3 (Municipal and Trust Fund Budgets, Reserves);
- Recommendation 4 (Rates and Rubbish Collection Charges);
- Recommendation 5 (Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges)
- Recommendation 6 (Schedule of Fees and Charges, with effect date 26 July 2017)
- Recommendation 7 (Elected Member Sitting Fees and Allowances)
- Recommendation 8 (Material variance for reporting figure \$100,000)

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 1  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

Council ADOPT the following municipal rates in the dollar on unimproved values and gross rental valuations for the 2017/2018 financial year:

(1) Rating Category 1 – GRV General

- The General Rate on Gross Rental Values for the 2017/2018 financial year on Rating Category (1) including all GRV rateable land be 9.7325 cents in the dollar.

(2) Rating Category 3 – UV

- The General Rate on current unimproved values for the 2017/2018 financial year on Rating Category (3) including all UV rateable land be 0.4321 cents in the dollar.

(3) Minimum Rate

- The Minimum Rate for Rating Category 1 – GRV General rateable properties within the City of Albany will be \$992.00.
- The Minimum Rate for Rating Category 3 – UV rateable properties within the City of Albany will be \$1071.00.

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 2  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the following Refuse Collection and Recycling charges for the City of Albany (including general refuse collection, Bulk green waste collection, collection of recyclables and green waste) be adopted for the 2017/2018 financial year:

(1) Residential Services

- |                                     |             |
|-------------------------------------|-------------|
| • Full Domestic Refuse Service      | \$335.00    |
| • Refuse Collection 140 Ltr MGB     | Weekly      |
| • Recycling Collection 240 Ltr MGB  | Fortnightly |
| • Green Waste Collection 240Ltr MGB | Monthly     |

(2) Additional Services

Additional Services (Maximum of One) with a full domestic rubbish service.

- |                                               |                     |
|-----------------------------------------------|---------------------|
| • Refuse Collection 140 Ltr MGB (Inc GST)     | Weekly \$90.00      |
| • Recycling Collection 240 Ltr MGB (Inc GST)  | Fortnightly \$43.00 |
| • Green Waste Collection 240Ltr MGB (Inc GST) | Monthly \$43.00     |

(3) Waste Facilities Maintenance Rate (Section 66(1) Waste Avoidance and Resource Recovery Act 2007)

In addition to the full domestic refuse service the City will be raising an annual rate under section 66(1) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) and, in accordance section 66(3) of the WARR Act, apply the minimum payment provisions of section 6.35 of the *Local Government Act 1995*. The rate is proposed to be called the 'Waste Facilities Maintenance Rate'. The minimum payment will be \$55.

The proposed rates are:

- GRV General Properties – Rate in the dollar: 0.01 Cents, minimum \$55.00
- UV General Properties – Rate in the dollar: 0.0022 Cents, minimum \$55.00

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 3  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ADOPTS:

- (1) Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Municipal and Trust Fund Budgets as contained in the Attachment to this agenda and the minutes, for the City of Albany for the 2017/2018 financial year which includes the following:
- Statement of Comprehensive Income by Nature and Type on page (v) showing a net result for that year of (\$27,088)
  - Statement of Comprehensive Income by Program on page (iv) showing a net result for that year of \$(27,088)
  - Statement of Cash Flows on page (vii)
  - Rate Setting Statement on page (viii) showing an amount required to be raised from rates of \$35,461,300
  - Notes to and Forming Part of the Budget on pages (1 to 56)
  - Fees and Charges and Capital Works Schedule as detailed on pages (57 to 95)
  - Transfers to / from Reserve Accounts as detailed in pages (45 to 50)

- (2) Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve detailed in page 45 to 50 of the budget):
- Airport Reserve
  - Albany Classic Barriers
  - Albany Entertainment Centre
  - Albany Heritage Park Infrastructure Reserve
  - Albany Leisure And Aquatic Centre – Synthetic Surface “Carpet”
  - Bayonet Head Infrastructure Reserve
  - Building Restoration Reserve
  - Capital Seed Funding for Sporting Clubs
  - Centennial Park Stadium and Pavilion Renewal Reserve
  - Cheyne Beach Reserve
  - City of Albany General Parking Reserve
  - Coastal Management Reserve
  - Debt Management Reserve
  - Destination Marketing & Economic Development Reserve
  - Emu Point Boat Pens Development Reserve
  - Great Southern Contiguous Local Authorities Group
  - Information Technology Reserve
  - Land Acquisition Reserve
  - Master Plan Funding Reserve
  - National Anzac Centre Reserve
  - Parks and Recreation Grounds
  - Plant & Equipment Reserve
  - Prepaid Rates Reserve
  - Refuse Collection & Waste Minimisation Reserve
  - Roadworks Reserve
  - Unspent Grants Reserve
  - Waste Management Reserve

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 4  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the due dates for payment of Rates and Rubbish Collection Charges for 2017/2018 be as follows:

- (1) Pay rates in full 13th September 2017.
- (2) Pay by two instalments:
  - (a) First Instalment Payment 13th September 2017; and
  - (b) Second Instalment: 15th January 2018.
- (3) Pay by four instalments:
  - (a) First Instalment Payment (and 'Payment in Full'): 13th September 2017;
  - (b) Second Instalment: 14th November 2017;
  - (c) Third Instalment: 15th January 2018; and
  - (d) Fourth Instalment: 16th March 2018.

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 5  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT pursuant to the *Local Government Act 1995*, Council APPROVES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste Recycling and General Debtor Collection charges during the 2017/2018 financial year:

(1) Instalment Plan Administration Fee

An Instalment Plan Administration fee of \$6.50 for the second and each subsequent instalment notice issued will apply for rates and rubbish collection charges.

(2) Late Payment Interest Charge

A charge on outstanding rates and rubbish collection accounts (including amounts owed on ad hoc Payment Plans) of 11% will be calculated daily at 0.0301% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the payment is received.

(3) Instalment Plan Interest Charge

An interest rate of 5.5% will be calculated on a daily basis at 0.0151% by simple interest basis from the due date of the first instalment as shown on the rate notice to the due date of each respective instalment.

(4) Late Payment Interest Charge (Excluding Rates & Charges)

A charge of 11% interest, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts (other than rates and rubbish collection charges) outstanding 35 days from the date of invoices raised after 1 July 2017.

In respect to the Late Payment Interest Charge on rates and charges, the method of calculating the interest charge is on the daily balance outstanding.

(5) Waivers

Where a small balance remains on a property assessment due to circumstances such as a delay in the receipt of mail payments or monies from property settlements and additional daily interest has accumulated, amounts outstanding of \$5.00 and under will be waived, as it is not considered cost effective or equitable to recover from the new property owner. Estimated loss of revenue from this waiver is \$1,100.

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 6  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the Schedule of Fees and Charges (which forms part of the 2017/2018 Budget) be adopted effective from 26th July 2017.

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 7  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council SETS the Elected Member Sitting Fees and Allowances as prescribed by the *Local Government (Administration) Regulations 1996* per annum, being:

(1) Councillor Meeting Attendance Fee: \$31,364

(2) Mayoral Meeting Attendance Fee: \$47,046

(3) Councillor and Mayoral ICT Allowance: \$3,500

(4) Annual Travel and Accommodation Allowance (allowable claims in excess of this allowance will be reimbursed): \$50

(5) Total Mayoral Allowance is: \$88,864

(6) Deputy Mayoral Allowance: \$22,216 - being 25% of the Mayoral Allowance.

CCCS042: RESPONSIBLE OFFICER RECOMMENDATION 8  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES 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 2017/2018.

**BACKGROUND**

3. Council has considered strategic and operational issues which will impact on the 2017/18 budget.
4. Under section 6.36 of the *Local Government Act 1995*, the City is not required to advertise the proposed rates amounts for the 2017/18 financial year.

**DISCUSSION**

5. Through Council workshops, Council members have considered various factors in developing a financially responsible budget while ensuring compliance with Local Government legislation, occupational safety and health requirements, continuation of the various services provided by the City, cost-saving initiatives and new capital projects that are “project ready” or will be required to be undertaken this financial year, given commitments previously made by Council.
6. An important consideration in preparing any budget is to ensure that Council works towards achieving financial sustainability for the future. The draft budget reflects a number of factors to maintain financial sustainability, which will impact not only on this year’s budget but will have a compounding effect in future budgets.

**GOVERNMENT & PUBLIC CONSULTATION**

7. The Department of Local Government is not consulted prior to budget adoption. Once the Budget is adopted, a copy is sent to the Department for review.

**PUBLIC CONSULTATION / ENGAGEMENT**

8. Budget information will be published in the local newspapers and on the City of Albany website.

**STATUTORY IMPLICATIONS**

9. This item directly relates to, and contributes to achievement of, the Strategies within the *Community Strategic Plan – Albany 2023*, and *Corporate Business Plan- 2014-2018*.

**POLICY IMPLICATIONS**

10. Nil.

## RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Financial &amp; Reputation:</b> <i>Council does not endorse the 2017/18 Budget, with the consequence risk of deferred cash flow, and thus inability to meet financial commitments.</i>	<i>Unlikely</i>	<i>Extreme</i>	<i>Extreme</i>	<i>Delegated authority to the CEO to incur expenditure under the Local Government Act 1995 until Budget endorsement.</i>  <i>Reconsideration of the budget paper at a Council meeting prior to 31 August 2017.</i>

## FINANCIAL IMPLICATIONS

12. The 2017/18 Budget sets the parameters for expenditure of City resources.
13. The City must meet its legislative and debt obligations through endorsement of a budget. Failure to do so incurs considerable financial and other risks to the City.

## LEGAL IMPLICATIONS

14. Nil.

## ALTERNATE OPTIONS

15. Council adopt the 2017/18 Annual Financial Budget with changes.

## CONCLUSION

16. Endorsement of the budget provides delegated authority to the CEO to incur expenditure from 1 July 2017 until 30 June 2018.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li><i>Local Government Act 1995</i></li> <li><i>Local Government (Financial Management) Regulations 1996.</i></li> </ul>
<b>File Number (Name of Ward)</b>	:	FM.BUG.12
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li><i>Budget Workshop – 6 June 2017</i></li> <li><i>OCM July 2016 Resolution CSF255</i></li> </ul>

11. **CLOSURE** The Chair declared the meeting closed at 6:21:46 PM