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# AGENDA

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**COMMUNITY AND CORPORATE SERVICES COMMITTEE**

**12 June 2018**

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.

**Community & Corporate Services Committee**  
**Terms of Reference**

**Functions:** The Committee is responsible for the following functions:

**Community Services:**

The delivery of "*Community Health & Participation Objectives*" contained in the City of Albany Strategic Plan:

- To build resilient and cohesive communities with a strong sense of community spirit.
- To create interesting places, spaces and events that reflect our community's identity, diversity and heritage.
- To develop and support a healthy inclusive and accessible community.

**Corporate Services:**

Monitoring and commenting on the financial health and strategies of Council.

The delivery of "*Leadership Objectives*" contained in the City of Albany Strategic Plan:

- To establish and maintain sound business and governance structures.
- To provide strong, accountable leadership supported by a skilled & professional workforce.
- To engage effectively with our community.

**Economic Development:**

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:

- To strengthen and grow our region's economic base.
- To develop a smart city that supports economic growth.
- To develop and promote Albany as a unique and sought-after visitor location.

**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.

**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 Services,  
Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
AGENDA – 12/06/2018

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**1. DECLARATION OF OPENING**

The Chair declares the meeting of the Community and Corporate Services Committee open.

**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
<b>Councillors:</b>	
Member	P Terry (Chair)
Member	R Hammond
Member	G Stocks
Member	R Stephens
Member	B Hollingworth
Member	E Doughty (Deputy Chair)
Member	J Shanhun
Member	T Sleeman
Member	S Smith
Member	A Goode JP
Member	A Moir
Member	R Sutton

<b>Staff:</b>	
Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Executive Director Works & Services	M Thomson
Manager Finance	D Olde

Meeting Secretary	C Crane
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**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 Commercial, Community and Corporate Services Committee held on 8 May 2018, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**9. PRESENTATIONS**

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

## CCS056: FINANCIAL ACTIVITY STATEMENT – APRIL 2018

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

### RECOMMENDATION

#### CCS056: RESPONSIBLE OFFICER RECOMMENDATION

##### THAT Council

1. **RECEIVE** the Financial Activity Statement for the period ending 30 April 2018, and
2. **APPROVE** a budget variation to recognise the successful award of funding of \$65,000 for the development of an Aged Care Charter for the Great Southern.

### BACKGROUND

1. The Statement of Financial Activity for the period ending 30 April 2018 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 \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.
7. In addition to receiving the Financial Activity Statement for the period ending 30 April 2018, Council is asked to approve a budget variation to recognise the successful award of funding of \$65,000 for the development of an Aged Care Charter for the Great Southern. This follows Council's decision of 24 April 2018 to participate in the development of an Aged Care Charter and if successful, a further report would be presented to Council to consider and approve necessary variations to the Budget. For 2017/18, the only variation to the Budget is to recognise the receipt of the funding. The expenditure has been included in the draft Operating Budget for 2018/19.

*“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

8. 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

9. The City's 2017/18 Annual Budget provides a set of parameters that guides the City's financial practices.
10. 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

11. Expenditure for the period ending 30 April 2018 has been incurred in accordance with the 2017/18 proposed budget parameters.
12. Details of any budget variation in excess of \$100,000 (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.



13. The successful award of \$65,000 for the development of an Aged Care Charter will result in this revenue being received in June 2018 with subsequent expenditure being incurred in the first half of 2018/19. The budget for this expenditure has been included in the draft 2018/19 Annual Budget.

<b>File Number (Name of Ward)</b>	FM.FIR.7 - All Wards
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**CCS057: LIST OF ACCOUNTS FOR PAYMENT – MAY 2018**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance (D Olde)  
**Responsible Officers:** : Executive Director Corporate Services (M Cole)

**RECOMMENDATION**

**CCS057: 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 2018 totalling \$5,557,912.68.**

**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.

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 April 2018. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$6,966.00
Credit Cards	\$24,947.14
Payroll	\$1,281,113.88
Cheques	\$ 115,012.01
Electronic Funds Transfer	\$4,129,873.65
<b>TOTAL</b>	<b><u>\$5,557,912.68</u></b>

As at 15 May 2018, the total outstanding creditors, stands at \$1,063,383.94 and made up as follows:-

Current	\$712,080.72
30 Days	\$348,302.99
60 Days	\$ 2,151.12
90 Days	\$849.11
<b>TOTAL</b>	<b><u>\$1,063,383.94</u></b>
<b>Cancelled Cheques</b>	<b>Nil</b>

**STATUTORY IMPLICATIONS**

3. 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.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

5. 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**

6. Expenditure for the period to 15 May 2018 has been incurred in accordance with the 2017/2018 budget parameters.

**FINANCIAL IMPLICATIONS**

7. Expenditure for the period to 15 May 2018 has been incurred in accordance with the 2017/2018 budget parameters.

**CONCLUSION**

8. That list of accounts have been authorised for payment under delegated authority.
9. 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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**CCS058: 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)

**RECOMMENDATION**

**CCS058: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Delegated Authority Reports 16 April 2018 to 15 May 2018.**

**CCS059: FREEMAN OF THE CITY POLICY**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Proposed Draft Policy Position - Honorary Freeman
<b>Report Prepared By</b>	: Manager Governance & Risk (S Jamieson)
<b>Responsible Officers:</b>	: Executive Director Corporate Services (M Cole) 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:
  - **Themes:** Leadership & Community Health & Participation
  - **Objectives:**
    - To establish and maintain sound business and governance structures.
    - Deliver programs that ... engender civic pride and leave a lasting memory.
  - **Community Priorities:**
    - Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.
    - Acknowledge...people who are proud to be part of the Albany community and promote the place we call home.

**In Brief:**

- Review and consider the adoption of the proposed policy and selection criteria.

**RECOMMENDATION**

**CCS059: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council ADOPT the proposed policy, noting the objective of the policy is to establish the circumstances under which the City of Albany Council may bestow the title of “Honorary Freeman of the City of Albany” upon individuals who have made an outstanding and exceptional contribution to our community.**

**BACKGROUND**

2. The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by a Council that governs a Town or City.
3. In modern times the granting of “Honorary Freeman” bestows no legal right nor privilege on the recipient so honoured, but is accepted that the conferment is the most honourable title that a Council of a City can bestow.
4. The Freeman tradition arose under the former Local Government Act 1960 of Western Australia which provided that a Council may, by resolution passed by an absolute majority confer upon any person the title of “Honorary Freeman of the Municipality”.
5. Even though the legislation was revoked, the City of Albany, like many other councils, has continued with the tradition with the last person bestowed in 2011, being Mrs Annette Knight, AM JP Cit. WA who has since passed.
6. The current only serving Freeman, is Mr Stan Negri, whose honour was bestowed in 1998.

## DISCUSSION

7. Objective of the policy:

a. The objective of the policy is to:

*“Establish the circumstances under which the City of Albany Council may bestow the title of “Honorary Freeman of the City of Albany” upon individuals who have made an outstanding and exceptional contribution to our community.”*

8. Policy Statement:

- a. From time to time members of the Albany community demonstrate outstanding commitment and contribution to our community and it is recognised that this contribution should be acknowledged.
- b. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of *“Honorary Freeman of the City of Albany”*.
- c. The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by the Council. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

9. Selection and Nomination Criteria:

a. The guidelines are:

(i) Service:

- The nominee must have given extensive and distinguished service to our community that goes beyond local government (e.g. service to other organisations, voluntary and community groups) in largely voluntary capacity.
- The nominee's contribution should be seen to stand above the contributions made by most other people.
- Bestowing the title of Honorary Freeman of the City will only be by an absolute majority decision of the Council and in accordance with this policy.
- Nomination Criteria: The following criteria shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the City of Albany:
  - the nominee's exceptional service must be recognised as a matter of public record;
  - the nominee must have lived in, worked or served the City of Albany for a significant number of years (e.g. 20 years or more);
  - the nominee must have identifiable and long-standing connections with the community;
  - the nominee must have provided long and distinguished service to the local community;
  - the nominee's endeavours must have clearly benefited the Albany Community;
  - the nominee must have demonstrated both outstanding leadership and personal integrity;
  - it shall not be restricted to past Council Members or City of Albany employees;

- preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation;
  - the contribution to the welfare of the community must involve one or more of the following factors:
    - significant contribution of the nominee’s time in serving members of the Community for the improvement of their welfare;
    - the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made;
    - whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
    - the title shall not be bestowed on anyone who is holding the office of Council Member of the City of Albany.
- (ii) Nomination Procedure:
- A nomination may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.
  - The nomination must clearly outline the history of the nominee in chronological order, outlining their history of the community service.
  - Nominations must be made in the strictest confidence without the nominee’s knowledge.
  - A nomination must be sponsored by a Council Member and supported in writing by at least four other Council Members.
  - Nominations are to be submitted to the Chief Executive Officer.
  - The Chief Executive Officer will submit a confidential report to a Special and/or Ordinary Council Meeting with details of the nomination.
  - The Agenda for the Special Council Meeting shall be delivered at least two weeks prior to the meeting date to all Council Members.
  - If a Council Member expresses an objection to the nomination, that Council Member must give their reasons for the objection in writing to the Chief Executive Officer, at least one week before the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
  - No record of the nominee’s name shall be contained in the Agenda for the meeting, however, if the nominee is appointed as Freeman, their name shall be recorded in the minutes of the meeting.
  - In the event Council approves the nomination, it shall be by an absolute majority decision.
  - Prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.
- (iii) Entitlements:
- Any person declared an Honorary Freeman of the City of Albany:
    - may designate themselves as a “Honorary Freeman of the City of Albany”;

- will be invited to all civic events and functions and be acknowledged as a dignitary;
  - will have their photograph hung in the City's Council Chambers;
  - will be provided with a plaque to commemorate receipt of their Award; and
  - will be conferred at an appropriate civic ceremony for the purpose hosted by the City of Albany.
- (iv) Limitations on Holders of the Award
- At any one time, a maximum of **four living persons only**, unless otherwise decided by an Absolute Majority decision of the Council, may hold the title "Freeman of the City of Albany".
  - For avoidance of doubt, the honour shall not be awarded posthumously.
- (v) Personal Conduct
- A person who has been conferred with the honour of "Honorary Freeman of the City of Albany" shall display high standards of personal conduct and behaviour at all times and shall not bring the City of Albany into disrepute.
  - The Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offense or brings the City into disrepute. (Any such decision shall be by an absolute majority decision).

#### GOVERNMENT & PUBLIC CONSULTATION

10. The proposed policy position was presented for review and discussion at a Council Strategic Workshop held in May 2018.
11. Other similar policy positions were reviewed from across the local government sector.

#### STATUTORY IMPLICATIONS

12. There are no statutory implications related to this report.

#### POLICY IMPLICATIONS

13. *Local Government Act 1995*, section 2.7(2)(b) Council determines local government policies

#### RISK IDENTIFICATION & MITIGATION

14. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework:
  - **Opportunity:** To promote recognition of people who make the place we call home special.

#### FINANCIAL IMPLICATIONS

15. No direct financial implications are associated with this report.

#### LEGAL IMPLICATIONS

16. There are no direct legal implications associated with this report.



**ENVIRONMENTAL CONSIDERATIONS**

17. Nil

**ALTERNATE OPTIONS**

18. The Committee and or Council may choose to either adopt the proposed policy, adopt with modification or refer to back to the Executive for further development.

**CONCLUSION**

19. It is recommended that the proposed policy position is adopted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>Local Government Act 1995</i></li></ul>
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	<ul style="list-style-type: none"><li>• Strategic Workshop – 15 May 2018</li><li>• OCM 13/12/2011 Resolution 15.1.</li></ul>

- 11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12. MEETING CLOSED TO THE PUBLIC**
- 13. CLOSURE**