

**CORPORATE STRATEGY AND GOVERNANCE
STRATEGY AND POLICY COMMITTEE
MAN234 (AM8010711)**

MINUTES

For the meeting held on Thursday, 21st January 2010
Council Chambers

Councillor Price as Chairperson declared the meeting open at 3.32 PM.

1.0 ATTENDANCE:

Frederickstown Ward	D Price (Member)
Kalgan Ward	M Leavesley (Member)
Breaksea Ward	J Bostock (None member) - No Vote
West Ward	D Dufty (Deputy – Voting Rights)
West Ward	D Wolfe (Member)

Staff:

Executive Director Corporate & Community Services	WP Madigan
Executive Manager Projects	S Pepper
Assistant Business Governance Officer (Minutes)	J Williamson

Apologies/Leave of Absence:

Elected members:

Mayor	MJ Evans, JP
Yakamia Ward	J Matla

Staff:

Chief Executive Officer	P Richards
EM Business Governance	S Jamieson

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0 – COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR WOLFE
SECONDED: COUNCILLOR LEAVESLEY**

THAT the minutes of the Corporate Strategy and Governance Strategy and Policy Committee meeting held on 17 DEC 09 be RECEIVED.

MOTION CARRIED 4-0

3.0 DISCLOSURE OF INTEREST

Nil

4.0 CEO UPDATE

EDCCS Mr Madigan presented the CEO update.

4.1 Fishing Platform

EDCCS. Mr Madigan presented an update on the proposed Fishing Platform to be incorporated into the groyne in the Albany Waterfront Development. Council had allocated \$250,000 in reserve for the project. The Department of Transport previously agreed to maintain the Fishing Platform, as the platform will be outside the Municipal Boundary. The Department of Transport are now indicating that they will no longer be allocating funding for the maintenance of the platform.

GSDC will provide funding of \$25,000 for design of the project, on the proviso that the City of Albany funds its total allocation to the project. A contribution from the Atlantic Eagle Fund of \$95,000 has been allocated subject to design.

Mr Madigan advised that if the Department of Transport will not fund the maintenance of the Fishing Platform, the City of Albany may not be in a position to proceed with allocating funds to the project.

4.2 Advocacy

A framework policy is currently being developed which will outline linkages between all levels of politics (Federal, State and Local) and will identify a raft of funding opportunities.

This includes initiatives such as Royalties for Regions funding, and the local fee structure recently initiated by Skywest.

This framework will also enable the City of Albany to take advantage of planned visits to our region by federal and state politicians, and visiting dignitaries from overseas. It will provide opportunity for cross communication on a number of issues, and will enhance our advance planning capabilities.

An example of this is the proposed visit of the French delegation from Peronne, to attend the Peace Park dedication.

4.3 EDDS-Senior Employee Recruitment/Selection Process

The CEO requires instruction from Council as to how to proceed with recruitment of the new EDDS. CEO has recommended Mr Bride for the position, if Council has no objection. There will be the opportunity for discussion on whether Mr Bride is offered a period of probation of between 3 and 6 months, or is offered a three year contract at commencement.

The cost of full recruitment will be between \$20,000 and \$30,000.

The committee felt that Mr Bride had filled the position of Acting EDDS to good effect, and they admired his work on the CBD Master plan, although consideration needs to be given to a probationary period.

Item 4.0 continued.

The committee agreed that there was no need to proceed to a full recruitment process.

4.4 Legacy Issues

EDCCS, Mr Madigan updated the committee on a number of legacy issues.

- 5 Rufus St. EDCCS, Mr Madigan advised the committee that the City will be lodging a formal claim for PI Insurance. The insurer will not give formal advice until the claim is lodged, and the insurer has consulted their solicitors. There will be an impact on premiums, however, the amount will be much less than the amount of the claim.
- A claim has been received from our insurer for \$120,000 relating to Workers Compensation claims from 18 months ago. Manager of Finance, Ms P Wignall, is currently assessing the claim.
- In May 2008, Mr Graham Waugh of 76 Bay View Drive applied for planning permission to erect wind turbine for power generation. Council resolved to issue a Notice of Planning Scheme Consent, subject to several conditions including one relating to noise emission. Mr Waugh was unable to provide Council with the required information relating to noise emission, and subsequently this caused a delay in approval. Mr Waugh is now claiming \$90,000 compensation for costs caused by the delay in approval. Mr Madigan advised that the matter had been referred to the City's insurer.
- A resident of Goode Beach has taken action against a neighbour regarding storm water issues. The Defendant has named the City of Albany as a third party to that action. The City of Albany will be writing to The Defendant to advise that should he continue with his action, the City will be seeking costs.

ITEM: 4.0 COMMITTEE RECOMMENDATION

**MOVED: CCOUNCILLOR LEAVESLEY
SECONDED: COUNCILLOR DUFTY**

THAT the Committee RECEIVE the CEO update.

MOTION CARRIED 4-0

5.0 ITEMS FOR DISCUSSION

ITEM NUMBER: 5.1
ITEM TITLE: ENTERTAINMENT POLICY

THE NATURE OF COUNCIL'S ROLE IN THIS MATTER:

Executive Function: Council setting strategic direction and overseeing the operational functions of the City.

File Number (Name of Ward)	: MAN 234 (All Wards)
Summary of Key Points	: Adopt Council Entertainment Policy
Reporting Officer(s)	: Executive Manager Business Governance (S Jamieson)
Disclosure of Interest	: Nil
Previous Reference	: Committee meeting 17 Sep 09.
Consulted References	: City of Darwin – Entertainment Policy City of Toowoomba – Entertainment Policy

BACKGROUND

At the 17 Sep 09 meeting, staff were requested to draft a Councillor Entertainment Policy.
At the 19 Jan 09 Ordinary Council meeting staff were requested to bring the Policy back for review prior to adoption.

DISCUSSION

The City of Albany currently does not have an entertainment policy.

PUBLIC CONSULTATION / ENGAGEMENT

Nil

GOVERNMENT CONSULTATION

Review of other Local Government Policies Australia wide was conducted.

STATUTORY IMPLICATIONS

The Local Government (Financial Management) Regulations 1996 recommends that Councils should adopt policies that outline financial management principles which govern expenditure.

FINANCIAL IMPLICATIONS

The adoption of this policy will ensure that expenditure is in line with Council policy and not made on a discretionary adhoc basis.

Item 5.1 continued

STRATEGIC IMPLICATIONS & ALIGNMENT TO CORPORATE PLAN

Priority Goals and Objectives. Goal 4: Governance ... The City of Albany will be an industry leader in good governance and service delivery.

POLICY IMPLICATIONS

This policy documents the principles governing expenditure on entertainment and hospitality which will ensure that public monies are utilised prudently and appropriately.

ALTERNATE OPTIONS & LEGAL IMPLICATIONS

- a. Adopt the proposed Policy; or
- b. Reject the proposed Policy.

SUMMARY CONCLUSION

That the proposed policy is recommended for adoption to Council.

After discussion amongst the committee, it was decided that the committee make a recommendation that staff work to combine both the Refreshment and Entertainment Policy and the Elected Member Attendance at Conferences Policy, and remove reference from both policies to staff.

ITEM: 5.1 – COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR WOLFE

SECONDED: COUNCILLOR LEAVESLEY

THAT Committee defer the Policy until the next meeting, and that staff work to combine both this Policy and the Elected Member Attendance at Conferences Policy.

MOTION CARRIED 4-0

ITEM NUMBER: 5.2
ITEM TITLE: ELECTED MEMBER ATTENDANCE AT CONFERENCES

THE NATURE OF COUNCIL'S ROLE IN THIS MATTER:

Executive Function: Council setting strategic direction and overseeing the operational functions of the City.

File Number (Name of Ward)	:	MAN 234 (All Wards)
Summary of Key Points	:	Review Council Policy-Elected Member Attendance at Conferences
Reporting Officer(s)	:	Executive Manager Business Governance (S Jamieson)
Disclosure of Interest	:	Nil
Previous Reference	:	Committee meeting 19 Sep 06.
Consulted References	:	Local Government Act 1995 Local Government (Administration) Regulations 1996, as amended

BACKGROUND

Alternate Motion by Councillor Wolfe that the policy be tabled for review.

DISCUSSION

The City of Albany currently has a policy for Elected Member Attendance at Conferences.

Councillor's Reason:

To allow the Committee more time to review the policy and either combine with, or cross reference, the current City of Albany Refreshment and Entertainment Policy.

COMMENT:

- **Council Policy – Elected Member Attendance at Conferences.** Objective: To facilitate the attendance of elected members at conferences and seminars that have relevance to the City of Albany and will aid their professional development

This item was considered in conjunction with Item 5.1.

ITEM NUMBER: 5.3
ITEM TITLE: CITY OF ALBANY COUNCIL, COMMITTEE AND BRIEFING MEETINGS CALENDAR 2010

THE NATURE OF COUNCIL'S ROLE IN THIS MATTER:

Executive Function: Council setting strategic direction and overseeing the operational functions of the City.

File Number (Name of Ward) : MAN 234 (All Wards)
Summary of Key Points : 2010 City of Albany Council, Committee and Briefings Meeting Calendar
Reporting Officer(s) : Executive Manager Business Governance (S Jamieson)
Disclosure of Interest : Nil

COMMENT: Updated City of Albany Council, Committee and Briefings Meeting Calendar for 2010. To be tabled. See Attachment C.

ITEM NUMBER – 5.3 COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR WOLFE
SECONDED: COUNCILLOR DUFTY

THAT Council APPROVE the City of Albany Council, Committee and Briefing Meetings Calendar 2010

MOTION CARRIED 4-0

ITEM NUMBER: 5.4
ITEM TITLE: DISCLOSURE OF FINANCIAL INTEREST WORKSHOP

This item to be deferred to next Committee Meeting.

ITEM NUMBER: 5.5
ITEM TITLE: REALLOCATION OF RLCIP GRANT FUNDING

THE NATURE OF COUNCIL’S ROLE IN THIS MATTER:

Executive Function: Council setting strategic direction and overseeing the operational functions of the City.

- File Number (Name of Ward) :** MAN 234 (All Wards)
- Summary of Key Points :** Reallocation of RLCIP Funding from PRSC to Albany Girl Guides
- Reporting Officer(s) :** Executive Manager Projects Shelley Pepper
- Disclosure of Interest :** Nil
- Previous Reference :** SCM 10 Nov 09, Item 7.0

- Consulted References :** N/A

BACKGROUND

At the OCM 10 November 2009, Council approved the ready to proceed project list for RLCIP grant funding, as follows –

“That Council APPROVE the ready to proceed project list for RLCIP grant funding:

Ready to proceed projects:

1	Lawley Park Tennis re surface courts	\$120,000
2	Albany Soccer Club drainage, ground improvements	\$90,000
3	Albany Girl Guides drainage and safety fencing	\$34,000
4	Princess Royal Sailing Club Rescue boat compound, weather station/communications upgrade	
		\$30,000
Total		\$274,000

AND

That should one of the preferred projects not be able to proceed, Council APPROVE the following reserve projects:

Reserve Projects

1	Apex Lookout Gazebo	\$45,000
2	City of Albany Public Toilets – attached to ALAC 2	\$100,000

DISCUSSION

The funding submissions were sent to the Department for processing, and Council has since been advised the Princess Royal Sailing Club project has a component relating to information technology which has been deemed ineligible. This component totalling \$13,000 is able to be re-allocated to a new project or to the other submitted projects.

The Department has advised it requires this amended information **ASAP**, to ensure the City’s submissions are not delayed.

Item 5.5 continued.

A review of the Working Together projects indicates there would be a delay in preparing a new submission, and so staff have recommended the \$13,000 be re-allocated to the Girl Guides project, for an extension to the fencing (addressing security issues), replacement of kitchen cupboards (health issues with age of current facilities), and sealing of the external entrance to the hall.

As each of the submissions was prepared with limited time, due to the delay in releasing the guidelines, it is further recommended, that, as per the December 2009 Council resolution for other funding submissions (OCM 15. 12.09 item 15. 2.2), which provides that should the actual costs of any project vary from the estimates provided, the CEO be authorised to administer expenditure amounts within the total budget.

PUBLIC CONSULTATION / ENGAGEMENT

Two rounds of community consultation have already been conducted, which resulted in the 'Working Together' projects list. The proposed projects were prioritised from that list.

GOVERNMENT CONSULTATION

No government consultation is required regarding this matter.

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

External funding for infrastructure projects enhance the local community and social well being of its residents.

STRATEGIC IMPLICATIONS & ALIGNMENT TO CORPORATE PLAN

This item discusses funding of a broad range of projects and relates to all major elements of the Albany Insight – Beyond 2020 Corporate Plan.

POLICY IMPLICATIONS

There are no policy implications relating to this matter.

ALTERNATE OPTIONS & LEGAL IMPLICATIONS

There are no legal obligations with this item.

SUMMARY CONCLUSION

That the \$13,000 be re-allocated to the Girl Guides project, for an extension to the fencing (addressing security issues), replace kitchen cupboards (health issues with age of current facilities), and sealing of the external entrance to the hall; and

That should the actual costs of any project vary from the estimates provided, the CEO be authorised to administer expenditure amounts within the total budget.

Item 5.5 continued

ITEM: 5.5 – OFFICER RECOMMENDATION

**MOVED: COUNCILLOR LEAVESLEY
SECONDED: COUNCILLOR DUFTY**

THAT Council:

- 1. APPROVE the reallocation of funding from PRSC to Albany Girl Guides for extension of fencing, replacement of kitchen cupboards and sealing of external entrance to the hall; and**
- 2. Should the actual costs of any project vary from the estimates provided, the CEO be authorised to administer expenditure amounts within the total budget.**

MOTION CARRIED 4-0

ITEM NUMBER 5.6

There was discussion regarding the wording of the Terms of Reference for the Committee, and in particular the Responsibilities. It was agreed that *Human Resource Management* should be changed to *Human Resource Policy*, to reflect the function of the committee.

ITEM NUMBER – 5.6 COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR WOLFE
SECONDED: COUNCILLOR LEAVESLEY**

THAT Committee AMEND the wording of Human Resource MANAGEMENT in the Terms of Reference for this committee, to Human Resource POLICY.

MOTION CARRIED 4-0

ITEM NUMBER: 5.7
ITEM TITLE: REQUESTS FOR LETTERS OF SUPPORT

THE NATURE OF COUNCIL'S ROLE IN THIS MATTER:

Executive Function: Council setting strategic direction and overseeing the operational functions of the City.

The CEO requested that committee consider two draft letters of support, which it is proposed would provide a two pronged policy.

The City of Albany is still prepared to provide letters of support for any organisation, whether on our register or not. There will be a proviso in the letter of support if the application for funding impacts a City of Albany application for the same pool of funding.

If the letter of support is for funding applications of less than \$10,000 for the total project, and the applicant is registered in our project register, there will be an unequivocal letter of support provided.

There was a concern expressed by the committee, that funding for volunteer organisations that voluntarily care for Council assets or land may be marginalised by the proposed policy, and these organisations should be added to our register.

ITEM NUMBER: 5.7 - COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DUFTY
SECONDED: COUNCILLOR WOLFE

THAT Committee endorse the review of the draft letters of support, with the proviso that volunteer organisations be invited to be included in the 'Working Together' program.

MOTION CARRIED 4-0

6.0 ITEMS TO BE DISCUSSED AT NEXT MEETING

- The Refreshment and Entertainment Policy and Elected Member Attendance at Conferences Policy.
- Corporate Strategy and Governance Strategy and Policy Committee meeting framework.
- Disclosure of Financial Interest Workshop.

7.0 DATE OF NEXT MEETING

Thursday the 18 Feb 2010 at 3.30 PM.

8.0 CLOSURE OF MEETING

There being no further business to discuss, the meeting closed at 5.12 PM

Attachments:

- A. City of Albany – Draft Refreshment and Entertainment Policy
- B. Council Policy - Elected Member Attendance at Conferences
- C. City of Albany Council, Committee and Briefings Meeting Calendar 2010.



Council Policy

Refreshment and Entertainment Policy (Draft)

Version Control

Version	Date	Status	Distribution	Comment
01	17/12/09	Draft/Reviewed	Governance Committee	Draft presented to committee for comment.

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1.0 Objective

- (1) The City of Albany may approve expenditure for entertainment and refreshments in the conduct of office Council Business, for designated Council sponsored meetings and events.
- (2) This policy is not intended for use with normal daily business; but rather for special situations or occasions, as determined by the Mayor or delegate.

2.0 Scope

This policy relates to expenditure by Council for entertainment and hospitality, providing guidelines for both Councillors and Council officers

3.0 Definitions

Entertainment of hospitality service:

- (a) a service provided by the local government for entertaining members of the public for promoting an initiative or project of the local government;
- (b) the provision of food or beverages by the local government:
 - i) to a person visiting the local government in an official capacity;
or
 - ii) for a conference or meeting held by the local government for its councillors, employees or other persons;
or
 - iii) for a seminar, course, workshop or another forum provided by the local government for its councillors, employees or other persons;
- (c) attendance by a councillor or employee of the local government at a function:
 - i) as part of the councillor's or employee's official duties or obligations as a councillor or employee of the local government; and
 - ii) for which an amount is charged to the local government for attending the function.

4.0 Policy Statement

This policy documents the principles governing expenditure on entertainment and hospitality which will ensure that public monies are utilised prudently and appropriately.

4.1 Principles

- (1) All entertainment and hospitality expenditure must be incurred in the public interest. This means that the councillor or council officer authorising the expenditure must confirm that the expenditure will benefit the public generally or facilitate Council business.
- (2) The amount spent on entertaining and hospitality must be reasonable, having regards to the benefit to the Council or the public.
- (3) The expenditure must be provided for in a budget and must be authorised in accordance with the Council's normal accounting procedures and with the specific additional requirements of this policy.

4.2 Hospitality provided to Council Employees

- (1) Council may meet the cost of food and non-alcoholic drinks provided to employees in the following circumstances:
 - (a) A light meal may be provided for employees who are required to work during a meal time and an alternative meal break is not available. This includes committee and working group meetings, and conferences, seminars and training sessions where the cost is met by Council.
 - (b) If the employee is required to attend a meeting or other function attended by non-employees, and food and drink is provided for all attendees under this policy.
 - (c) If the employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available.
- (2) Alcoholic drinks may not be provided for employees except where the employee attends a function at which alcoholic drinks are provided for non-employees under this policy. As employees at such a function represent the Council, they must only consume a reasonable amount of alcohol. The Code of Conduct for Employees should be considered in conjunction with this policy.

4.3 Hospitality and Entertainment for Councillors

Councillors may claim hospitality costs on the same basis as employees.

4.4 Training Courses, Meetings, and Other Functions

- (1) When a training course, meeting or other function is arranged and employees or visitors will be present during a normal meal period, Council may make refreshments available.
- (2) Refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

- (3) Alcohol may only be provided at a function if it has been approved by the Mayor or the Chief Executive Officer prior to the function. Alcohol must not be provided during training courses or meetings arranged by the Council.
- (4) If an employee attends a training course, meeting or other function not arranged by the Council but at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in an overall cost for the event or are provided at meals which are an integral part of the event.

5.0 Legislative and Strategic Context

- (1) The Local Government (Financial Management) Regulations 1996 recommends that Councils should adopt policies that outline financial management principles which govern expenditure.
- (2) This item directly relates to the following elements from the Albany Insight ~ Beyond 2020 Corporate Plan Goal 4: Governance ... The City of Albany will be an industry leader in good governance and service delivery.

6.0 Review Position and Date

Manager Finance to review on or before 30/06/2010.

7.0 Associated Documents

Nil



Council Policy

Elected Member Attendance at Conferences

Revision Status

Revision No	Status	Distribution	Issue Date	Comment
01	Adopted	All Councillors	19/02/08	OCM 19 Sep 06, Item 14.2.2
02	Reformat	Register	20/10/09	Formatting Only

1. Objective

To facilitate the attendance of elected members at conferences and seminars that are of relevance to the City of Albany and will aid in their professional development.

2. Scope

The registration and attendance at any conference or seminar by the Mayor or Councillors of the City of Albany, including all related travel and expenses.

3. Definitions

Act	The Local Government Act 1995, as amended.
Advisory Standing Committee or	A Committee of the City of Albany established pursuant to Section 5.8 of the Local Government Act 1995 (as amended).
Award	Public Service Award 1992, as amended.
Conference	Any conference, convention, forum, information session, meeting, study tour, training session or workshop, or similar activity as determined by the Chief Executive Officer.
Elected Member	All Councillors and the Mayor.
Partner	Either spouse or defacto partner.
Regulations	The Local Government (Administration) Regulations 1996, as amended.
South West Land Division	Areas 1, 2 and 3 as defined in the attached District Allowance Map
WALGA	Western Australian Local Government Association

4. Policy Statement

Attendance at conferences by elected members is critical in ensuring that they remain abreast of contemporary practices in local government and special interest areas ie economic development, civil construction and town planning, that impact upon the delivery of services provided by the City.

It is recognised that often registration lead times to attend such conferences are limited and prevent attendance where the Council's prior approval may be required. This policy seeks to ensure that elected members can register and attend conferences that are of relevance to the strategic direction of the City and within existing budget allocations.

The Mayor is entitled to attend any conference within Australia that he or she determines is appropriate, in consultation with the Chief Executive Officer;

The Chairman of each Advisory or Standing Committee is entitled to attend one (1) annual or major conference within Australia each year that is relevant to the purpose of the Advisory or Standing Committee;

Each Councillor is entitled to attend the WALGA 'Local Government Week' conference annually;

Each Councillor is entitled to attend conferences, held within the South West Land Division, subject to no more than four (4) Councillors attending at any one time;

Each Councillor is entitled to attend two (2) conferences outside of the South West Land Division in each 4-year term, that are of relevance to the City's strategic objectives. This entitlement is not cumulative and is re-established at the commencement of each term;

All of the above entitlements are mutually exclusive of one another;

Any conference not within the scope of the above entitlements is to be the subject of a request seeking the approval of the Council.

All expenses are to be administered as follows:

Expense Type	Extent of expense payable by City of Albany	Comments
Accommodation, meals, refreshments and direct expenses	All reasonable expenses.	All arrangements and purchase orders to be made by the Administration. All reasonable expenses will be reimbursed upon provision of receipts or credit card statements.
Travel Expenses	100%	All arrangements and purchase orders to be made by the Administration. All reasonable expenses will be reimbursed upon provision of receipts or credit card statements.
Partner Expenses	Attendance at conference dinner	All registrations and purchase orders to be made by the Administration. Elected members to provide declaration of partner expenses, for subsequent invoicing.
Accommodation Allowance	In accordance with Schedule I, Clause 9 of the Award	Where elected members choose to not stay in hotel / motel accommodation.

5. Legislative and Strategic Context

Local Government Act 1995

Local Government (Administration) Regulations 1996

Public Service Award 1992

Mission Statement:

The City of Albany will always be renowned for...our commitment to training and development.

At all times we will...

- Actively keep abreast of best practice;
- Value and develop our people; and
- Seek innovative approaches.

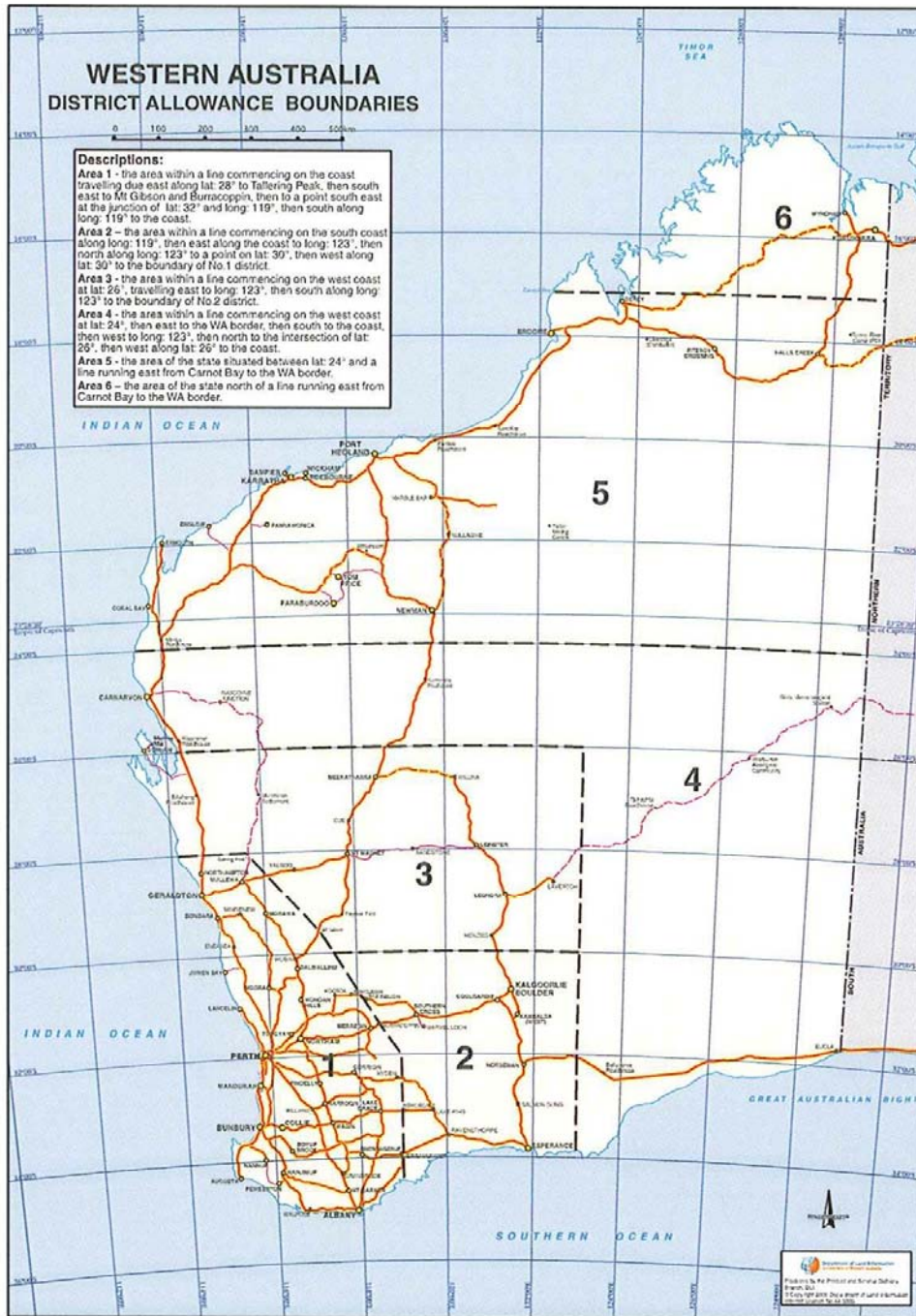
6. Review Position and Date

Chief Executive Officer to review on or before 30/6/2009

7. Associated Documents

Nil.

DISTRICT ALLOWANCE MAP



CITY OF ALBANY COUNCIL, COMMITTEE AND BRIEFING MEETINGS CALENDAR 2010

