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# MINUTES

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## COMMERCIAL, COMMUNITY AND CORPORATE SERVICES COMMITTEE

13 June 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 [6:00:25 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	P Terry (Chair)
Member	C Dowling
Member	G Stocks
Member	J Shanhun
Member	S Smith
Member	A Goode JP
Member	A Moir
Member	B Hollingworth
Member	J Price
Member	R Sutton

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
A/Executive Director Commercial Services	A Cousins
Manager Finance	D Olde
Manager Tourism Development Services	M Bird

Meeting Secretary H Bell

**Apologies:**

Member	N Mulcahy (Leave of Absence)
Member	R Hammond (Leave of Absence)

Councillor Price left the Council Chambers and the meeting at 6.43pm

**4. DISCLOSURES OF INTEREST**

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

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: - Nil.**

**6. PUBLIC QUESTION TIME – Nil.**

**7. PETITIONS AND DEPUTATIONS: - Nil.**

**8. CONFIRMATION OF MINUTES**

**MOTION**

**MOVED: COUNCILLOR HOLLINGWORTH  
SECONDED: COUNCILLOR SMITH**

**THAT the minutes of the Commercial, Community and Corporate Services Committee held on 9 May 2017, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 11 - 0**

**9. PRESENTATIONS –**

Great Southern Centre of Outdoor Excellence – Dr Lenore Lyons – GSCORE Project Director.

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS –.**

**CCCS031: FINANCIAL ACTIVITY STATEMENT – APRIL 2017**

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

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CCCS031: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR SHANHUN**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 30 April 2017**

**CARRIED 11 - 0**

**CCCS031: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 30 April 2017**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 30 April 2017 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 2016/17 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

### FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 April 2017 has been incurred in accordance with the 2016/17 proposed budget parameters.
11. 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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**CCCS032: LIST OF ACCOUNTS FOR PAYMENT – MAY 2017**

**Proponent** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared by** : Senior Accounting Officer (P Martin)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CCCS032: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR MOIR**

**That Council received the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 May 2017 totalling \$5,839,647.81.**

**CARRIED 11 - 0**

**CCCS032: 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 May 2017 totalling \$5,839,647.81.

**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 May 2017. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$ 64,633.08
Credit Cards	\$ 8,711.33
Payroll	\$ 1,221,007.02
Cheques	\$ 35,009.79
Electronic Funds Transfer	\$ 4,510,286.59
<b>TOTAL</b>	<b><u>\$ 5,839,647.81</u></b>

3. As at 15 May 2017, the total outstanding creditors, stands at \$753,740.80 and made up as follows:-

Current	\$ 387,732.18
30 Days	\$ 347,215.39
60 Days	\$ 7,481.91
90 Days	\$ 11,311.32
<b>TOTAL</b>	<b><u>\$ 753,740.80</u></b>

Cancelled cheques – Nil.

#### STATUTORY IMPLICATIONS

4. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

#### POLICY IMPLICATIONS

7. Expenditure for the period to 15 May 2017 has been incurred in accordance with the 2016/2017 budget parameters.

#### FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 May 2017 has been incurred in accordance with the 2016/2017 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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**CCCS033: 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**

**CCCS033: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR HOLLINGWORTH**

**THAT the Delegated Authority Reports 16 April 2017 to 15 May 2017 be RECEIVED.**

**CARRIED 11 - 0**

**CCCS033: RESPONSIBLE OFFICER RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR HOLLINGWORTH**

**THAT the Delegated Authority Reports 16 April 2017 to 15 May 2017 be RECEIVED.**

**CARRIED 11 - 0**

**CCCS034: LOWER GREAT SOUTHERN ECONOMIC ALLIANCE - UPDATE**

**Proponent / Owner** : Lower Great Southern Alliance  
**Attachment** Premier McGowan Presentation  
**Report Prepared By** : Lower Great Southern Alliance – Executive Support Officer  
(S Shaw)  
**Responsible Officers:** : Chief Executive Officer (A Sharpe)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

- a. **Key Theme:** 1. Smart, Prosperous and Growing.
- b. **Strategic Objectives:**
  - 1.1 To foster education, training and employment opportunities that support economic development.
  - 1.2. To strengthen our region's economic base.
  - 1.3. To develop and promote Albany as a sought after and visitor destination.
- c. **Strategy:**
  - 1.1.1 Advocate for and support initiatives that lead to education sector and employment growth.
  - 1.2.2 Strengthen our economy by supporting business innovation and diversity.
  - 1.3.2 Promote the Albany region as a sought after and iconic tourism destination.

**In Brief:**

To provide a monthly update of the Alliance business for all LGSEA member councils.

**RECOMMENDATION**

**CCCS034: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SMITH**  
**SECONDED: COUNCILLOR DOWLING**

**THAT the Committee NOTE this update for the Lower Great Southern Economic Alliance.**

**CARRIED 10 - 0**

**CCCS034: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT the Committee NOTE this update for the Lower Great Southern Economic Alliance.**

**BACKGROUND**

- 2. The Lower Great Southern Economic Alliance of the City of Albany, and Shires of Denmark and Plantagenet developed under a Memorandum of Understanding in July 2015.
- 3. The key pillars of the LGSEA include: Advocacy; Economic Development and Tourism and Efficiency and Consistency.
- 4. The new structure with the increase of representation for each partner council from 1 to 3 members has agreed to meet monthly.

## DISCUSSION

### New Structure and Governance

- Progressing the Incorporation of the Lower Great Southern Economic Alliance as per instruction from previous meeting and outcomes of the workshops undertaken in this area by Localise Consultant Alison Dalziel. It is anticipated that a new structure will be in place by the end of 2017.

### Advocacy

- Local Government leaders (Albany, Denmark, Plantagenet and Jerramungup) met with Premier Mark McGowan on Tuesday 30 May for a breakfast meeting. Discussions focused on regional collaboration on the following:
  - State government partnerships with the regional election promises
  - Lower Great Southern Economic Alliance success
  - The Amazing South Coast Tourism Project
  - Importance of progressing the Middleton Beach development
  - Key regional transport projects
  - Key transformational projects
  - Other specific projects / services relevant to each LGA.

### Economic Development

- **Tourism Development Strategy and Destination Marketing Strategy**
  - Inaugural meeting of the Amazing South Coast Tourism Advisory Group (TAG) held on 25 May 2017. Strong support from industry. All partner councils are invited to attend each meeting as observers.
  - A presentation on an Amazing South Coast website and advertising plan was delivered by Marketforce consultants for consideration.
  - Churchill Consulting delivered a presentation on developing a Local Tourism Organisation model designed to address the needs of the sub region.
  - Discussion on state government funding contribution \$1M over 5 years.
  - Alliance partners are looking to meet with the Minister for Tourism in June 2017, to discuss the delivery of the Tourism project.
- **Growth Plan (Regional Centres Development Plan, RCDP)**
  - Feedback from RCDP Steering Committee received and working closely with GSDC to integrate changes to strengthen our rollout once funds are released.
  - Developing consultant brief in consultation with Department Regional Development and Landcorp in preparation for moving forward.
  - Continuing to maintain close linkages with other Stage 2 Centre coordinators in Carnarvon, Mandurah and Busselton.
  - Attended Cluster workshop in Perth. “Clustering” is a globally recognised system for the development of strongly competitive industry sectors.
  - Minister MacTiernan attended breakfast meeting and soundly endorsed the utilisation of Cluster process for economic development in Western Australia.

### Efficiency and Consistency

- A business case for the delivery of Environmental Health Services across the Alliance partners is being developed for implementation. A business unit model will be trialled to test potential expansion for the delivery of a wider range of services if this model is successful. Further reporting on this key development will be provided to each local government member

## GOVERNMENT & PUBLIC CONSULTATION

5. N/A.

## STATUTORY IMPLICATIONS

6. N/A.

**POLICY IMPLICATIONS**

7. There are no policy implications at this time.

**RISK IDENTIFICATION & MITIGATION**

8. N/A.

**FINANCIAL IMPLICATIONS**

9. Nil.

**LEGAL IMPLICATIONS**

10. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

11. Nil.

**CONCLUSION**

12. That the Committee note this update.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	Nil

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** – Nil
12. **MEETING CLOSED TO THE PUBLIC**
14. **THE MEETING WAS DECLARED CLOSED AT** The Chair declared the meeting closed at [6:49:17 PM](#)