



---

# MINUTES

---

## COMMUNITY AND CORPORATE SERVICES COMMITTEE

8 October 2019

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.

**CARETAKER PERIOD STATEMENT**

**During a Caretaker Period the CEO will ensure that reports and or recommendations made by officers for consideration by Council do NOT constitute major policy decisions which may commit Council to a certain course of action, financial or otherwise. All reports considered by Council during the Caretaker Period have been reviewed by the CEO, and the CEO has determined that those reports do not constitute a major policy decision. The Caretaker Period Policy does not impede the day to day administrative decisions required for the smooth running of the organisation.**

**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

**TABLE OF CONTENTS**

	<b>Details</b>	<b>Pg#</b>
<b>1.</b>	<b>DECLARATION OF OPENING</b>	<b>5</b>
<b>2.</b>	<b>PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS</b>	<b>5</b>
<b>3.</b>	<b>RECORD OF APOLOGIES AND LEAVE OF ABSENCE</b>	<b>5</b>
<b>4.</b>	<b>DISCLOSURES OF INTEREST</b>	<b>6</b>
<b>5.</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	<b>6</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME</b>	<b>6</b>
<b>7.</b>	<b>PETITIONS AND DEPUTATIONS</b>	<b>6</b>
<b>8.</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>9.</b>	<b>PRESENTATIONS</b>	<b>6</b>
<b>10.</b>	<b>UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS</b>	<b>6</b>

<b>REPORTS</b>		
CCS181	FINANCIAL ACTIVITY STATEMENT – AUGUST 2019	<b>7</b>
CCS182	LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2019	<b>10</b>
CCS183	DELEGATED AUTHORITY REPORTS –AUGUST TO SEPTEMBER 2019	<b>12</b>
CCS184	QUARTERLY REPORT – TENDERS AWARDED – JULY TO SEPTEMBER 2019	<b>13</b>
<b>11.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>14</b>
<b>12.</b>	<b>MEETING CLOSED TO PUBLIC</b>	<b>14</b>
<b>13.</b>	<b>CLOSURE</b>	<b>14</b>

1. **DECLARATION OF OPENING** That the Chair declared the meeting open at 6.
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**

**Councillors:**

Mayor	D Wellington
Member	R Hammond
Member	G Stocks
Member	A Goode JP
Member	S Smith
Member	A Moir
Member	R Sutton
Member	P Terry (Chair)
Member	J Shanahun
Member	T Sleeman

**Staff:**

Chief Executive Officer	A Sharpe
Acting Executive Director Corporate Services	D Olde
Executive Director Community Services	S Kay
Executive Director Infrastructure & Environment	P Camins
Meeting Secretary	C Crane

**Apologies:**

Member	R Stephens
Member	E Doughty (Deputy Chair)
Member	B Hollingworth
Acting Manager Finance	S Van Nierop

**Members of Public**

9

**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 SHANHUN**

**SECONDED: COUNCILLOR MOIR**

**THAT the minutes of the Community and Corporate Services Committee held on 11 September 2019, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 10-0**

**9. PRESENTATIONS – Nil.**

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

## CCS181: FINANCIAL ACTIVITY STATEMENT – AUGUST 2019

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	Statement of Financial Activity
<b>Report Prepared by</b>	: Acting Manager Finance (S Van Nierop)
<b>Responsible Officer</b>	: Acting Executive Director Corporate Services (D Olde)

### **Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

### **RECOMMENDATION**

#### **CCS181: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**

**SECONDED: COUNCILLOR GOODE**

**THAT the Financial Activity Statement for the period ending 31 August 2019 be RECEIVED.**

**CARRIED 10-0**

#### **CCS181: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT the Financial Activity Statement for the period ending 31 August 2019 be RECEIVED.**

### **BACKGROUND**

1. The Statement of Financial Activity for the period ending 31 August 2019 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.

*“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 2019/20 Annual Budget provides a set of parameters that guides the City’s financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

### **FINANCIAL IMPLICATIONS**

10. Expenditure for the period ending 31 August 2019 has been incurred in accordance with the 2019/20 proposed budget parameters.



11. 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.

<b>File Number (Name of Ward)</b>	FM.FIR.7 - All Wards
-----------------------------------	----------------------

**CCS182: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2019**

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

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**RECOMMENDATION**

**CCS182: COMMITTEE RECOMMENDATION**

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

**That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 September 2019 totalling \$6,987,542.78.**

**CARRIED 10-0**

**CCS182: 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 September 2019 totalling \$6,987,542.78.

**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 September 2019. Please refer to the Attachment to this report.

<b>Municipal Fund</b>	
Trust	\$0.00
Credit Cards	\$42,584.12
Payroll	\$1,683,908.09
Cheques	\$49,081.10
Electronic Funds Transfer	\$3,442,657.25
<b>TOTAL</b>	<b>\$5,218,230.56</b>

As at 15 September 2019, the total outstanding creditors stands at \$369,429.21 and is made up as follows:-

Current	\$236,731.56
30 Days	\$129,273.42
60 Days	\$3,332.32
90 Days	\$91.91
<b>TOTAL</b>	<b>\$369,429.21</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 September 2019 has been incurred in accordance with the 2018/2019 budget parameters.

**FINANCIAL IMPLICATIONS**

7. Expenditure for the period to 15 September 2019 has been incurred in accordance with the 2018/2019 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
-----------------------------------	---	----------------------

**CCS183: DELEGATED AUTHORITY REPORTS – AUGUST TO  
SEPTEMBER 2019**

**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)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**BACKGROUND:**

In compliance with Section 9.49A of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General) Regulations 1996* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:

- Delegation: 006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY (Chief Executive Officer)
- Delegation: 009 - GRANT FUNDING, DONATIONS, SPONSORSHIP
- Delegation: 018 - CHOICE OF TENDER, AWARD CONTRACT

**RECOMMENDATION**

**CCS183: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR HAMMOND**  
**SECONDED: COUNCILLOR SMITH**

**THAT the Delegated Authority Reports 16 August 2019 to 15 September 2019 be RECEIVED.**  
**CARRIED 10-0**

**CCS183: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 August 2019 to 15 September 2019 be RECEIVED.**

**CCS184: QUARTERLY REPORT – TENDERS AWARDED – JULY TO  
SEPTEMBER 2019**

**Proponent** : City of Albany  
**Attachments** : Quarterly Report – Tenders Awarded – July to September  
2019  
**Report Prepared by** : Procurement Officer (A Bancroft)  
**Responsible Officer** : Acting Executive Director Corporate Services (D Olde)

**Electoral Caretaker Period Policy Statement**

*The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election  
Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.*

*The CEO therefore recommends this report for consideration by Council.*

**RECOMMENDATION**

**CCS184: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR STOCKS**  
**SECONDED: COUNCILLOR SHANHUN**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – July to September 2019.**  
**CARRIED 10-0**

**CCS184: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the Quarterly Report – Tenders Awarded – July to September 2019.**

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** – Nil.
12. **MEETING CLOSED TO THE PUBLIC** – Nil.
13. **CLOSURE** The Chair declared the meeting closed at 6.18pm.