



MINUTES

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 09 June 2020

6.00pm

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 & Commercial Services,
Executive Director Community Services

Delegated Authority: None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
MINUTES– 9/06/2020

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1. **DECLARATION OF OPENING** The Chair declared the meeting open at 6.00pm
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 past, present and emerging”.

3. **RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Councillors:

| | |
|--------|-------------------------|
| Mayor | D Wellington |
| Member | R Hammond |
| Member | P Terry (Chair) |
| Member | R Stephens |
| Member | G Stocks (Deputy Mayor) |
| Member | M Benson-Lidholm JP |
| Member | E Doughty |
| Member | T Sleeman |
| Member | J Shanhun |
| Member | S Smith (Deputy Chair) |
| Member | A Goode JP |
| Member | C Thomson |
| Member | R Sutton |

Staff:

| | |
|--|--------------|
| Chief Executive Officer | A Sharpe |
| Executive Director Corporate & Commercial Services | D Olde |
| Acting Manager Finance | S Van Nierop |
| Meeting Secretary | C Crane |

Apologies:

Members of Public

COMMUNITY AND CORPORATE SERVICES COMMITTEE
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4. DISCLOSURES OF INTEREST

| Name | Committee/Report Item Number | Nature of Interest |
|--------------------|---|--|
| Councillor Doughty | CCS256 | Impartiality – List of accounts include supplies from St John Ambulance to which Councillor Doughty is the Regional Manager. |

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: MAYOR WELLINGTON
SECONDED: COUNCILLOR STEPHENS**

THAT the minutes of the Community and Corporate Services Committee held on 12 May 2020, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED: 13-0

9. PRESENTATIONS – Nil.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CCS255: FINANCIAL ACTIVITY STATEMENT – APRIL 2020

| | |
|----------------------------|--|
| Proponent | : City of Albany |
| Attachments | : Statement of Financial Activity |
| Report Prepared by | : Acting Manager Finance (S Van Nierop) |
| Responsible Officer | : Executive Director Corporate & Commercial Services (D Olde) |

RECOMMENDATION

CCS255: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR THOMSON

SECONDED: COUNCILLOR SMITH

THAT the Financial Activity Statement for the period ending 30 April 2020 be RECEIVED.

CARRIED 13-0

CCS255: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Financial Activity Statement for the period ending 30 April 2020 be RECEIVED.

COVID-19 IMPACT

- Impacts to the financial performance of the City are detailed in the 'Explanation of Material Variances to the YTD Budget in Excess of \$100,000' (Note 1) of the Attachment to this report (Statement of Financial Activity).

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 April 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 30 April 2020 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.

| | |
|-----------------------------------|----------------------|
| File Number (Name of Ward) | FM.FIR.7 - All Wards |
|-----------------------------------|----------------------|

CCS256: LIST OF ACCOUNTS FOR PAYMENT – MAY 2020

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

Councillor Doughty declared a Disclosure of Interest of Impartiality and participated in the vote.

RECOMMENDATION

CCS256: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STEPHENS
SECONDED: COUNCILLOR SMITH

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 May 2020 totalling \$5,399,660.07.

CARRIED 13-0

CCS256: 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 2020 totalling \$5,399,660.07.

COVID-19 IMPACT

- The City is paying creditors as soon as practical, in order to assist the cash flow of those businesses (primarily local businesses) the City transacts with.

BACKGROUND

- 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

- The table below summarises the payments drawn from the municipal fund for the period ending 15 May 2020. Please refer to the Attachment to this report.

| Municipal Fund | |
|---------------------------|-----------------------|
| Trust | \$0.00 |
| Credit Cards | \$3,232.52 |
| Payroll | \$1,498,307.07 |
| Cheques | \$37,945.28 |
| Electronic Funds Transfer | \$3,860,175.20 |
| TOTAL | \$5,399,660.07 |

As at 15 May 2020, the total outstanding creditors stands at \$469.13 and is made up as follows;

| | |
|--------------------------|-----------------|
| Current | \$469.13 |
| 30 Days | \$0.00 |
| 60 Days | \$0.00 |
| 90 Days | \$0.00 |
| TOTAL | \$469.13 |
| Cancelled Cheques | Nil |

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 2020 has been incurred in accordance with the 2019/2020 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 May 2020 has been incurred in accordance with the 2019/2020 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.

| | | |
|-----------------------------------|----------|----------------------|
| File Number (Name of Ward) | : | FM.FIR.2 - All Wards |
|-----------------------------------|----------|----------------------|

CCS257: DELEGATED AUTHORITY REPORTS – APRIL TO MAY 2020

| | |
|----------------------------|---|
| Proponent | : City of Albany |
| Attachments | : Executed Document and Common Seal Report |
| Report Prepared by | : Personal Assistant to the ED Corporate & Commercial Services (H Bell) |
| Responsible Officer | : Chief Executive Officer (A Sharpe) |

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

CCS257: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY

THAT the Delegated Authority Reports 16 April 2020 to 15 May 2020 be RECEIVED.

CARRIED 13-0

CCS257: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 April 2020 to 15 May 2020 be RECEIVED.

COVID-19 IMPACT

- COVID-19 has no impact on this report.

**CCS258: RATING SUBSIDY: SPORTING & COMMUNITY ORGANISATION
RECIPIENT LIST FOR 2019/20**

| | |
|----------------------------|--|
| Proponent | : City of Albany |
| Attachments | : Rating Subsidy: Sporting & Community Organisations Recipient List for 2019/20 financial year. |
| Report Prepared by | : Senior Finance Officer – Rates (G Shephard) |
| Responsible Officer | : Executive Director Corporate & Commercial Services (D Olde) |

RECOMMENDATION

CCS258: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SLEEMAN
SECONDED: COUNCILLOR SUTTON**

**THAT Council RECEIVE the Rating Subsidy: Sporting and Community Organisations
Recipient List for 2019/20.**

CARRIED 13 - 0

CCS258: RESPONSIBLE OFFICER RECOMMENDATION

**THAT Council RECEIVE the Rating Subsidy: Sporting and Community Organisations Recipient List
for 2019/20.**

CCS259: DROUGHT COMMUNITIES PROGRAMME FUNDING OPPORTUNITY

| | |
|------------------------------|---|
| Proponents | : Australian Government - Department of Infrastructure, Regional Development and Cities (DIRDC) |
| Owner | : City of Albany |
| Attachments | : Draft Scope of Works (CONFIDENTIAL) |
| Report Prepared By | Manager Public Health and Safety (S Reitsema) Revenue Development Officer (A Lacy) |
| Responsible Officers: | : Executive Director Corporate & Commercial Services (D Olde) |

STRATEGIC IMPLICATIONS

This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:

- **Theme:** Leadership.
- **Objective:** To establish and maintain sound business and governance structures.
- **Community Priority:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- The Drought Communities Programme (DCP), for which the City of Albany is eligible and which is coordinated by the Australian Government's Department of Infrastructure, Regional Development and Cities (DIRDC), has been designed to deliver benefits to targeted drought-affected regions of Australia. City staff are seeking Councils endorsement of the proposed scope of works, which has been developed as part of the application for funding in response to identified community needs.

RECOMMENDATION

CCS259: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SLEEMAN

SECONDED: COUNCILLOR DOUGHTY

THAT Council ENDORSE the City's funding application to the Drought Communities Programme.

CARRIED 13 - 0

CCS259: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ENDORSE the City's funding application to the Drought Communities Programme.

COVID-19 IMPACT

- COVID-19 is expected to have very limited impact on the City's ability to deliver this project, however it is noted that matters such as a reduction in staff hours and the possibly reduced availability of various materials from suppliers could have a minor impact on the delivery of the various projects.

BACKGROUND

1. On 28 January 2020, the Australian Government announced that the DCP, which has been designed to deliver benefits to targeted drought-affected regions of Australia, will be extended and made available to an additional 52 Councils around Australia. A total of \$47

million will be provided, with councils of less than 1,000 people eligible for up to \$500,000 and those with a larger population eligible up to \$1 million.

2. 35 West Australian Local Governments, including the City of Albany, have been identified as eligible for the program due to rainfall deficiency data from the Bureau of Meteorology and population and industry data where there is a particular reliance on agriculture.
3. Eligible projects must relate to economic, social and cultural infrastructure, safety and accessibility upgrades, and/or town facility developments and upgrades. Such projects must be expected to lead to local employment, contribute to economic activity of the community/region and/or lead to the retention of business, services and facilities.
4. Further information on the DCP Guidelines is available at:
https://www.regional.gov.au/regional/programs/files/DCP_Guidelines_2018.pdf
5. The City has coordinated a group of 10 Local Governments from within our region to work in collaboration to seek synergies in project management, economies of scale and to use the combined intelligence and experience of the group to gain the most effective outcome from the funding and also to leverage other funding opportunities.

DISCUSSION

6. City staff have been in discussion with community groups and Councillors in regards to eligible identified needs. As outlined in the attached draft Scope of Works, funding is proposed for a range of projects including: upgrades to various town halls (toilets, kitchens, power supplies, etc.), installing new and reinstating existing bores for remote water supplies, gravel road re-sheeting and upgrading public toilets.
7. Community groups or facilities such as sporting clubs which have been identified as ineligible will be provided with information and support for alternative funding opportunities such as CSRFF and the upcoming Lotterywest funding for sporting clubs and communities which has not yet opened.
8. Budget estimates include a provisional fund that is anticipated to cover the costs of the development of an Adverse Event Plan and Independent Audit (which are both mandatory requirements for the application), as well 10% set aside for potential cost increases across the range of projects.

GOVERNMENT & PUBLIC CONSULTATION

9. DCP Grant Programme Guidelines have been followed in the preparation of the funding application, with support and advice about project eligibility provided by the DIRDC.

STATUTORY IMPLICATIONS

10. Nil.

POLICY IMPLICATIONS

11. Nil.

RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|-----------------|-----------------|---------------|---|
| <i>Reputation: application not supported would result in lack of funding opportunities for identified community needs</i> | <i>Unlikely</i> | <i>Moderate</i> | <i>Low</i> | <i>Support application to gain funding to deliver appropriate projects.</i> |
| <i>Opportunity: To gain funding to fund various community projects in response to identified needs.</i> | | | | |

FINANCIAL IMPLICATIONS

13. Besides project management costs (undertaken by existing staff members), all other costs associated with the planning, development and completion of the proposed projects are covered by the CDP.

LEGAL IMPLICATIONS

14. Nil.

ENVIRONMENTAL CONSIDERATIONS

15. Minimal clearing of vegetation may be required for the installation and upgrades of water supplies, this will be undertaken with appropriate approvals. Some facility works may require the removal of asbestos containing materials, which will also be completed in compliance with legislative requirements.

ALTERNATE OPTIONS

16. Council may:
- Support the application; or
 - Not support the application.
17. Given the communities expectation that the City of Albany will seek the available funding, there may be some reputational risk as outlined in point 12 if Council choses to not support the application.

CONCLUSION

18. To satisfy the communities expectation that the City of Albany will seek funding for a range of eligible projects, it is recommended that the officer's recommendation be endorsed.

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 6.27pm.