



AGENDA

CORPORATE SERVICES AND FINANCE COMMITTEE MEETING

8 SEPTEMBER 2015

5.30pm

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.

TERMS OF REFERENCE

(1) Function:

The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:

- (a) To establish and maintain sound governance structures;
- (b) To provide strong, accountable leadership supported by a skilled and professional workforce;
- (c) To engage effectively with our community.

(2) It will achieve this by:

- (a) Monitoring and commenting on the financial health and strategies of Council;
- (b) Developing policies and strategies;
- (c) Establishing ways to measure progress;
- (d) Receiving progress reports;
- (e) Considering officer advice;
- (f) Debating topical issues;
- (g) Providing advice on effective ways to engage and report progress to the Community; and
- (h) Making recommendations to Council.

(3) Chairperson: Deputy Mayor, Councillor Stocks

(4) Membership: All elected members

(5) Meeting Schedule: As required

(6) Meeting Location: Council Chambers

(7) Executive Officer: Deputy Chief Executive Officer

(8) Delegated Authority: None

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1. DECLARATION OF OPENING

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 Mayor D Wellington (Member)

Councillors:

Member	G Stocks (Chair)
Member	R Hammond
Member	A Hortin JP
Member	R Sutton
Member	S Bowles
Member	A Goode JP
Member	G Gregson
Member	J Price
Member	B Hollingworth
Member	N Mulcahy (Deputy Chair)

Staff:

Chief Executive Officer	A Sharpe
Acting ED Corporate Services	D Olde
Manager Governance & Risk	S Jamieson

Meeting Secretary H Bell

Apologies:

Member	C Dowling
Member	V Calleja JP

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Corporate Services and Finance Meeting held on 11 August 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

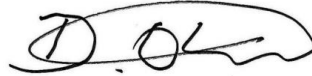
9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CSF192: FINANCIAL ACTIVITY STATEMENT – JULY 2015

Attachment : Financial Activity Statement
Responsible Officer : Acting Executive Director Corporate Services (D Olde)

Responsible Officer's Signature:



CSF192: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 30 July 2015.

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 July 2015 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.

FINANCIAL IMPLICATIONS

- 8. Expenditure for the period ending 30 July 2015 has been incurred in accordance with the 2015/16 proposed budget parameters. 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.

POLICY IMPLICATIONS


- 9. The City's 2015/16 Annual Budget provides a set of parameters that guides the City's financial practices.
- 10. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

File Number (Name of Ward)	FM.FIR.2 - All Wards
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CSF193: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2015

Proponent : City of Albany
Attachments : List of Accounts for Payment
Report Prepared by : Financial Accountant (S Beech)
Responsible Officer : Acting Executive Director Corporate Services (D Olde)

Responsible Officer's Signature:



RECOMMENDATION

CSF193: 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 AUGUST 2015 totalling \$5,616,889.56.

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 August 2015. Further details of the Members Report/Information Bulletin.

Municipal Fund

Trust	\$0.00
Credit Cards	\$27,034.81
Payroll	\$1,177,037.31
Cheques	\$.54,877.48
Electronic Funds Transfer	\$4,357,939.96

TOTAL

\$5,616,889.56

- As at 15 August 2015, the total outstanding creditors, stands at \$444,785.99 and made up as follows:-

Current	\$222,368.33
30 Days	\$222,571.16
60 Days	\$304.50
90 Days	-\$458.00

TOTAL **\$444,785.99**

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 August 2015 has been incurred in accordance with the 2015/2016 budget parameters.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 August 2015 has been incurred in accordance with the 2015/2016 budget parameters.

SUMMARY CONCLUSION

9. That list of accounts have been authorised for payment under delegated authority.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CSF194: DELEGATED AUTHORITY REPORTS

Proponent : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared by : Personal Assistant to the DCEO (H Bell)
Responsible Officer : Chief Executive Officer (A Sharpe)

Responsible Officer's Signature:



RECOMMENDATION


CSF187: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports up until 15 August 2015.

CSF195: RATING SUBSIDY 2015/16 – SPORTING & COMMUNITY GROUPS

Business Entity Name : City of Albany
Report Prepared by : Acting Executive Director Corporate Services (D. Olde)
Responsible Officer : Acting Executive Director Corporate Services (D. Olde)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objective:** 5.1. To establish and maintain sound business and governance structures.
 - c. **Strategic Initiative:** Nil

In Brief:

- For a number of years, a rating subsidy has been offered to certain sporting and community organisations. Continuation of this subsidy is being sought for 2015/16, with a separate policy to be put to Council at a later date.

RECOMMENDATION

CSF195: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

ENDORSE the Rating Subsidy offered to sporting and community organisations for 2015/16, as detailed further in the report CSF195.

BACKGROUND

2. For a number of years, the City has offered a subsidy on rates for a select group of sporting and community organisations.
3. No legislative requirement exists requiring any subsidy to be offered, unlike the exemption claimed by charitable organisations, or land held or used for public purpose.

DISCUSSION

4. An informal program has existed for a number of years giving rating subsidies to community and sporting groups. It appears that this program has never been formally endorsed by Council.
5. A policy will put to forward to Council for discussion and adoption at a later date.

6. To give Council, officers and the community transparency and accountability, a table detailing the amount and organisations receiving the subsidy is detailed further on in this item.
7. For the 2015/16, it is proposed that the subsidy continue as it has done in the past.

GOVERNMENT & PUBLIC CONSULTATION

8. Nil.

STATUTORY IMPLICATIONS

9. The *Local Government Act 1995* does not provide a definition of what constitutes a charitable purpose, or for a public purpose.
10. Using case law precedence, each local government has the responsibility to assess and decide on applications from organisations seeking an exemption from paying rates. No application has been found from these organisations requesting exemption, and the case law precedence would indicate that the organisations listed would not be eligible for this exemption.

POLICY IMPLICATIONS

11. No policy currently exists. An item recommending adoption of a policy will be submitted at a later date.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Community & Organisational Operations. <i>Failure to endorse the subsidy leaves some uncertainty amongst community organisations and City officers regarding eligibility and amount of subsidy.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Support the officer's recommendation and adopt the subsidy.</i>

FINANCIAL IMPLICATIONS

13. The total value of the subsidy offered under the proposed policy is \$202,190.26 for 2015/16. This has been budgeted for in the 2015/16 budget.
14. The following table details the amount and organisation receiving the subsidy, being 100% of rates due for 2015/16:

ASSESS	2015/16 FINANCIAL ASSISTANCE COMMUNITY/SPORTING GROUP	Subsidy Amount \$
A104446	SENIOR CITIZENS CENTRE	\$ 9 298.29
A116479	NORTH ALBANY FOOTBALL CLUB	\$ 5 875.29
A124369	ALBANY GIRL GUIDES ASSN	\$ 1 941.40
A130471	ALBANY MARITIME FOUNDATION	\$ 5 444.30
A133873	ALBANY ATHLETICS GROUP	\$ 3 423.00
A136225	LOWER GREAT SOUTHERN HOCKEY ASSOC	\$ 2 072.19
A136770	ALBANY GOLF CLUB	\$ 20 793.43
A140446	ALBANY MODEL RAILWAY	\$ 2 444.12
A14758	ALBANY HARNESS RACING CLUB INC	\$ 5 977.47
A14780	ALBANY ITALIAN CLUB	\$ 2 196.85
A149179	ALBANY CLUB INC (1932)	\$ 7 152.53
A155029	EMU POINT SPORTING CLUB	\$ 6 692.72
A156611	ALBANY LIGHT OPERA & THEATRE COMPANY	\$ 1 928.83
A157843	SPECTRUM THEATRE INC	\$ 1 673.69

A161280	ALBANY BOWLING CLUB	\$ 4 904.59
A161537	ALBANY BRIDGE CLUB INC	\$ 3 116.46
A162430	JAYCEES WHALEWORLD (DISCOVERY BAY)	\$ 3 506.78
A171336	ALBANY SPRINT KART CLUB	\$ 1 123.13
A174427	ALBANY EQUESTRIAN CENTRE	\$ 8 838.48
A176287	STIRLING CLUB INC	\$ 12 261.48
A179378	ALBANY BOATING & OFFSHORE FISHING CLUB	\$ 2 554.48
A185660	ALBANY TAOIST TAI CHI SOCIETY	\$ 2 473.14
A187399	ALBANY SPEEDWAY CLUB	\$ 1 623.20
A204721	ALBANY MODEL AERO CLUB	\$ 1 634.86
A204735	ALBANY ENTERPRISE GROUP	\$ 7 119.83
A227280	LOWER KING COMMUNITY KINDERGARTEN	\$ 935.00
A30213	CITY OF ALBANY BAND INC	\$ 1 164.84
A50479	MERRIFIELD PARK TENNIS CLUB	\$ 1 716.61
A6037	KING RIVER RECREATION CENTRE	\$ 3 167.55
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC	\$ 1 010.00
A64799	RIVERVIEW COUNTRY CLUB	\$ 3 320.82
A64820	PRINCESS ROYAL SAILING CLUB	\$ 7 407.98
A64866	WA VETERAN CAR CLUB	\$ 2 350.12
A64947	ALBANY ROWING CLUB	\$ 1 634.86
A65539	GREEN RANGE COUNTRY CLUB	\$ 3 109.10
A65999	KING RIVER HORSE & PONY CLUB	\$ 3 423.00
A6791	ALBANY RACING CLUB INC	\$ 13 538.72
A74354	SCOUT ASSOC OF WA	\$ 2 043.58
A74368	LAWLEY PARK TENNIS CLUB	\$ 4 853.50
A79732	ALBANY PLAY GROUP INCORPORATED	\$ 935.00
A82145	ALBANY KINDERGARTEN	\$ 1 583.77
A84446	MIDDLETON BEACH BOWLING CLUB	\$ 8 991.75
A92223	RAILWAYS FOOTBALL CLUB	\$ 4 342.61
A92354	ROYALS FOOTBALL CLUB	\$ 4 087.16
A96087	GREAT SOUTHERN SOCCER ASSOCIATION	\$ 3 831.71
A96429	TS VANCOUVER NAVAL CADETS	\$ 1 737.04
A97368	ALBANY WOMENS' INSTITUTE	\$ 935.00
	PROPOSED TOTAL SUBSIDY 2015/16	\$ 202 190.26

ALTERNATE OPTIONS

15. That no rating subsidy is given to the listed sporting and community organisations.

SUMMARY CONCLUSION


16. Nil.

Consulted References	:	<i>Local Government Act 1995</i>
File Number (Name of Ward)	:	All wards.
Previous Reference	:	N/A.

CSF196: PROPOSED LAND SALE

Land Description : REDACTED
Proponent : REDACTED
Owner : REDACTED
Attachments : REDACTED
Report Prepared by : Senior Lands Officer (N Crook)
Responsible Officer : Acting Executive Director Corporate Services (D Olde)

Responsible Officer's Signature:



CONFIDENTIAL REPORT

This Report will be considered behind closed doors in accordance with section 5.23 (2)(e) of the Local Government Act 1995, being a matter that if disclosed, would reveal information that has a commercial value to a person.

- 12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**
- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14. REPORTS OF CITY OFFICERS**
- 15. MEETING CLOSED TO THE PUBLIC**
CSF196 – Proposed Land Sale
- 16. CLOSURE**