



MINUTES

CORPORATE SERVICES AND FINANCE COMMITTEE MEETING

13 OCTOBER 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

[5:30:24 PM](#) The Presiding Member declared the meeting open.

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	N Mulcahy (Deputy Chair)
Member	A Goode JP
Member	G Gregson
Member	J Price
Member	B Hollingworth

Staff:

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

Meeting Secretary H Bell

Apologies:

Member	V Calleja JP
Member	S Bowles
Member	C Dowling

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

EFT 102371 – Gresley Abas – \$229,101.00: Centennial Park Sporting Precinct (CPSP) – Western & Eastern Precinct Civil, breakdown below:

- Architects Fees July - \$67,463.30
- Architects disbursements July - \$1,147.88
- Sub consultants Fees July - \$155,130.25
- Sub consultants disbursements July - \$5,360.00

EFT 102254 – Perth Theatre Trust – Albany Entertainment Centre (AEC) Operating Funding 2015/16. Full year advance payments have been made in 13/14, 14/15 & now 15/16 financial years. The only half yearly contribution made was at the beginning on 2012 (half way through the financial year), which was also the first payment made to PTT.

EFT 101923 – Noise & Vibration Measurement Systems – Purchase of new measurement device, purchase of logging software, subscription for logging & spectrum IT modules & calibration of additional filters.

EFT 101876 – Barrier Counselling – EAP – 16 Counselling sessions over the course of July.

CHQ 30756 – Department of Justice – Fines Enforcement – This is a fee The City has paid to forward an uncollectable infringement (that The City has raised) onto the Department of Justice for collection.

EFT 101929 – Liquidated Damages to Millbrook Road – The payment has been made as partial disbursement of a contract retention. “Liquidated damages” refers to a breach of contract, and a deduction has been made from the retention payment as compensation for breach.

Every month there appear to be salaried staff getting paid to instruct fitness classes at alac. If this isn't in their salaried role, why are they conducting the classes and being paid in addition, rather than a specific person being employed to undertake the classes?

As classes are typically a one hour sessions (or less) we cannot under the EA employ a casual employee for less than a 2 hour period. To deliver classes and remunerate instructors the industry accepted standard we have employed most of our instructors as contractors. This requires the instructor to be registered for GST and they submit an invoice for classes. This is why the payments appear on the accounts for payment.

6. PUBLIC QUESTION TIME

NIL

7. PETITIONS AND DEPUTATIONS

NIL

8. CONFIRMATION OF MINUTES

DRAFT MOTION

**MOVED COUNCILLOR PRICE
SECONDED COUNCILLOR HOLLINGWORTH**

THAT the minutes of the Corporate Services and Finance Meeting held on 8 SEPTEMBER 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 10/0


9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

CSF197: FINANCIAL ACTIVITY STATEMENT – AUGUST 2015

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

Responsible Officer's Signature:



CSF197: COMMITTEE RECOMMENDATION

**MOVED COUNCILLOR HORTIN
SECONDED COUNCILLOR GREGSON**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10/0

CSF197: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 August 2015.

BACKGROUND

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

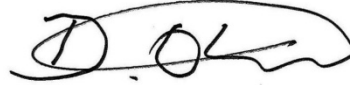
9. The City’s 2015/16 Annual Budget provides a set of parameters that guides the City’s financial practices.
10. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

File Number (Name of Ward)	FM.FIR.2 - All Wards
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CSF198: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2015

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

Responsible Officer's Signature:



RECOMMENDATION

CSF198: COMMITTEE RECOMMENDATION

**MOVED MAYOR WELLINGTON
SECONDED COUNCILLOR PRICE**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10/0

CSF198: 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 SEPTEMBER 2015 totalling \$5,418,462.89.

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

Municipal Fund

Trust	\$0.00
Credit Cards	\$21,766.07
Payroll	\$1,186,640.14
Cheques	\$88,017.52
Electronic Funds Transfer	\$4,122,039.16
TOTAL	<u>\$5,418,462.89</u>

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

Current	\$400,282.23
30 Days	\$83,953.18

60 Days	-\$178.50
90 Days	-\$458.00
TOTAL	<u>\$483,598.91</u>

Cancelled cheques: Cheque 30749 incorrect creditor.

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

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 September 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.
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.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CSF199: 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

CSF199: COMMITTEE RECOMMENDATION

**MOVED COUNCILLOR GREGSON
SECONDED COUNCILLOR HOLLINGWORTH**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10/0

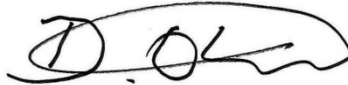
CSF199: RESPONSIBLE OFFICER RECOMMENDATION

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

**CSF200: QUARTERLY REPORT – TENDERS AWARDED – JULY
TO SEPTEMBER 2015**

Proponent : City of Albany
Attachments : Quarterly Report – Tenders Awarded – July to September
2015
Report Prepared by : Procurement Officer (M Kirk)
Responsible Officer : Executive Director Corporate Services (D Olde)

Responsible Officer's Signature:



RECOMMENDATION

CSF200: COMMITTEE RECOMMENDATION

**MOVED COUNCILLOR SUTTON
SECONDED COUNCILLOR GOODE**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10/0

CSF200: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Quarterly Report – Tenders Awarded – July to September 2015.

CSF201: COUNCIL RESPONSE TO INCREASING ELECTED MEMBER PARTICIPATION IN TRAINING

Attachments : Nil
Report Prepared by : Manager Governance & Risk Management (S Jamieson)
Responsible Officer : Chief Executive Officer (A Sharpe)

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:** 5.1.1 Develop informed and transparent decision making processes.

In Brief:

- A Council response was originally due by Friday, 13 November 2015; however this was brought forward by WALGA to Friday 30 October 2015 to meet the WALGA Zone and State Council Agenda cut-off dates.
- The purpose of this report is to present the consolidated feedback and comments received from the elected group.
- Council is requested to provide a Council response to WALGA.

RECOMMENDATION

CSF201: COMMITTEE RECOMMENDATION

**MOVED COUNCILLOR SUTTON
SECONDED COUNCILLOR PRICE**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10/0

CSF201: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE:

- (1) That the City of Albany has historically extended induction and professional development training to elected members, with attendance being voluntary.
- (2) That an enhanced elected member professional development program is currently being scoped, which will include workshops run by the Australian Institute of Company Directors (AICD) and other specialist presentations. This program will run over a twelve month period and invitations will be extended to neighbouring local governments in the Great Southern.
- (3) The need to assess the consequential impact of non attendance and penalty provisions, however;

SUPPORTS in principle:

- (a) Best Practice Induction Programs. Local Governments adopting and delivering a structured and thorough Council induction program and that legislation be changed to make this a requirement.

- (b) Training and Development Policy. Legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election.
- (c) Candidate Requirements. Legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election.

BACKGROUND

2. At the ordinary meeting of Council held on 25 August 2015, Council resolved, in part:
“THAT Council RECEIVE the attached WALGA discussion paper titled: “Discussion Paper: Policy Options to Increase Elected Member Training Participation” and with the assistance of the Chief Executive Officer, prepare a Council response....”

DISCUSSION

3. Post the Council meeting a questionnaire was circulated to all elected member to gain individual feedback. Individual comments follow this report.

Question	Yes	No
(1) Best Practice Induction Programs – do you support Local Governments adopting and delivering a structured and thorough Council induction program?	11	
(2) If yes to question 1, should legislation be changed for this to be a requirement (Mandatory Attendance), or should it remain voluntary?	8	3
(3) Training and Development Policy – do you support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?	11	
(4) Candidate Requirements – do you support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?	10	1

**Note: 1 Councillor currently on leave of absence.*

Induction/Training Courses Available

4. The City of Albany has had an induction program in place since 2011.
5. An initial induction will be conducted on an individual basis following the election.
6. Feedback from elected members indicates that attendance also assists in building a strong Council team, both as a governance body and as a “social” team.

Councillor Professional Development Program

7. An enhanced elected member professional development program is currently being scoped, which will include workshops run by the Australian Institute of Company Directors (AICD) and other specialist presentations on relevant subjects.
8. This program will run over a twelve month period and invitations will be extended to neighbouring local governments in the Great Southern.
9. An overview of the proposed Elected Member Professional Development Program 2015/16 follows this report.

Candidate Information Session

10. Complimented by a prospective candidate information pack, a fully revised and updated candidate information session was conducted for the current election, which included presentations from:
- Western Australian Electoral Commission (WAEC) Returning Officer;

- The Chief Executive Officer;
- Current Serving Councillor (Cr Mulcay); and
- Former Mayor of Mandurah (Ms Paddi Creevy).

GOVERNMENT & PUBLIC CONSULTATION

11. As previously reported following feedback from the sector, WALGA will prepare an item for future Zone and State Council consideration.
12. No additional public or public consultation has been conducted in preparation of this report.

STATUTORY IMPLICATIONS

13. The state government and other stakeholders, in Western Australia, have suggested policy or legislative change to increase Elected Member participation in training.
14. There are no current statutory implications related to this report.

POLICY IMPLICATIONS

15. The discussion paper proposes a number of options.
16. Council may also consider it appropriate to formally adopt the City's current Elected Member training and induction program implemented in October 2013 and fully revised and updated for the October 2015 local government election.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. Council consideration and feedback is not provided before the cut of date.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>City Officers administer the feedback and meet the WALGA new requested submission date.</i>

FINANCIAL IMPLICATIONS

18. The City of Albany currently allocates funds to for Elected Member training in the Annual Budget.
19. There are no direct financial implications related to this report.

LEGAL IMPLICATIONS

20. Nil.

ENVIRONMENTAL CONSIDERATIONS

21. Nil.

ALTERNATE OPTIONS

22. Council may chose to provide a response either as an elected group; individual; or both.
23. Council may chose to provide additional feedback.

SUMMARY CONCLUSION

24. Based on the responses received and concerns raised it is recommended that the Responsible Officer's Recommendation be considered for endorsement.

Consulted References	:	WALGA Discussion Paper: <i>Policy Options to Increase Elected Member Training Participation.</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 25/08/2015 Report Item CSF190

Elected Member Responses

Question	Yes	No	Comment
(1) Best Practice Induction Programs – do you support Local Governments adopting and delivering a structured and thorough Council induction program?	11		<ul style="list-style-type: none"> Unfortunately it is usually those councillors that could benefit from training who don't attend.
(2) If yes to question (1), should legislation be changed for this to be a requirement (Mandatory Attendance), or should it remain voluntary? <i>Note: No response mean, the view is that training should remain voluntary.</i>	8	3	<ul style="list-style-type: none"> Mandatory training should also apply to state and federal politicians as well. Though how much some would take notice may be debatable. Remain voluntary, noting what incentives would be provided to encourage attendance. Cost maybe prohibitive for small councils. Mandatory, as long as flexible delivery models are used, in particular for elected members that have a full time job and are unable to attend training scheduled during business hours. Remain voluntary, noting the need to assess the consequential impact of non attendance and penalty provisions.
(3) Training and Development Policy – do you support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?	11		<ul style="list-style-type: none"> The City's current Training and Development program is good, however could be tweaked. Especially, if they do the same for state and federal politicians.
(4) Candidate Requirements – do you support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?	10	1	<ul style="list-style-type: none"> Personal attendance and assessment. Candidates should be made aware of the commitment required and responsibilities under the LG Act. Most people do not have a good understanding of their role when they nominate. They should! Might save the cost of and for some potential candidates when they know the facts. Should follow the Australian Institute of Company Directors (AICD) Training. Councillors are a long way short of requirements for board directors. Need to assess the consequential impact of non attendance and penalty provisions.

City of Albany Elected Member Professional Development Program 2015-16 (Draft)

Session Title	Date & Venue	Time	Attendees
Orientation and Tour, delivery of iPads, security tags and Induction Manual	Monday 19 October 2015, North Road Building	Individual Appointments to be advised	Councillors Elect
Ordinary Council Meeting	Tuesday 27 October 2015, Council Chambers - Declaration, Nomination and Appointment to Committees	6.00pm	All Elected Members, EMT, support staff
Executive Management Team (EMT) Presentation	Thursday 29 October 2015, Civic Rooms	6.00pm	All Elected Members, EMT, invited staff
Civic Reception to welcome new Councillors and thank and farewell retiring Councillors	Monday 2 November 2015, Civic Rooms	6.00pm	Elected Members, retiring Elected Members, EMT, Managers and invited guests
“One Council One Voice” facilitated by Bridget Williams-Stephen	Tuesday 17 November 2015, Margaret Coates Boardroom	5.30pm	All Elected Members, Executive Management Team
“Values and Behaviours, Team Building and Rules of Engagement” facilitated by Bridget Williams-Stephen	Thursday 26 November 2015, Margaret Coates Boardroom	5.30pm	All Elected Members, Executive Management Team
Serving On Council-WALGA Training Module	Thursday 4 February 2016, Civic Rooms	9.00am to 5.00pm	All Elected Members & Great Southern Councils
Meeting Procedures and Debating-WALGA Training Module	Friday 5 February 2016, Civic Rooms	9.00am to 5.00pm	All Elected Members & Great Southern Councils
Land Use Planning-WALGA Training Module	Thursday 17 March 2016, Civic Rooms	9.00am to 5.00pm	All Elected Members & Great Southern Councils
Strategy and Managing Risk-WALGA Training Module	Friday 18 March 2015, Civic Rooms	9.00am to 5.00pm	All Elected Members & Great Southern Councils

Other topics that are currently being considered:

- Australian Institute of Company Directors-“Governance Essentials for Local Government”.
- “Conflict of Interest”.
- “What Does it Mean to be a Leader in Local Government”

CORPORATE SERVICES AND FINANCE COMMITTEE
MINUTES – 13/10/2015

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
16. CLOSURE [6:05:31 PM](#)